



Year 5

Head Start Act Section 642

Powers and Functions of Head Start Agencies [42 U.S.C. 9837]

(c) Program Governance (1) Governing Body (E) Responsibilities

(V) Reviewing and approving all major policies of the agency, including (a) the annual self-assessment

- ❖ BIHS utilizes strategic planning for long term planning and the Program Improvement Plan is used to monitor the current year goals and objectives.

The Policy Council has received, discussed, and approved the updated Year 5-Program Improvement Plan on April 26th, 2019 and signed by Jasmine Andreas, Policy Council Secretary.

The Bishop Paiute Tribal Council has received, discussed, and approved the updated Year 5-Program Improvement Plan on April 29, 2019 and signed by Allen Summers, Chairman.

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Continuous Program Improvement Plan

Broad Goal: Program Governance systems include a governance structure, strong communications, and regular reporting that supports shared decision making.
Part 1301 Program Governance sub-section 1301.5 Training

Data Source: **Policy Council Minutes; Self-Assessment Plans; Governance, Leadership, and Oversight Capacity Screener**

Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/ Status
			HS Federal Funds	Other Sources (cash and non-cash)		
<p>(1) Revise-2019: The Tribal Council and Policy Council will complete the program governance screener before the start of each school year. BIHS Policy Council and Tribal Council will receive training in Leadership and Governance to include all areas under Program Management, Planning & Oversight Systems</p> <p>(2) All members of the PC, TC, Fiscal. and Human Resources will be trained on the Updated HS Performance Standards to ensure BIHS remains in compliance.</p>	<p>(1-2) Online training Resources from the Office of Head Start Knowledge Center will be utilized by the Program Director to inform PC and TC of New Requirements. Each month the PC will receive an online training on 1 of the showcases located ECLKC. (1-2)Program Governance Training will take place the first 45 minutes of each meeting until complete. Followed by Fiscal Training for Governing Bodies.</p>	<p>Measurement/ Documentation: A well trained and informed Policy Council Member will assist the Parent Policy Council and the Program Director to review the program budget monthly for the purpose of making sound program planning decisions related to financial resources and needs.</p> <p>Agendas, Minutes, training sign in sheets, Interviews with the policy council, certifications</p> <p>eclkc.ohs.acf.hhs.gov</p> <p>https://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/certification</p> <p>https://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/mang-sys/fiscal-mang</p> <p>http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/mgmt-matters-elearning/mm-fiscal/story.html</p>	N/A	N/A	1-2:Director and Family Advocate, Program Managers Teaching Staff Governing Body: Parent Policy Council and tribal Council	<p>2018-2019 PC and TC TARGET APRIL-JULY 2019-2020 PC and TC TARGET SEPT-NOV</p> <p>BIHS-STAFF 2019 MAY-AUGUST</p>

Continuous Program Improvement Plan

Broad Goal: BIHS will ensure that these important infrastructures support program operations: Facilities, Materials, and Equipment, Transportation, and technology systems services.
(Financial and Administrative Requirements) Part 1303-subpart E-Facilities; subpart F Transportation;

Data Source: Self-Assessment Plan; EPA regulations, community and parent and staff surveys, 45-day inspection reports; ECERS observations

Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS Federal Funds	Other Sources (cash and non-cash)		
Updated Bus Driver Transportation Book to align with New Regulations	(1) Director will scan exiting Bus Driver Handbook and convert to word. (2) Director will review 2016 OHS transportation regulations and integrate into BIHS Bus Driver Handbook. (3) Director will note resources from Early Childhood Knowledge Center related to topics in Driver Handbook. (4) Director will activate links to the resources when presenting handbook to Transportation Team for review. (5) Transportation handbook will be approved by Transportation Team, Policy Council and Governing Board. (6) Transportation Handbook will be presented to staff during Pre-Service. (7) Bus Driver Transportation Handbook will be available on the U-drive and online.	Measurement/ Documentation: Updated Bus Driver Handbook will be located online. Teaching Team Notes and Policy Council Approval Minutes	n/a	n/a	Director and Program Managers Governing Body: Parent Policy Council and tribal Council Transportation Team	Target Date: May 2018 COMPLETED NEED TO UPDATE DRIVER INFORMATION UPDATE NEW BUS EQUIPMENT INFORMATION JULY 2019 PARENTS, STAFF, AND DRIVERS TRAINED

Continuous Program Improvement Plan

Broad Goal: BIHS will improve recordkeeping and reporting systems to provide information needed to individualize programs for children and families for assisting staff in planning and management and ensure delivery of services. **(Program Operations) Part 1302-subpart J Program Management and Quality Improvement 1302.101 Management Systems**

Data Source:
Self-Assessment Plan
Teacher Monthly Reports and Parent In-Kind Reports; T/TA outcomes; Staff Needs Surveys

Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS Federal Funds	Other Sources (cash and non-cash)		
(1) Utilize Child Plus to track school attendance, Teacher Progress notes, observations, and tracking of Parent Teacher Conferences, Health and Disabilities, PFCE and ERSEA (2) Update 100% of all policies and procedure to reflect new regulations following approved PC and TC schedule (3) BIHS will assess the current practice for securing program data	(1) Train each teacher and how to log in and track Parent Teacher Conferences; Train front desk how to track attendance each month. (2a) Director to list all plans and policies and procedures to be updated with a target date. (2b) Director presents schedule to PC and TC for approval (2c) Director provides schedule to BIHS team to assist in reviewing scheduled policies to be reviewed and aligned (2d) Final updates will be approved by PC and TC (2e) Staff will be trained on new regulations at preservice and parents will be presented with new regulations during enrollment, parent meetings and conferences. (2f) Updates will be located online and on U-drive. (3)update consent forms reflecting all data programs utilized by BIHS and shared by Program Partners: State Preschool and First 5. Data Systems include: ASQ; DRDP; Child Plus; and Creative Curriculum	(1) Measurement/ Documentation: Child Plus Reports (2) Measurement/ Documentation: % of updates collected from Policy and Procedures schedule; Agendas, Minutes; updated policies and procedures, plans and documents will be available on the BIHS webpage, HSES, U drive and USB drives. (3) Measurement/ Documentation: 100 % of new and returning families will sign updated consent forms as documentation of their awareness of the data systems used by BIHS; the purpose of collecting data/outcomes and agencies who have shared access. New updated policy related to Online Program File Security.	N/A	N/A	Director and Management Team and Teachers 1-2:Director; Assistant Director; Health Manager Lead Teachers Policy Council; Tribal Council	<p>Goal Met-Goal 1</p> <p>Target Date: January 2019</p> <p>SCHEDULE COMPLETED POLICES AND PRODEDURES ARE IN PROGRESS TARGET JULY 2020</p> <p>Target Date: August 1 2018 COMPLETE</p>

Continuous Program Improvement Plan

Broad Goal: BIHS will ensure a comprehension system of services is in place to prevent health problems; supports health development by encouraging practices that prevent illness or injury and promotes positive culturally relevant health behaviors that enhance lifelong well-being. **Part 1302-Program Operations**
Subpart D Health Program Services-Hygiene Practices
Addition: Program Goal: 1302.62- BIHS will improve communication between parents regarding what is a potential disability and to learn how to become advocates for services that meet their children's needs and to have knowledge where to obtain information and skills to help understand and support their child's disability.

Data Source:
Self-Assessment Report- ECERS 2015-2017

Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS Federal Funds	Other Sources (cash and non-cash)		
<p>(1) BIHS will strengthen hand washing routines and monitoring among all classrooms by 3 points on the ECERS review</p> <p>(2) New: BIHS will improve communication between parents regarding what is a potential disability</p>	<p>(1) All teachers will inform parents about morning routine and how they can assist their children with health goals during home visits. Teacher will provide parents with a daily classroom schedule.</p> <p>(2) Teacher will use parent volunteers to assist and monitor children during outdoor to indoor handwashing transitions and after messy projects.</p> <p>(3) Teaching team will post notes for handwashing reminders</p> <p>(4) Health Manager will educate families, staff and the community on the correct way to wash hands when they enter the classrooms.</p> <p>(5) Health Manager will continue to facilitate health activities with children and teachers and reinforce handwashing daily.</p> <p>Addition-2019: (1) BIHS will continue to</p>	<p>Measurements and Documentation Successful Indian Health Service Reports (completed 2018) and ECERS outcomes (Scored a 2.45 out of 7 in all 4 classrooms) See State documentation; Health Manager Observations and documentation. Daily Classroom schedules 2019-SCORED INCREASED TO 2.85</p> <p>Measurements and Documentation: The following links are currently found on our webpage</p> <p>INYO COUNTY SELPA (SPECIAL EDUCATION LOCAL PLAN AREA) PARENTS AND THE IEP PROCESS ABC'S OF IEP SPECIAL EDUCATION BASICS IEP BASICS AND WHAT YOU SHOULD KNOW 18 Tips for Getting Quality Special Education Services for Your Child Special Education Rights of Parents and Children FACT SHEET FOR FAMILIES AND SCHOOL STAFF SOLVING SPECIAL EDUCATION DISPUTES BETWEEN PARENTS AND SCHOOL DISTRICTS</p> <p>Children with IEP graduate out of program before transferring to Kindergarten.</p>	N/A	<p>N/A</p> <p>\$750.00 1x fee</p>	<p>1-2:Teaching Team and Parents Health Manager Health Advisory</p>	<p>Mid-March 2018 Ongoing till we reach a 5 or higher in ECERS CONTINUE INTO 2019</p> <p>Target August 1 2019</p>

	<p>partner with State Council on Developmental Disabilities, San Bernardino Regional Office, Inyo County Superintendent of Schools-SELPA and Kern Regional -Exceptional Family Center to provide site information sessions to parents, staff and the community.</p> <p>(2) BIHS will collaborate with the Tribal Webpage staff to organize BIHS webpage by services to improve access to online information for parents, staff and the community.</p> <p>(3) BIHS will continue to include links and information in the school wide newsletters.</p> <p>BIHS staff will show parents where to locate information at enrollment and in-home visits using their laptops.</p>					
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Continuous Program Improvement Plan

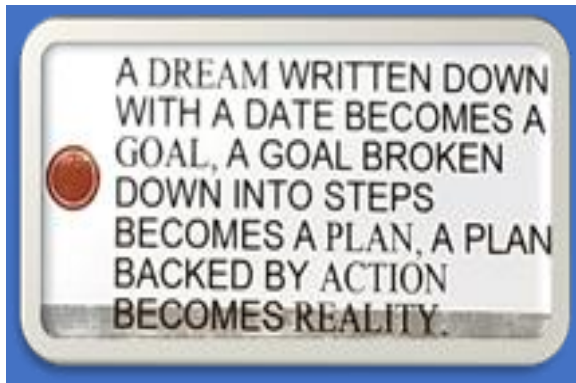
Broad Goal: BIHS will ensure Human Resource system provides ongoing professional development to well-qualified staff that supports quality services for children and families within an effective organizational structure. **Part 1302-Program Operations Subpart I Human Resource Management; 1302.90 Personnel Policies; 1302.91 Staff Qualifications and competency requirements; 1302.92 Training and professional development; 1302.93 staff health and wellness; 1302.94 Volunteers**

Data Source:
Self-Assessment Report and Staff Needs Survey
CACFP Triennial review; Employee Evaluations

Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS Federal Funds	Other Sources (cash and non-cash)		
<p>1. New and returning employees; including volunteers will receive policy and procedure training related to OHS, State, Tribal, CACFP, and BIHS prior to assuming position.</p> <p>3. Update all job descriptions</p> <p>4. All Teachers are fully qualified with AA, BA, or CDA Teacher permits (Long Term) All Teacher Associates are qualified with an Associate or Teacher, and an AA in Child development(Long Term)</p> <p>5. BIHS will complete background, child abuse and neglect registry and fingerprint checks every 5 years and all yearly certifications will be completed Short term goal.</p> <p>6. BIHS will recruit a qualified sub Teacher to partner with Director or Lead Teacher to implement coordinated researched based coaching strategies.</p>	<p>1. BIHS will complete new employee and volunteer Tribal Employee and BIHS Orientation the first week prior to assuming position.</p> <p>1a. BIHS will increase the usage of the needs and interest survey to individualize training plans and community resources for staff by brainstorming solutions and advocate these solutions to Admin., PC and TC.</p> <p>2a. Maintain T/TA training schedule and record progress for entire staff on a monthly basis by meeting with staff each month to discuss how Director can assist in employee needs/incentives.</p> <p>3. Review job descriptions with staff and submit changes to HR for final draft.</p> <p>4. Director will meet with each employee monthly to track progress and provide resources to meet their educational goals.</p> <p>5. Maintain schedule of due days and enter into child plus. Print reports at</p>	<p>1 Measurement/ Documentation: 100% of staff will be indicate in the 2019-2020 Staff Needs Assessment their training needs were met. 85% of staff or greater will achieve progress towards next Child Development Permit and or additional certifications in their field and or cross trained in another service area to ensure efficient Program Operations. 85% of all staff employee evaluation goals will be completed. 85% of staff will be satisfied with employee incentives and recognition. Improve employee needs and interest outcomes by 100%</p> <p>3. Signed Job Descriptions by TC, PC and Staff</p> <p>4. Measurement/ Documentation: 50% of Teaching Team will increase to the next Child Development Level and or earn an AA degree in Child Development. PIR will reflect positive outcome.</p> <p>5. Measurement/ Documentation: 100% of employee file checks related to but limited to will be updated each year on or before due dates:</p> <ol style="list-style-type: none"> 1. Background and Live Scan (includes child abuse and neglect registry) 2. Drug Screening 3. Physicals and TB 4. Mandated Reporter Certification 5. CPR and First Aid/AED 6. Food Handler/Bloodborne pathogens 7. Material Data Sheets 8. Sexual Harassment Training <p>6. Measurement/ Documentation: Each month implementation of coordinated researched based</p>	N/A	N/A	1-10: Program Director, HR Director, and BIHS Management	<p>For 1 and 2 Goal met-1 April 2019-Feb. 2020 Goal 2-significant improvement -continue Target Date 3 August -2019 In progress-50%</p> <p>Target Date 4 July 2019 In progress Target Date 5 July 2018 Complete-3 new staff need to have live scan Target Date 6 July 2018-July 2019 Goal extended Target Date 7 July 2019 In progress</p>
			See T/TA budget	\$75.00 per staff for background check and drug testing Year 4		

<p>Option 2: BIHS will seek funding to hire or contract a Child Development Specialist with a BA in Child development to implement researched based coaching strategies. (Long Term) 7. Cross training plan- Potential Directors (Long Term)</p> <p>8. New2019-BIHS will increase the awareness of staff wellness and lower the risk of staff absences due to illness or injury at home or at work.</p> <p>9. New 2019Program Service Goal: The BIHS Director will ensure the implementation of a coordinated researched based-coaching strategy to assess all education staff and support staff to identify strengths, areas of support, and which staff would benefit from intensive coaching.</p>	<p>time of individual staff meetings. Communicate with HR to schedule any missing items under 6. 6. Schedule meeting with sub teacher to review OHS regulation and write a job description. Job description must be approved by PC and TC and position flow. 7. Director schedule 1 Director responsibility a month. The next month the trainee assumes responsibility with Director follow-up.</p> <p>8.add staff wellness and safety discussions and reminders to each staff or case management meeting. (Example: lifting, proper she support and drinking water.)</p> <p>9.Addition-2019: 1.BIHS Director will plan out observation days and follow-up coaching time with staff (Monday-half days). 2.BIHS Director will observe Teaching Team at least 3x a year and focus on strength base areas to observe. 3.The Director will observe specific areas in CLASS such as Instructional Support (Concept Development, Quality of Feedback, language Modeling and Literacy Focus.</p>	<p>coaching strategies will be documented in Early Child Development Knowledge Center Site and or in Child Plus. 100% of staff will be indicate in the 2018-2019 Staff Needs Assessment their training needs were met.</p> <p>7. Measurement/ Documentation: Director is able to manage time efficiently by delegating duties. Director is able to report program goal achievements. Director is able to ensure program future success. 100% of staff will be indicate in the 2018-2019 Staff Needs Assessment their training needs were met Goal met.</p> <p>8.BIHS will track ADA of staff beginning 8/1/2019 for the purpose if identifying areas of employee resource needs.</p> <p>9.Documentation of coaching will be uploaded into child plus. Instructional Support (Concept Development, Quality of Feedback, language Modeling and Literacy Focus will improve from a 3 to a 4.</p>				<p>Goal 8 8/1/2019 Target Date</p> <p>Goal 9 8/19/2019 Target Date</p>
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	<p>4. The Director will plan of T/TA support for the BIHS staff for the above concepts.</p> <p>5. BIHS will also encourage teachers to video lessons for self-assessment of CLASS strategies.</p> <p>6. Support staff will be monitored for compliance of Policies and Procedures and Director will plan out additional training needs or review of operational procedures not being observed.</p>					
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Continuous Program Improvement Plan

Broad Goals: BIHS will ensure that we maintain our system for measuring child outcomes and use results to plan for continuous program improvement. **Subpart C-Education and Child Development Program Services 1302.31 Teaching and the Learning Environment; 1302.34 Parent and Family Engagement in education and Child development; 1302.36 Tribal language preservation and revitalization Part 1302-Subpart J-Program Operations Program Management and Quality Improvements.**

Data Source:
**Self-Assessment Report-
 And Case Management meeting minutes
 ECERS, CLASS, DRDP,**

Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS Federal Funds	Other Sources (cash and non-cash)		
<p>(1) Enhance Individualization in lesson plans, School Readiness Goals, and PFCE goals. Teachers will ensure parents participation in lesson planning in regard to culture, children and family interest and needs and school readiness</p> <p>(2) BIHS will integrate efforts with parents, teachers and the OV CDC Language program to preserve, revitalize, restore and maintain the tribal language of the children enrolled in our program.</p> <p>(3) BIHS during the program the beginning of the school year and throughout the year design a program calendar that meets the required federal and state classroom hours and meets the professional development needs for the BIHS staff.</p>	<p>(1) Teachers will collect data based on the child's web and parent survey outcomes. Data is collected during the initial home visit.</p> <p>(2) The Support team will collect the surveys from teachers and enter data in Child Plus. Child Plus Summary Report will be discussed with each teaching team.</p> <p>(4) The teaching team will plan activities based on the child's web and parent survey outcomes</p> <p>(5) Set goals using DRDP child outcomes 3x a year</p> <p>(2) BIHS will conduct a parent survey regarding suggestions and ideas for program planning (language revitalization) by September of each year.</p> <p>(1) Data will be summarized and presented to the Language program to assist in organizing activities based on parent's ideas.</p> <p>(2) Teachers plan monthly curriculum for the year</p> <p>(3) Teachers will utilize language materials provided by Tutuwapi weekly and the Language program</p> <p>(4) BIHS will plan meal time Tribal Language discussions with parents, children and</p>	<p>(1) Measurement/ Documentation: Meeting Minutes; planned schedules activities that align with parent interest and ideas, participation sign in sheets. Teachers enter data collected during initial home visit into an excel form and or in child plus for each of their classrooms and present to parent committee describe how they will use information into their lesson planning. Lesson plans and schedules will address child interests, developmental strengths and needs, temperament needs, oral language and early literacy skills, cultural background, and learning styles. Case Management Notes and Observations. Planned participation sign in sheets. Parent Committee and staff meeting minutes; plan for trainers to present new material if software is selected and meets OHS requirements.</p> <p>(2) Measurement/ Documentation: Meeting Minutes; planned schedules activities that align with parent interest and ideas, participation sign in sheets. Parent Surveys, Feedback, pictures Children will begin to use Tribal Language daily during the school day. Parents will report children using their Tribal Language more often. Recordings, Chart of Paiute Language Curriculum Framework (Examples: Color, Shape, Animal words, and meal time words); Themes: family, animals, seasons; and action words</p>	n/a	n/a	1-3: Teaching Team Director and Policy Council and Tribal Council and Parent Committee	<p>Forms updated by teachers and they are utilizing child plus Continue Target April 2019-July 2020</p> <p>Target Date 2 July 2019</p> <p>Goal and Objective delete-in progress of revision.</p> <p>Target Date: May 2018 Goal in progress Continue to enhance goal April 2019-July 2020 June 1 2019</p>

	<p>staff. (5) BIHS will plan outdoor Tribal Language activities with parents, children and staff (6) BIHS will work with Elders and Community Members fluent in the Paiute Language to record stories in the language and or record Native American story books in English utilizing Paiute Language to teach vocabulary. (7) Assemble a cultural committee to brainstorm events, daily activities, and curriculum to strengthen and increase families Paiute Language Addition-2019: (1) Draft School Calendar by May 1st, 2019 with half days off on Mondays. Calculate days of service and hours. (2) Analyze the results and verify BIHS meets the August 1 2021 requirement of 1020 hours. Adjust days if needed. (3) Revise budget due to the possible impact on the budget from payroll for increasing days needed to the calendar. (4) The Director and PC to review and update Staff development Policy and procedures. Present for approval. (5) Due safety of children and staff, school calendars will not be posted online and only provided to parents and staff. BIHS may share calendar with community partners for planning purposes and will post onsite.</p>	<p>Solution: The Director and Assistant Director will calculate the required about of hours and days needed to be in compliance if BIHS closed for half days on Mondays. If BIHS follows the Bishop School District calendar, we will provide 178 school days and clock 1056.5 school hours. 36.5 hours over our required 1020 clock hours. BIHS could use the additional hours for out of town travel for professional development pending approval of a revised budget. Total staff hours for the year would be 1,760 hours, but staff would have 1 day to finalize year end paperwork.</p>				
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Continuous Program Improvement Plan

Broad Goal: BIHS will support mothers, fathers, and guardians as they identify and meet their goals, nurture the development of their children in the context of their family and culture, and advocate for communities that are supporters of children and families of all cultures.

Broad Goal: BIHS will ensure that parents and caregivers are provided opportunities for growth that reflect their needs, desires and input so they become strong partners in education of their children.

Broad Goals: BIHS will ensure collaboration with partners in our communities take place consistently to provide the highest quality of services to children and families, to foster a continuum of family centered services and to advocate for a community that shares responsibility for the healthy development of children and families of all cultures.

Subpart E-Family and Community Engagement Program Services; 1302.50 Family Engagement; 1302.51 Parent Activities to Promote Child Learning and Development; 1302.52 Family Partnership Services; 1302.53 Community Partnerships and coordination with other early childhood education programs

Data Source:
Self-Assessment Reports-
State Preschool Plan of Action
PFCE outcomes
Family Needs and Interest Assessments
Parent Surveys
Community Assessment
Survey Monkey Outcomes
Community Partnership Survey and PIR
Staff Needs Survey

Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS Federal Funds	Other Sources (cash and non-cash)		
(1) BIHS will continue to strengthen parent involvement and teamwork in committees, policy and advisory teams. (2) Strengthen Diversity awareness among children, families, and staff (3) Rights and Responsibilities translated into Spanish for Spanish speaking parents. (4) BIHS utilize data from Parent Needs and Interest to formulate Training / Education Plan and parent activities that specifically meet the interests and needs of our families in a timely manner	(1)Brainstorm with Staff and parents how to strengthen parent involvement in committees, policy and advisory teams during initial home visits and during enrollment. (1b)Schedule leadership training workshops for parents and staff. To include a review of Head Start mission and objectives, rights and responsibilities of Head Start Parents, review "Commitment to my Co-Worker Agreement." (2) Teachers will utilize child web interviews, parent interest surveys, and parent contacts to gather data about family to plan for special events that celebrate diversity. (Cultural cooking classes,	(1) Measurement/Documentation Participation Signatures, Minutes, parent surveys and interview. Increased percentages of parents and family's attendance during special events and educational workshops (2) Measurement/Documentation Lesson plans and parent surveys (3) Measurement/Documentation Rights and Responsibilities will be available in Spanish for Families during Enrollment. (4) Measurement/Documentation: PFCE Data and Outcomes summarized in Child Plus, Parent Surveys, sign in sheets, program calendars and flyers, and parent feedback reports (5) Measurement/ Documentation: MOU and Support letter dates and representative signatures are observed in MOU book, HSES and the U drive. (6) Measurement/ Documentation: Travel and Per Diem; Justification letters and certifications. Staff Needs and Parent Needs Assessment Outcome improve to 100%.	N/A	N/A	ERSEA/PFCE Manager Program Director	Goal 1-Ongoing-Tracking in Child Plus Continue Parent Volunteer hours Goal 2 Goal met-No major conflicts and all parent concerns addressed. Goal 3 Goal will be addressed in August 2019 with support of State Partners. Goal 4 Target Date: August 2018-Significant Progress-Continue to enhance-September 2019

Bishop Indian Head Start 2019-2020

Detailed Program Improvement Plan Year 5

<p>(5) BIHS will update annually to every three-five years MOUs and Partnerships Agreements; Collaborative letters</p> <p>(6) Professional Growth Training FA/Cross Train Teacher and Health Manager</p> <p>(7) Update the BIHS Parent Handbook to reflect the 2016 HS Regulations</p> <p>(8) BIHS will continue to develop new partnerships with faith based organizations and continue to strengthen our partnerships with RAVE and Salvation Army</p> <p>(9) BIHS will continue to Increase staff, parent, family, and community awareness of existing services that meet individual needs of families</p> <p>(10) (new) BIHS will partner with the Bishop Indian Tribal Council Social Services to formulate a plan to provide additional child care for families.</p>	<p>regalia day, traditional dancing, traditional arts and crafts).</p> <p>(3) Director will use Dual language speakers to translate needed documents into Spanish.</p> <p>(4) Collect and enter data on Family partnership goals and interest as soon as family shares information</p> <p>(4a) Begin planning education activities and making connections with partners to provide services to our families.</p> <p>(4b) Track progress and challenges. Meet with PFCE team to assess BIHS progress for supporting families monthly.</p> <p>(5) Follow approved schedule and update MOU book as soon as new documents come in. Report to PC and TC in monthly director reports the progress of the renewal or addition of partnerships.</p> <p>(6) Research next available training and meet with Health Manager and ERSEA Manager to schedule training. Begin justification letter and per diem process.</p> <p>(7) Review Handbook and make updates citing new regulations. Have BIHS Team review handbook for additions and corrections. Submit to PC and TC for</p>	<p>(7) Measurement/ Documentation: Parent Policy Council Minutes; New Handbook online and hard copies made available.</p> <p>(8) Measurements/Documentation: Calvary Baptist Church will be utilized for a contact for up-coming trainings. Calvary Baptist Church has offered family and finance training along with other trainings for families. The faith-based organization also offered M.O.P.S. Mothers of Pre-Schoolers support group to the BIHS families. In addition, the faith-based organization can service as a Hospice contact. MOU, referrals, sign-in sheets, and contact forms will serve as evidence of collaboration between BIHS and faith-based organizations. BIHS Director and Management Team will bring back flyers of events, services, and trainings available from faith-based organizations. Family Referrals and tracking</p> <p>(9) Measurements/Documentation: Increased participation in Parent Education classes provided by First 5, Wild Iris, Rave, WIC, Inyo County School District by hosting at BIHS. Participation signatures and increase in referrals throughout agencies</p> <p>(10) Measurements/Documentation: All Native children or families living on the Bishop Reservation receive quality services</p>			<p>Program Director Program Managers Family Advocate Manager First 5 Director</p>	<p>Goal 5 Target Date: July 2018 Goal met</p> <p>Goal 6 Goal Met</p> <p>Health/Disabilities Asst. Director Yet to be trained in PFCE and ERSEA New Target Date June 2019</p> <p>Goal 7 Not yet met-Target Date July 2019</p> <p>Goal 8 The last four years have partnered with Orange Lutheran High School Mission Trip Volunteers (Goal Met)</p> <p>Goal 9 Outreached to Faith base to provide temporary shelter, but resources are limited. The Bishop Paiute Tribe has designated temporary shelters. Head Start families are doubling up as well. Increase in community resource outreach resource events Goal is met for emergency shelters</p> <p>Goal 10 Target Date June 1 2019</p>
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	<p>same process. (8) BIHS will contact faith-based organizations, such as Salvation Army for knowledge of trainings and services available for families in need Refer families who are need of food, housing, shelter, support, and hospice support for families in life and death situations. (9) Meet with Preschool Agencies, LEA, and Community Partners quarterly to share needs and interest of our families to strengthen community partnership planning. (9b). Schedule education events that benefit the entire Reservation and Surrounding Community for strengthening community services. (10a) BIHS will meet with Social Services, Tribal Council and Policy Council to express the needs indicated by the Community Assessment and recent data collected by the community related to Childcare needs. (10b) BIHS will support Social Service plan to host a summer program to meet the childcare needs of working families. (10c) BIHS will advocate for funding to open a 5th classroom to meet the needs of families on our BIHS waitlist.</p>					
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Continuous Program Improvement Plan						
Goal/Outcome: BIHS will ensure Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) systems provide for effective access to the program for children and families. Part 1302-Program Operations Subpart-Eligibility, Recruitment, Selection, Enrollment, and Attendance: 1302.11 Determining community strengths, needs and resources, 1302.12 Determining, verifying, and documenting eligibility, 1302.13 Recruitment of children, 1302.14 Selection process, 1302.15 Enrollment, 1302.16 Attendance, 1302.17 Suspensions and expulsions, 1302.18 fees			Data Source: Self-Assessment Report and Parent and Family Needs Assessment Community Needs Assessment			
Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS Federal Funds	Other Sources (cash and non-cash)		
1. BIHS will ensure students are ready for school and arrive no later than 8:30 2. Director and Health and Disabilities Manager will participate in quarterly meetings with other preschools; SELPA and other LEA to plan training events for Parents and Staff as it relates to Social Emotional Development and Behavior Strategies. 3. Update all policies and procedures related to ERSEA to align with 2016 New regulations.	(1) BIHS will collaborate with the PC to draft a punctuality policy that demonstrates to families the positive effects on their child's school academic success. Submit to C for approval (2) ERSEA and Health Manager Schedule planning meetings and communicate with Director to ensure coverage. Collect handouts and share information with BIHS families and staff. (3) ERSEA manager reviews existing policies and procedures and notes any changes and or document numbers. Submit to PC for approval.	Measurement/ Documentation: Parent Policy Council Minutes; New Handbook online and hard copies made available; signed parent policy; 100% of parents arrive at school before 8:30 am. Average daily attendance is maintained both by individual students and school wide. School Readiness goals are achieved. State Preschool and USDA food program reaches maximum reimbursement. Measurement/ Documentation: Meeting Minutes; sign in sheets; revised MOU and support letter; increase in training events provided from semiannual to quarterly and eventually monthly. Measurement/ Documentation: Meeting Minutes; Signature of approval by Policy Council and Tribal Council. Signatures of Input and Training by staff and parents. New plans, policies and procedures are located online according to approved schedules	N/A	N/A	Director; ERSEA Manager; Health Manager; Lead Teachers and Policy Council	Goal 1-continue Target Date: August 2019 Goal 2 April 2018-July 2019.- BIHS is participating - goal continued -2018-2019 Goal 3 Target Date: April 2018. Goal Continue- Target June 1-2019

Continuous Program Improvement Plan

Broad Goals: BIHS nutrition program will focus on the importance of providing children nourishing food and opportunities to promote intellectual and social development. To advocate the importance of parents' role in their children's nutrition education. BIHS program to include nutrition education to children, parents, and staff; ensure nutrition staff qualifications; address community nutrition problems and identify resources to address problems; and introduce a variety of foods to young children.

Data Source:
Self-Assessment Report
Case Management meetings
CACFP Triennial Review

Part 1302-Program Operations Subpart D-Health Program Services: 1302.44 Child Nutrition

Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS Federal Funds	Other Sources (cash and non-cash)		
<p>1. BIHS will update Nutrition Plan-policies and procedures to reflect new CACFP policies enforced since August 2017</p> <p>2. New 2019-BIHS will establish, train staff on, implement, and reinforce a system of health and safety practices that ensure children are kept safe at all times.</p> <p>3. Collaborate with Culture Committee and or BITC Food Sovereignty and Food Core to integrate Paiute cultural foods into children's CACFP menu</p> <p>4. CACFP/BIHS Mission Statement will be available in Paiute and Spanish New 2019</p> <p>5. BIHS will improve communication between parents regarding healthy alternatives when celebrating events to decrease and or eliminate the consumption of high fat and high sugary foods.</p>	<p>(1) Director will add all new resources provided by CACFP/USDA and links will be available within the new policies and procedures</p> <p>(1b) Director will provide training at Pre-service</p> <p>2. BIHS will establish and implement policies and procedures for kitchen staff on how to respond to a vomit/diarrhea event in the food establishment The policies must outline appropriate cleaning and disinfecting procedures for affected areas and food contact surfaces.</p> <p>(3a) BIHS cook will collect recipes from staff, parents and community and utilize the resource buying guide to confirm it can be served as a reimbursable food.</p> <p>(4) Collaborate with State Preschool or Inyo County Spanish Liaisons and OVDC Language Program to translate CACFP/BIHS Mission Statement into Paiute and</p>	<p>Measurement/ Documentation: Agendas, Minutes; updated policies and procedures, plans and documents will be available on the BIHS webpage, HSES, U drive and USB drives</p> <p>Measurement/ Documentation: Approved written policy by Tribal Council and the Policy Council. Posted policy and procedures. Staff signatures documenting training on new policy. Indian Health Service review.</p> <p>Measurement/ Documentation: Monthly Menus will illustrate at least 3 integrated Native American meals/snacks; Parent and Staff surveys will reflect 100 satisfactions related to Cultural Foods being part of children's menu and family engagement events.</p> <p>Measurement/ Documentation: Emails, and completed statements posted outside of the CACFP kitchen.</p> <p>ERSEA Manager, Health Manager, Teachers and Directors will maintain a log of Parent Alternative Plans. See link posted on webpage: DEAR PARENT LETTER: Creating Healthy Schools for our Children.</p>	0	100% USDA CACFP	Director; BIHS Cook Policy Council; Tribal Council and Health Advisory, ERSEA, Teachers, and Health staff	<p>Goal 1 Target Date: July 2018 Goal-Continue New Target July 2019 New Goal May 1st 2019</p> <p>Goal 2 In progress New Target Date: July 2019</p> <p>Goal 3 Not yet met New Target Date: January 2020</p> <p>Goal 4 New Target Date: August 2019</p>

	<p>Spanish</p> <p>5-Addition-2019:</p> <p>(1) Continue to review the Creating Healthy Schools for our Children with new enrollments and re-enrollments.</p> <p>(2) Send out the letter on the first day of school and during months that special events may take place.</p> <p>(3) Teachers and staff will be asked to review letter at preservice and sign that they understand the purpose of the letter. Especially the health risk to children in their care.</p> <p>(4) Health Manager will plan nutrition workshops related to the health concerns in our community such as child hood obesity and the additional health risks related to poor nutrition in children as it related to their development and add suggestions in the schoolwide newsletter.</p> <p>(5) The BIHS Director and ERSEA Manager will plan Fun Fitness activities for families during special events and bring back Fun Fitness Fridays for families starting in program year 2019.</p>					
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