

**PRESCHOOL QUALITY ENHANCEMENT AWARD (PQEA)
February 1, 2008 to January 31, 2009**

PROJECT ACTIVITY REPORT

SAMPLE

Directions: Complete the activity report by answering **all** questions and providing a narrative update for all program areas in which your agency is receiving funding for. Please refer back to your project activity plans to ensure updates are consistent with your program goals and objectives. When goals and objectives have been met, please explain how and when they were met. If PQEA funding is not being used to implement, support or enhance one of the following program areas, please mark it N/A.

**Please note a project activity report is due on the same date as the interim and final project and fiscal progress reports. Dates are listed below. Please mail interim project activity reports and supporting documentation to Tonia Davis-State of NJ Department of Education-Division of Early Childhood Education P.O. Box 500 Trenton, NJ 08625-0500.*

Place a check mark (✓) next to the reporting period in which your completing the report for.

Report	Reporting Period	Due Date
1 st Interim	2/1/08-4/30/08	May 15, 2008
2 nd Interim	2/1/08-7/31/08	August 15, 2008
3 rd Interim	2/1/08-10/31/08	November 15, 2008
Final	2/1/08-1/31/09	March 31, 2009

Program Component Area: Curriculum Implementation

- Is a research-based curriculum being implemented? If so, please identify.
- How is the quality of curriculum implementation being measured? (attach samples)
- What are your plans for ongoing support and training for staff? (provide any documentation, e.g. classroom visit logs, meeting minutes from team meetings)

May 15, 2008 Update:

Narrative:

Yes, High Scope.

The quality of curriculum implementation is being measured by the Preschool Quality Assessment (PQA), teacher observations and feedback from teacher and teacher assistant surveys following training sessions. The lead teachers are providing teachers with on-going support and mentoring through weekly classroom visits, feedback and follow-up meetings. All teachers are participating in monthly 4 hour team meetings to share and discuss their concerns and questions with the curriculum training.

The agency will continue to budget annually professional development training for teachers, teacher assistants and lead teachers provided by the developer. Our next set of training will focus on the use of the COR.

August 15, 2008 Update:

November 15, 2008 Update:

March 31, 2009 Final:

Program Component Area: Certification

- Are funds being used to support teacher(s) and/or teacher assistant(s) certification? If so, please explain, describe certification program.
- Are funds being used to support certification efforts for non-instructional staff? If so, please explain, describe certification program. (show syllabus, course selections, sign in sheets, samples of work)
- What are your plans to support certification efforts after the award period?

May 15, 2008 Update:

Narrative:

Yes. Teachers are receiving stipends to cover the costs of their P-3 courses for the spring 08 and fall 08 semesters. A consultant has been hired to provide in-house CDA training on a monthly basis to all teacher assistants. To date she has covered general child development, language development and preschool curricula. The training began in March 08 and will conclude in December 08.

No funds are being used to support certification for non-instructional staff.

It is anticipated that all teachers will have completed their P-3 coursework by the end of the award period. For those who have not completed their course work or for newly hired staff following the award period, our agency will seek scholarship funds from the NJ Professional Impact Center and other local, county and statewide agencies that provide support and or grant opportunities for continuing education.

August 15, 2008 Update:

November 15, 2008 Update:

March 31, 2009 Final:

Program Component Area: Child Assessment

- Is a performance-based assessment(s) being implemented to inform instruction across all domains?
- What assessment tools will be used?
- What professional development is being provided?
- Describe your plan for ensuring reliable use of the performance assessment. (show reliability plan and results, if available)

May 15, 2008 Update:

Narrative:

We currently are not using a performance based assessment. However, we will contract with the curriculum developer to provide training on the Child Observation Record for the 08-09 school year.

Professional development for the COR will not begin until the fall of 08. Our agency will reach out to surrounding Abbott and non-Abbott districts that are using the High Scope curriculum to get feedback on their reliability efforts for using the COR. Based on their feedback, a reliability plan and will be developed.

August 15, 2008 Update:

November 15, 2008 Update:

March 31, 2009 Final:

Program Component Area: Professional Development

- What type of professional training is being provided and by whom? (show contract or agreement with developer)
- What are your plans for providing ongoing support and training for staff after the award period?

May 15, 2008 Update:

Narrative:

Curriculum implementation training by the High Scope Foundation

The agency will continue to contract with the curriculum developer in subsequent years to provide on-going training and support to all instructional staff on the High Scope curriculum. We will also contract with them beginning in the fall of 09 for implementation of the Child Observation Record.

August 15, 2008 Update:

November 15, 2008 Update:

March 31, 2009 Final:

Other strategies/activities being implemented to align your program with the high-quality standards of New Jersey's Abbott preschool programs (i.e. inclusion, English Language Learners, parent workshops, program evaluation, transition, playground**, materials** and supplies** etc.)

May 15, 2008 Update:

Narrative:
N/A

August 15, 2008 Update:

November 15, 2008 Update:

March 31, 2009 Final:

Signature of person completing this report: _____ Date: _____

**show documentation of purchases