

2016 Self-Assessment Summary: ESC-20 Bexar County Head Start Program

Overall Findings: The program is stable and operating smoothly at this time. Areas of concern were minor and easy to correct through additional training and monitoring. The self-assessment results are to be shared with the whole Head Start management team/FSA, policy council, ESC-20 board and ISD staff. Goals will be created based on the concerns and strengths noted.

Self-Assessment Procedures: Each campus was assigned a self-assessment leader from the Head Start management team. The leader assessed a campus that is not part of their own assigned caseload. The leader was assisted by two family service associates and a parent, whenever possible. At each campus, staff spent 1-2 days on self-assessment conducting multiple ISD staff interviews and observations to complete the process.

Program Strengths:

- Family Service Associates support families with referrals and in making and following through with goals.
- A new case management process has ensured that more students have been well supported and that Head Start services have been conducted.
- Parents feel they receive adequate communication through home visits, conferences, flyers, and visits with the FSA.
- Parents like the "Read with Me" Program.
- Teachers provide positive, supportive learning environments.
- There has been an improvement in the use of ongoing child assessment data to plan targeted small group instruction, individual instruction, and targeted interventions for students in need.
- Children washed their hands after using the toilet and before meals.
- Tooth brushing was conducted at the right times and correct procedures were used.
- Most teachers feel well supported by Head Start Management team and FSA.
- There are designated Head Start Parent centers at each campus.
- Parents feel that the new, online parent modules have been beneficial.
- Program has implemented the Love & Logic parent training series.
- Many students with special needs have begun receiving special education services while in Head Start.

Opportunities for Improvement:

- Teachers and Assistants need to wash their own hands before meals.
- Toys and equipment in the classroom should be labeled with pictures and words to aid students in cleaning up after center time.
- Classrooms should be arranged into clearly defined learning center areas. Tables should not all be clustered together and furniture should not all be placed along the walls.
- The theme and/or learning objective needs to be evident in the classroom through books, materials and displays.
- Every classroom and parent center needs to have a parent information board.
- Current lesson plan should be posted on every classroom parent information board.
- Teaching staff should separate and sit amongst the children while conversing with them at mealtimes, including snack. Teachers should not consume outside food and drinks during class and meal time.
- Snack menus should match what is actually being served.
- Additional training for positive guidance and redirection of students should be offered to Assistants in need of support.
- Management members from every service area need to ensure they are regularly visible to ISD Head Start staff.
- Education Specialists will ensure that teachers are clear about the purpose and content of their Professional Development Plan and the program's School Readiness Goals.
- The Wellness & Disabilities Specialist will ensure that the Memorandum of Understanding is shared directly with Special Education and Counselors who are our ISD partners. In addition, she will work on expanding our relationship with these personnel so they are more involved with Head Start.
- The Nutrition Facilitator will ensure that food service personnel are aware of the Memorandum of Understanding for their services. She will meet with these partners, as needed, to ensure guidelines are being followed.
- Students should be allowed opportunities to be independent and to use self-help skills when cleaning up, at meal times, and during toileting. Children should also have opportunities for choices throughout the day.
- The program will continue to explore ways that parents can be involved in their child's classroom and education within the boundaries of what is allowed at each campus.

**2016 Self-Assessment Improvement Plan
Education Service Center, Region 20
Bexar County Head Start Program**

Issue	Action Steps	Timeframe	Person Responsible
Teaching staff need to wash their own hands before meals.	-Include this as an area for on-going monitoring and develop a tool	Ongoing	Management Team
Toys and equipment need to be labeled	-Provide pre-made label kits to teachers, upon request -Do a check of every classroom for labels by Oct. 2016	By MOY 2016	Education Specialist
Classrooms need to be arranged into clearly defined areas	-Offer optional summer training for this topic -Complete a walkthrough to assess arrangement before Oct. 1, 2016 -Provide video training and coaching for those in need	By MOY 2016	Education Specialist and Program Coordinator
Theme or learning objective needs to be evident	-Include this as an area for on-going monitoring and develop a tool	By MOY 2016	Education Specialist and Program Coordinator
Classroom and parent center boards are needed	-Complete a walkthrough to assess for parent boards before Oct. 1 -Provide ready-made kit for these boards, upon request	By MOY 2016	Education Specialist, Program Coordinator, Family & Community Coordinator
<u>Current</u> lesson plans posted	-Include this as an area for on-going monitoring and develop a tool	Ongoing	Management Team
Teaching staff should sit amongst children at meal, converse, and refrain from outside food and drink	- Include this as an area for on-going monitoring and develop a tool	Ongoing	Management Team
Snack menus need to match what is being served	-Meet with all nutrition directors over the summer to view and approve menus -Ask teachers to report when what is sent for snack does not match menu -Immediately handle these concerns when they arise	By BOY 2016	Nutrition Facilitator
Additional guidance training for Assistants	-A training session is being offered in the summer for Assistants -Specialists will CLASS all assistants and provide feedback and resources	By MOY 2016	Education Specialists
Visibility of management team in all service areas	- Include this as an area for on-going monitoring and develop a tool	Ongoing	Management Team
Understanding of Professional Development Plan and school readiness goals	-Review both of these plans in pre-service training -Check mid-year for understanding	By MOY 2016	Education Specialists
Involvement and relations with special education and counseling staff	-Specialist will conduct meetings with appropriate district personnel	By BOY 2016	Wellness & Disability Specialist
Understanding of Nutrition Memorandum of Agreement by all ISD Nutrition staff	-Specialist will conduct meetings with appropriate district personnel	By BOY 2016	Nutrition Facilitator
All for independence, choices, and self-help skills	When concerns of these nature are observed, management team will send a communication memo to coordinator; follow up feedback will be given.	Ongoing	Management Team
Allowing for parent involvement on campus	-Coordinator will address principals at first meeting of the year to discuss volunteer opportunities. -Family & Community Coordinator will explore opportunities for collaboration with district and campus parent liaisons.	By BOY 2016	Program Coordinator

**ESC-20 Tri- County Head Start
2015-2016 Self- Assessment Summary of Corrections**

Site	2016 Self-Assessment Corrections Required	Persons Responsible	Date Completed	Process Implemented
Bandera Hill Country	No corrections were necessary			N/A
Bandera Alkek	No corrections were necessary			N/A
Hondo	Hand washing at breakfast to be observed Snacks to be observed check for the paper cups being used water Staff hand washing	Y. Bonugli Y. Bonugli Y. Bonugli	4/21/16	That day Hondo had no water. They now have paper cups in all classrooms.
Lytle	Special Education Dept. would like a copy of the interagency agreements	P. Gazra	5/4/16	Interagency Agreement was provided.
Natalia	Room #1 - restroom vents dirty Room #2 – Handwashing after Restroom not observed, tooth brushing routine took more time than needed. Special Ed. In need of a copy of interagency agreements Monthly Fire drills New hand soap harsh on children's hands	D. Klepac Y. Bonugli M. Spain D. Klepac D. Klepac	 4/29/16 4/29/16 4/6/16 4/17/16 4/27/16	4/6/16 Cleaned vents while on site. Reminded Custodian staff to wipe off while in room (broom). Staff is aware that they need to monitor all children after rest room use. Teacher is now implementing a different procedure to use less time during tooth brushing. Interagency agreements given Spoke to staff, stated Administrator sets drill dates. P. Alejandro to follow-up with Administrator. Received copy of drill log. All up to date. Spoke to all staff in classrooms that were affected. All stated problem is not an issue, possibly the winter months caused dry skin issues and the soap irritated. Complete at this time.
Devine	Room #1 – Classroom labels missing writing center and building center Room #2 – no labels Room #3 - Classroom labels missing writing center and building center Vents in 3 year old classrooms Restrooms need cleaning	P. Garza P. Garza P. Garza D. Klepac	4/15/16 4/14/16	The writing center is mobile; therefore, they will be no label for this center. All centers have labels. PG During monitoring, checked vents. Wiped today. Need replacement and cleaning. Refer to Facilities/Janitors.
M. V. La Coste	Room #1 - in need of Multi-cultural posters Special Ed. Dept. needs copy of MOY	M. Spain M. Spain	5/3/16	May 3 rd -posters given to teachers; MOU given to Spec Ed.

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M. V. Potranco	Room #1- in need of Multi-cultural posters Special Ed. Dept. needs copy of MOY	M. Spain M. Spain	5/2/16	May 2 nd -posters given to teachers; MOU given to Spec Ed.
M. V. Castroville	Room #1- Mult-cultural posters Teachers in need of T.A. Purse left out with personal belongings accessible	M. Spain M. Spain D. Klepac	5/5/16 4/4/16 4/12/16	May 5 nd -posters given to teachers; MOU given to Spec Ed; met with teachers to discuss TA needs on 2/15/16 Classroom monitoring, some items put away. Spoke to staff about organizing areas, keep all personnel items locked away out of children's access.