**2023/2024**

**Site Supervisor/Teacher Recap**

**Date:**

**Teacher:**

**Policy**: Compliance will be ensured through a system of management, including ongoing training, oversight, correction, and continuous improvement.

**Procedure**: Teachers and Site Supervisors recap every 4-6 weeks. This is an opportunity for Teachers and Site Supervisors to be present with one another, to reflect upon areas of success and concern, and provide feedback. This is an opportunity to focus on building relationships, support staff, provide individual staff training, as well as oversight and correction of practices. Through this communication, as issues arise, a plan will be discussed to ensure continuous improvement and compliance. SharePoint, Teams, UKG/E-3, and the ChildPlus systems will be used to monitor as well as review data. Send recaps to the Manager at the end of each month.

1. Supportive questions to ask teachers (choose 2 or 3):
   * How are your (children, vacation plans, dogs, home improvements, etc)?
   * What are some wins you’ve had this month?
   * What motivates you?
   * What is the most meaningful part of your job?
   * What is the most exciting part about the work you do?
   * How can we help make your job easier?
   * What is the biggest challenge in your job?
   * What would you like to learn?
   * What do you see as your greatest accomplishment this year?
   * How can we make work more fun?
   * What could we be doing better as a team?
   * What are you working on that I can help you with?
   * What support do you need? What does that support look like?
   * How can we move forward with this conversation?
   * What solutions do you have for this obstacle?
   * Are there things I should be aware of?
   * What is your energy level from 1-10?
2. What team building activities have you planned or completed with your colleagues? Tell me about your team successes and challenges. How can I support this process?
3. Would you like any support around wellness? What about the rest of the team? What resources do you need? Do you have sick/personal time scheduled? How can I support you in this area?
   * How are you utilizing Wellnesscoach app? <https://meditation-live.app.link/home>
   * Have you connected to Starling Minds <https://nhsa.member.starlingminds.com/landing/>?
   * Have you connected to NONI?
   * Share EAP information as necessary. EAP information can be found at <https://www.nmcaahr.com/tab-3-employee-assistance-program.html>.
4. Staff Progress: Tell me about the progress you have made toward your **performance review goals** and [**success/support/training/work plans**](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.nmcaahr.com%2Fuploads%2F1%2F2%2F5%2F0%2F125037803%2Fwork_plan-training_plan-success_plan_template_2-20.docx&wdOrigin=BROWSELINK)or **disciplinary documentation** if applicable. How can I support you in reaching the next step? How are you supporting your team? Consider a conversation that includes the mission, vision, and/or Cornerstones of Culture.(Review Goals in September/October, January/February, April/May or more frequently as needed. Teachers will review with assistants and aides.)
5. New Teachers: Consider completing a support plan with new teachers and teams. How are you doing/feeling? Share the date of the next new teacher group. What topics do you want to learn more about? Who is your “Coach assigned” mentor? How are you connecting with your mentor? What is something you want to focus on or accomplish within the next month?
6. Review Teams Data Packet (HS-GSRP Compliance) with the teacher. What information is missing? What follow-up is needed?
7. Tell me about any closures you have had this month. Were educational opportunities offered? Are there any ½ days scheduled (½ days may not count for GSRP)? Was the closure and educational opportunities information recorded in ChildPlus (Refer to Center-Based Classroom Closures Guidance)? Inform Program Support and Licensing of any closures.
   * Classroom staff will mark the classroom as “Closed” in ChildPlus and will add a classroom closure note as follows:
     1. on desktop choose “Entry Express,” then “Attendance”
     2. choose your site and classroom
     3. select date on calendar
     4. once classroom attendance is up on screen, choose “Classroom Status” and select “Closed”
     5. then select “Classroom Notes” and enter the reason for the closure
     6. An additional note will be added that educational opportunities were offered (ex// “educational opportunities offered”).
     7. this process will allow us to run report 2304 to identify classroom closures and then to click on individual classrooms to identify closure reasons.
8. NMCAA Bus Driver Progress: Have you completed the **Bus Driver Review Checklist**? Experienced drivers must be reviewed 2 times a year (January, April). New drivers must be reviewed 3 times a year (October, January, April).
9. Tell me about any vacant staff positions at your site. Do you have any subs/parents/volunteers in mind we can hire? Are you aware of other places we can promote open positions? Are there any career fairs in this area we could attend? Do you have subs scheduled for planned trainings and meetings if needed? Only Site Supervisors will contact R&H and FES staff to sub. If licensing ratios can still be maintained, a substitute may not be necessary when a team member is off. Enter Recruitment/Hiring Information into the Recruitment Plan Data Report.
10. Review previous, current, and upcoming ***What’s Due When*** responsibilities that need to take place before the end of the month. Review staff delegation responsibilities. It is the teacher’s responsibility to ensure delegated tasks are complete. What support or additional training is needed?
11. Use Podio to submit curriculum, food, and family engagement receipts, as well as packing slips. How are you using the $40 a month for food experience money? Receipts will be cross referenced with the **Curriculum Allotment** **Receipts Form**, **Weekly Food Allotment Form, Monthly Credit Card Log**.

* Tell me about the children with allergy/health concerns. Do children with diagnosed/non-diagnosed allergies/health concerns/IEP’s (Children will IEP’s may need emergency procedure accommodations.) have an **Emergency Care Plan** which is also attached to the **Child Information Record** **(CP: ECP Reports 3460-62)(CP: 2132 Participant Attachment Listing)**?Place a copy in the **Green Grab and Go** **Binder** and on the bus if applicable. Are concerns listed on the **Child Information Record, Allergy and Health Monitoring Form** or the **Medication Authorization Log**? Record communication with families on the **Contacts and Social Service Tracking** form. List current prescription medication and expiration dates in this section of the recap. Site Supervisors will add **Emergency Care Plan** information into ChildPlus. Select a participant, click on the Health tab, then ECP tab, and lastly click the green button that says **Add Emergency Care Plan**. Complete PIR questions C.9.a – C.9.i.

1. What special evacuation accommodations are in place for children with special needs or chronic medical conditions? Note any accommodations on IEP’s, **Classroom Support Plans**, and **Emergency Care Plans**.
2. Are the CACFP **Special Diet Statement** and **Parent Request to Provide Food** forms filled out and signed as necessary? These forms are for food substitutions for various reasons, with families able to note that they prefer to provide all or part of their child’s food or milk on the **Parent Request to Provide Food** form. Make a copy of these forms for the child’s file and send a copy of each to Program Support and the vendor if applicable. If a request is made to provide anything but cow’s milk/lactaid, contact Program Support immediately as there are additional considerations that involve Civil Rights and reimbursement of meals.
3. Did every family complete and submit their CACFP/USDA paperwork at Orientation? **CACFP/USDA Participant Enrollment Form** (1 sided) is completed on all HS and GSRP children. The **CACFP/USDA** **Household Income Eligibility Statement** (2 sided) is completed for GSRP children only and updated as new babies are born into a family. Keep a copy and send original to DMT.
4. Are **Head Start and GSRP Growth Assessments** complete (End of September, end of February)? Has this form been turned into DMT? Have you completed follow-up with families using the **BMI Follow-Up Form**? Has this form been turned into DMT? Are there any nutrition referrals? Complete a **Head Start and GSRP Growth Assessment** on new students as they are enrolled.
5. What type of transportation services does your center provide? How many children are riding the bus? Have transportation releases been completed with the public school or transit and the **Bus Information Form** been signed by parents/guardians? Have you scheduled and completed the **Bus Evacuation Drills for NMCAA bussing** (Orientation, October, February)? Update transportation information in ChildPlus. To enter information, select a participant, click on the Application, Section 8, and then select self, public school, transit, or NMCAA. After that, click on the PIR tab and answer the transportation question selecting yes or no. Update in Oct and Feb. Cross reference this information with name on transportation logs (Class Lists-CP reports 2110-show enrollment notes or 2125).
6. Have you submitted the **Bus Driver Daily Inspection** **Forms** and the **Weekly Transportation Logs**? Are you completing transit and public school **Weekly Transportation Logs**? Are staff following their **Active Supervision Plans**? Document communication with families regarding transportation on the **Contacts and Social Service Tracking** form.
7. Tell me about any NMCAA **Illness/Incident Reports** **(CP: Illness/Incident Reports 1080+)** that have been completed. Did any child receive medical attention from a doctor/dentist due to an injury/accident/incident/illness while in your care? If so, did you contact your Site Supervisor and/or Licensing to make a verbal report within 24 hours and submit the **Incident Report State of Michigan BCAL 4605** (Incident, Accident, Injury, Illness, Death, and Fire Reporting) form within 72 hours? Complete the Head Start special investigations report (Special Investigations and OHS Reporting form) and send to the Site Manager. In addition to The Office of Head Start, the ISD may also need to be contacted. Was the NMCAA Illness/Incident Report form completed and sent home? Were these three forms submitted to Program Support to be uploaded in ChildPlus?
   * Where do most accidents happen?
   * What actions need to be taken to avoid future situations?
   * Do we need to make any purchases to promote safety and continuous improvement?
   * Do you need to adjust or enhance your Active Supervision Plan based on your children and Illness/Incident Reports?
8. Did you complete the **Safety and Emergency Preparedness Plan** (invite others in the building to participate-FES, R&H, EHS, Office Staff, etc)? Did you send the **Safety and Emergency Preparedness Plan** to Julie to upload in SharePoint (Due Sept 29)? What community partners (Emergency Manager, Liaison Officer) did you invite to tour your site and provide input on your emergency plans? Update contact information at [Safety and Emergency Preparedness Communication (sharepoint.com)](https://nwmcaa.sharepoint.com/sites/EHSHSTeam/_layouts/15/doc.aspx?sourcedoc=%7b3c375c9d-940d-4f13-8be2-16016e3518ab%7d&action=edit) Did you place these documents in the **Green Grab and Go Binder**? Do you have enough food and supplies to last for 72 hours?
9. Have there been any incidents where you referenced the **Emergency Procedures** **Posting** and/or **Safety and Emergency Preparedness Plan?**
10. Have you had to evacuate for any reason? Did you contact your Site Supervisor to make a verbal report within 24 hours and submit the **Incident Report State of Michigan** **BCAL 4605** (Incident, Accident, Injury, Illness, Death, and Fire Reporting) form within 72 hours? If so, this form must be sent to Program Support to upload in ChildPlus.
11. Have you completed any emergency procedure drills? Review the **Drill and Safety Check Log**. Share any follow-up from an observed practice of an evacuation, shelter in place, or lockdown drill.
12. Have you updated or reviewed the **Active Supervision Plan (CP: Active Supervision Reports 1083, 1084)**? What strategies does your team use to ensure children are supervised at all times? What strategies do you use to support smooth transitions?What is working well? What are your challenges? Is additional training needed? What conversations have you had with families about safety in the home? Are there additional resources needed for the classroom or home? Share any follow-up from active supervision observations. Site Supervisors will add their **Active Supervision Monitoring Action Plans** to ChildPlus. Click on Management, **Active Supervision Monitoring Action Plan**, and use the green button to Add **Active Supervision Monitoring Action Plan**.
13. Are there any facility concerns? Tell me about facility issues documented on the **Classroom/Outdoor Cleaning** **& Inspection Log and Safe Environments Checklist (CP: Monitoring Worksheet 8020, 8005, 8025, 8030)**? What steps have you taken to resolve the issues? What can I do to assist? Site Supervisors record this information on ChildPlus Management-Preventative Maintenance tab and collect the data on the **ChildPlus Work Order (CP: 1200)**. Share any follow up from safe environment observations. Site Supervisors will add their **Safe Environment Checklists** into ChildPlus. Click on the Management tab, then Internal Monitoring, click on the green Add Monitoring Record button, select **2023-2024 Head Start Safe Environments Checklist**, and add the information under Monitoring Results.
14. Share the licensing renewal date **(CP: Licensing Documents 1300, 1014)**. What steps are needed to prepare for the licensing visit? Did you have any violations during the last inspection? Once the visit is complete, share inspection reports and complete Corrective Action Plans together if applicable. To locate other reports, go to ChildPlus- Management-State Inspections. <https://cclb.my.site.com/micchirp/s/statewide-facility-search>
15. Are **Employee Center Files** up-to-date and complete? Are files on site for Coaches, FES, Site Supervisors, and R&H? After employment ends, retain files on site for 4 years (**R 400.8110 (12)).** Review individuals connected to the CCBC system, as needed. Who needs to be connected or disconnected? Do they match licensing staffing pattern charts? CCBC results and the eligibility determination letter for all childcare staff and licensee designees will be kept on SharePoint. Additionally, classroom staff will maintain current CCBC results with the eligibility determination letter in their employee file on-site. SharePoint: The CCBC (parts 1-5) documentation will be uploaded under the SharePoint Human Resources tab under Documents and CCBC then by site, with whom individual staff are affiliated. LINK for the CCBC Folder on SharePoint (click below): <https://nwmcaa.sharepoint.com/:f:/s/HumanResources/Em_Em5wErpFKu8bYIUmwsF0BMtGGn0FVh1nCmilfGQQCYw?e=Izclqm>
16. Are all staff signing in/out using the **Staff Members Attendance Record**? Are visitors and volunteers signing in/out using the **Classroom Sign In/Sign Out Log**? Who are the ISD and Mental Health Consultants assigned to the center? Ensure the **Volunteer APOT Checklist** and PSOR requirements are met for visitors. Review proof that APOT/PSOR paperwork is on site. **Are ISD or other consultants on the CIR or will they be providing push-in services (APOT and PSOR needed)?**
17. What is the plan to address needed or desired training for you and your staff? Do you feel you have had adequate training to fulfill your job duties? Teachers and Assistants are required to have *24 clock hours per calendar year.*Subs and Classroom Aides are required to have 16 clock hours per calendar year. Ensure CPR (**CP: Personnel Agency 1130**) and other training hours are documented. Complete the **Professional Development Participation QR Code** (By submitting the QR Code, training will be updated on the **CP** **Individual Training Record 1310 and MiRegistry Learning Record**). Update training in MiRegistry when renewing yearly membership. Review Teams Data Packet.
18. Are **medical clearance** and TB screenings up-to-date **(CP: Personnel Health Status 1150)**? Screenings must be repeated every 2 years for bus drivers and 5 years for other positions.
19. Staff credentials: What is your degree or certification? What is the expiration date? What steps are you taking to stay current **(CP: Staff Credentials 2019** select Report Type-Detail**)**? Are staff up to date with CDA renewals? Do you need a copy of the GSRP Compliance Plan provided by the GSRP Consultant? Do you have or need a **Center Based Preschool Teacher Qualification Waiver Requests**? Do you need to consider the **Guide to HS Lead Teacher Early Childhood Education/Related Field and Equivalent Coursework** document? Are there any **NMCAA** **Employee Compliance Plan Agreement** updates? Send the Site Manager a copy of agreements. List compliance plan expiration dates.
20. Collaborate with your Recruitment and Health Specialist regarding recruitment dates and activities. How do you ensure recruitment information is available to families and the community (answering machine, newsletters, flyers, parent/guardian corner, community events, socializations, etc.)? Add hiring/recruitment information to the Recruitment Document (https://docs.google.com/spreadsheets/d/1b9AAg4z6Jb7rX3\_2V5HYCvgupY9WXtcvHjpxk0FYbJ8/edit?usp=sharing). R&H can be contacted by the Site Supervisor to sub in last resort situations.
21. Tell me about the community/school partnership activities (backpack programs, curriculum meetings, advisory meetings, leadership groups, hiring outreach), community/school meetings (MTSS, Building Blocks, combo meetings (TH, Blair, and LS, only), ISD meetings, or other organizations (Great Start, Child Protection Council, Health Advisory, Baby Pantry) you are involved with at this time.
22. **Head *Start In-Kind Documentation:*** Have you submitted your in-kind? How are you encouraging families to be involved in the program (subbing, classroom involvement/maintenance, raking wood chips, painting, fall/spring cleaning, donations, family engagement activities)? How are you using Learning Genie? Staff will monitor and track those who enter and exit the facility by utilizing the **Classroom Sign In/Sign Out Log**. Total parent/guardian time before sending to DMT. When necessary, use the **Volunteer/Donation Form** to document in-kind for guest speakers, volunteers, and donated classroom materials. To view monthly inkind totals, refer to ChildPlus **Monthly In-Kind Amounts 4310 and 4315**.
23. How are you collaborating with your FES? Only Site Supervisors will contact FES about subbing. This is only for last resort situations.
24. What type of NMCAA job shadowing or peer visit opportunities have you experienced? What else would you like to explore (EHS home visits, FES visits, Meals on Wheels, food distribution, road site clean-up, Weatherization, Program Support)?
25. When can you attend a Policy Council Meeting (Zoom or In-person)? Attend one a year if possible.
26. Share any concerns we have not talked about (CPS Referrals, **Supervisor's Accident/Illness Investigation Report-Send to Julie**, etc.).
27. Use Outlook Calendar to document plans for weather related days, family engagement activities, home-visits, meetings, trainings, personal time, etc.
28. Site Supervisor follow-up:
29. Teacher follow-up:
30. Staff present at recap:
31. Tell me when it would be convenient for us to meet again:

**Distribution:** Original Site Supervisor; **Copy** to Teacher, Coach and Manager at End of Month

Reference: HSPPS 1302.47 (b)

10/2023 EHS-HS Team\Program Operations\Site Supervisors Monitoring\Monthly Site Supervisor Teacher Recap Form