

Dallas Achieves Early Childhood Workplan - WORKING DOCUMENT
February 2008
Workteam Co-Leads: Beth Steerman and Keisha Page
Sponsor: Dr. Denise Collier; Marcia Page

Activity Type	Activity Description	Approach	Start Period	End Period	Success Metric	Implementation project team
Major Activity	1.5 Expand Early Childhood programs and support to increase school readiness					
► Task	Define characteristics of quality programs for auditing purposes and revise as needed (quality prenatal-preschool approaches)	Committee	5/1/08	12/01/08	Approved list of characteristics and documented plan Process owner identified; responsible for maintaining list with stakeholder input	Quality Committee - Wanda Smith, Chair (Keisha Page)
► Task	Determine who will conduct the program quality and effectiveness audit through an RFP process (pending available funds)	RFP	11/1/08	2/1/2009	RFP Vendor selected	
◊ Milestone	Complete an early childhood program audit utilizing a sampling method to assess program quality, approaches and effectiveness (pending funds available)	RFP	2/15/09	6/1/09	Audit 100% complete. 75% by 1/1/10; 100% by 6/1/10; audit results required before provider added to recommended vendor list	
► Task	Compile a list of current professional development opportunities for early childhood educators for 2008-2009	Committee	03/01/08	06/01/08	List documented and distributed	Professional Development Committee - Beth Steerman, Acting Chair
► Task	All stakeholders will begin to plan enhanced professional development opportunities for early childhood educators that focus on teaching and learning	Committee	02/01/08	06/01/08	Track professional development opportunities and participation of early childhood educators	
◊ Milestone	Collaboratively design a tiered professional development menu, that includes multiple venues, for early childhood educators and communicate menu to all agencies	Committee	02/1/08	06/01/10	Professional development menu for participating agencies and centers 100% complete and implemented	
► Task	Collect specifications and assessment tool samples currently being used by various participating agencies and create a list of recommended assessments	Committee	02/15/08	06/30/08	Representative samples from participating agencies.	Assessment Committee - Kathryn McCartney, Chair (Beth Steerman)
► Task	Analyze and select recommended assessments	Committee	07/01/08	10/01/08	Approval of recommended assessments	
► Task	Explore options for ongoing monitoring and reporting progress of children enrolled in early childhood programs	Committee	07/01/08	10/01/08	Analysis on viable options - requirements, capabilities, risks, costs	
► Task	Recommend and deploy a list of ongoing, systematic scientifically based, and normed assessments that measure the attainment of age appropriate skills and guides children's learning/development to be utilized by early childhood agencies (pending available funds)	Committee	01/01/09	03/01/10	Assessment list deployed and utilization tracked; assessment matrix defining skills / purpose / how used; define training to assessment	
► Task	Create a sustainable process to communicate and measure the utilization of approved assessments by early childcare providers / programs	RFP	07/01/08	10/01/08	60% of Dallas childcare providers utilizing recommended assessment tools; skill development progress documented and communicated	
◊ Milestone	Implement a system to increase utilization of approved assessments and approaches by childcare providers	RFP			Year over year improvement in childcare provider use of approved assessments	

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► Task	Combine and align existing early childhood standards (national, state, district) for children ages 3-4	Committee	10/15/07	3/15/08	Identify gaps and align standards	Standards Committee - Monica Ramirez, Chair (Beth Steerman)
► Task	Research, Combine and align existing early childhood standards (national, state, district) for children ages 0-2	Committee	3/16/08	12/01/08		
◇ Milestone	Documented set of standards	Committee		12/01/08	Aligned and comprehensive set of standards for children 0-4 yrs (Is this instructional or operational standards?)	
► Task	Develop criteria for selection and application for childcare agencies interested in partnering with Dallas ISD in the School Readiness Integration Program	District with committee input	02/01/08	3/15/08	Program requirements and application process developed and approved	School Readiness Integration/ Partnerships - Beth Steerman
► Task	Create oversight infrastructure and propose process and resources needed to create and sustain a successful implementation	District with committee input	2/22/08	3/28/08	Approval of process and funding for implementation	
► Task	Communicate the application process and guidelines for expanding preschool services for 3 & 4 yr old children through the SRI model	District with committee input	3/16/08	4/1/08	Increase the number of ECE certified Dallas ISD teachers to at least a target of 24 (6 in each of the 4 elementary learning communities) in local childcare agencies & Head Start centers in 2010 pending available funds & resources	
► Task	Create oversight infrastructure and Memorandum of Understanding and contracts for partners, in an effort to maintain alignment, accountability and commitment to the approved integration plan	District with committee input	02/01/08	08/01/08	Develop decision matrix, define process steps and responsibility, draft MOU and outline contract	
► Task	Develop a plan for implementation of a universal prekindergarten program for 4-year-olds	District with committee input	6/02/08	3/01/09	Approval of plan for implementation in 2009-2010 school year pending available funds	
◇ Milestone	Develop a plan for expanding preschool services for 3 and 4-year-old children	District with committee input	06/01/08	03/01/09	A plan has been developed and submitted for district approval	
► Task	Establish high functioning partnerships among early childhood agencies, organizations and centers with clear expectations and mutual accountability	Committee	09/15/07	6/01/10	Define 'high functioning'	Single Point of Entry Committee - Susan Hoff, Chair (Keisha Page)
► Task	Identify current enrollment processes and develop a common enrollment form and process to support easy parent access to comprehensive, high quality, early care and learning programs	Committee	02/01/08	12/31/08	A common application has been developed Agreement on the information required and on the format of the enrollment form	
► Task	Explore current technology, common software applications, and web-based software systems of various childcare agencies	District (Paul Dabbs) with Consultant	02/01/08	08/31/08	Matrix to compare technology being utilized	
► Task	Recommend design requirements and process for single point of entry system	RFP	8/31/08	1/1/09	RFP statement of work	
► Task	Develop infrastructure for single point of entry and referral system of services	RFP	1/1/09	6/01/10	Analyze process, technology and financial requirements and propose implementation plan for a single point of entry and referral system of services	
◇ Milestone	Implement a single point-of-entry and referral system of service for families with children from birth through 4 year olds (pending available funds)	RFP	08/31/08	6/01/10	An approved and funded single point-of-entry and referral system of service 100% complete	

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► Task	Research and identify quality parent education programs for parents of children prenatal – 4 yrs.	Committee	02/01/08	08/01/08	A compiled list of quality parent education programs within the Dallas ISD attendance zones and in similar urban school districts	Parent Involvement and Education Committee - Lisa Oglesby-Rocha - Chair (Keisha Page)
► Task	Develop and communicate a set of standards that make up a quality early childhood/parent education program	Committee	05/01/08	9/31/09	Quality program standards are understood over time by 60% of early childhood providers offering parent education programs	
► Task	Implement quality program standards for early childhood/parent education programs	Committee	09/15/08	09/15/10	Quality programs standards are implemented over time by all early childhood providers offering parent education programs	
► Task	Identify quality program standards for parent education	Committee	08/01/08	1/01/09	Agree on quality program standards Define process and accountability for maintaining standards over time	
► Task	Agree on programs to promote. Develop and implement a multi-lingual campaign to promote early childhood/parent education programs	RFP	04/01/08	06/01/10	Agree on programs to promote /Monitor traffic through single point of entry by identifying source of referral	
► Task	Maximize use of internal resources (i.e. community liaisons, counselors, social workers, etc.) for collaboration and support with parent education	District with Committee Input	09/15/08	08/01/10	Identify and coordinate with resources responsible for overlapping processes Identify common goals and opportunities for integration and reinforcement	
► Task	Expand existing effective programs and implement additional proven parent education programs as appropriate – <i>Phase 1 September 15, 2008; further expansion September 15, 2009 (pending available funds)</i>	RFP	09/15/08	09/15/10	Track program effectiveness indices and utilize in determining program changes; define, deploy and track program expansion goals	
► Task	Track program effectiveness indices and utilize in determining program changes; define, deploy and track program expansion goals	District with Committee Input	09/15/08	06/30/11	Produce an annual report	
◇ Milestone	Provide quality parent education programs for parents of children prenatal – 4 yrs.	RFP	09/15/08		Phase 1: Increase of 8 schools without existing early childhood/parent education programs (5% increase) Full implementation: 75% of schools to have an early childhood/parent education programs	
► Task	Create an early childhood website for parents of young children providing easy access to relevant parenting and program information	Partners for Children	01/15/09	08/01/10	Develop and deploy interactive site; track utilization; use periodic parent feedback to evaluate and adjust site content and programs	
► Task	Support early literacy programs in childcare centers and at home	Committee	10/31/07	06/01/10	Define "support"; and means to track progress	
◇ Milestone	Publish and distribute school readiness documents for parents of young children	District/ Dallas Achieves	07/07/07	06/01/10	Refrigerator Curriculum and/or Parent Learning Activity Calendars distributed to over 30,000 families during the 2007-2008 school year	