

Self-Assessment Action Plan – October 2017

Area to be Improved	Action Steps	Time Frame	Responsibility	Documentation
<u>Health Services</u> To increase the communication and relationship building between Head Start health staff and parents / providers to increase the number of physical exams and dental exams received by the end of the school year.	The Program will: <ul style="list-style-type: none"> Utilize experienced and successful FSA staff will mentor and train fellow FSA staff in working with the parents to obtain the physical and dental exams. Share an update regarding the collection of physical and dental exams at Site Meetings with appropriate staff to gain support and get ideas. Individualize service plans for families from the information received at orientation. Schedule Health Facilitators to work with FSA's at parent orientation appointments. Require Health Facilitators to become more familiar with the Resource Guide for each campus area. 	August 2017 – August 2018	Community and Family Coordinator Health Facilitators Program Coordinator	Weekly contacts Site Meetings Monthly Contacts Monthly meetings Data updates Data base information Score Boards E-Monitoring
<u>Health Services</u> To increase communication to educate parents and ISD partners/contacts about Head Start program goals, Performance Standards, program procedures and timelines.	Staff will plan purposeful meetings or contacts that provide stakeholders key information about the benefits of program requirements. This will include intentional planning/ agenda/ calendar (various methods, frequency of contacts). <ul style="list-style-type: none"> Monthly Meetings Site Meetings Administrative Meetings Health Advisory Meetings 	August 2017 – August 2018	Community and Family Supervisor Health Facilitators Program Coordinator	TAS Calendars Agendas & Notes Score Boards e-Monitoring Sign-ins
<u>Education Services</u> To increase teacher understanding and use of Teaching Strategies GOLD tool for documenting child progress in a consistent and informed manner.	The program will: <ul style="list-style-type: none"> Encourage teachers to enter authentic data on individual students Provide additional training on Teaching Strategies GOLD Individualize professional development for teachers based on data throughout the school year Build a transition plan to begin using anecdotal notes 	August 2017 – May 2018 2018 – 19 year	Education / School Readiness Specialists Program Coordinators	Sign-in sheets e-Monitoring Professional Development Plans Anecdotes in GOLD system GOLD reports

<u>Education Services</u> To improve CLASS observation scores for individual teachers through training and support.	The program will: <ul style="list-style-type: none"> • Create a needs assessment tool for CLASS • Individualize professional development for teachers based on CLASS data using the feedback system. • Provide CLASS training for administrators 	2018 – 19 year August 2017 – May 2018 Dec. 2017. Jan. & March 2018	Education / School Readiness Specialists Program Coordinators	CLASS Needs Assessment Tool Sign-in sheets Professional Development Plans for Teachers
<u>Education Services</u> To align the current coaching practices used with teachers with the most current expectations from Head Start.	The program will: <ul style="list-style-type: none"> • Meet with Education T & TA Specialist to gain most current information regarding expectations for coaching provided to teachers. • Develop an implementation plan for upgraded coaching practices. 	October 2017 – May 2018	Program Coordinators Education / School Readiness Specialists	Meeting notes Coaching Implementation Plan
<u>Wellness Services</u> To increase support from campus counselors for children with behavior or emotional concerns.	The program will: <ul style="list-style-type: none"> • Survey counselors to gain information regarding their role in providing mental health services at the campus level. • Provide meetings with campus contacts for wellness services. 	Oct. – Dec. 2017 Oct. 2017 – March 2018	Program Coordinators Disabilities/Wellness and School Readiness Specialists	Sign-in sheets Agenda notes
<u>Disabilities Services</u> To increase staff understanding of each school district practice for referrals and use of Rtl.	The program will: <ul style="list-style-type: none"> • Survey campus staff to gain information regarding the process for using Rtl and referrals for special education. • Create a flow chart using the information gained from the survey described above in order to guide the work program staff do at campuses. 	Oct. – Dec. 2017 Jan. – March 2018	Program Coordinators Disabilities/Wellness and School Readiness Specialists	Sign-in sheets Agenda notes
<u>Transportation Services</u> To assess the current condition of school buses used to transport children in Natalia, Hondo, Medina Valley, Lytle and Devine and dispose of assets, if needed. future of transportation services in Tri-County Head Start program	The program will: <ul style="list-style-type: none"> • Meet or talk with individual school district transportation directors and or superintendents. • Gather necessary documentation for asset disposal. • Prepare and submit required documentation to the Head Start Regional Office for approval to dispose of school buses. 	Oct. – Dec. 2017	Component Director Transportation Facilitator	Disposal paperwork and approval

<u>Safety Services</u> To increase collaboration between Safety Facilitators and Education Specialists for the observations and redirection of classroom staff regarding the storage of personal items, tooth brushing and mat cleaning process.	The program will: <ul style="list-style-type: none"> • Use the safety Monitoring tool to identify classrooms where staff do not store their personal items in locking storage/file cabinets. • Develop a shared understanding between Safety Facilitators and Education Specialists of what should be happening with the storage of personal items, tooth brushing and mat cleaning in order to redirect classroom staff. 	October 2017 – June 2018	Safety Facilitators Education/School Readiness Specialists Program Coordinators	Safety Monitoring Checklists
<u>Safety Services</u> To develop a written procedure of steps for classroom staff to use for tooth brushing in the classroom.	The program will: <ul style="list-style-type: none"> • Write a procedure of the steps classroom staff should use for tooth brushing in the classroom. • Share the procedure with classroom staff and Education/School Readiness Specialists. 	October 2017	Education/School Readiness Specialists Component Director	Tooth Brushing Procedure
<u>Safety Services</u> To improve the cleanliness of classrooms and restrooms as well as the maintenance of playground areas.	The program will: <ul style="list-style-type: none"> • During a campus site meeting, discuss with teachers options for keeping classrooms, restrooms and playground areas clean. This could include ways to have children help with maintain the areas. • TC – Talk with principals about having classroom staff from the other grade levels who use the Head Start playground to assist with the overall care of the mulch and removal of weeds. 	October 2017 – May 2018	Program Coordinator Safety Facilitators	Notes from site meetings Safety Monitoring Checklists
<u>Community & Family Services</u> To expand the variety of communication systems utilized to promote parent engagement activities.	The program will: <ul style="list-style-type: none"> • Send home official documentations, such as fliers • Follow-up with the electronic system, such as text, email, or the Remind Me app • Document the interaction between FSA staff and parent 	October 2017 – May 2018	Community & Family Coordinator Family Service Associates	Program database documentation of follow-up
<u>Community & Family Services</u> To develop/continue to refine systems of tracking the completeness of Child File	The program will: <ul style="list-style-type: none"> • Assess the system that each FSA staff is currently using to monitor their data in order to determine effectiveness of the process. • Spot check the Child Files and program database for 	October 2017 – May 2018	Community & Family Coordinator Family Service Associates	Monitoring Tools Child Files Program database documentation

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documentation and required PIR data.	consistency of documentation and completion. <ul style="list-style-type: none"> Provide feedback at monitoring points in order to improve the system that each FSA staff is using. 			
<u>Community & Family Services</u> To develop/continue to refine systems of tracking individual work data in order to stay organized about items that are completed versus needing follow-up.	The program will: <ul style="list-style-type: none"> Share ideas and best practices among the FSA staff that will help them be more aware of items/services that they need to follow-up with parents on for completion. 	October 2017 – May 2018	Community & Family Coordinator Family Service Associates	Tracking Tools Child Files Program database documentation

The Board of Directors and Policy Council Chairpersons signatures serves as verification that the Board of Directors and Policy Council has reviewed, agrees with, and approved each step of the Monitoring Improvement Action Plan, including the time frames associated with each step and that it is documented in Board and Policy Council minutes.

ESC-20 Board of Directors Chairperson Signature

Date

Bexar County - Policy Council Chairperson Signature

Date

Tri-County - Policy Council Chairperson Signature

Date

Head Start Services Component Director Signature

Date