



Vision Statement

Monroe County School District prekindergarten programs (VPK, Head Start, and ESE) vision is to continually improve and ignite innovation in 'school readiness' for all Pre-K students by educating all stakeholders, engaging families and community members, which will facilitate lifelong learning.

Mission

Our mission is to collaboratively promote innovation, excellence and equity in education via comprehensive child/family services, while ensuring seamless transitions through the implementation of research-based practices and data driven decisions; to provide a high quality-learning environment in which ALL children can develop to their maximum potential.

Motto

*Pre-K in the Keys
Growing through Education*

Core Values

- ▣ Educate Parents
- ▣ Educate Students
- ▣ Educate Staff
- ▣ Educate Community Partners
- ▣ Collaborate with all Stakeholders

Office of Head Start

"Head Start is a federal program that promotes 'school readiness' of children ages 3 to 5 from income eligible families by enhancing a child's cognitive, social and emotional development."

State Goal

"The Voluntary Prekindergarten (VPK) Education Program prepares Florida's 4-year-old children for success in school and in life."

Early Learning Coalition of Miami-Dade/Monroe

"Ensures a comprehensive and integrated system providing for all families and their children, beginning before birth to 5 years, the affordable opportunity to enter school ready to learn and succeed in life."

Monroe County Schools

“Charting the Course for Change”

“To empower all students to become responsible and contributing global citizens.”

Broad MCSD-Head Start Program Goal

The program will continue to increase ‘school readiness’ with sustainability and grow as an organization by educating all stakeholders.

The following information is the Monroe County School District (MCSD) Head Start Improvement Plan/Action Plan for the 2018-19.

Area of Concern	Action Step(s)	Person (s) Responsible	Timeline	Documentation	Financial Supports
<i>PDM, HR, Fiscal, Governance, and Other</i>					
Since we are a part-time center based Head Start program, the blended program does not give all students a full instructional day. Only those students who utilize vouchers from the state voluntary program attend school a full day.	Apply for duration funding when available.	Early Childhood Coordinator/Superviosr	When announced by OHS	Grant Application	Approximately \$500,000.
Mental Health Care Professional or related field such as social worker.	Supplemental application for mental health care professional or related field such as social work.	Community Assessment Self-Assessment	2018-2019	Supplemental application for additional funding from OHS.	Approximately \$50,000 salary with benefits a total of \$77,000.

Area of Concern	Action Step(s)	Person (s) Responsible	Timeline	Documentation	Financial Supports
<p>Salaries – Instructional Teams (Teachers and Paraprofessionals) continue to be lower than district salaries.</p> <p>Supplement for Masters or Higher degree for anyone on Leadership/Management team. New hires for fiscal and family service area must have degree/credential.</p>	<p>Complete wage comparability study.</p> <p>Align instructional supplement with leadership personnel.</p> <p>Work with regional and governing body for a resolve to new hires requiring a higher degree.</p>	<p>Hanover – company contracted by district.</p> <p>Approval from governing bodies thru grant approval.</p> <p>Regional and Governing Bodies</p>	<p>Unknown</p> <p>Aug. 1st, 2018</p> <p>On-going</p>	<p>MCSD salary schedule.</p>	<p>Approximately \$105,061.00 with benefits.</p> <p>\$1,800-\$2,700</p> <p>If social worker is hired with additional funding this will be resolved. The finance department has degreed personnel in place – OHS may approve of current model.</p>
<p>We would like all staff to feel supported.</p>	<p>Increase communication and boost morale. Follow-up and follow-thru all staff.</p>	<p>Self-Assessment.</p>	<p>Leadership/ Management</p>	<p>Survey</p>	<p>\$1,000.00</p>
<p>Education/Child Development</p>					
<p>Transitions - State identifier and district form to share prekindergarten data among agencies.</p>	<p>Continue transition meetings; implement district transition forms with prekindergarten teachers.</p> <p>Support ELC in efforts of working with the OEL on state identifier.</p>	<p>Annual</p>	<p>ELC</p> <p>E.C. Coord. Superv. Ed./Disab. Mgr.</p>	<p>State identifier.</p> <p>District Form.</p>	<p>\$500.00</p>

Area of Concern	Action Step(s)	Person (s) Responsible	Timeline	Documentation	Financial Supports
Education/Disabilities (Individualization)	Collaborate with district experts to support professional development in EI and ESE regarding MTSS, differentiation, and other topics.	Preservice and district PD days	E.C. Coord/Superv. & Education/Disab. Mgr.	In-service materials and sign-in sheet	\$4,000.00
More parent input and feedback on curriculum and lesson planning. Formalize parent letters home.	Continue monthly curriculum conversations at policy council and parent center meetings. More feedback at home visits and parent conferences. Have teachers create uniformed letters from Second Steps and other resources to be sent home.	Education/Disabilities Mgr. and Teachers.	Quarterly	Forms	\$500.00
Continue lesson plan development to include: the use of data, parent input, and documentation of MTSS/differentiation. Training for DLL and ESE.	Continue development of lesson plan template and receive teacher input. Documentation of differentiation.	Education/Disabilities Mgr. and Teachers.	Monthly Lesson Plan Meetings and in-service	Lesson plan	\$500.00
Increase research based aspects of the classroom organization domains through MMCI training.	Individual teacher focus for CLASS coaching and professional development	Ed./Disab. Mgr. & CLASS Coach	At monthly site meetings and/or Saturday PD	Agendas Sign-in-sheet	\$4,000.00
Family & ERSEA					
Program will attend at least 50% of community meetings to collaborate and educate community members, health forms and education forums via	*Reach out to the community agencies agency for meetings dates and times	FSM (Family Service Manager) SC (Site Coordinator)	Year round	Sign In Sheets Agenda Minutes Invoice Contracts	\$1,000.00

Area of Concern	Action Step(s)	Person (s) Responsible	Timeline	Documentation	Financial Supports
on –going community participation, publication, and reports.		Budget Manager Director			
Each program year, the program will maintain majority of enrollment as income eligible and 10% of enrollment for children with disabilities. (Enrollment of 10% disabilities fluctuates.).	*Reach out to our local agencies to find where the children under IDEA are located and encourage families to apply. *Re-train staff on the referral process to ensure all children concerns/needs are addressed and when necessary referred in a timely manner.	FSM (Family Service Manager) SC (Site Coordinator) Health Nurse Teaching Team Education/Disability Manager	Year round	Communication documentation Head Start Recruitment Information Minutes Sign In Sheets Agenda	\$250
Safety, Mental Health, Health & Nutrition - Area for Program Level Improvement:					
Establish tracking system to facilitate timely follow- up/follow-through for Oral Health.	Continue parent participation in obtaining follow-up care. Input taken from parents under special circumstances. Letters home and phone calls.	MHHS – Nurse HFSC SC	August-July	Excel Spreadsheet; family contact notes; Policies and Procedures; child health record	\$0
Continue to educate staff on mental health opportunities available to them	Communicate with staff the opportunity for services available to them. Wellness communications.	Health safety nurse Education/Disability Manager Family services Manager Budget Manager	Ongoing		\$350.00

Area of Concern	Action Step(s)	Person (s) Responsible	Timeline	Documentation	Financial Supports
Work with inter-agency organizations to find mental health care professionals. There is a greater need for counseling and jobs in related fields.	Attend inter-agency. Supplemental application Contract with available mental health care providers.	Leadership/Management	Ongoing	Attend Meetings Contract	\$4,000
Family Style Meals	Work with individual sites to implement family style meals.	Nurse	Ongoing		\$0.00
Complete new construction.	District construction plan.	District	On going		\$0 to grant. District pays for construction.