

Denton ISD  
Head Start Program

# Self-Assessment Program Improvement Plan 2012

February, 2012

# Head Start Self-Assessment Program Improvement Plan:

## Table of Contents

<b>Area</b>	<b>Specialist(s)/Parent</b>
1. Planning.....	Phyllis Hollinshead
2. Communication.....	Phyllis Hollinshead
3. Recordkeeping and Reporting .....	Phyllis Hollinshead
4. Fiscal Management .....	Cathi Robbins
5. Prevention and Early Intervention .....	Mickey Martin
6. Tracking and follow-up.....	Mickey Martin
7. Individualization.....	Sacha Harden
8. Disabilities Services .....	Johnnie Pettigrew
9. Curriculum and Assessment .....	Sacha Harden
10. Family Partnership Building.....	Lisa Sutton
11. Parent Involvement.....	Julia LoSoya
12. Eligibility, Recruitment, Selection, Enrollment & Attendance.....	Lisa Sutton
13. Using Child Outcomes in Program Self-Assessment .....	Sacha Harden
14. Child Development and Health Services: Mental Health .....	Rebecca Julius



# SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

Booklet 2

## Communication

**GOAL:**

Parent Orientation

**DESIRED OUTCOMES:**

Parents are informed about the program, Introduction of support staff

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES
<p><b><u>Short Term Goal:</u></b></p> <ul style="list-style-type: none"> <li>• PowerPoint created for presentation of information</li> </ul>	<p>Director, Administrative Assistant or designee</p>	<p>Computer, camera</p>	<p>August 2012</p>
<p><b><u>Long Term Goal:</u></b></p> <ul style="list-style-type: none"> <li>• Winter Orientation Day added to the calendar</li> </ul>	<p>Director Program Team</p>	<p>Orientation schedule/agenda, handouts from Program Team</p>	<p>Midyear 2013</p>



# SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

Booklet 4

## Fiscal Management

**GOAL:**

Community/Stakeholder support where budget shortfalls occur

**DESIRED OUTCOMES:**

Supplement budget where impacted by economy in order to maintain quality services

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES
<p><b><u>Short Term Goal:</u></b></p> <ul style="list-style-type: none"> <li>• Brainstorm ideas to fill budget gaps as needs/trends occur</li> <li>• Pursue monies</li> </ul> <p><b><u>Long Term Goal:</u></b></p> <ul style="list-style-type: none"> <li>• Create agreements, donation plans – annual or as needed</li> </ul>	<p>Director Policy Council (PC) Program Team (PT) DISD Community</p> <p>Director Policy Council (PC) Program Team (PT) DISD Community</p>	<p>Head Start Community Program Team Parent Committee Grant opportunities as they are announced</p>	<p>On-going</p> <p>On-going</p>

## SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

Booklet 5

### Prevention and Early Intervention

**GOAL:**

Provide ongoing mental health support to parents of children participating in the Denton ISD Head Start Program

**DESIRED OUTCOMES:**

Parents will acquire skills in addressing their stress

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES
Conduct an informal survey of parents in a Policy council Meeting to determine needs	Mental Health specialist, Disability Specialist, Family Services Specialist, Director	Policy Council Calendar	February, 2012
Based on survey identify major parent issues, stressors	Mental Health specialist, Director	Notes from Policy Council interviews	February, 2012
Identify dates that will work for Program Team members assigned to support Parenting Group	Mental Health Specialist, Disability specialist, Family Services Specialist, Director	Campus Calendar, Personal calendars	February, 2012
Plan for ongoing publicity	Mental Health Specialist, Disability specialist, Family Services Specialist, Director, Head Start Aide	Mental Health Specialist will topics to Disability Specialist who will forward to Head Start Aide	Ongoing

## SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

Booklet 6

### Tracking and Follow Up

**GOAL:**

Increase the number of parents who are updating child health information

**DESIRED OUTCOMES:**

All children will have current health information on file

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES
Principal's news letter will be used to remind parents to provide updated information to office and nurse.	Director, Administrative Assistant to Director, office staff, teachers, Head Start aide	Principal's newsletter	Monthly
Use social messenger (automated calling system) twice a year to remind parents to update their child's information	Director, assigned staff member for social messenger	District social messenger system	Twice a year

## SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

Booklet 7  
**Individualization**

**GOAL:**  
 Develop checklists for parent conferences/home visits that include information and questions about child's portfolio and its contents.

**DESIRED OUTCOMES:**  
 Parents will be aware of the individual needs of their child and have input into the development of the child's portfolio.

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES
Review current procedures for portfolios	Education Specialist, teachers, Director	Operating guidelines, portfolios	February 2012
Based on review and input from teacher, develop a revised plan for portfolio development and monitoring	Education Specialist, teachers, Director	Operating guidelines, portfolios, documentation from meeting	March 2012
Develop a checklist of questions to be used in parent conferences/home visits which allow for parent input as to the individual needs of their child and content to be placed into the portfolio	Education Specialist, teachers, Director	Operating guidelines, portfolios, documentation from meeting	April 2012
Implement checklist during parent conferences/home visits	Teachers	Checklist	April-May, 2012
Review effectiveness of checklist and make revisions	Education Specialist, teachers, Director	Debriefing in Head Start Teacher Meeting	May 2012

**Individualization continued****GOAL:**

Develop a plan for implementation of School Readiness Goals

**DESIRED OUTCOMES:**

Completed plan for School Readiness Goals

<b>ACTION STEP</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>RESOURCES</b>	<b>DATES</b>
Review materials downloaded from National Head Start Website and from TTA Consultant	Director, Education specialist, Disability Specialist, Teacher	Materials from Head Start website and TTA consultant	January , 2012
Review School Readiness wheel with teachers	Education specialist	Materials from Head Start website	January , 2012
Teachers write and submit goals for each curriculum area	Education specialist	Materials from Head Start website, district curriculum	January , 2012
Review teacher submitted goals	Program Team	Materials from Head Start website, district curriculum	February , 2012
Review School Readiness wheel with parents at Policy Council	Education specialist	Materials from Head Start website, district curriculum	February , 2012
Revise School Readiness Goals based on input	Education Committee	Draft School Readiness Goals, district curriculum	February , 2012
Review revised School Readiness goals with TTA Consultant	Education specialist, Director	TTA Consultant, draft School Readiness Goals	March, 2012
Present revised School Readiness goals to Elementary Curriculum Director	Education specialist, Director	draft School Readiness Goals	March, 2012

Present revised School Readiness Goals to Parents	Education specialist, Director	draft School Readiness Goals	March, 2012
Analysis District selected curriculum using Curriculum Rubric	Education specialist, Teachers	Rubric downloaded from Head Start website, DLM curriculum kit	March-April, 2012
Present revised School Readiness goals to Policy Council	Education specialist, Director	Education specialist, Director, Education Committee	April, 2012
Revise School Readiness Goals based on input from Curriculum Specialist, Teachers, Parents	Education specialist, Director, Education Committee	Education specialist, Director, Education Committee	April, 2012

## SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

Booklet 8

### Disabilities Services

**GOAL:**

Provide training in advocating for their children's needs to parents

**DESIRED OUTCOMES:**

Parents will acquire skills in advocating for their children

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES
Determine a date for training	Mental Health Specialist, Disability Specialist, Family Services Specialist, Director	Campus calendar, individual calendars	February 16, 2012
Publicize advocacy training meeting	Disability specialist, Head Start Aide	Word Processing	February 21, 2012 – send home in Tuesday envelopes; display flyers throughout the school
Coordinate child care services during training	Family Services Specialist	None, activity center	February 28, 2012
Provide training	Mental Health Specialist, Disability Specialist, Family Services Specialist	Mental Health Specialist will provide materials	February 28, 2012

## SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

Booklet 9

### Curriculum and Assessment

**GOAL:**

Improve the data collection procedures used for monitoring student progress

**DESIRED OUTCOMES:**

Teachers will accurately complete all sections of the instrument used for evaluating children't progress.

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES
Review current evaluation procedures to determine if there is a better approach to use and make recommendation to Program Team and Governing board	Director, Education Specialist, Disability specialist, District Elementary Curriculum Department	Current assessment tool, District PK Report Card 6 weeks checks	February – April 2012
Make recommendation to policy council regarding evaluation tool	Director, Education Specialist, Disability specialist	Assessment instrument identified in Step 1	April, 2012
Provide training to teachers in new instrument	Director, Education Specialist, Disability specialist	Assessment instrument identified in Step 1	August-September 2012

# SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

Booklet 10

## Family Partnership Building

**GOAL:**

Develop a procedure to obtain information for pre-existing plan to be integrated into the Family Partnership Agreement (FPA).

**DESIRED OUTCOMES:**

Coordinate individualized plan to continue from one agency to another to help families accomplish and avoid duplication of goals.

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES
Interview parent to determine if there is a prior individual plan in place.	Head Start Parent Head Start Staff Social Worker Family Service Worker Paraprofessional	Family Contact Log	August 2012
Develop a consent form to get permission to obtain information from other community agencies	Head Start Parent Head Start Staff	Family Contact Log Consent Form	August 2012

## SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

Booklet 11

### Parent Involvement

**GOAL:**

Develop a plan to increase the culture diversity of parents participating in parent involvement classes, policy council, and parent committee.

**DESIRED OUTCOMES:**

Engage more parents from multiple cultures and ethnic groups.

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES
<p>Welcome parents into school by taking the extra steps necessary to make it possible for families from different cultures to get involved. (ie. Buddy system)</p>	<p>Parent Involvement Specialist Teachers Parents</p>	<p>Orientation Web site Flyers Newsletters Sign in sheets Trained parents (volunteers)</p>	<p>April 2012</p>
<p>Arrange diverse group of parents to give tours of the school</p>		<p>Head Start parents/Staff</p>	<p>August 2012</p>
<p>Meet and greet/2<sup>nd</sup> Orientation for new students who did not start school at the beginning of the year.</p>		<p>International dinner for parents and staff  Community Chamber of Commerce</p>	<p>August 2012</p>
<p>Create a Diversity Week</p>		<p>Head Start Staff</p>	<p>August 2012</p>

## SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

Booklet 12

### Eligibility, Recruitment, Selection, Enrollment, and Attendance

**GOAL:**

Develop a procedure to obtain 3<sup>rd</sup> party information for pregnant women or families with no income.

**DESIRED OUTCOMES:**

Documenting families with no income

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES
Interview parent to determine the income of the family	Head Start Parent Head Start Staff Social Worker Family Service Worker Paraprofessional	Head Start Application and Enrollment form	August 2012
Develop a consent form to get permission to obtain information from other community agencies regarding income	Head Start Parent Head Start Staff	Head Start Application and Enrollment form Zero Income Statement	August 2012

# SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

Booklet 13

## Using Child Outcomes in Program Self-Assessment

**GOAL:**

Increase the effectiveness of utilization of the assessment of Child Outcomes in the Denton ISD Head Start Program's Self-Assessment Process at three points during the school year.

**DESIRED OUTCOMES:**

Children's progress will be measured at three check points during the academic year with instruction to the child adjusted based on data analysis.

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES
Review existing data collection procedures for any areas of weakness	Director, Education Specialist, Disability Specialist	Current assessment tools, student portfolios	September-October, 2011
Establish a schedule for reviewing portfolios on a regular basis	Education Specialist	Student portfolios	September, 2011 – ongoing
Develop a communication system between Education Specialist and individual teachers so they know	Education Specialist, teachers	Created communication system	September, 2011 – ongoing
Review lesson plans for documentation of individualization of instruction and provide coaching to individual teachers as needed	Director, Education Specialist	Teacher lesson plans	September, 2011 – ongoing
Review portfolios for documentation of adjustments to instruction as evidenced in Instructional Goals written by the teacher for each child with family input and provide coaching to individual teachers as needed	Director, Education Specialist	Portfolios – Instructional Goals for Child	September, 2011 – ongoing
Review PK 6 weeks checks to determine adjustments that are being made to instruction for individual children based on performance and provide coaching to individual teachers as needed	Director, Education Specialist	Portfolios – PK 6 weeks checklists	September, 2011 – ongoing
Conduct statistical analysis of pre-post test results	Director, Disability Specialist	Head Start Progress Update	May-June 2012

## SELF ASSESSMENT PROGRAM IMPROVEMENT PLAN

Booklet 14

### Child Development and Health Services

**GOAL:**

Provide ongoing mental health support to parents of children participating in the Denton ISD Head Start Program

**DESIRED OUTCOMES:**

Parents will acquire skills in addressing their stress

ACTION STEP	PERSON(S) RESPONSIBLE	RESOURCES	DATES
Conduct an informal survey of parents in a Policy council Meeting to determine needs	Mental Health specialist, Disability Specialist, Family Services Specialist, Director	Policy Council Calendar	February, 2012
Based on survey identify major parent issues, stressors	Mental Health specialist, Director	Notes from Policy Council interviews	February, 2012
Identify dates that will work for Program Team members assigned to support Parenting Group	Mental Health Specialist, Disability specialist, Family Services Specialist, Director	Campus Calendar, Personal calendars	February, 2012
Plan for ongoing publicity	Mental Health Specialist, Disability specialist, Family Services Specialist, Director, Head Start Aide	Mental Health Specialist will topics to Disability Specialist who will forward to Head Start Aide	Ongoing