

DENTON ISD – HEAD START PROGRAM



SELF-ASSESSMENT

2015

Program Improvement Plan

06CH7130

POLICY COUNCIL APPROVED 2.13.2015

Head Start Self-Assessment Program Improvement Plan:

Table of Contents

Area	Specialist(s)/Parent
Program Governance.....	Angela Hellman
Planning.....	Angela Hellman
Communication	Angela Hellman
Recordkeeping and Reporting.....	Angela Hellman
Ongoing Monitoring	Angela Hellman
Human Resources.....	Angela Hellman
Fiscal Management	Cathi Robbins
Prevention and Early Intervention	Amanda Mazzella
Tracking and follow-up.....	Amanda Mazzella
Individualization	Sacha Harden
Disabilities Services	Dr. Johnnie Pettigrew
Curriculum and Assessment	Sacha Harden
Family Partnership Building.....	Lisa Sutton
Parent Involvement	Julia LoSoya
Community and Child Care partnerships	Sacha Harden
Eligibility, Recruitment, Selection, Enrollment & Attendance	Lisa Sutton
Facilities, Materials, Equipment and Transportation	Robbie Garrett
Using Child Outcomes in Program Self-Assessment	Sacha Harden
Child Development and Health Services: Mental Health	Dr. Johnnie Pettigrew

ASSESSMENT PROGRAM IMPROVEMENT PLAN

PROGRAM GOVERNANCE

PROGRAM AREA RECOMMENDATION(S)

1. Review our current Policy Council By-Laws and update them in order to align them with DISD policy and school law.
2. Review & Update Program Manager Job Descriptions

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING <i>(Effort & Effect)</i>
<p>1. Form a committee to re-visit our current by-laws, view samples of other ISD by-laws, and collaborate with DISD lawyer to help us align our by-laws with the DISD policy and school law.</p>	<p>Committee will consist of:</p> <ul style="list-style-type: none"> *Head Start Director *Program Team member *School Board member *Policy Council member *School District Lawyer 	<p>By-laws from other District Head Start Programs</p> <p>District Lawyer</p> <p>Template By-Laws from OHS site</p> <p>Current By-Laws</p>	<p>October 2015</p>	<p>We will have an updated set of Policy Council By-Laws that are approved by the Council and Board.</p>
<p>2. Give each Program manager the opportunity to update their job descriptions (Roles & Responsibilities)</p>	<ul style="list-style-type: none"> *Head Start Director *Program Managers 	<p>Current Job Descriptors</p> <p>Samples of other programs job descriptors</p>	<p>November 2015</p>	<p>We will have an updated set of Job Descriptors for each Program manager that will accurately represent their roles and responsibilities.</p>

SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

PLANNING

PROGRAM AREA RECOMMENDATION(S)

1. Find a way to create SMART Program Goals that tie into our School Readiness goals and support our action steps from our Self-Assessment. (Link goals together)

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING <i>(Effort & Effect)</i>
<p>Review and update our Program goals that we created in our 5 yr. grant and tie these to our School Readiness goals and our program area recommendations.</p>	<p>Head Start Director Program Managers</p>	<p>Materials and charts from the Head Start TRAX training and Head Start National conference.</p> <p>Program Goals from our 5 yr. grant</p> <p>Self-Assessment Improvement Plan 2015</p>	<p>April 1, 2015</p>	<p>Our program goals will be aligned with our School Readiness goals and our recommended action steps will help to support our goals. This will be our Strategic Plan.</p>

SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

COMMUNICATION

PROGRAM AREA RECOMMENDATION(S)

1. None needed at this time

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT- REPORTING <i>(Effort & Effect)</i>

SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

RECORD KEEPING/REPORTING

PROGRAM AREA RECOMMENDATION(S)

- To 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.

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING <i>(Effort & Effect)</i>
<p>Program managers will meet with the Head Start Director to determine which data sources will be used to collect the data that we will need to support progress toward our Program Goals.</p>	<p>Head Start Director</p> <p>Program Managers</p>	<p>SNAP</p> <p>Eschool</p> <p>AWARE/RTI</p> <p>Special Ed. Manager</p> <p>Portfolios/IDPs</p> <p>Eduphoria</p> <p>Cum folders</p> <p>PIR</p> <p>Surveys, etc.</p> <p>Teacher Access Center (TAC)</p>	<p>September 2015</p>	<p>Program will use data to drive program direction and will conduct ongoing monitoring throughout the year.</p>



SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

ONGOING MONITORING

PROGRAM AREA RECOMMENDATION(S)

1. Design and use a chart that will help teachers to track student’s progress and plan targeted small group instruction for their low performing students.

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING <i>(Effort & Effect)</i>
<p>Gather teacher input on what type of chart is needed for each pod to be able to collect and analyze data that can be used to drive instruction and serve as a tool for RTI.</p> <p>Create this chart and have publishing department enlarge it to poster size for us.</p> <p>Have a pod volunteer to begin to use this chart to see the effectiveness of it on a trial basis.</p>	<p>Head Start Director</p> <p>Education Manager</p> <p>Teacher Team Leads</p> <p>Head Start Teachers</p>	<p>Charts created to use for a data wall.</p> <p>6 weeks report card data</p>	<p>Trial One with one pod volunteer group will start for the 5th 6 weeks reporting period of the 2014-15 school year.</p> <p>School-wide initiative will begin for the 2015-16 school year.</p>	<p>Each pod will have a working data wall where student progress toward mastery of skills will be tracked and instruction can be planned accordingly.</p>

SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

HUMAN RESOURCES

PROGRAM AREA RECOMMENDATION(S)

1. Have the DISD Human Resource department provide our Head Start Paraprofessionals with training on the CDA 2.0 requirements.
2. Meet with Human Resources to discuss options for getting the TB questionnaire back in the online Volunteer Application Process.

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING <i>(Effort & Effect)</i>
1. Schedule a time for Regina Wright to come to our campus to conduct a training for our paraprofessionals on the CDA 2.0 requirements.	Head Start Director Human Resource Department Personnel	CDA 2.0 training materials	August 2015	Human Resource department will maintain accurate records for the CDA process and timelines.
2. Schedule an appointment with the appropriate department at central services to discuss options for adding the TB questionnaire back onto the volunteer online application process.	Head Start Director	TB questionnaire Online volunteer application system	August 2015	This would allow for us to keep up with required volunteer paperwork in one on-line tracking system.

SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

FISCAL MANAGEMENT

PROGRAM AREA RECOMMENDATION(S)

1. NONE AT THIS TIME

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT- REPORTING <i>(Effort & Effect)</i>

SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

TRACKING & FOLLOW-UP

PROGRAM AREA RECOMMENDATION(S)

1. Obtain consent of health records form filled out by parents upon enrollment.

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING <i>(Effort & Effect)</i>
Have consent of health records approved and prepared for enrollment	Health specialist	Consent for release of Health Records	July and August 2015	Updated consent forms in student's red folders.
Instruct parents to fill out info upon enrolling kids	Health specialist and social worker and staff at enrollment			
Explanation to parents about new form at time of Enrollment				

SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

INDIVIDUALIZATION

PROGRAM AREA RECOMMENDATION(S)

1. Research instruments, such as the LAP-D or the Denton ISD Universal Screener, which can be used to update developmental skills for returning students.

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING (<i>Effort & Effect</i>)
<p>1. Research an assessment tool to update progress on returning students</p>	<p>Education Specialist</p>	<p>Denton ISD Curriculum Department</p> <p>Head Start Act and Program Performance Standards</p> <p>T/TA Specialist</p>	<p>May 2015</p>	<p>Effort: Use resources listed to help find an assessment tool to update student progress for returning students.</p>



SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

DISABILITIES SERVICES

PROGRAM AREA RECOMMENDATION(S)

1. Review Disability Plan with ERSEA Specialist, Education Specialist, and Disability Specialist to address a procedure for using screener in combination with the district PK Universal Screener to meet district requirement.

2. Train staff on parental right to request an evaluation and concerns that warrant immediate referral

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING <i>(Effort & Effect)</i>
1. Review Disability Plan with ERSEA Specialist, Educational Specialist, and Disability Specialist to address a procedure(s) for using the screener in combination with the district Universal PK Screener to identify students who might need intervention.	Disability Specialist	Disability Plan	Nov 2014	Notes on meeting
Review proposal with ERSEA Council	Disability Specialist ERSEA Specialist	Draft of changes to Disability Plan	Nov 2014	Notes on meeting



<p>Present proposed changes to Policy Council</p> <p>2. Train staff on parental right to request an evaluation and concerns that warrant immediate referral</p> <ul style="list-style-type: none"> - Review Universal Screener and DIAL-4 Correlation - Develop a form that can be used to alert parent and teacher to a concern - Train staff on Disability Plan procedures for use of the Universal Screener/DIAL-4 Screener in RTI. - Include Parent Referral Procedures in Head Start Orientation 	<p>Disability Specialist</p> <p>Disability Specialist</p> <p>Disability Specialist</p> <p>Education Specialist</p> <p>Disability Specialist</p> <p>Disability Specialist</p>	<p>Draft of changes to Disability Plan</p> <p>Universal Screener/DIAL-4 Correlation created by Sally Brown</p> <p>Collection of forms from other programs</p> <p>Power Point</p> <p>Power Point</p>	<p>Nov 2014</p> <p>April-May 20 15</p> <p>Apr-May 2015</p> <p>Aug 2015</p> <p>Aug 2015</p>	<p>Minutes</p> <p>Referenced documents</p> <p>Referenced documents</p> <p>Copy of Power Point</p> <p>Copy of Power Point</p>
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SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

CURRICULUM & ASSESSMENT

PROGRAM AREA RECOMMENDATION(S)

1. Explore options of a curriculum assessment instrument that is less time consuming
2. Encourage teachers to participate in Denton ISD SALSA/STEM and ECLKC sponsored webinars that explore math, science, and social studies

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING (<i>Effort & Effect</i>)
Explore options of a curriculum assessment	Education Specialist	Understanding and Choosing Assessment and Developmental Screeners for Young Children Ages 3-5: Profiles of Selected Measures	Spring 2015	Meeting Sign In sheets and agendas
Encourage teachers to participate in professional development that explores math, science, and social studies.	Education Specialist and Teaching Teams	Denton ISD Curriculum Department and ECLKC	Ongoing	TTA Plan and Professional Development Plans



SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

FAMILY PARTNERSHIP BUILDING

PROGRAM AREA RECOMMENDATION(S)

- 1. Review parent interest survey results with PFCE and provide community resources to facilitate training based on parent interest.**
- 2. Give the PFCE Specialist an established list of goals that the parents/guardians have set at enrollment.**
- 3. Have RSVP online before the day of parenting classes and invite/reminder sent to the parents**

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING <i>(Effort & Effect)</i>
Planning Parent Education classes <ul style="list-style-type: none"> • Review parent interest survey results with PFCE specialist • Determine what classes are needed based of surveys • Provide community resources to facilitate training 	ERSEA/ Social services specialist and PFCE specialist	Community resources Parent Interest Surveys	Ongoing	Class sign in sheets(attendance) RSVPs Surveys
Use Parents goals to plan parent’s education classes. <ul style="list-style-type: none"> • ERSEA/Social Services will share parent goals in order to use info to plan classes based on interest and needs. 	ERSEA/Social Services Specialist and PFCE specialist	Parent goal sheets Parent Interest surveys	Ongoing	Established list of parents goals Parents education schedule Parent logs Parents education sign in sheets
Establish an online RSVP system to invite/remind parents of upcoming parent education classes	ERSEA/Social Services Specialist and PFCE specialist	Outlook remind 1 on 1 or other free resources	Ongoing	Keep online log of reminder/invites Sign-up sheets Parent interest surveys



SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

PARENT INVOLVEMENT

PROGRAM AREA RECOMMENDATION(S)

1. To engage fathers or males in their children’s activities
2. Conduct a needs assessment for parents to share their needs for parent education

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING <i>(Effort & Effect)</i>
To engage fathers as advocates, lifelong educators and developing their own skills and interests while achieving their personal goals.	Family, Parent, and Community Engagement Specialist. Teachers Parents	Registration Orientation Parent training On-line services	March	Express a willingness to expand on current male and father engagement practice and their training Report % of outcomes data
Revise form for parents to share their needs for parent education	PFCE Specialist Teaching staff	Teaching staff Head Start Father Engagement Programming Guide	August/Sept.	Fathers/males will respond to need assessment and have communication

SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

COMMUNITY & CHILD CARE PARTNERSHIPS

PROGRAM AREA RECOMMENDATION(S)

1. NONE AT THIS TIME

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT- REPORTING <i>(Effort & Effect)</i>

SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

ERSEA

PROGRAM AREA RECOMMENDATION(S)

1. Provide Training.
2. Established on-going monitoring procedures to track attendance.
3. Place Head Start Documentation online and train parent on how to complete paperwork.

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING (Effort & Effect)
<p>Provides training to staff on attendance process and entering information</p> <p>Ongoing monitoring procedures consist of running attendance reports every other week.</p> <ul style="list-style-type: none"> • Social Worker will meet with parents or guardians. • Resources will be provided to ensure attendance is compliant. <p>Upload enrollment documents online.</p> <ul style="list-style-type: none"> • Teach parents how to complete online documents. • Staff will monitor and be available to assist as needed. 	<p>ERSEA Specialist Attendance Officer</p> <p>Social services specialist</p> <p>ERSEA/Social Services Specialist PFCE Specialist</p>	<p>TAC(Teacher Access Center)</p> <p>Community Resources TAC/ E-School</p> <p>InfoSnap</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Run report weekly Sign in sheets</p> <p>Attendance rate Attendance reports Parent Log</p> <p>Website Web-based program Parent Log</p>

SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

FACILITIES, MATERIALS, EQUIPMENT and TRANSPORTATION

PROGRAM AREA RECOMMENDATION(S)

1. Unify all classroom emergency boards
2. Update and improve playground and courtyard
3. East and West wing window tint
4. DCTA (Denton County Transportation Authority)

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING (<i>Effort & Effect</i>)
Print outs and data	Robbie Garrett	ECLKC data/Nurse	Fall	Eclkc data
Submit heat tickets for yard work and maintain repairs. Adams Pest Control sign in/out for all pest concerns	Robbie Garrett	Denton ISD yard contractors. Denton ISD contracts with Adams Pest Control	Ongoing	Emergency boards are in the process of completion Heat Tickets and walk throughs New wood chips/trees trimmed/continuation with pest control
Inquire into getting tint repaired	Robbie Garrett		Spring	Walkthroughs
Visit local DCTA to get information and data	Robbie Garrett	DCTA Office	Spring	Picked up DCTA info Received hand outs and brochures

SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

USING CHILD OUTCOMES IN PROGRAM SELF-ASSESSMENT

PROGRAM AREA RECOMMENDATION(S)

1. Research the Work Sampling System and other Web-based instruments to collect and analyze data

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING (<i>Effort & Effect</i>)
Research web-based assessments to collect and analyze data.	Education Specialist, Disabilities Specialist, Teaching Teams	Understanding and Choosing Assessment and Developmental Screeners for Young Children Ages 3-5: Profiles of Selected Measures	Spring 2015	Meeting sign in sheets and agendas

SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

CHILD DEVELOPMENT and HEALTH SERVICES: MENTAL HEALTH

PROGRAM AREA RECOMMENDATION(S)

1. In the 2014 Self-Assessment an action item was written to conduct a survey of staff members to determine after school learning activities.

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT- REPORTING (Effort & Effect)
Develop Survey related to after school learning activity and sharing of knowledge	Mental Health Coordinator		Feb 15	Referenced documents
Send survey to campus personnel			Feb 15	
Analyze survey			Mar 15	
Report results			Apr 15	
