

Denton ISD  
Head Start Program

# Self-Assessment 2012

October – November  
2011

# Self-Assessment Plan

## Executive Summary

During the period of October and November, 2011, a Self-Assessment was conducted by the Denton Independent School District Head Start Program. Administrators, staff, and parents participated in this assessment. The Program used the 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

The following is a summary of the results of strengths, weaknesses, and recommendations for each area.

The written Self-Assessment worksheets are on file.

# Head Start Self-Assessment:

Your Foundation for Building Program Excellence

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Stage 1: Preparing Your Self-Assessment

Stage 2: Collecting and Synthesizing the Information

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Stage 3: Interpreting the Information

Stage 4: Strengthening your Program

i.e., developing Program Improvement Plan

# Summary of Results

## Strengths, Weaknesses, and Recommendations

### 1. Program Governance

#### Program Strengths

- Board liaison attends Policy Council meetings and reports back to the Board of Trustee
- Policy Council/Governing Body understand program needs and plans
- Policy Council and Governing Body review documents and reports
- Governing Body – conducts team of 8 each year (self assessment and earn continuing education hours)

#### Program Weaknesses

- None identified

#### Recommendations

- None needed

### 2. Planning

#### Program Strengths

- Plans updated annually
- Parent involvement
- Scheduled Team meetings
- Board meets quarterly with city, mayor – HUD, New Development

#### Program Weaknesses

- Marriage strengthening goal - documentation

#### Recommendations

- Continue to seek resources for marriage strengthening
- Create pamphlet/document on marriage strengthening efforts

### 3. Communication

#### Program Strengths

- Variety of ways to communicate
  1. Tuesday Folders
  2. Teacher Display Board
  3. Automated messages via DISD
  4. Marquis
  5. Report Cards
  6. Home Visits
  7. Parents are visible daily/drop off – pick up
  8. Support Staff stand out front when parents stop by

Program Weaknesses

- Additional orientation is needed for new students , 17 came in after Christmas break this year

Recommendations

- Schedule Winter orientation
- Power Point to show new families as they enroll
- Use ACT students to help create web presentations

**4. Record Keeping and Reporting**

Program Strengths

- DISD provides transportation for eligible children through disability services
- SNAP (Health Services)
- eSchoolPlus (Students)
- eFinance (Budget)
- Special Education Manager
- PEIMS (State student reporting)

Program Weaknesses

- Restricted by DISD policy/mandate on providing funding for medication/transportation for parents

Recommendations

- Community resources are used as needed to provide medication for parents
- Continue to collaborate with Kiwanis Children's Clinic and Yarborough Pharmacy

**5. Ongoing Monitoring**

Program Strengths

- Students continue to show gain on assessment
- Program Team Reports
- Assessments:
  - Self-Assessment – Annual
  - Program Improvement Plan - Annual
  - Strategic Plan - Annual
  - Community Assessment - Every three years
- Assessments:
- Weekly Program Team Meetings

Program Weaknesses

- None identified

Recommendations

- None identified

**6. Human Resources**

Program Strengths

- DISD Provides procedures for personnel and pay scale requirements.
- DISD Human Resources collects, handles, and maintains records
- Through DISD program complies with state and federal laws
- Certified Teachers
- Curriculum Department helps provide Professional Development

- Registered Nurse on campus full time

Program Weaknesses

- None identified

Recommendations

- None identified

**7. Fiscal Management**

Program Strengths

- DISD – In-kind certified accountants – oversee budget
- Timely reports to the regional office
- DISD - In-kind outside auditor provided
- DISD – In-kind provides support staff, utilities
- Director’s salary – In-kind DISD
- High score on FIRST
- Governing Body advocates for increased funding in the state capital as well as Washington DC
- Certificate of excellence, one of eleven statewide
- DISD 1 of 59 districts recognized nationwide by ASBO for commitment to excellence in financial reporting for 25 or more years
- Award winning DISD fiscal staff
- Annual DISD Audit (no findings)

Program Weaknesses

- Budget impacted by economy
- Head Start Budget affected by competitive pay/certified teachers (pay raises)

Recommendations

- Program Team, Policy Council must advocate for financial support from community

**8. Prevention and Early Intervention**

Program Strengths

- Program team and teachers frequently remind parents of mandated assessment data
- A variety of mental health services are provided in kind.
- New ozone flag program; also daily weather updates
- Weekly newsletter to parents
- Health Advisory Council – with dental and medical professionals as members

Program Weaknesses

- A schedule is needed from the mental health professional.

Recommendations

- Create a schedule of all services provided by mental health specialist and community partners

**9. Tracking and Follow-up**

Program Strengths

- School Nurse (RN) is on campus daily
- SNAP Program
- Denton ISD Health Services Director support

- Close communication/support program team members, including office staff helping with Spanish translation with parents and students
- ImmTrac Program – state wide data program of immunizations received by students

Program Weaknesses

- At times parents fail to update child health information

Recommendations

- Principal's newsletter-remind parents to provide updated information to office and nurse (ie. phone numbers , email addresses, etc.)
- Use social messenger (automatic phone calls to parents) to remind and notify parents of info, needed documents, etc.

## 10. Individualization

Program Strengths

- Community partnerships (UNT, TWU)
- Classroom materials are age appropriate

Program Weaknesses

- School readiness training for all staff
- Using assessment for planning lessons
- Parents lack of knowledge of student portfolio and contents

Recommendations

- School readiness training
- Parent conferences include information and questions about portfolio and contents

## 11. Disabilities Services

Program Strengths

- All referrals initiated by parents and Head Start compliant and met timelines 100%

Program Weaknesses

- Disabilities Specialist should monitor special education services provided every 6 weeks.

Recommendations

- Parent advocacy training is needed.
- There should be more consistency in providing parents with audio media copies of ARD meetings when the meeting is conducted in two languages.

## 12. Curriculum and Assessment

Program Strengths

- DLM Curriculum aligns with Head Start outcomes and TX PK guidelines. Is scientifically research based

Program Weaknesses

- In depth parent involvement in choosing curriculum, discussing and understanding results of assessment with student learning
- Progress documentation for teachers to assist in planning (collecting/analyzing /using data)

Recommendations

- Staff training in data collection (PLC's)
- Using education board and PC to obtain ideas for parent involvement

### **13. Family Partnership Building**

#### Program Strengths

- Develop new community partnership agreements
- Social Service Specialist is a professional Social Worker on campus at all times
- All families have two written goals

#### Program Weaknesses

- Currently , lack of plan/procedure to obtain pre-existing plan from other agencies to be implemented in our family partnership agreement

#### Recommendations

- We will ask families to provide information/permission to obtain information regarding pre-existing plans developed at other agencies to be implemented in family partnership agreement

### **14. Parent Involvement**

#### Program Strengths

- Parent orientation and registration
- Involving parents in program policy-making and Parent Committee
- Parent interest survey
- Adult classes on-site (ESL)
- Volunteer of the Month Recognition
- Provide parent involvement and education activities that are ongoing, such as Nutrition classes (Texas Agrilife Extension)
- Amount generated by non-federal share of volunteer hours is commendable.
- Referrals

#### Program Weaknesses

- Lack of diverse group of parents

#### Recommendations

- Show proof of system
- Buddy System

### **15. Community and Child Care Partnerships**

#### Program Strengths

- Social Services Specialist attend monthly community meetings
- 10 Memos of Understanding

#### Program Weaknesses

- None identified

#### Recommendations

- None identified

### **16. Eligibility, Recruitment, Selection, Enrollment and Attendance**

#### Program Strengths

- Social Services Specialist is ERSEA Credentialed



- ERSEA is developed and approved by Governing Board

Program Weaknesses

- No procedure for 3<sup>rd</sup> party verification

Recommendations

- Get Governing Body to approve 3<sup>rd</sup> party procedure.

## **17. Facilities, Materials, Equipment and Transportation**

Program Strengths

- DISD helps to maintain the facilities, much of the equipment and buses
- Heat ticket system
- Facility designed and built for young children by Early Childhood Specialist
- Facility inspection ongoing
- Public transportation pick-up and drop-off are close to school
- DISD transportation provides in-kind services to students with disabilities and homeless.

Program Weaknesses

- None identified

Recommendations

- None identified

## **18. Using Child Outcomes in Program Self-Assessment**

Program Strengths

- Written Plans

Program Weaknesses

- Using PLC's/planning time to analyze data and use it to plan instruction

Recommendations

- Staff training

## **19. Child Development and Health Services: Mental Health**

Program Strengths

- District assigned LSSP on campus 3 days per week
- District social worker and counseling department available as resources
- UNT Play Therapy Partnership

Program Weaknesses

- Regular scheduled days for Mental Health Specialist
- Training for staff and parents

Recommendations

- Regular scheduled days for Mental Health Specialist
- Training for staff and parents