

DENTON ISD – HEAD START PROGRAM



SELF-ASSESSMENT

2015

06CH7130

POLICY COUNCIL APPROVED 2.13.2015

Self-Assessment Plan

Executive Summary

During the period of November 2014 and December 2014, a Self-Assessment was conducted by the Denton Independent School District Head Start Program. **Administrators, staff,** and **parents, school board and policy council members,** and **Program Team Managers** 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

Our Head Start Program gathered input from all of the stakeholders involved, using the World Cafe' process. This process consisted of taking Gallery Walks around the room to visit different identified areas portrayed on a chart. As a group visited a chart, café' conversations provided a forum for creating collaborative dialogue among the stakeholders that led to identifying our program strengths and weaknesses.

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 2: Collecting and Synthesizing the Information

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3. Communication	Angela Hellman
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5. Ongoing Monitoring	Angela Hellman
6. Human Resources.....	Angela Hellman
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8. Prevention and Early Intervention	Amanda Mazzella
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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

- Policy Council and community member involvement
- Two School Board members serve on Policy Council
- School Board President serves on HSAC
- Parent volunteers serve on Parent Committee and Policy Council
- Program managers help to oversee program progress
- Head Start Annual Calendar guides our cycle to keep us on track

Program Weaknesses

- Policy Council By-Laws need to be updated

Recommendations

- To review our By-Laws once again to update them in a way that aligns with DISD policy and school law.
- Update program managers job descriptions

2. Planning

Program Strengths

- Yearly calendar
- Policy Council encourages parent input
- Start to finish parent input and enlightenment for the K-12 years

Program Weaknesses

- Too many meetings. Some can be done through email
- Involve teachers with school events and planning
- Our program has too many goals

Recommendations

- 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)

3. Communication

Program Strengths

- Variety of ways to communicate
- Communication with parents is intentional and consistent
- Communication from staff is awesome always

Program Weaknesses

- Too many emails/too long emails
- Letters for Tuesday folders are delivered on Tuesdays, sometimes at noon, or emailed the same day....there is no time to sort, print, copy things that come late.
- Receive materials for Tuesday folders on Mondays

Recommendations

- None at this time due to systems already in place for improvements

4. Record Keeping and Reporting

Program Strengths

- Recordkeeping of the students' progress is wonderful. It allows us to see their learning but there should be a way to do it more efficiently

Program Weaknesses

- So, so, so many things to work on and not enough time
- Portfolio faceplates are too time consuming
- DLM (SRO) should be shortened similar to previous years
- Is there a way to have rubrics for consistency?
- Need to get more data into our teacher's hands

Recommendations

- Program managers need to meet to decide which data is necessary and purposeful and try to streamline what we can.

5. Ongoing Monitoring

Program Strengths

- Student progress checked through-out the year (SRO's)
- SNAP
- Home visits
- ERSEA
- Benchmarking is very important to all – staff, students, parents....
- Director's report etc.
- IDP's, 6 week report cards, etc.

Program Weaknesses

- What do we do with the assessment info?

Recommendations

- Use a chart to track student progress to help teachers to plan targeted instruction in their PLC's for low performing students.

6. Human Resources

Program Strengths

- Certified teachers and administration
- DISD provided

Program Weaknesses

- System for CDA renewal (more explanation needed as to process)
- Collection of proof of hours required for CDA certification

Recommendations

- Regina Wright conduct a training for our paraprofessionals on CDA 2.0

7. Fiscal Management

Program Strengths

- DISD provided

Program Weaknesses

- PTA money management - District staff trained and better book keeping systems and accountability in place
- More fundraising needed – in-line with Head Start Standards

Recommendations

- None at this time

8. Prevention and Early Intervention

Program Strengths

- Full time nurse
- Vision and hearing screening
- Medical & Dental check- up is required
- Finding medical homes
- Registered nurse on campus
- Provide referrals to resources like Kiwanis Club, Denton County Health Dept.
- Electronic/computerized programs to save documentation R/T health: follow up, physicals, nurse room visits.

Program Weaknesses

- Services coming to school such as dental
- No PE teacher Teacher's do gross motor
- We don't have a system or format of notifying parents of screening results for all healthy kids (in process)
- No Dental Community Partnerships (in process)

- Not using Health specialist from community to our full advantage: nursing students, occupational therapy students, speech therapy students etc.
- No education to students/ parents from registered knowledgeable dietician

Recommendations

- Obtain a dental partnership with a community dental business (finish MOU)
- Involve nursing students more in teaching the children, hearing and vision screening
- Create a one page document to report health & education screening results

9. Tracking and Follow-up

Program Strengths

- Nurse charting
- SNAP
- Coordinated treatment with physicians

Program Weaknesses

- Continuity is lacking (new nurse can't consult with old nurse)
- No open communication lines with physician offices (where our children get care), they don't understand our program and therefore we can't obtain necessary documentation from them.

Recommendations

- Educating the health care offices in our community about our program by sending out information about our program and what we need from them.
- Have consent of health records form filled out by parents upon enrollment.

10. Individualization

Program Strengths

- Dial 4/ 2 times year
- IDPS
- Lesson Plans
- Special Ed Services (IEP) provided on campus
- Small group 1:1 instruction
- Teaching teams (2 teachers per class)
- PLC, Pods
- RTI
- We use multiple instruments that are scientifically researched-based, valid, and reliable to screen and assess students on an ongoing basis.
- Individual goals are developed from the developmental screener, parent insight, work samples, and teacher observations

- Teaching teams implement instructional activities in whole group, small group, and one on one instruction to meet individual needs.

Program Weaknesses

- No Dial 4 for returning kids
- Lack of consistency in portfolios transferred between teachers to use for IDP writing
- Teachers need an instrument to assess developmental skills for returning students.
- Teaching teams, understand the importance of and become knowledgeable and competent in implementing best practices (CLASS Dimensions) on a consistent basis throughout the daily schedule.
- Need to establish procedures for passing on information to teachers for returning students that enrolled into a new class

Recommendations

- Research instruments, such as the LAP-D or the Denton ISD Universal Screener, which can be used to update developmental skills for returning students.
- Provide copies of the CLASS Manual (more explanatory than the CLASS Dimensions) to teaching teams and conduct a book study presentation.
- Develop procedures for passing information to teachers for students who transfer to different classes.

11. Disabilities Services

Program Strengths

- Diagnostician on site
- SLP
- Great services
- Onsite services
- Assessment team from Denton ISD Special Ed Services specialist in early childhood assessments.

Program Weaknesses

- Time frame
- Caps on students
- Use of screening results in initiation of RTI for children who are identified as having a potential delay

Recommendations

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

12. Curriculum and Assessment

Program Strengths

- Lots of supplemental material
- Online resources
- Our program implements the DLM Express and Scholastic – both are state adopted curricula. Our state guidelines and school readiness goals are aligned with the Head Start Child Development and Early Learning Framework. Supplemental curricula, such as Growing with Mathematics and SALSA/STEM, are scientifically research-based.
- Teachers have access to online resource to support planning and instruction and for ongoing professional development.
- Technology Integration is encouraged through the use of iPads, computers, projectors, screens, iPods, apps, and support staff.
- Our program uses a variety of instruments for ongoing monitoring: Denton ISD Prekindergarten Report Card Assessment, DLM Performance Assessment Checklist, and student portfolios (includes work samples, anecdotal notes, photos, checklists)

Program Weaknesses

- Assessments may not be age appropriate
- Need to use assessment data to guide instruction, interventions, PLC work etc.
- Continue to explore more with science, math and social studies
- New teachers had difficulty finding and implementing the curriculum.
- DIAL-4 does not address potential behaviors to assist with placement. This caused a problem in a few classrooms in dealing with challenging behaviors and non-compliance.
- Need to use assessment data to guide instruction, interventions, PLC work etc.
- Continue to explore more with science, math, and social studies.
- SRO (DLM Performance Assessment Checklist) is time consuming to facilitate and to aggregate data.

Recommendations

- Develop a plan of collecting all parts of the curriculum and keeping it in a central location. This can be included on the EOY checklist for teachers.
- Compare DIAL-4 with ASQ-SE and determine which instrument yields more individualized information in placing students.
- Conduct a needs assessment of professional development to include on the T/TA plan. Teaching teams are in the process of updating their professional development plans so that we can ensure their professional needs are being met.
- Encourage teachers to enroll and participate in Denton ISD SALSA/STEM and relevant webinars on ECLKC (especially the framework) that explore science, math, and social studies.
- Continue learning about Work Sampling-which is a curriculum assessment instrument that may better meet our needs for ongoing monitoring.

13. Family Partnership Building

Program Strengths

- Have goals
- MOU's/Resources available

Program Weaknesses

- Lack of personnel
- Not enough resources in community
- Connect goals to trainings/class

Recommendations

- Review the parent interest survey with the Parent Family Community Engagement Specialist to see what classes and training interest the parents.
- Provide information to the PFCE Specialist of community resources who can do trainings for the Denton ISD Head Start Program.
- Give the PFCE Specialist an established list of goals that the parents/guardians have set at enrollment in order to identify training classes needed to promote family engagement and child's learning and development across all systems and service areas.
- Have parents RSVP online before the day of parenting classes and invite/reminder sent to parents.

14. Parent Involvement

Program Strengths

- Parent training classes
- Popcorn sales
- PTA
- Policy Council
- Parent Committee
- Partnering with pre-K coalition to share trainings.
- Trust, transparency = engagement: great progress has been made. Great parents
- Our program is strong in the area of welcoming families and communicating information to them about the Head Start program.
- Parent Orientation and Registration.
- Parent Interest survey, parenting classes and School Wide Activities.
- Involving parents in program Policy Council, Parent Committee and PTA.
- Adult classes on site - (ESL).
- Amount generated by non-federal share of volunteer hours is commendable.
- Volunteer of the month recognition and classroom.
- Referrals
- Provide families educational classes to help their children for School Readiness

- Family engagement diverse Cultural.

Program Weaknesses

- Some parents have been invited to participate in the school activities and the day they come to help are asked to leave the campus.
- Not required for parents to volunteer
- Would like to see more classes for parents
- Look to parent needs surveys to plan class titles each year (classes aligned with need)
- Survey what time of day is better to get more to participate
- Volunteer forms need to be explained to parents again.
- Father Involvement
- Parent feedback to plan parent education classes on need.

Recommendations

- To engage fathers or males in their children activities.
- Conduct a needs assessment for parents to share what they need for parent education

15. Community and Child Care Partnerships

Program Strengths

- Day Cares
- Cookie bouquets
- Kiwanis
- Elk Lodge
- Local HS/ISD
- Lions Club
- Parents welcome in the building
- Educating our community enhances education of our students
- Making sure other groups (parent committee, PTA) if assistance available
- Pre-K Coalition Partnership

Program Weaknesses

Recommendations

16. Eligibility, Recruitment, Selection, Enrollment and Attendance

Program Strengths

- We like testing kids that are incoming
- Meeting children during testing allows us to see and get a feel for incoming children
- All 0-4's need to be done before school for all students at AWSYC
- Forms easy to assess, understand and amass data

Program Weaknesses

- Are people who will be conducting screening ECE and are they DIAL 4 trained?
- Teachers who are getting children from other classes should be asked how they feel or be given the opportunity to have some input
- How can we better reach out to those who need us most?
- Re-Look at our enrollment process/consider joint PK days in July
- Have 193 seats filled sooner (10% must be with disability)
- No placements until all paperwork completed
- Attendance – have steps/systems in place to track better and [follow through](#).

Recommendations

- Align Head Start enrollment with DISD Pre-K enrollment days to utilize DISD staff as recommend by the Head Start Director.
- Provide training to all staff about the attendance process and enter attendance correctly and a timely manner.
- On-going monitoring of attendance will consist of intervening with students that have unexcused absences and LOSITS by the school attendance office (school secretary). The school secretary will send an attendance report to the social worker every 2 weeks on Friday. The social worker will meet with the student's parent or guardian to determine if the parent need resources to help get his or her child back to school regularly or if there is a need for a home visit is needed.
- If attendance has not improved, the social worker will make a referral to the Ann Windle attendance committee.
- Place Head Start enrollment documentation online and train parent on how to complete paperwork.

17. Facilities, Materials, Equipment and Transportation

Program Strengths

- New roof
- Head Start materials
- Nice playground
- Well maintained by district staff
- New evacuation bags for each classroom

Program Weaknesses

- Paint
- Jump ropes
- Carpet
- Heating/AC system upgrade
- Woodchips

- Limited storage
- Need librarian & more space in library
- More parking
- Activity center should have hard floor with non-slip gym floor for a more gym like feel
- Some classrooms are colder/windows vents
- Repaint all front lot curbs parking
- Update and improve playground and courtyard
- East and west wing window tinting
- Classroom emergency boards

Recommendations

- Swing and playground equipment areas need woodchips also the borders that surround these areas need reinforcement to keep woodchips confined. Playground equipment needs canopy/tarps to keep equipment cool on hot days. Trim dead branches from a large tree located on the playground. Overgrown flowerbed near courtyard can be replaced with a lower maintained flowerbed.
- Replace east and west wing fading, peeling, ripping, and curling window tint. This will save on utility costs and for security.
- Unify all classroom emergency boards.

18. Using Child Outcomes in Program Self-Assessment

Program Strengths

- Ongoing Professional development (T/TA plan)
- Very important to district K-5 assessments & benchmarking for individual students
- Disabilities Specialist and Education Specialist aggregates and disaggregates data

Program Weaknesses

- Need to complete/view quarterly report to plan direction
- Need consistent procedures to collect quarterly data
- Need a web-based system of collection, analyzing, and aggregating data. The current method is time-consuming for teachers and program staff.

Recommendations

- Continue researching Work Sampling and other web based instruments to collect and analyze data for quarterly reports on child outcomes on a consistent basis that are more time efficient.

19. Child Development and Health Services: Mental Health

Program Strengths

- Onsite counselor 2-3 days a week
- Social Worker
- LSSP
- RTI early on – the earlier the better
- Teacher communication to parent is great

- Curriculum to address character traits
- Use of bucket fillers and Energy Bus programs for students and staff
- Use of Silver Boxes Program with staff

Program Weaknesses

- Full time counselor needed
- No SAC class
- Need a SAC or BIC class
- Communication
- Make sure teachers/aides/parents stay in the know about child
- Training for parents

Recommendations

- Parents are not reporting any topics related to mental health in the survey conducted at the beginning of the year. Review the survey to determine if there is a bias in wording against mental health topics
- In the 2014 Self-Assessment an action item was written to conduct a survey of staff members to determine after school learning activities. The Mental Health specialist is also the campus diagnostician. Due to the loss of her clerical support, this activity was not completed. It is recommended that an online survey tool such as Survey Monkey be used to gather data and determine an interest in such activities.