

Self-Assessment Action Plan 2019 - 2020				
Area to be Improved	Action Steps	Time Frame	Responsibility	Documentation
Safety Monitoring	Both programs will start tracking accident reports in Child Plus in order to identify patterns or trends so that support and training can be provided, as needed.	All year	Safety Facilitator Program Coordinator	A tracking module was created in Child Plus during the summer. Safety Facilitators are entering accident report data each month and reporting to program Coordinators for discussion, analysis, and corrective actions, as needed.
Transportation Monitoring	Pedestrian training for parents will be entered into Child Plus for tracking and monitoring purposes.	All year	FSA Safety & Transportation Fac. Program Coordinator Community & Family Coordinator	A tracking module was created in Child Plus during the summer. FSA staff are entering parent pedestrian training data each month. Safety Facilitators are monitoring to ensure training occurs within first 30 days of enrollment and taking corrective actions, as needed.
Human Resources Monitoring	Support will be requested from program Coordinators and Component Director to ensure 60 days from start of school deadline is met to collect staff physical exams.	All year	Operations Manager Program Coordinator Component Director	Monitoring timelines and meetings have been set on the calendar between the Operations Manager and Component Director to ensure "in time" conversations and corrective action occurs.
Management Systems	Self – Assessment Action Plan – focus on compliance actions that will be corrected during the summer months prior to school reopening as part of the annual review of program procedures and forms.	Summer months	Component Director Program Coordinator Community & Family Coordinator	During the summer months the 2018-19 self-assessment report was drafted. All actions that were necessary to address areas of concern were woven into the program procedures for deployment at the start of the new school year. This process ensures that corrective actions are addressed efficiently and effectively.
Fiscal Monitoring	Routine meetings with Coordinators to review fiscal status and expenditure planning have been set for the 19-20 year to improve flow of expenditures throughout the school year.	All year	Component Director Program Coordinator Community & Family Coordinator	Monitoring timelines and meetings have been set on the calendar between the program Coordinators and Component Director to ensure "in time" conversations about fund balances and projected expenditures occur before the end of budget period. This is also an attempt to streamline delivery timelines so as to not overwhelm the warehouse space and get items

				shipped directly to campuses, when possible and reasonable.
Health & Dental Services	No areas identified for self-assessment action.			
Nutrition Services	Consistency of updating the Bee Aware posters has been inconsistent.	All year	Health, Dental, & Nutrition Fac. Program Coordinator	The Bee Aware! poster process was revised in the summer. The new procedure identifies who documents on the posters, who posts the posters, and who monitors the updated information each month.
ERSEA Monitoring	No areas identified for self-assessment action.			
Parent & Family Engagement Participation	<p>Policy Council membership declined for each program over the year with challenges in recruiting new members and gaining their attendance.</p> <p>Parent Committee and Love and Logic attendance was lower than desired showing a possible need of more promotion to families and to provide more specific motivating activities in conjunction with the meeting.</p>	All year	Community & Family Coordinator FSA	<p><u>Policy Council Membership</u></p> <ol style="list-style-type: none"> 1. More planning for PCM meetings electing PC members 2. FSA's attend at least one meeting to be able to accurately share what PC is to potential members 3. Increased communication regarding membership in monthly contacts with families 4. Will make efforts on personal contacts and promotion and encouragement; share and discuss at every parent committee <p><u>Parent Committee Attendance</u></p> <ol style="list-style-type: none"> 1. Having "elections plus" at first meeting to encourage families to return. 2. Working with teachers to coordinate appropriate times and children performances if possible. 3. Including in monthly contacts with families. 4. Working with campus to collaborate on dates and other school activities; reminders; child performance, such as class songs.
Disabilities Services	School Readiness Coaches will establish a relationship with the special education staff in order to	All year	School Readiness Coach Program Coordinator	Coaches will make intentional efforts to meet with each school district/campus special education contact to introduce themselves, explain their role with special education and request to be invited to ARD meetings.

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	increase the rate getting invited to ARD meetings.			Progress will be tracked and supported by Coordinators.
Education Services, School Readiness, CLASS, Professional Development Effectiveness	Meal Time CLASS training will be provided to classroom staff. Assistants will be included in the e-Monitoring and feedback process.	All year	School Readiness Coach Program Coordinator	Coaches will address how meal time can reflect CLASS behaviors as they observe meal times and give teachers feedback. Assistants now have a professional development goal so formal and informal conversations will take place and be documented in e-Monitoring.
Wellness Services	Additional training for teachers on using the Wellness folder will be provided.	All year	School Readiness Coach Program Coordinator	Summer pre-service included training for teachers on how to use the wellness folders to document counseling support and concerns with children who need it.

The Board of Directors and Policy Council Chairpersons signatures serve as verification that the Board of Directors and Policy Council has reviewed, agrees with, and approved the Self-Assessment Action Plan. Approval is documented in Board and Policy Council meeting minutes.

Head Start Services Component Director Signature

Date

Bexar County - Policy Council Chairperson Signature

Date

Tri-County - Policy Council Chairperson Signature

Date

Board of Directors Chairperson Signature

Date