



PPS Head Start 5-Year Program Goals

Year One 2018–2019 PROGRESS

Approved by Policy Council on June 4, 2019

“The mission of PPS Head Start is to prepare young children for successful transitions to kindergarten and beyond by building social competence and developing school readiness skills. We will accomplish this by enhancing each child’s growth and development, both physically and emotionally. We will provide families and children with educational, health and nutritional services, linking them to needed community services. We will ensure that all parents have opportunities for involvement in their child’s education and program decision making.”

Program Goal 1: PPS Head Start will ensure that all children are ready for success in kindergarten and beyond.		
Objectives	Expected 5-year Impact	Year 1 • 2018–19 • Progress, Outcomes, and Challenges
All children will receive high quality educational experiences.	95% of all enrolled children will be at or above widely-held expectations in all domains.	91.5% of all enrolled children are at or above widely-held expectations in all domains.
Children will be healthy and ready to learn.	80% of enrolled children will have attendance of 85% or greater.	As of 5/20/19, 67% of children had attendance of 85% or greater.
Increased individualized instruction and support	Improved outcomes for students with an identified disability or challenging behavior.	TSGold data was analyzed for students who were below widely held expectations in fall/winter. Classroom profiles were sent to all teachers so MEC/HS staff could review growth of students with an IFSP. 17 students were identified who had not made growth after winter checkpoints in areas coordinating with IFSP goals. Collaboration meetings held with all teachers to increase individualized supports. TSGold data and IFSP data do not correlate and new data tracking system will be implemented 2019-20. Evidence for individualization was added to the ed supers observation checklist. Practice-based coaching had a significant effect on social emotional outcomes at Lab School with 48% of students exceeding widely held expectations.




PPS Head Start 5-Year Program Goals


Year One 2018–2019 PROGRESS

Program Goal 2: PPS Head Start will have strong communication systems throughout our organization.		
Objectives	Expected 5-yr. impact	Year 1 • 2018–19 • Progress, Outcomes, and Challenges
Program information will be shared regularly with families, staff and community partners.	All program communication systems will have a current written procedures and will be utilized and maintained regularly.	Weekly staff bulletin, prepared by Education Secretary. Social media accounts (Facebook, Instagram, Twitter) maintained by Program Sec Education Secretary regularly updated PPS Head Start department website and P Start school website. Parent newsletter replaced by emails, websites, and ChildPlus messenger.
Updated technology systems and training will be provided program-wide.	100% of staff will be trained regularly on devices and software relevant to their work.	Child Plus training was provided at 2018 Head Start Preservice. Ongoing Child Plus were provided through staff advisory and staff bulletins. 2019 Preservice will include Child Plus Internal Program Referral process and ema families.


Program Goal 3: PPS Head Start will ensure that the diversity of every child, family and staff member is valued and reflected in all program actions and decisions.		
Objectives	Expected 5-yr. impact	Year 1 • 2018–19 • Progress, Outcomes, and Challenges
Increase pathways and opportunities for parents to become employed with PPS Head Start.	Increase parent employment with Head Start by 30%.	Mealtime aid position created. PRAXIS information and guides provided May 22, 2019. 2018 PIR: 23 staff were previously HS parents. 2019 PIR: 30 staff were previously HS parents.
Provide meaningful and relevant professional development for all PPS Head Start staff.	100% of staff will receive regular professional development related to their Head Start responsibilities.	100% of staff receive regular professional development related to their Head Start responsibilities. Records kept in ChildPlus Professional Development log.
Ensure that all children and families are receiving support to be healthy and ready to learn.	100% of children will have completed screenings and needed referrals.	Dental: 87% screened. 33% referred for treatment. Of the 33%, 49% received treatment Vision: 16% referred. Of the 16%, 60% completed treatment.
	100% of families will receive information and follow up regarding healthcare and needed resources.	94% have health insurance.

Program Goal: 1	PPS Head Start will ensure that all children are ready for success in kindergarten and beyond.	
Objective: 1	All children will receive high quality educational experiences.	
Expected Outcome:	95% of all enrolled children will be at or above widely-held expectations in all domains. <i>Added to HEALTH:</i> Systems are in place to ensure a safe, secure, healthy environment to support children's learning and development.	


Program Activities That Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
EDUCATION & CHILD DEVELOPMENT				
The <i>Tools of the Mind Look Fors</i> forms used during two classroom observations. Teachers will show growth towards implementing <i>TOTM</i> .	Ed. Supervisors Teachers		The <i>Tools of the Mind Look Fors</i> form is revised to check off activities observed, environment, lesson plans or teacher discussion. Establish a Baseline for individual teachers, program. Then analyze results.	
Increased differentiation and monitoring for students with an IFSP to promote educational growth. New data collection system to be implemented through MECP. Collaboration with Head Start teachers will reflect data based decision making for improved student outcomes.	Inclusion Manager Ed. Supervisors	Staff time and training.	Review of TGIF data, TSGold checkpoints, monthly collaboration meetings with MECP.	
100% of newly hired teachers will complete the online <i>TS Gold</i> Reliability Certification. This will ensure that the <i>TS Gold</i> assessment tool will be used to fidelity.	<i>TS Gold</i> scores will be analyzed 3 times a year by teacher and by overall program. Teachers, Ed. Supervisors, <i>TS Gold</i> data Admin. Secretary	Professional Development funds from PPS District ICA Dept. PPS Head Start Staff Development funds.	Certificates of completion from <i>TS Gold</i> ChildPlus individual training records.	

Program Goal: 1	PPS Head Start will ensure that all children are ready for success in kindergarten and beyond.	 PPS Head Start Year Two 2019-2020
Objective: 1	All children will receive high quality educational experiences.	
Expected Outcome:	95% of all enrolled children will be at or above widely-held expectations in all domains. <i>Added to HEALTH:</i> Systems are in place to ensure a safe, secure, healthy environment to support children's learning and development.	


Program Activities That Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
FAMILY & COMMUNITY				
Parents/caregivers will complete the form, "Child Centered Plan," with HS teachers at the final home visit. The CCP will contain <i>Tools of the Mind</i> teaching strategies utilized by PPS Head Start teachers.	Teachers at the Spring education home visit, Inclusion clerk.	Printing supplies	Follow-up surveys with Kindergarten teachers in Fall to determine the effectiveness of the tool.	
Mental Health Consultants continue to offer parenting series at every site to promote program-wide targeted PBIS skills: Identifying Emotions, Making Friends, and Intentional Teaching of Expectations.	Mental Health Consultants	Mental Health budget for supplies and staffing.	Parent survey administered at each parent series meeting to collect data regarding the impact of the parent groups and parent interest in further group offerings.	

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Program Activities That Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
HEALTH				
Staff are given training in required health and safety topics/areas.	Head Start HR — onboarding, monitoring		ChildPlus safety sets reports.	
Background checks per Personnel policies.	Ed. Secretary — Send required health certificates to ORO.			
Systems support activities to assure a safe environment (facilities) (equipment and materials).	Teacher checklist, Ed. Supervisors, Health Coord. — Health and Safety Checklist. Health Coord. standardizing classroom first aid supplies.		Annual Health and Safety Checklist summary per site with actions to site supervisor. MCHD Sanitation Inspection. Site building emergency drill log book.	
Systems will be created to track data (child injuries.) Yellow folder in each classroom for child minor injury/accident report Data will be analyzed quarterly.	Ed. Supervisor reviews new process with teachers. Health Coord. to review data annually with tracking tool		Minor accident report — analyze quarterly for trends Health Sec. to request District accident reports from PPS Risk Mgmt; quarterly	

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Program Activities That Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
PROGRAM MANAGEMENT				
CLASS scores will be analyzed two times a year by site and by overall program. CLASS data will be shared with staff, and Program Governance including Parent Policy Council	Education Supervisors 2x yr with staff 2x yr with Policy Council CLASS consultant gives feedback after observation.	Salary of CLASS observer and/or Consultant.	CLASS data will be compiled two times a year by Secretary at Clarendon. Program-wide, Spring to Fall and Fall to Spring. CLASS feedback form. Scores will be at or above national average.	

Program Goal: 1	PPS Head Start will ensure that all children are ready for success in kindergarten and beyond.	 PPS Head Start Year Two 2019-2020
Objective: 2	Children will be healthy and ready to learn.	
Expected Outcome:	80% of enrolled children will have attendance of 85% or greater	


Program Activities that Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
EDUCATION & CHILD DEVELOPMENT				
Teachers will review individual student's attendance and tardies during ILP conferences using the "Help Me Grow" form. Program goals on attendance and attendance research information will be shared with parents.	Teachers will review attendance with parents at three ILP conferences. Education Support provide reports.	ChildPlus	ChildPlus reports for individual child attendance data.	

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Program Activities that Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
FAMILY & COMMUNITY				
Individual attendance support plans will be created and updated for each child at risk of chronic absenteeism.	FSWs, FCPM Sept-June	Publication Services printing costs	ChildPlus attendance reports	
Individual, classroom and site attendance incentive plans will be continued through 2019-2020 school year.	Policy Council supported attendance incentives, Oct - May	Policy Council funds	Attendance Works family plans	

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HEALTH				
Analyze attendance data to identify possible health trends.	FCPM, Health Coord (HC). Quarterly HC share community CD information as indicated. Support referrals as needed.		ChildPlus reports; trends identified. Plan in place for specific issues identified (IPR).	
Improve process for vision referral completion. Improve process for dental referral completion.	HC and FCPM review Policy & Procedure with FSW HC attach info sheet to screening referral parent form at day of screening. IPR to HC. Improve care coordination support with community partners (D3/ Casey Eye)	Health Coord. access funds if no other resources.	ChildPlus reports (monthly FCPM) Review To Do lists (HC) Individualized FSW support per data (HC) D3/Casey Eye data tracking reports.	

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PROGRAM MANAGEMENT				
Once a month all service areas will present disaggregated data, identifying the children at risk of not being successful in Kindergarten.	Management Team on monthly agenda		ChildPlus attendance and health reports, TS Gold data, screening and BIR data. Next steps include creating a system to better track the students at risk for not being successful in Kindergarten.	


Program Goal: 1	PPS Head Start will ensure that all children are ready for success in kindergarten and beyond.	 PPS Head Start Year Two 2019-2020
Objective: 3	Increased individualized instruction and support.	
Expected Outcome:	Improved outcomes for students with an identified disability or challenging behavior.	

Program Activities That Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
EDUCATION & CHILD DEVELOPMENT				
Lab school at Sacajawea: Staff training and ongoing coaching at Sacajawea to improve social-emotional learning and individualized supports for students. Training provided to teachers, educational assistants, mental health consultants. Based on staff feedback and outcomes data we will determine next steps for program training.	Teachers, Ed. Supervisors, Mental Health Consultant, Inclusion Manager.	Staffing costs Training Printing Costs	TS Gold child data T-Pot Teaching Pyramid Observation Tool	
Maintain training and support for social-emotional learning with a focus on friendship skills, identification of emotions, and intentional teaching of classroom expectations. An all-staff training will occur in August 2019 with T. Bovey.	Mental Health, Inclusion Manager, Ed. Supervisors. Fall, Winter, Spring	Head Start funds, staffing costs	Training agendas/ rosters Staff surveys/ interviews Action Plans	
Revisit and make consistent the procedures for addressing challenging behavior and data collection process (use of Behavior Incident Reports, Behavior Support Plans, as well as assessment checklists, forms, and tracking systems).	Mental Health, Inclusion Manager, Ed. Supervisors. Fall, Winter, Spring	Purchase of new manuals and possible other forms	BIR, PTR-YC data.	


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Program Activities That Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
FAMILY & COMMUNITY				
<i>Not Applicable</i>				


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HEALTH				
<i>Not Applicable</i>				

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PROGRAM MANAGEMENT				
<p>We will maintain support and infrastructure stability for children with identified disabilities and challenging behaviors, maintain staffing for 1.0 FTE PBIS coach and up to 7 CSS staff.</p> <p>Our objective is to focus on supporting children's social, emotional and behavior development by providing classrooms with supportive environments, responsive relationships and targeted social and emotional skill building.</p>	Director, Region X Program Specialist	Federal HS funds	CLASS data TPOT scores Classroom Observation TS Gold data BIR data BSP data	
We will continue into the 2019-2020 school year. PBIS coaching will continue at Sacajawea. We will add one additional LEAP classroom to be coached through the University of Denver. Classroom will be located at Clarendon.	Inclusion Manager, PBIS Coach, Education Supervisor, education staff	Training costs, staffing time. Federal HS funds.	TPOT Scores, QPI	

Program Goal: 2	PPS Head Start will have strong communication systems throughout our organization.	 PPS Head Start Year Two 2019-2020
Objective: 1	Program information will be shared regularly with families, staff and community partners.	
Expected Outcome:	All program communication systems will have a current written procedures with timelines and will be utilized and maintained regularly.	


Program Activities that Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
EDUCATION & CHILD DEVELOPMENT				
Create and communicate the updated Enrollment/Education policies and procedures in alignment with the new Performance standards. Policy/Procedure for educational home visit procedures and expectations will be developed and implemented for 2019-20 school year.	Management team Education Supervisors Education staff Fall Preservice		ChildPlus report 2305 to monitor enrollment and home visit.	

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Program Activities that Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
FAMILY & COMMUNITY				
PPS Head Start Facebook page, PPS Head Start department website, newsletter, and PPS Head Start school website will be updated regularly by designated staff. Management team and staff will submit relevant information for families.	Management Team, all HS staff. Social media accounts (Facebook, Instagram, Twitter) established, maintained by Secretary at Kelly Center and Education Secretary.		Review websites monthly for current information.	

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HEALTH				

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Program Activities that Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
PROGRAM MANAGEMENT				
Program information will be distributed program-wide through a variety of communication systems for staff, parents and governing body—Staff Bulletin, Program website—and posted at each site.	Director, Program Secretaries will distribute or post information. Staff Bulletin published weekly. FSW will post information on the parent bulletin board at their site.		Information distributed will be kept electronically and in a hard copy notebook at each site.	
The referral process (currently IPR) to Head Start service area staff will be reviewed and new possible systems of communicating concerns will be explored.	Management team, consultation with other program staff. All staff will be trained at August 2019 Inservice.		Updated electronic referral procedure	

Program Goal: 2	PPS Head Start will have strong communication systems throughout our organization.	 PPS Head Start Year Two 2019-2020
Objective: 2	Updated technology systems and training will be provided program-wide.	
Expected Outcome:	100% of staff will be trained regularly on devices and software relevant to their work.	


Program Activities that Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
EDUCATION & CHILD DEVELOPMENT				

Program Goal: 2 Objective: 2 Expected Outcome:	PPS Head Start will have strong communication systems throughout our organization.	 PPS Head Start Year Two 2019-2020
	Updated technology systems and training will be provided program-wide.	
	100% of staff will be trained regularly on devices and software relevant to their work.	


Program Activities that Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
FAMILY & COMMUNITY				
Family Service staff will be trained and begin implementing online and fillable PDFs tools for enrollment and family engagement visits.	FSWs, FCPM, IT Consultant	IT Consultant fees	ChildPlus data entry, reports, agendas/rosters of training.	

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Expected Outcome:	100% of staff will be trained regularly on devices and software relevant to their work.	


Program Activities that Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
HEALTH				
<i>Not Applicable</i>				

Program Goal: 2	PPS Head Start will have strong communication systems throughout our organization.	 PPS Head Start Year Two 2019-2020
Objective: 2	Updated technology systems and training will be provided program-wide.	
Expected Outcome:	100% of staff will be trained regularly on devices and software relevant to their work.	


Program Activities that Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
PROGRAM MANAGEMENT				
ChildPlus training will be provided three times (Fall Preservice, Winter, and Spring quarters) and additionally as needed for all service areas.	FCPM, ChildPlus staff. Fall, Winter, Spring.	Professional Development funds.	Training agendas and rosters.	
PPS Head Start will continue to refine our communication systems through our social media accounts. We will create policies and job responsibilities to ensure consistent and appropriate communication.	HS Staff	Salaries	Review PPS IT policy /procedure re: use of text and email. Use text comm. for NCD, Program Holidays.	
Increase use of online ASQ3 and ASQ-SE2 screening tools to 80% to aid timeliness of follow-up and referral for children.	Mental Health Inclusion Manager Family Services	Staffing time, training costs	ChildPlus Monitoring ASQ online data	

Program Goal: 3	PPS Head Start will ensure that the diversity of every child, family and staff member is valued and reflected in all program actions and decisions.	 PPS Head Start Year Two 2019-2020
Objective: 1	Increase pathways and opportunities for parents to become employed with PPS Head Start.	
Expected Outcome:	Increase the parent employment with Head Start by 30%.	


Program Activities that Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
EDUCATION & CHILD DEVELOPMENT				
Recruit parents to volunteer, encourage participation ongoing throughout school year.	<p>Teachers and FSW may identify parents during enrollment, registration, conferences and throughout school year.</p> <p>Parent survey tool at first Teacher home visit.</p> <p>Utilize website, bulletin boards, Facebook page to announce job opportunities.</p> <p>Volunteer Coordinator position in process of development.</p> <p>Volunteer Orientation sessions will be available for 2019-20.</p>	None	<p>Classroom Volunteer sign in sheets.</p> <p>ChildPlus</p> <p>Parent Partnership Plan</p>	

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Objective: 1	Increase pathways and opportunities for parents to become employed with PPS Head Start.	
Expected Outcome:	Increase the parent employment with Head Start by 30%.	


Program Activities that Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
FAMILY & COMMUNITY				
PRAXIS informational parent meetings will be provided quarterly throughout the program year. Individual support will be provided ongoing by HS Admin. Asst. and staff. Parents hired by PPS Head Start will receive financial support for the Praxis Parapro fees.	HS Admin. Asst., FCPM. Ongoing.	Testing fee reimbursements when test is passed and employed by PPS Head Start .	Meeting agendas/roster, HR hiring records	

Program Goal: 3 Objective: 1 Expected Outcome:	PPS Head Start will ensure that the diversity of every child, family and staff member is valued and reflected in all program actions and decisions.	 PPS Head Start Year Two 2019-2020
	Increase pathways and opportunities for parents to become employed with PPS Head Start.	
	Increase the parent employment with Head Start by 30%.	


Program Activities that Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
HEALTH				
<i>Not Applicable</i>				

Program Goal: 3 Objective: 1 Expected Outcome:	PPS Head Start will ensure that the diversity of every child, family and staff member is valued and reflected in all program actions and decisions.	 PPS Head Start Year Two 2019-2020
	Increase pathways and opportunities for parents to become employed with PPS Head Start.	
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Program Activities that Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
PROGRAM MANAGEMENT				
To support the diversity of our staff, we will create a monitoring system to ensure effectiveness of the pathway to employment opportunities in PPS Head Start.	Director, FCPM, Secretary at Sacajawea	Extra Hours Test reimbursement	Attendance in PRAXIS class. Increase in % of diverse staff hired.	

Program Goal: 3	PPS Head Start will ensure that the diversity of every child, family and staff member is valued and reflected in all program actions and decisions.	 PPS Head Start Year Two 2019-2020
Objective: 2	Provide meaningful and relevant professional development for all PPS Head Start staff.	
Expected Outcome:	100% of staff will receive regular professional development related to their Head Start responsibilities.	


Program Activities that Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
EDUCATION & CHILD DEVELOPMENT				
PBIS Pre-Service presentation Monthly PLCs peers will provide Tier 1-2 PBIS strategies, GVC Priority standards to be implemented. PBIS coach will be trained in research based strategies as a teacher at Clarendon is also coached by LEAP. <i>Tools of the Mind</i> year 1-2-3 implementation continues.	Teachers, Mental Health Manager, Inclusion Manager, PBC/TLC Coaches	Additional hours for education staff, PBIS coach and coach through University of Denver/LEAP.	ChildPlus monitoring	

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Expected Outcome:	100% of staff will receive regular professional development related to their Head Start responsibilities.	


Program Activities that Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
FAMILY & COMMUNITY				
Family Service staff will receive training on Motivational Interviewing and working with challenging behaviors.	FSW, FCPM, guest speaker	Trainer fees	Attendance roster, agenda	

Program Goal: 3 Objective: 2 Expected Outcome:	PPS Head Start will ensure that the diversity of every child, family and staff member is valued and reflected in all program actions and decisions.	 PPS Head Start Year Two 2019-2020
	Provide meaningful and relevant professional development for all PPS Head Start staff.	
	100% of staff will receive regular professional development related to their Head Start responsibilities.	

Program Activities that Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
HEALTH				
Education staff (Teachers, EA, CSS, DLL) will be trained in Safety First, part 1, a physical intervention approach designed specifically for working with children in Early Childhood settings. Safety First, part 2 training will be made available as needed.	Set up training calendar for Education Staff. Safety First, part 1: Aug. 22, 2019. Safety First, part 2: As needed.	Program budget (staffing); mental health budget (trainings)	Goal-setting forms; training sign in entered into ChildPlus.	

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Program Activities that Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
PROGRAM MANAGEMENT				
PPS Head Start will continue to have an Equity Planning Committee as PPS transitions to Racial Equity and Social Justice protocols under Superintendent Guerrero's leadership.	Directors Equity Planning Committee	Extra hours for Equity Planning Committee	Attendance at planning meetings. Attendance at center and all staff equity meetings.	

Program Goal: 3	PPS Head Start will ensure that the diversity of every child, family and staff member is valued and reflected in all program actions and decisions.	 PPS Head Start Year Two 2019-2020
Objective: 3	Ensure that all children and families are receiving support to be healthy and ready to learn.	
Expected Outcome:	100% of families will receive information and follow up regarding healthcare and needed resources.	

Program Activities that Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
EDUCATION & CHILD DEVELOPMENT				
<i>Not Applicable</i>				

FAMILY & COMMUNITY				
<i>Not Applicable</i>				

Program Activities that Support Goals and Objectives	Who & When	Financial Supports	Data Tools or Methods for Tracking Progress	Outcomes
HEALTH				
Review with staff, PPS Head Start standards, policy and procedures re: insurance and medical home.	FCPM and Health Coord. (HC) at FSW meeting and individually.	HC partnering with community resources	ChildPlus reports and To-Do lists. Health history event status.	
Identify community partner/ resource to assist with OHP enrollment	HC will continue efforts to identify and collaborate HC / community partner will check OHP status as needed.		Support individually at sites as needed.	
Ongoing review of program's health education materials in lens of health literacy.	Health Coord. with Parents/staff	Translation	List of forms. Review literacy level of messages on HS social media	

PROGRAM MANAGEMENT				
<i>Not Applicable</i>				