



**KENTUCKY PRESCHOOL
 CONSOLIDATED MONITORING REPORT 2011-2012
 BULLITT COUNTY
 APRIL 2-4, 2012**

Met 18 out of 23 possible indicators

Program Structure	
✓	1. Eligibility
✓	2. Special Education
✓	3. Program Operation
	4. Staffing/Teaching Credentials
	5. Contracting (N/A)
✓	6. Attendance
✓	7. Professional Development
✓	8. Head Start Collaboration

Environment	
	9. Ratio and Staffing
✓	10. Developmentally Appropriate Practices
✓	11. Routines
✓	12. Equipment and Materials
	13. Space
✓	14. Funding
	15. Individual Needs of Children

Curriculum and Assessment	
✓	16. Assessment of Children
✓	17. Annual Evaluation of Preschool Program
	18. Student Information
✓	19. Screening

Health, Safety and Nutrition	
✓	20. Meals
✓	21. Safety Policies
✓	22. Transportation
✓	23. Recruitment

Families and Communities	
✓	24. Parent/Family Involvement
	25. Wrap Around Services (N/A)

Based on review by KDE Site Visit Team

Bullitt County Consolidated Monitoring Site Visit Report

Purpose

Review of the State-Funded Preschool Program is required by preschool regulations (704 KAR 3:410 Section 9). The purpose of the consolidate audit is to promote continuous improvement of the preschool program. According to the National Institute of Early Education research (NIEER), there is a strong correlation between high quality preschool program and regular on-site review to demonstrate ongoing adherence to state program standards.

This report divides the on-site visit into five sections: (1) program structure; (2) environment; (3) curriculum and assessment; (4) health, safety and nutrition; and (5) families and communities. Each section has a summary followed by strengths, findings and recommendations for the district. Strengths are examples of program quality. Findings are items that do not meet regulatory standards and recommendations are improvement suggestions for program improvement reflecting best practice. **Upon receipt of this report, the district may submit questions and edits to Annie Rooney French (Annie.Rooney-French@education.ky.gov) by August 17, 2012.**

Discussion

The Consolidated Monitoring site visit team visited Bullitt County on April 2-4, 2012. Preschool was represented by Katie Williams and Annie Rooney French, preschool consultants with KDE. The site visit included with observations in all 13 sites, interviews with various faculty including teachers, assistants, the preschool coordinator and other administrators. A follow up interview on April 4th included highlights from this report. Based on a turnover of the preschool coordinator and a desire on the part of the central office to improve the preschool program, the focus of this report became one of offering technical assistance for program improvement. After examining the documentation and compiling the results of the site visits and interviews the following report contains the strengths, recommendations and findings from the Consolidated Monitoring site visit.

Program Structure

Program Structure – Summary

Bullitt County is a large district serving preschool children in 13 sites. The review team visited all the schools, reviewed documentations and interviewed staff and families as a part of this monitoring visit. The district demonstrates a dedication toward improving the preschool program for eligible children. They have already taken steps toward ensuring that all their teachers will be highly qualified.

Program Structure – Strengths, Findings and Recommendations

Strengths:

- **707 KAR 1:300, Special Education (#2).** Collaboration between the special education staff and teachers is strong in the district. Special education works closely with the teachers in inclusive settings ensuring that children receive services in the least restrictive environment. Transitions from First Steps are completed before the child's 3rd birthday and the families are welcomed into the preschool community.
- **704 KAR 3:410, Head Start Collaboration (#8).** The Ohio Valley Education Cooperative (OVEC) Head Start program and Bullitt County work collaboratively in many areas including recruitment and screening. Several Head Start classrooms are located in the school buildings and the school provides transportation and meals for these children.

Findings:

- **704 KAR 3:410 Section 7, Staff/Teaching Credentials (#4).** One of the preschool teachers does not have an IECE certificate or a letter of exemption. All teachers including full-time substitutes are required to be fully certified or have an emergency or probationary IECE certificate.

Recommendations:

- **707 KAR 1:300, Special Education (#2).** The district should ensure proper enrollment for all children including children with disabilities in Infinite Campus. For example children with an active and locked IEP who turn 3 on or after Dec. 2 and have their IEP implemented should be enrolled as Grade 97 in order to show up on the Supplemental Fall Count between December 2 and February 29th. Also, several of the classrooms have 50% of the population children with disabilities, some of them severe. The district would be best serve these children through continued support of additional personnel to help teachers implement the children's Individual Educational Plans (IEPs) effectively.
- **704 KAR 3:410, Program Operation (#3).** The district should consider limiting the meal service to one meal for each half day program in order to maintain a high level of teaching and learning in the classes. Also, during the upcoming school year (2012-13)

Bullitt County will be engaged in the Preschool Program Review (P2R) process in which all the classrooms will be visited twice using the Early Childhood Environment Rating Scale, Revised (ECERS-R), once with a district inter-rater reliable observer and a second time with a specialist from the Anderson Regional Training Center. KDE has a statewide goal of all districts achieving an average of a 5 on the 43 indicators. Also the district preschool coordinator will be engaged in a self-evaluation on compliance with the preschool regulations on the P2R document on line. It will be a stressful time for the teachers and they will be asked to move beyond their comfort zone. During this time, the district should show support and assist the teachers in improving their teaching and learning processes. The children and their families will benefit as a result of these improvements.

- **704 KAR 3:410 Section 5, Attendance (#6).** The district has a policy for contacting parents when children are absent. However, the preschool regulation states that districts must have a policy for contacting parents when children are absent for 4 or more days.

Environment

Environment – Summary

This Consolidated Monitoring visit occurred the year prior to the districts scheduled Preschool Program Review (P2R) year which will occur during the 2012-13 school year. During their P2R year, the district will receive training on the Early Childhood Environment Rating Scale Revised (ECERS-R). As a result, the administrators and teachers will be able to have a tool to help them improve their learning environment. Bullitt County preschool program already has a culture of a warm learning environment and will be able to continue working on improving through attention to the ECERS-R and attention to the preschool regulations.

Environment – Strengths, Findings and Recommendations

Strengths:

- **704 KAR 3:410 Section 6 (4), Ratio and Staffing (#9).** The collaboration shared by teachers and teaching assistants provided a very warm team approach to many of the classrooms observed. One example includes teacher assistants taking anecdotal notes of the children.
- **704 KAR 3:410 Section 6, Individual Needs of Children (#15).** Many fine examples were observed of teachers providing positive guidance for children during the day including when a crisis would arise. It was evident how hard the teachers have worked throughout the year to create environments where all the children have been able to grow and learn. Teacher child interactions were individualized and the teachers responded to the children's needs and reflected current knowledge of the children's families. They also responded to child initiated conversations by building upon what the child had said.

Findings:

- **704 KAR 3:410 Section 6(4), Ratio and Staffing (#9).** It was observed that one teacher left the classroom and the other teacher remained in the class with more than 10 children. A policy should be written and followed for providing for coverage so that no adult is ever left alone with more than 10 children
- **704 KAR 3:410 Section 6, Space (#13), and Facilities Requirements (revised 8-2008).** One of the playgrounds at Overdale Elementary does not have any playground equipment for the preschool children.
- **704 KAR 3:410 Section 6, Individual Needs of Children (#15).** Several examples of teachers using photocopied sheets (dittos) in classroom were observed. Teachers should be encouraged to find developmentally appropriate methods and hands-on, real objects for teaching and learning.

Recommendations:

- **704 KAR 3:410 Section 6, Developmentally Appropriate Practice (#10).** Some classroom schedules do not allow for a substantial portion of the day devoted to choice

activities as recommended by the Early Childhood Environment Rating Scale, Revised (ECERS-R). The preschool program in Bullitt County has a challenge with regard to a situation with preschools in 13 different sites. While it is a positive factor to have the children at the same school where they will most likely be attending their elementary years, it is also a challenge for the teachers to receive appropriate professional development and for all the principals to become knowledgeable about appropriate early childhood practices. The recommendation is for the principals to be equipped with a “walk through” teacher observation tool that is specifically designed for 3 and 4 year-old children.

- **704 KAR 3:410 Section 6, Equipment and Materials (#12).** Most of the equipment in the classrooms is child sized, however in the lunch rooms, several of the schools did not have preschool sized tables and chairs. It may be possible to use federal food lunch funds to purchase child sized tables and chairs.
- **704 KAR 3:410 Section 6, Individual Needs of Children (#15).** Even though the teachers are aware of the needs of each of the children, because many modifications and IEPs are implemented in the classrooms, the lesson plans could show individualization and adaptations for all children including children with special needs.

Curriculum and Assessment

Curriculum and Assessment – Summary

A review of the student information system database revealed a number of problems related to entering data on the students. This situation was quickly alleviated through hiring a staff person dedicated to entering data on the preschool program. Another challenge has been helping the principals understand how teaching and learning in a high quality developmentally appropriate preschool curriculum differs from a traditional elementary classroom. Additionally, the preschool teachers could have stronger teaching and learning environments if they would utilize screening and assessment results in planning lessons.

Curriculum and Assessment – Strengths, Findings and Recommendations

Strengths:

- **704 KAR 3:410 Section 6, Assessment of Children (#16).** The district is following proper procedures to ensure that all children are involved with the required assessment system Teaching Strategies GOLD and making sure that these data are recorded into the database system.

Findings:

- **704 KAR 3:410 Section 5, Student Information (#18).** The enrollment form says that the Social Security card is optional; however, the 2012-13 recruitment document states that families must produce a social security card in order to enroll a child in preschool. This message could serve as a “chilling effect” for some families. This could be remedied by requesting rather than requiring this document. Additionally, the enrollment form and other documents such as the staff handbook should be updated to include eligibility for the preschool program includes income eligibility up to 150% of poverty.

Recommendations:

- **704 KAR 3:410 Section 6, Assessment of Children (#16).** The process of using assessments to guide the teaching and learning should be ongoing and evident in lesson plans, unit studies and progress monitoring.
- **704 KAR 3:410 Section 9, Annual Evaluation of the Preschool Program (#17).** The district currently does not collect achievement information of the children who were in the preschool program as they progress through the primary program. Now that the children are enrolled in Infinite Campus, there is a mechanism for collecting these data.
- **704 KAR 3:410 Section 5, Student Information (#18).** In reviewing the state edition of Infinite Campus, several inaccuracies were found including enrolling children as a Grade “96” (2 year-old). Having one district person dedicated to inputting information on the almost 400 preschool children will facilitate accuracy in Infinite Campus reporting. The teachers should have access to the children’s Preschool Tab in Infinite Campus. They could use this option to input valuable information such as home visit dates and services

for families. Also, having the Head Start children enrolled in Infinite Campus would facilitate getting their family information into the data base system (in case of emergencies such as children left on the bus), and facilitate transition into kindergarten.

- **704 KAR 3:410, Screening (#19).** During some site visits, the school personnel were not able to produce the screening results of the at-risk children. A recommendation would include a consistent process for collecting and organizing the results of the screenings, health documents and children's cumulative files. Teachers would be recommended to collect samples of children's work including photos throughout the school year to demonstrate progress. Children's work could be collected electronically.

Health and Safety

Health and Safety – Summary

The district appears to follow all regulations regarding health and safety. Bus monitors are on busses that have preschool children and these monitors regular receive training and updates.

Health and Safety – Strengths, Findings and Recommendations

Strengths:

- **704 KAR 3:410 Section 6, Meals (#20).** The district is taking steps to provide consistency among programs with regard to meal services.

Findings:

- **None**

Recommendations:

- **None**

Families and Community

Families and Community– Summary

The district personnel have worked hard at creating a very strong community through the schools. Families feel welcome and have open and warm communications with the preschool staff and administrators.

Families and Communities – Strengths, Findings and Recommendations

Strengths:

- **704 KAR 3:410 Section 8, Families (#24).** The school community connections are very strong in each school. Families have come to embrace developmentally appropriate activities and work closely with the teachers.

Findings:

- None

Recommendations:

- None

Action:

Based on documents submitted, data accessed, and additional information received, the Bullitt County Preschool Program is found to be compliant in 18 of 23 possible indicators. The district received 7 Strengths, 5 Findings, and 10 Recommendations.

Please use the P2R document on the File Maker Pro site to complete [Action Plans](#) for all findings (if applicable). Actions for recommendations are not required. Each of the action plans should have a date for the estimated completion time. The district is requested to have the action plans completed for the item in the P2R document by August 31, 2012.