

DENTON ISD – HEAD START PROGRAM



SELF-ASSESSMENT

FY-16

06CH7130

POLICY COUNCIL APPROVED

Feb. 5, 2016

Self-Assessment Report

Executive Summary

During the period of December 2015 and January 2016, a Self-Assessment was conducted by the Denton Independent School District Head Start Program. **Head Start Teachers/staff**, and **Parents/Board of Trustees and Policy Council members**, and **Program Team Managers** participated in this assessment. The Program used the webinar & guide provided by Head Start in conducting this Self-Assessment. Each stage is critical and supports the program in meeting Head Start performance standards and in building programs of excellence.

The Guide is divided into four sections representing the stages of the Self-Assessment process:

- Stage 1:** Preparing
- Stage 2:** Collecting
- Stage 3:** Interpreting
- Stage 4:** Strengthening

Our Head Start program gathered input from all of the stakeholders involved. For sections 1-6, 13, 14 & 16, data sheets were created for these specified areas that contained a description of each area and a place to provide input on Strengths and Needs for that area. Information for sections 10, 12, 15, and 18 was collected through teacher surveys and face to face interaction with parents and program team members. Individuals and small groups worked together to provide insights toward our Self Assessment Data Collection process/Report. For section 11 a survey was given to staff and to parents of children receiving services.

The written Self-Assessment worksheets are on file.

Head Start Self-Assessment:

Your Foundation for Building Program Excellence

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Summary of Results

Strengths, Weaknesses, and Recommendations

1. Program Governance

Program Strengths:

- *Policy Council meets regularly and members are actively involved.
- *Two members of the Governing Board sit on the Policy Council and participate in all aspects of its function.
- *Policy Council meetings are held every month.
- *Parent committee meetings are held every month.
- *They let us know everything that is going on.
- *DISD Governing Board has strong beliefs in Early Childhood Education (Advocates)
- *Provides representation at meetings as appropriate.
- *Policy Council/Board members work collaboratively together while maintaining focus on the students.

Program Weaknesses:

- *More participation of the parents needed.

Recommendations

PFCE specialist will create a way to track the attendance of each Policy Council parent representative's attendance and will put steps in place to replace members that are exhibiting poor attendance.

2. Planning

Program Strengths:

- *Systems for this area work well.
- *Our district has been actively collaborating with the Denton United Way to assess the needs of the underserved in our area. Through an extensive study these needs have been identified and through ongoing collaborations will be addressed continually via all of the above.
- *In the planning, it involves the staff, parents, and community.
- *They try to reach their goals.
- *Always Organized
- *Year-long planning

Program Weaknesses:

- *Would like to see more family-centered activities.
- *Carryover plan to Support Staff Hall (started timeline, but not finished)
- *Need to explore new ways to do our Annual Report (simplified version that contains all of the Head Start standard requirements)

Recommendations

Design a new format to use for our Annual Report that is easy to read and contains all of the necessary Head Start Standard requirements.

3. Communication

Program Strengths:

- *Weekly newsletters from teachers to parents
- *Monthly newsletter from Principal/Program Team to parents
- *Morning announcements
- *Meetings (Head Start, Faculty, Horizontal, etc.)
- *Because two members of the Board of Trustees sit on the Policy Council they are fully involved in all Policy Council functions. Reports are made monthly to the entire Board of Trustees at the called Board Meetings.
- *The weekly newsletters. They inform parents about everything that is going on with the school. Every department has their input, goals, and news. This is a great way for parents to know what is going on with their kids and the school.
- *We have reminders of all activities around school. This is a good way for not forgetting the things we should know.
- *Six Chrome boxes (TV monitors) are now working around the common areas to portray announcements/information on for staff and parents.
- *Newsletters/Marquee/Chrome boxes (TV monitors) support communications (Multiple means of communications)

Program Weaknesses:

- *Communication for events and activities could be communicated earlier to teachers. Also, if an event is planned, activities for the event should be communicated clearly in order for families to be aware of what is going on as well as give teachers time to plan accordingly.
- *Communicate about activities, with teachers. We send flyers home and don't know much about the event.
- *Many notes that go home about activities have grammar/spelling mistakes and don't clearly explain what the activity is.
- *Have more teacher/aide input into what activities we do instead of just being told what to do to make sure they align with Pre-K guidelines and not just fluff.
- *So many last minute events or communications
- *Teachers should be more prepared to answer questions that parents may have of the activities.

- *The Parent Committee members need to trust one another enough to come to an agreement on what we plan.
- *Increase awareness of parenting classes (use mass emailing)
- *Need to expand awareness/communications through social media.

Recommendations

Increase communication through use of technology & social media outlets such as Remind 101, Twitter, Facebook, etc.

4. Record Keeping and Reporting

Program Strengths:

- *Teachers collaborate with social worker, diagnostician, etc. to ensure quality services.
- *The Denton Independent School District has an extensive computer system which has the capacity to maintain and access all student/family records.
- *Computers and programs that allow storage of information.
- *Program Managers share updates in their areas at the Weekly Program team meetings.

Program Weaknesses:

- *Maybe include a checklist or copy items that families turn in. Sometimes forms get lost and it can be frustrating for the family/teacher.
- *More streamline of information and less repetition
- *I would like a list of items needed for IEP meetings to make sure I am prepared.
- *Continue to explore ways to more efficiently do data analysis.

Recommendations

Revisit our data collection process in order to make decisions on what data will be collected, when it will be collected, and how it will be collected in a way that supports progress toward our program goals.

5. Ongoing Monitoring

Program Strengths:

- *Most teachers have a system for data collection that demonstrates progress monitoring.
- *Because of the size of our district, we have a large professional staff qualified to monitor and maintain all requirements for compliance with Federal regulations.
- *Records and data are continuously updated.
- *Ongoing monthly reports
- *Communication Board
- *Program Team meetings

Program Weaknesses:

- *Some systems could be consolidated to decrease paper loads put on teachers.
- *Establish a checklist-what needs to be done, who does it, and include deadlines.
- *CLI engage needs some work/tweaking....hard for the kids to be successful.
- *Need system in place to give teachers more opportunities for taking anecdotal notes.
- *Communication (One-on-One)
- *More efficient data analysis approach

Recommendations:

Create a new system for tracking staff goal setting & monitor progress toward individual goals, and provide coaching sessions.

6. Human Resources

Program Strengths:

- *All teachers are highly qualified and attend Professional Development consistently.
- *Available Professional Development Opportunities are shared.
- *A committee participates in the interview process for new staff.
- *Every year the program is enhanced and improves in quality and procedures.
- *Because Ann Windle School for Young Children is part of the Denton Independent School District, it has an outstanding Human Resources Department which actively recruits the most highly qualified professionals for the children enrolled in our district. Denton ISD is a large district with an outstanding staff of professionals who provide services to families within our district. We are very proud of the high quality and specificity of our professional development.
- *We think that they are doing a great job hiring qualified staff.
- *Human Resource dept./Policy Council ensures that all hire qualifications are met.

Program Weaknesses:

- *Human Resources understanding their role in CDA process.
- *TB questionnaire is no longer a part of the online process to request to be a volunteer.

Recommendations

- *Get HR dept. more involved in the CDA renewal process
- *Meet with HR to see if we can get the TB questionnaire back in the online application to be a volunteer for the district.

7. Fiscal Management

Program Strengths

Strong procedures in place
Multiple approvals before funds are released

Program Weaknesses

None at this time

Recommendations

None at this time

8. Prevention and Early Intervention

Program Strengths

*Hearing/vision screening completed before 45 day deadline; strong base of community health resources; folders kept up to date; one page letter sent home informing parents of results.

Program Weaknesses

*More health communication to be sent home in backpacks.
*Need for more Health Education in the classrooms

Recommendations

*Nurse will plan some Health Education Classes that she will present in the classrooms.

9. Tracking and Follow-up

Program Strengths

*Electronic health reports- E-school Plus; paper files kept of health reports received.

Program Weaknesses

*Failure of parents reporting or updating health information.

Recommendations

*When alerted to a health condition-contact parents for further explanation and information.

10. Individualization

Program Strengths

- *Teachers have onsite resources to assist as needed: special education teachers, PK instructional coach, Education Specialist, PLCs, Diagnostician
- *IDPs are updated constantly
- *Teachers send homework and explain what goals our students will work on.
- *IDP is designed to collect data on child interest, present level of functioning, and individual goals

Program Weaknesses

- *Some students are more advanced and need more advanced homework.
- *Consistency in work samples tied to IDP goals and intentional planning & data collection

Recommendations

- *Need additional training on steps to Individualization.
- *Revise anecdotal record template and portfolio face plates.

11. Disabilities Services/Mental Health

Program Strengths

- *Easier to get our students processed more quickly than before
- *Parent involvement with the program
- *Parents know who is working with their children
- *Parents receive progress reports on a regular basis
- *Staff is readily accessible
- *Parent questions are answered
- *Flexibility to participate in PPCD and in Head Start
- *Parents are involved in the meetings
- *Staff is very dedicated
- *Good procedures in place
- *Provide services to students as needed
- *District has more resources for our staff members now in regards to Mental Health

Program Weaknesses

- *Wait time (to get student into the program)
- *Not all staff members could explain to a parent or another staff member the process of referring a child
- *It sometimes takes a long time to get a child tested
- *Head Start teachers are not special ed certified

Recommendations

- *Develop a flow chart that includes:
 - * RTI Process
 - * Referral Process
 - * Assessment Process
 - * IEP Process

12. Curriculum and Assessment

Program Strengths

- *Our program uses CLI Engage online assessment tool.
- *Teachers have a variety of supplemental curricula, plenty of training, and instructional support from instructional coaches.
- *Education Specialists monitors student portfolios, student IDPs, and CLI to determine student progress towards goals.
- *Curriculum and assessments are scientifically researched, valid and reliable.

Program Weaknesses

- *Consistency with approach to ongoing assessment (DISD and Head Start)
- *Collecting data (portfolios, anecdotal records)

Recommendations

- *Develop professional development with DISD PK Instructional coach and teachers about our approach to developmentally appropriate ongoing assessment.
- *Explore digital portfolio options

13. Family Partnership Building

Program Strengths

- *Collaborative partnerships are made from the start of enrollment and are cultivated throughout the year. We always let the social worker know if a family has a need and she does the same.
- *Home visits/ parent conferences/newsletters/talking with parents at drop off and pick up times
- *Social worker works to help families in need meet their goals or resources
- *Parenting classes
- *Follow Up on the goals
- *Confidentiality

- *Knows family demographics (of enrolled students) and makes referrals for resources as needed (pre-natal care, etc.)
- *During enrollment, staff intentionally implement strategies to build positive relationships with parents for the upcoming school year-transitions
- *Develops individual plans based on needs

Program Weaknesses

- *Make sure all teachers are aware of the services we can help with
- *Are teachers able to make sure each family is working toward their goals?
- *Hold families responsible for volunteer hours
- *More self-esteem programs for kids
- *More personal follow up for each kid and parent

Recommendations

Provide a statement on the contact log giving the social worker and the social service specialist permission to share goal information with the teachers. During home visits, the teacher may obtain updated information about the parent's progress.

14. Parent Involvement

Program Strengths

- * Provide educational parenting classes to help their children for School Readiness
- *Welcoming families and communication information about Head Start
- *Parent Orientation and Registration
- *Involving parents in program for Policy Council, Parent Committee
- *Father Involvement
- *Volunteering Involvement with parents
- *Ongoing parent need analysis

Program Weaknesses

- *Minimal participation in parenting classes
- *Data documentation to display learning/outcomes of parent education classes

Recommendations

- *Create action steps for increased participation in parenting classes
- *Improve data documentation efforts

15. Community and Child Care Partnerships

Program Strengths

- *New Denton ISD/Ann Windle partnership with Denton City County Day School.
- *Frequent communication between our program and child care centers that provide care to our students.
- *PK Coalition
- *Our district has begun to invite our child care partners to our Professional Development opportunities.

Program Weaknesses

Recommendations

16. Eligibility, Recruitment, Selection, Enrollment and Attendance

Program Strengths

- *Guidelines are put in place to ensure criteria is met for enrollment. If challenges arises, ERSEA team meets to discuss how challenges should be addressed and what solutions should be implemented.
- *Well organized
- *Good Communication
- *Enough time is provided to be organized and get necessary documents
- *Sends out communication through DISD Communication to inform the community
- *Work closely with Disabilities Specialist to ensure 10% disabilities

Program Weaknesses

- *Some paper processes were changed which made testing for teachers difficult. This was addressed at the ERSEA meeting earlier in the year
- *Have all 193 funded enrollment slots filled on the 1st day of school
- *Make all teachers aware of how/what ERSEA does because it is useful knowledge.
- *Too many days to the process of enrollment
- *More signs to help follow directions

Recommendations

- *Review with the Head Start Director and the ERSEA team about the days involving the enrollment process for parents
- *Develop more signs with directions for parents
- *Review and train teachers on the paperwork process

- *Meet with teachers and the Educational Specialist to inform them about the ERSEA process and procedures (February 18, 2016)
- *Review processes and come up with a plan to have 193 enrolled by day 1.

17. Facilities, Materials, Equipment and Transportation

Program Strengths

- *monthly walk- throughs
- *safety drills
- *District resources (i.e. Heat Ticket system & Maintenance crew, DISD funded supplies, Cleaning service, etc.)

Program Weaknesses

- *Need window blinds or fire resistant shades throughout the building,
- *Playground needs weather resistant benches and trash cans
- *4 Tarp coverings are needed for 3 large jungle gyms

Recommendations

Get estimates on:

- *Window blinds or fire resistant shades
- *Durable benches and trash cans
- *4 large tarp coverings

18. Using Child Outcomes in Program Self-Assessment

Program Strengths

- *PLCs collaborate and use child outcomes for intentional teaching.
- *Program shares assessment results with parents during fall/spring home visits and conferences.
- *CLI Engage analyzes child outcomes data for instructional planning.

Program Weaknesses

- *Parent participation in home learning activities is mostly inconsistent or lacking
- *Monthly parent teacher meetings where teachers update parents on class progress towards goals, encourage parent participation in home learning activities.
- *Need to review our approach to assessing (including PBIS, CLI, and other tools) to ensure data is authentic and developmentally appropriate for individual learners.

Recommendations

- *Review our approach to collecting authentic data and using it for intentional teaching.