Program Self-Assessment Results
Regional Office Summary Report
Program Year 2012-2013

Program Name: Scott County Public School Head Start

Self-Assessment Dates: April 30, 2013 – May 9, 2013

Participants in the Self-Assessment Process (rather than individual names provide stakeholders such as staff, parents, Policy Council, Board, and community partners, that were included in the process):

Staff	Community Partners
Parents	Board Members
Policy Council Members	

Program strengths identified:

Team	Strengths
Team 1 – Education, Disabilities, Safe Environments and Transportation	Bilingual staff members, third adult in each classroom and multiple curricula resources enhancing classroom quality. Up-to-date curriculum guide – aligned with standards.
	As of May, 2013, program has attained a demonstrated average score of 4.62 in Instructional Support, 6.6 in Emotional Support, 6.34 in Classroom Organization.
	On-going CLASS training is a high priority for staff development of all staff.
	CLASS reliability training has been provided for all teachers.
	Strong system for peer observation and mentoring implemented across program.
	Strong system to encourage family literacy implemented across program.
	Parents coordinate weekly CHATTER activities.
	Collaborative Early Childhood Fair related to Child Find/ Recruitment.
	Family Guide to Kindergarten Readiness
	Partnerships with LEA and community agencies related to disabilities services.
	Smooth transition process through partnership with each receiving school.
	Disabilities Service Plan reviewed and revised during self-assessment process.
	Speech Intervention Program (SIP) w/Speech Services
	All licenses are current, posted, and filed in Main Office.
	Head Start staff reinforces safety rules regularly throughout the year.
	Daily safety inspections, monthly state required inspections and annual state police inspections conducted on all buses.

Goal areas for program improvement:

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
Team 1 – Education, Disabilities, Safe Environments and Transportation	A. Expand School Readiness Plan.	A1. Revise Initial Home Visit form to enhance School Readiness goals. A2. Link parent's School Readiness goals to Family goals.	A1. May 21, 2012 A2. Fall 2013	A1. CDSC and Teachers A2. FRS and Teachers
	B. Using the Brigance Head Start Screen, screen the first year children earlier in the year.	B1. Discuss with teachers and plan to implement in September. B2. Provide training for teaching staff.	B1. May 2013 B2. August 2013	B1. CDSC B2. CDSC
	C. Expand training & resource materials for teaching staff on writing individualized plans and individualized objectives.	C1. Review samples of written individualized plans with teaching staff during performance appraisals. C2. Provide additional training related to writing objective statements. C3. Provide additional training on how to effectively write/implement individualized plans. C4. Duplicate speech notebooks for individualization and ensure each classroom has a copy.	C1. May 2013 C2. August 2013 C3. October 2013 C4. Sept 2013	C1. CDSC C2. CDSC C3. CDSC C4. CDSC
	D. Continue to improve C.L.A.S.S. scores.	D1. Determine programmatic benchmarks. D2. Provide targeted training opportunities and additional mentoring based on C.L.A.S.S. scores.	D1. May 21, 2012 D2. Aug 2012 – May 2013	D1. CDSC D2. CDSC
	E. Continue to provide Peer Observation and Mentoring opportunities.	E1. Discuss peer observation needs during performance appraisals.	E1. May 2012	E1. CDSC

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
	K. Maintain the cleaned wooded area behind Shoemaker 1 & 2.	K1. Contact Scott County Sheriff to inquire about trustees to clean area behind the Shoemaker 1&2 centers.	K1. June 2013	J1. AA/FO
	L. Ensure all buses are equipped with signs stating the location of the seat belt cutter and the First Aid Kit.	M1. Purchase signs online. M2. LEA Transportation Coordinator will ensure signs are installed on all buses.	M1. July 2013 M2. Aug 2013	M1. HNSC M2. HNSC
Team 2 – Health, Mental Health, and Nutrition	A. Increase parent awareness of health education during Parent orientation and Resource Fair.	A1. Enlist local health community to present education materials to parents during the Heritage Day/Resource Fair events.	A1. Oct 2013	A1. HNSC
	B. Re-design physicians letter to inform them what health screening is required by Head Start	B1. Dr. Gary Michael volunteered to design the existing physician's letter. B2. Health Advisory Committee will approve letter.	B1. May 2013 B2. May 2013	B1. HNSC B2. HNSC
	C. MHBS offer a 6-week parenting course in the fall.	C1. MHBS will research the availability of classes offered through Frontier Health. C2. MHBS will present the parent training plan to staff during August 2013 pre-service.	C1. August 2013 C2. August 2013	C1. HNSC & MHBS C2. HNSC & MHBS
Team 3 – Family Community Partnerships and ERSEA	A. Improve children's daily attendance	A1. Include names and a photograph of children with perfect attendance in the monthly newsletter. A2. Send letters/ e-mail to parents to inform them how many times their child has been absent. A3. Meet with teachers and family service staff to revise monthly attendance monitoring procedure.	A1. Monthly A2. Monthly A3. August 2013	A1. Teaching Staff A2. Teaching Staff A3. FCSC

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
	E. Ensure parents understand policy of bi-monthly updating, and maintaining their emergency contact information, which includes their home 911 addresses.	G1. Insert Emergency Updating policy into the Parent Handbook. G2. Review and discuss policy with parents during Parent Orientation.	G1. July 2013 G2. Aug 2013	G1. Mgt Team G2. Teaching team
	H. Apply child outcome data more effectively to improve the ongoing planning process.	H1. Acquire training on analyzing child outcomes data. H2. Analyze child outcomes. H3. Provide training to improve outcomes. H4. Purchase resources to improve child outcomes.	H1. Nov 2013 H2. Quarterly H3. Aug 2013 H4. As needed	H1. Director H2. Mgt Team H3. CDSC H4. CDSC
	J. Survey all enrolled parents of their preference to receive Head Start information electronically or through a hard copy.	J1. At orientation, teachers will ask parents how they want to receive information about program activities.	J1. September	J1. Teachers

Helen Henderson 5-16-13
Head Start Director Signature Date

Sarah Tipton-Black 16 May 2013
Policy Council Chair Signature Date

Board Chair Signature Date