DENTON ISD – HEAD START PROGRAM

SELF-ASSESSMENT

PROGRAM IMPROVEMENT PLAN

FY-16

06CH7130

POLICY COUNCIL APPROVED

Feb. 5, 2016

Head Start Self-Assessment Program Improvement Plan:

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Area Specialist(s)/Parent

PROGRAM GOVERNANCE

PROGRAM AREA RECOMMENDATION(S):
Increase Parent Participation in Governance opportunities.

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING *(Effort & Effect)*
Create an efficient way to track the attendance of each Policy Council parent representative.	PFCE specialist Policy Council Officers	Policy Council Binder: Sign in sheets from Council meetings	2016-2017 school year (ongoing) *Review data monthly	Measurement will be the attendance log that is created to track the number of absences the parent representatives have. Logs will need to be reviewed by the Policy Council officers & PFCE specialist.
Warning letters created to send out to parents who miss monthly meetings.		Parent emails	Monthly	Track steps taken: Letters or emails sent Phone calls, etc.
Replace Policy Council representatives with 2 consecutive absences (according to by-laws)		Policy Council By-Laws		

PLANNING

PROGRAM AREA RECOMMENDATION(S):

Explore new ways to report our Annual Report for Head Start that is easy to read and contains all of the necessary Head Start standard requirements.

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT- REPORTING *(Effort & Effect)*
Review formats that neighboring Head Start programs use for their Annual Report to try to find a user-friendly format that meets our programs needs.	Head Start Director Program Managers	Annual Reports from neighboring Head Start programs. Head Start Standards Head Start Directors from neighboring schools	New template to be created by June 2016	Final product will be easy to read and will contain all of the necessary components for an Annual Report according to the Head Start standards.

COMMUNICATION

PROGRAM AREA RECOMMENDATION(S)
Increase communications through use of technology & social media.

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT- REPORTING *(Effort & Effect)*
Create a campus Facebook page Promote more participation from teachers to create and maintain their Twitter accounts. Set up a Remind 101 account to be able to send news or reminders out through text.	Head Start Director	Computers, ipads, cell phones, personal devices	October 2016	Social media sites will be given out to parents to encourage increased communications. The amount of participation on these sites will be reviewed on a regular basis.

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 *(Effort & Effect)*
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.	Head Start Director Program Managers	Eschool Aware/RTI Success Ed. Portfolios/IDPs Eduphoria Cum folders PIR Surveys, etc. Teacher Access Center (TAC) CLI engage PBIS data	November 2016 (ongoing)	Program will use data to drive program direction and will conduct ongoing monitoring throughout the year.

ONGOING MONITORING

PROGRAM AREA RECOMMENDATION(S)
To increase one-on-one communications with staff.

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING *(Effort & Effect)*
Create a new system for tracking staff goal setting, monitor progress toward goals, and provide individual coaching.	Head Start Director Education Specialist	T-TESS Coaching training resources Head Start resources Teacher Self-Reports I, II, III	2016-17 school year (ongoing)	Individual Staff Goal Setting sheets and artifacts walk-throughs Staff evaluations

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 the Human Resource dept. to discuss options for getting the TB questionnaire back in the online Volunteer Application Process.**

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING *(Effort & Effect)*
Schedule a time for the HR supervisor of parapro-fessionals to conduct a training on CDA 2.0 requirements for our Head Start para-professional staff. **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** **Human Resource Department Personnel**	**CDA 2.0 training materials** **Pettigrew's Knowledge of processes involved in the CDA renewal process** **Staff files** **Health Advisory Committee** **Head Start Standards & Written Plans** **TB questionnaire** **Online Volunteer application**	**December 2016**	**Human Resource department will maintain accurate records for the CDA process and timelines.** **This would allow for us to keep up with required volunteer paperwork in one on-line tracking system.**

FISCAL MANAGEMENT

PROGRAM AREA RECOMMENDATION(S)
None at this time

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING *(Effort & Effect)*

PREVENTION & EARLY INTERVENTION

PROGRAM AREA RECOMMENDATION(S)
Plan health educations classes to be presented in the classroom

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING (Effort & Effect)
Teach children about Dental Hygiene and Handwashing	Health Specialist	Age appropriate presentation and props to teach students	February and March 2016	Pictures taken during classes and teacher signatures
Use the help from district nurses and nursing students to assist with various health teachings if needed	Health Specialist		ongoing	More health communication sent home in backpacks need more Health education in the classrooms

TRACKING & FOLLOW-UP

PROGRAM AREA RECOMMENDATION(S)
Parent Contact for further explanation of student health conditions

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING *(Effort & Effect)*
Instruct parents in filling out health information upon enrollment	Health specialist, social worker and staff at enrollment	Eschool and paper files of health records	July and August 2016	Updated consent forms and health information in student's red folders

INDIVIDUALIZATION

PROGRAM AREA RECOMMENDATION(S)
Facilitate training on the steps to individualization

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING *(Effort & Effect)*
Facilitate training on the steps to individualization	Education Specialist Teachers	Head Start Act and Program Performance Standards T/TA Specialist	May 2016	Effort: to facilitate training on the steps to individualization and review portfolio procedures with teaching teams.
Revise anecdotal note form and portfolio faceplates	Education Specialist Teachers		March 2016	Effect: Teachers will follow steps to ensure individualization Effort: Revise forms to include essential domains, to make them easier to use, and ensure work samples are intentionally tied to individual goals. Effect: Forms will reflect intentional implementation of the steps to individualize

DISABILITY SERVICES/MENTAL HEALTH

PROGRAM AREA RECOMMENDATION(S)
Develop a flowchart that explains the referral process including screening, RTI, referral, assessment, culminating in the IEP meeting to present results and train staff on the use of the flowchart.

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING *(Effort & Effect)*
Develop a flowchart that outlines all steps involved in the referral process including screening, RTI, referral, assessment, and the IEP process	Disability Specialist	Denton ISD Special Education Operating Guidelines TEA - Notice of Procedural Safeguard TEA- Parent Guide to the Admission, Review and Dismissal Process Denton ISD PK RTI Procedures	January '16 through June '16	review of flowchart during Program Team meetings
Train staff on the process outlined	Disability Specialist	Flowchart developed	August '16-September '16	training meeting sign in sheets

CURRICULUM & ASSESSMENT

PROGRAM AREA RECOMMENDATION(S)
Consistency with approach and implementation of ongoing assessment

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT- REPORTING *(Effort & Effect)*
Develop professional development with DISD PK Instructional coach and teachers about our approach to develop- mentally appropriate ongoing assessment.	Education Specialist	PBIS, CLI, IDPs, student portfolios, ECLKC, Denton ISD Curriculum Department	February 2016	Training agenda and Sign in sheets
Explore digital portfolio options	Education Specialist	ECLKC, IDPS, student portfolios	May 2016	Program Team Meeting agenda and sign in sheet

FAMILY PARTNERSHIP BUILDING

PROGRAM AREA RECOMMENDATION(S)
Review and develop a statement to be placed on the contact log which will allow Social Service and the PFCE specialist to share family partnership goals with the teachers.

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING *(Effort & Effect)*
Exploring using ACCESS for tracking and monitoring Create a statement Provide teachers with a list of the community resources	Social Service PFCE Specialist Social Services PFCE Teaching Staff	Family Contact Log/ Home visit reports	Ongoing Statement created by May of 2016 Ongoing	Measurement will be the contact log and the home visit report to track the efforts that the parents are making toward reaching their goals.

PARENT INVOLVEMENT

> **PROGRAM AREA RECOMMENDATION(S)**
> 1. **Plan for increased participation in parenting classes.**
> 2. **Improve data collections/documentation.**

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING *(Effort & Effect)*
Plan parent participation for education classes. Teachers meeting with parents on a monthly basis and adding parenting class will increase attendance.	Family, Parent, Community, Engagement Specialist Teachers	Registration and Orientation Community Resources On-line Services	On-Going	Parent sign -In sheets. Provide a Family Engagement Parenting Class Evaluation Form.
Ensure efficient data update	PFCE	Calendar update On -line services	On-Going	Parent Log Plan Accordingly

COMMUNITY & CHILD CARE PARTNERSHIPS

PROGRAM AREA RECOMMENDATION(S)
None at this time

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING *(Effort & Effect)*

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT & ATTENDANCE

PROGRAM AREA RECOMMENDATION(S)
1. **Meet with the Head Start Director and the ERSEA team about decreasing the number of days the parent have to come for enrollment in August.**
2. **Develop a flowchart/signs explaining and giving directions to what station the parents should check in to complete the enrollment process.**
3. **Review and train teachers regarding the ERSEA procedures and paperwork process.**
4. **Have 193 students in place for funded enrollment on the first day of class.**

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING *(Effort & Effect)*
Explore and develop a flowchart that outlines all steps involved in the ERSEA process and procedures **Meet with teaching staff for training on ERSEA**	**ERSEA Specialist**	**Flowchart and signs developed** **Head Start Regulations**	**On going**	**Meeting agenda Training agenda and sign in sheets** **First day attendance record**

FACILITIES, MATERIALS, EQUIPMENT & TRANSPORTATION

PROGRAM AREA RECOMMENDATION(S)
Explore options for fire resistant blinds or shades for the campus

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING *(Effort & Effect)*
Get estimate for blinds or fire resistant shades throughout the building	Head Start Facility & Safety Manager	Denton Adopt - A - School, Seek out donations and Denton ISD	School Year 2016- 2017	Discuss with Program Team and Policy Council

USING CHILD OUTCOMES IN PROGRAM SELF-ASSESSMENT

PROGRAM AREA RECOMMENDATION(S)
Review our approach to collecting authentic data and using it for intentional teaching.

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES	MEASUREMENT-REPORTING *(Effort & Effect)*
Collaborate with PK Instructional coach to develop training.	Education Specialist	PBIS, CLI, IDPs, student portfolios, ECLKC, Denton ISD Curriculum Department	February 2016	<u>Effort:</u> Develop professional development with DISD PK Instructional coach and teachers about our approach to developmentally appropriate ongoing assessment.