



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: July 18, 2018

Purpose:  Presentation/Report  Recognition  Discussion/ Possible Action

Closed/Executive Session  Work Session  Discussion Only  Consent

From: Rosanna Carmona-Mercado, Director of Early Childhood

Item Title: Approve the Head Start Self -Assessment for the FY 2017

Description:

Annual Head Start Self -Assessment to provide a thorough and detailed monitoring review to ensure compliance with Head Start Performance Standards and to affirm implementation of the targeted goals and objectives.

Recommendation:

Approve the Head Start Self -Assessment for the FY 2017.

District Goal/Strategy:

Strategy 3 We will develop a strong support system which will provide meaningful and innovative instruction that promotes critical thinking and problem solving.

Funding Budget Code and Amount:

CFO Approval

Empty table for funding and CFO approval.

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

*[Handwritten Signature]*

6-21-18

Superintendent:

*[Handwritten Signature]*

7/12/18

## Head Start Self-Assessment

FY2017

In December 2017, Zajonc Corp assisted South San Antonio Independent School District Head Start (SSAISD HS) in its ongoing self-assessment process by reviewing key components of operations and services provided to area students and families under Head Start Grant #06CH706901. During the review, the FY2017 Office of Head Start – Head Start Key Indicator – Compliant (HSKI-C) Monitoring Protocol and associated Head Start Performance Standards and regulations were utilized to guide the assessment process within specific component areas. The intent of this self-assessment was to provide a thorough and detailed monitoring review to ensure compliance with Head Start Performance Standards and to ensure that the Program implementation was meeting the targeted goals and objectives.

The process included the review of ChildPlus reports and records, Interviews with Key Staff, Classroom Observations, Safety Reviews, Reviews of Services and Service Agreements, and Site Visits. During this Assessment each of the nine centers were visited. At each site the following areas were reviewed: Class Room Areas, Medication Storage and Administration Documentation, Parent Boards, and documentation related to parent contact, food allergies, fire equipment inspections, inclusion, and participation. The 34 student records were selected at random and reviewed for all components required under the Performance Standards. Additionally, 27 students identified with disabilities records were also reviewed. The component areas and key indicators selected for review in December 2017 as selected by SSAISD Head Start, included:

- Subpart A - Eligibility, Recruitment, Selection, Enrollment, and Attendance
- Subpart B - Program Structure
- Subpart C - Education and Child Development
- Subpart D - Health Program Services
- Subpart E - Family and Community Engagement Program Services
- Subpart F - Additional Services for Children with Disabilities
- Subpart G - Transition Services
- Continuation Application Sub-Section A – Goals 2017-2018

Of the 35 performance standards that were at least partially assessed, 25 were noted as being in “compliance,” 3 were noted as “area for concern” and 6 were noted as “non-compliant” based on the information available for review. The self-assessment was completed with more intensity and at a higher level than in previous years. This was done to assist the growth of the Program that is now in the first year of its second grant cycle. The Program has made enormous growth since it began and due to its level of success is dedicated to on-going and continuous improvement. This self-assessment included more indicators and standards than previous years. Because of the level of intensity, the number of areas found and identified as “non-compliant” has increased; however, the SSAISD HS has developed an action plan to make the generally minor corrections required to achieve compliance.

Head Start  
Self-Assessment  
Program Improvement Plan

Recommendations	Person Responsible	Date Completed
SSAISD HS staff should ensure that the program markets its services and programs to eligible parents and families with three-year-old's.	Esmeralda Trevino, ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance) Coordinator	March 23, 2018
Ensure parents or guardians of SSAISD Head Start children who are moving on to Kindergarten are provided with information related to enrolling their child(ren) into summer school the summer prior to kindergarten.	Jennifer Garza, School Readiness Mentor Jo Vanblaricum, School Readiness Mentor Amy Montoya, School Readiness Mentor	May 4, 2018
A formal transition plan should be developed to ensure that SSAISD Head Start families leaving the program during a school year are provided with information about the Head Start's in the area they will be moving.	Ana Alvarado, Family and Community Services Partnerships Coordinator	May 4, 2018
The program should create a Program Improvement Plan for any areas identified as "noncompliant" to ensure those issues are quickly and efficiently addressed.	Rosanna Carmona-Mercado, Director	February 5, 2018
Agency staff should update their Goals and Objectives to reflect current practices and procedures and then resubmit to the appropriate federal contract monitor.	Rosanna Carmona-Mercado, Director	October 1, 2018 Changes are submitted with continuing application.
The program must create and publish an annual report that meets the requirements of 1302.102(d)(1)(ii)(D)(2).	Rosanna Carmona-Mercado, Director Ana Alvarado, Family and Community Services Partnerships Coordinator	February 5, 2018

	<p>Esmeralda Trevino, ERSEA Coordinator Jessica Algueseva, Disability and Health Specialist Jennifer Garza, School Readiness Mentor Jo Vanblaricum, School Readiness Mentor Amy Montoya, School Readiness Mentor</p>	
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