



HEAD START COMMUNITY PROGRAM OF MORRIS COUNTY

SELF-ASSESSMENT 2018

PROGRAM IMPROVEMENT PLAN SUMMARY

Based on the results of 2018 Self-Assessment, Head Start Community Program of Morris County's Program Improvement Plan incorporates the following recommendations:

1) Seek grant support, via a one-time Head Start Health & Safety Facilities grant, or from private funders, to:

- Install bollards around playground at fence sections that border parking areas in both Dover and Morristown playgrounds.
- Install higher fencing in identified areas in Morristown and Dover, including 6-foot fencing near EHS playground in Dover (Chestnut Street).
- Explore options for multi-surface areas within existing available outdoor space.
- Install intercom system for areas of building that are not currently covered by communications devices: HS and EHS playgrounds in Dover; outdoor courtyard play area in Dover; Dover nurse's office; Dover all-purpose room; hallway outside of Rooms 1 and 2 in Dover.
- Explore intercom system or alternate form of communication for Morristown center.
- Purchase magnetic strips to place inside of door jams so doors of classrooms and other rooms can be locked. Magnet can be easily removed from jam when there is a lockdown to avoid the necessity of fumbling with keys to lock doors in an emergency situation.
- Extend camera coverage system for Dover site.

2) Create ID badges for staff with name, position and photo. Include badges for regular substitute teaching staff. Develop a system of temporary ID badges for visitors.

3) Recruit additional community members, including Head Start alumni, to diversify the Head Start Board of Directors.

4) Maintain ongoing contact with curriculum developer for Abriendo Puertas parenting curriculum to plan for training staff and offering the curriculum to parents during the 2018/2019 program year.

- 5) Hire credentialed, floating staff to meet the program's substitute teacher needs.
- 6) Task the Board of Directors Personnel Committee with leading project to update Employee Handbook and complete the necessary updates by October 2018.
- 7) Update and upgrade the Head Start website to include portals for staff and governing body, with capacity for electronic submission of job applications and program services applications.
- 8) Develop succession plan for management and key staff positions, including monthly timetables/task lists for each position.
- 9) Leverage available Child Care Development Block Grant (CCDBG) funding and Head Start's 4-Star Grow NJ Kids Rating to pilot an extended care program which addresses parents' needs for wraparound care and summer programming. Split staff shifts to operate the program with appropriately qualified personnel which meet program needs for substitute teachers and teacher assistants during the Head Start day.
- 10) With the support of an expert consultant donating services and Board Fiscal Committee, update the Fiscal Policies and Procedures document to meet published regulations and reflect current practice.
- 11) Use available resources to provide family communications and classroom materials in all languages of families served by the program.
- 12) Submit proposal to Morris County Officials for any suitable expansion space that may be available. Assess space possibilities and needs and seek assistance from the Fundraising Committee of the Head Start Board of Directors to develop a focused capital campaign if appropriate.