

**Head Start Program
Education Service Center, Region 20**

Management Team Planning & Monitoring System

Team planning and collaboration are critical factors leading to successful program activities initiated throughout the school year. School calendars are collected from all six partnership school districts. These six calendars are coordinated onto one master calendar. The management team meets and coordinates dates and times for priority on-going activities that occur throughout the year. Time is structured and activities are planned in advance to facilitate coordination of key staff calendars.

Planning Activities

- **Administrative & Instructional Services (AIS) Division Meetings** – ESC-20 Head Start management team attends monthly AIS Division meetings. The purpose of the meetings is to bring staff up-to-date on state and regional information.
- **Head Start Services Component Meetings** – The Head Start Component meets every other month to address critical areas of information, new expectations and planning for upcoming events/activities. It is a time when the entire workgroup can focus on Head Start developments regardless of assigned project or service area.
- **Head Start Management Team / Case Management Meetings** – The management team meets monthly to discuss program issues, case management and program planning.
- **Head Start Program Team Meetings** – The management team and FSA meet monthly to discuss program issues, plan activities and staff development. **Site Team Planning Meetings** – Classroom teachers, assistants, and FSA staff meet monthly to plan center activities.
- **Food Service & Head Start Teachers Meetings** – Food service staff and Head Start teachers meet quarterly to plan and discuss nutrition related activities.
- **Health Advisory Committee Meetings** – The management team and community partners meet twice a year to collaborate services for families and provide input to the overall program design in the area of health services, to include nutrition and dental.

Management Team Monitoring Activities

- **Management Team Student File Audits** – The management team audits student files for documentation accuracy. A sampling of student file is randomly selected per FSA and reviewed. Each FSA is provided feedback on student file documentation accuracy.
- **Service Area Student File Reviews** – Each specialist and facilitator maintain records of student file reviews in hard copy form. Each FSA receives feedback regarding the accuracy and completeness of the documentation.
- **Self-Assessment** – The management team, parents and staff conduct an annual self-assessment to determine program strengths and weaknesses. The Strategic Improvement Plan details program strengths and weaknesses, corrective strategies and a timeline for corrections.
- **Strategic Improvement Plan** – The Strategic Improvement Plan is shared with Policy Council, district staff, program staff, advisory committees, ESC-20 Board, the federal program specialist, and other interested parties. The report is center specific and outlines program strengths, weakness and strategies to improve services to families.

- **Head Start Program Staff Responsibilities Schedule** – The staff schedules detailed monthly responsibilities for teachers, assistants and FSA. The management team creates the schedule to assist staff in meeting the timeline for completing necessary documentation and services throughout the year.
- **Head Start Program Management Team Responsibilities Schedule** - The management team utilizes this schedule to manage the time line of activities that specialists, facilitators, and the coordinator are responsible for completing. This includes student file review and monitoring.
- **Program Information Report (PIR) Data Tracking** – The management team monitors and tracks program-wide PIR data throughout the school year to ensure the completion of appropriate services for each child and family. Completed services are reported to families on the child Outcomes and Family Outcomes Summary documents at the end of the school year.
- **Child Outcomes**– Child achievement data is tracked, analyzed and used to make curriculum and staff development program improvements.
- **Child Nutrition Menu Monitoring** – Monthly breakfast, lunch and snack menus are monitored by the Nutrition Facilitator to ensure compliance with nutrition performance standards.

Administrative Monitoring Activities

- **Administrative Site Meetings/Training** – The program coordinator meets monthly with each campus principal to discuss program activities, projects and areas of concern. A portion of the meeting is set aside to study and process a pre-selected section of the federal regulations. The study enhances administrative understanding of required program standards.
- **Management Team Referrals** – A management team referral is made when no solution can be reached between a team member and program staff. Subsequently, the program coordinator and center administrator will meet to discuss the nature of the referral. After a resolution is reached, the appropriate referring team member will receive the results and follow-up documentation.
- **Service Area Reports** – Program specialists and facilitators submit monthly service area and case reports to the program coordinator. The reports reflect child and family outcome data, pertinent program information and statistics, and service status.
- **Outlook Calendar Schedules** – All management team staff complete weekly schedules on the Outlook system. Schedules are revised or corrected as needed.
- **Time Accounting System (TAS)** – Program staff enters daily time and activities using the ESC-20 TAS software. The program coordinator approves all time and effort reports for the management team. The component director approves time and effort reports for the program coordinator. Each Head Start staff member verifies monthly and quarterly time reports. These reports are submitted to the ESC-20 Business Office for time accounting purposes.

Updated November 2011/CM
 ESC-20 Board Approved:
 Policy Council Approved: