



SELF-ASSESSMENT

Program Improvement Plan

2021-2022

Policy Council Approved: 2/11/22
Governing Board Approved:

HEAD START SELF-ASSESSMENT PROGRAM IMPROVEMENT PLAN 2021-2022

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PROGRAM MANAGEMENT AND QUALITY IMPROVEMENT

PROGRAM AREA RECOMMENDATION(S):

- To create written Policies and Procedures that are aligned with the new Head Start Performance Standards.

OUTCOME: Continued Completed New	ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT REPORTING <i>(Effort & Effect)</i>
#1 Continued	1. Using the templates that have been created, Managers will continue to finish updating our current Written Plans by creating Policies & Procedures that align with the New Head Start Performance Standards for their area.	Program Managers	Old set of Written Plans New Head Start Standards Created templates Head Start Act Monitoring Protocols	October 2022	Completed documents approved by the Policy Council and the Board.
#2 Continued	2. Each manager will proof our final draft and help to fill in any blanks that are left.		District/ Campus handbooks		

MONITORING AND IMPLEMENTING FISCAL INFRASTRUCTURE

PROGRAM AREA RECOMMENDATION(S):

- **Determine a way to reimburse new Head Start staff for TB tests and physicals that are required within Head Start standards.**

OUTCOME: Continued Completed New	ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT REPORTING (Effort & Effect)
New	Determine how we can reimburse new Head Start hires for TB testing and physicals that are required by Head Start standards.	Fiscal Staff & Director	Head Start Grant monies.	August 2022	Plan in place by August for new hires for 2022-2023 school year

**MONITORING ERSEA: ELIGIBILITY, RECRUITMENT, SELECTION,
ENROLLMENT, AND ATTENDANCE**

PROGRAM AREA RECOMMENDATION(S):

The program will continue to increase child attendance so that children will develop the habit of attending school regularly by:

- Increasing parental awareness about the importance of school attendance and arriving on-time.
- Increase the ERSEA Committee meetings to review reports and develop strategies to follow up with chronically absent students.

OUTCOME: Continued Completed New	ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT REPORTING (Effort & Effect)
Continued	Increase Training and re-train staff.	ERSEA Specialist	PIR Report ADA Report Daily Attendance Sheet	December 2022	Sign in Sheets
	The assistant principal will provide a presentation to parents attending HS Parent Orientation.	Assistant Principal			Monitor Policy council month attendance report
	Continue attendance awareness training at: Parent meetings Policy Council meetings, Newsletters, Home visits, and Parent Conferences	Head Start Staff	Policy Council Monthly Attendance		Mid-Year Attendance Report
	Track, monitor, and follow-up for attendance	ERSEA Committee			Individual Attendance report
		ERSEA Specialist			ERSEA Committee minutes, Attendance notes
New	Continue to keep teachers informed about attendance decisions and agreements				

**MONITORING AND IMPLEMENTING QUALITY EDUCATION AND
CHILD DEVELOPMENT PROGRAM SERVICES**

PROGRAM AREA RECOMMENDATION(S):

Program managers will provide educational classes for teachers and parents to help promote our Parent Curriculum and to enhance the learning environment at home throughout the school year.

OUTCOME: Continued Completed New	ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT REPORTING (Effort & Effect)
Continued	1. Meet with teachers 2. Train teachers on expectations for Ready Rosie, See Saw 3. Assess what Access is needed for parents 4. Kick Off meeting with parents (orientation) 5. Pull and use data from Ready Rosie to increase parent involvement.	Education Specialist, Social Service Specialist, PFCE Specialist Teachers Curriculum Team	District provided resources: Ready Rosie, and See Saw	Quarterly reviews Oct. 2021 Feb. 2022 May 2022	Track parent usage for See Saw and Ready Rosie by running reports Information will be included in weekly newsletters sent by teachers to parents
New	6. Teacher discuss with parents about resources available, assist to get access, how to use if needed	Teachers		Fall and Spring home visits and parent conferences	Home visits and parent conference forms

MONITORING AND IMPLEMENTING QUALITY HEALTH PROGRAM SERVICES

PROGRAM AREA RECOMMENDATION(S):

Health and Nutrition

- Provide further support and training to staff on resources and strategies which can be utilized when managing the increased amount of challenging behaviors seen due to a rise in the number of ACEs in young children.
- Provide further education on nutrition and adverse health effects of high and low body fat percentages.
- Ensure all families will have the knowledge of the resources needed and available to have all preventative care up-to-date prior to entering kindergarten.

OUTCOME: Continued Completed New	ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT REPORTING <i>(Effort & Effect)</i>
#1 Continued	Due to increase in diverse behavior needs entering program, improve staff confidence in managing behavior concerns safely and effectively	Mental Health Specialist	Changemakers Social-Emotional Learning Curriculum Social Service Specialist Education Specialist District LSSP District Interventionists and support Mental Health Specialist Assistant	Now-May 2023	Referrals sent home. Staff feedback on surveys. Tracking number of in class coaching sessions

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OUTCOME: Continued Completed New	ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT REPORTING <i>(Effort & Effect)</i>
#2 Continued	Increased awareness about healthy, affordable nutrition practices to decrease overweight, obese, and underweight BMI rates among student population.	Health specialist Nutrition Specialist	District provided software programs. District Health Services HSAC committee PFCE District Nutrition Service	Now-May 2023	Excel spreadsheet reports tracking screening, vaccinations, recommended preventative care, contact efforts. Classes Flyers sent home.
#3 New	Network with local clinics and physicians to get involved or resources from the local health community for our students.	Health Specialist	HSAC Committee District Health Services		Involvement in HSAC and the meetings Potential MOU's Health clinic(s)/ information for students

MONITORING AND IMPLEMENTING QUALITY FAMILY AND COMMUNITY ENGAGEMENT SERVICES

PROGRAM AREA RECOMMENDATION(S):

The PFCE specialist will provide detail information regarding school activities to both parents and staff.

- Provide quality parent education classes.
- Make sure that our families and staff are enriched, empowered and build a strong positive relationship through trainings.
- Ensure the program staff is aware and knowledgeable of their role in building family engagement.

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT REPORTING (Effort & Effect)
Plan classes as parents set their goals for Education and provide training.	PFCE Specialists	Training will be provided by school.	Ongoing	Class sign-up sheet Parent Interest survey
Provide and promote more information on school activities.	PFCE Specialists		August and May 2023	Newsletters Flyers Zoom Meetings
Contact community agencies (Texas Workforce, etc.) to provide skills to parents	PFCE Specialists	All other local community resources as needed.	February 2021 – May 2023	Class sign-up sheets. Parenting class evaluation surveys
Use multiple channels to communicate and target Head Start staff	Head Start staff	Emails Social Media Phone calls	February 2021 - 2023	Newsletters Flyers Zoom meetings