

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 seven partnership school districts. These seven 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 management team attends meetings that include topics such as: Head Start updates, Pre-Kindergarten Curriculum Guidelines, TEA updates, ESC-20 updates and other critical issues. The meeting focuses on planning and collaboration.
- **Head Start Leadership Meetings** – The component director and coordinators meet monthly to discuss program and component issues for the purpose of planning, monitoring and improvement.
- **Head Start Management Team** - The management team meets monthly to discuss program issues and program planning.
- **Case Management Meetings** – The management team meets monthly to discuss program case management of children and families.
- **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, community partners, parents and school district staff meet twice per year to discuss health related issues and provide direction for improvement.

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.
- **Safe Environment & General Maintenance Inspections** – The safety & transportation facilitator conducts Safe Environment Inspections on each classroom and playground area. The facilitator works with school district personnel to follow-up on needed repairs to ensure safety. School district personnel conduct a general maintenance inspection at least two times per year. The facilitator follows-up to ensure areas of concern are addressed in a timely manner.
- **Classroom Observations** – Program specialists and coordinator conduct informal classroom observations and provide staff feedback that is crucial to ensuring productive learning environments. The campus principal conducts formal classroom observations for the purpose of staff evaluation.

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.
- **Monthly Monitoring Reports** – Program coordinators submit monthly monitoring reports to the component director that reflect service status for all areas of the program.
- **Calendar Schedules** – All management team staff complete weekly schedules as well FSA staff submitting monthly projected schedules. 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.

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ESC-20 Board Approved:

Policy Council Approved: