

Monroe County School District Head Start Program
Program Self-Assessment
2012-2013

Monroe County is the southernmost county in Florida and the United States. It is made up of the Florida Keys and portions of the Everglades National Park and Big Cypress National Preserve. These parks are mostly uninhabited mainland areas. Most known are the Florida Keys with its string of islands connected by U.S. Highway 1, which ends in Key West, 150 miles southwest of Miami.

In total area, Monroe County is comprised of 3,737 square miles¹, mostly of water, 73%. The Florida Keys proper are an elongated, curved bow like chain of low lying islands over 220 miles in length. They extend from the southeastern tip of the Florida peninsula to the Dry Tortugas and lie between the Gulf of Mexico and the Atlantic Ocean. Key West is the largest of the islands in the chain with a natural deep water harbor. The keys are islands of rock and sandy beaches are not common. Just miles offshore on the Atlantic side of the keys is the only living coral reef in the continental United States. No point, in the keys, is more than four miles from water.

Because Monroe County only has one highway, accessibility to the county seat (Key West) is time consuming and difficult. Other county government offices are located in Marathon and Key Largo to handle basic public government functions.

The Head Start Director meets with each center staff at least quarterly, Education/Disability Manager meets with educational staff weekly and/or as needed, the Health Manager and Family Services Manager meets with family workers quarterly and periodically visits center to assist and monitor services.

Management Team meets at least monthly or as often as needed. E-mail and phone communication is daily. We have a strong communication system within our program and with the MCSD Services to Head Start.

Governance/Management Systems:

Area of Strength

- Communication amongst Policy Council Members via e-mail and Site Coordinators
- Sharing of governance information, documents posted at centers after meetings
- Video Conferencing for meetings is available at all sites
- Board receives Head Start updates monthly or as needed
- Televised Board Meetings- public/community access thru local channel
- Documentation of minutes and documents on webpage – made public information
- Provided an update and training to returning and new Board Members
- Policy Council ensured complete transparency in financial matters and both groups' ensured facilities were well maintained and safe for children

- Centers have abundant supplies, well-maintained playgrounds, and Facilities Managers dedicated by the school board and supported with school board funds to maintain all Head Start facilities
- *Assessment data* is viewed at least 3 times a year by governing bodies and *school readiness goals reviewed*. This information is made public.

Area for Short Term Improvement

- A Head Start classroom at Sugarloaf Elementary was staffed with a student teacher ratio of 1:10 instead of 2:10
- Center meeting minutes are contained in a binder by site coordinator, but in the future will be communicated to Leadership/Management in a timely manner after meeting (monthly or bi-monthly depending on site)
- Reach more parents to attend community forums and committees
- Increase parent participation at center meetings for some sites.

Area for Program Level Improvement

Same as above.

Communication, Record Keeping and Reporting:

Area of Strength

- Access to e-mail for all staff, including support staff
- Video Conferencing available at all sites (lower keys, middle keys and upper keys)
- Electronic data/Web based record keeping and reports
- Managers access to all data- Child Plus and Galileo
- Accessibility to technology and support at all schools
- Televised Board Meetings
- Monthly updates to Policy Council and School Board.

Area for short term improvement

- Continue guidance for teachers on Galileo monitoring and using data to drive instruction.

Area for Program Level Improvement

- Update monitoring check points and create a “Professional Learning Communities” (PLCs) at each site as to how the data is being used toward *school readiness* goals.

Human Resources:

Area of Strength

- The grantee, Monroe County Public Schools provides policies and online programs (PATS & HR Portal) to promote proper hiring and background checks.
- Head Start benefits from collaborative trainings via the district.
- Well trained teachers.
- Professional development plan scheduled before the beginning of the year.

Area for Short Term Improvement

- Ensure proper credentialing for the Sept. 2013 mandate or the equivalent. Update policies to reflect that teachers must take one class per year to come into compliance with proper credentialing
- Update job descriptions for Head Start positions and complete wage comparability study
- Propose linear salary schedule to governing bodies to compliment updated job descriptions.

Area for Program Level Improvement

- Monitor Professional Development Plans for both Teachers and Aides annually
- ELLMS curriculum training in collaboration with the ESE department during pre-service
- Implement pilot site with lesson study PLC
- Introduce Charlotte Danielson information from district contact
- Continue to build capacity and knowledge on the Pyramid Model for positive behavior support
- Individualize Early Childhood training for experienced and beginning teachers to meet their needs

Each Head Start agency shall create, in consultation with an employee, a professional development plan for all full-time Head Start employees who provide direct services to children and shall ensure that such plans are regularly evaluated for their impact on teacher and staff effectiveness.

Fiscal:

Areas of Strength

- Complete transparency of financial matters are transparent to governing bodies and public
- Policies and Procedures are updated and revised as needed
- Record Keeping- State data Based System TERMS
- Comprehensive ongoing monitoring.

Area for short term improvement

- Participate in Webinars, local and state trainings
- Adhere to changing district procedures for finance and continue to be in compliance with all Head Start standards.

Area for program level improvement

- Review and revise services area plan for fiscal as needed (on-going)
- Explore fiscal management portion of Child Plus for feasibility.

Prevention and Early Intervention and Disabilities:

Area of Strength

- Head Start provides dual enrollment and inclusion opportunities for Exceptional Student Education (ESE) students
- Therapies provided on site at no cost to Head Start

- Staffing Specialist at each site
- Site Coordinators, Education/Disability Manager attend staffing meetings
- Disability information provided to parents in English and Spanish
- Access to the ESE Parent Educator and Transition Coordinator
- Head Start will take the lead to facilitate the referral process
- Collaborate with ESE program specialists to expedite the process tracking: Documentation is kept by the Education/Disability Manager.

Area for Short Term Improvement

- Improve the monitoring of IEP Goals implementation at the classroom level.

Area for Program Level Improvement

- Improve communication with staff and families to help with the understanding of the referral documentation
- Work collaboratively with Child Find for referral services.

Child Development and Education:

Area of Strength

- Utilize data from various sources. We collect and analyze various forms of data, looking at our: teachers, students, and families to make decisions about curriculum, instruction, and interventions. We utilize data well by using a tiered approach to looking at data. Tier one looking at data for an individual. Tier two looking at data for a group, and Tier three looking at data school-wide, Tier four – district wide, and then state and national norms. We like to get a whole picture of the child and their family.
- VPK test 3 times a year measure phonemic awareness and math skills. (Tool)
- Curriculum consists of research based programs – Creative Curriculum and ELLMS
- Utilize CLASS as a coaching tool to improve instruction
- Conscious Discipline and the TACSEI (Technical Assistance Center on Social Emotional Intervention) Pyramid Model to assist children with challenging behaviors

Area for Short Term Improvement

- Continue to train returning and new teachers with the full implementation of the curriculum
- Therapy Logs – Move all staff to Child Plus and Accu-Screen
- Teacher Retention
- Professional Development Plans for teachers and aides.
- Teachers without proper credentials must work towards early childhood degree or equivalent by taking at least one class per year.

Area for Program Level Improvement

- Continue implementation of Conscious Discipline
- Dimensions Training for use with CLASS coaching

- ELMS update training for new teachers
- Vertical Teaming with Kindergarten teachers to facilitate transitions to understand common core standards in regards to *school readiness* goals
- Mid-year conferences with teachers.

**Family Engagement and Community Partnerships:
Area of Strength- Community**

- Head Start Director, Management Team Members, and Site Coordinators are members of other Service Agencies and Boards
- Assist in planning and developing Interagency Agreements
- Intra-agency collaboration agreement with all Early Childhood Programs under the School District
- Collaborate with the District’s Homeless Contact
- Collaboration at the district level with other early childhood community partners in the implementation of the TACSEI Model
- Connect Ed-telephone relay system

Area of Strength- Families

- Partnership building with families
- Communication via newsletters, notice, web site, phone tree (parents to parents) home visits, parent/teacher conferences, face to face.
- Providing multiple opportunities for parent involvement, including fathers
- Required workshops presented by community partners and trained staff
- Continue to provide the implementation of the Positive Solutions for Families Modules

Area for Short Term Improvement

- Reach out to the community for interpreters to include and assist families speaking other languages besides English and Spanish
- Fiscal Literacy training for families

Area for Program Level Improvement

- Continue father engagement with “Dad Day” or other male involvement activity at centers with low participation
- Offer evening meeting to accommodate families’ schedules
- Improve communication with Mental Health providers

On-going Monitoring and Self-Assessment

Area of Strength

- On-site monitoring by Principals and Head Start Managers/Director
- Child Plus data tracking system for family services and health
- Galileo software for student tracking

Area for Short Term Improvement

- New Ed./Disab. Mgr. will receive training on Galileo
- Assign Child Plus data manager

Area for Program Level Improvement

- Look at streamlining monitoring systems and use less software programs
- Build a schedule of reports and monitoring to cover all service areas at the Management Monthly Meetings

ERSEA:**Area of Strength**

- Service area plans are updated and correlated to the Community Assessment
- Copies are kept of the family income documentation provided to the program to substantiate eligibility
- Able to maintain enrollment.

Area for Short Term Improvement

- Review and revise Selection Criteria.

Area for Program Level Improvement

- Review and revise as needed the Selection Criteria based on the Community Assessment
- Provide training to new staff with an emphasis in eligibility and attendance

Facilities, Materials, Equipment and Transportation:**Area of Strength**

- Facilities are maintained by the Grantee (non-federal match)
- Transportation is provided to all Head Start children at no cost to the program
- Excellent collaboration and communication with Dept. Directors and Principals

Area for Short Term Improvement

- Playground supervision by staff.

Area for Program Level Improvement

- Monitoring of classroom items routine cleaning

Health Services:**Areas of Strength**

- Assessment of medical home is completed at admission, children who are identified as in need of a medical home are assisted in obtaining one regardless of insurance status

- EPSDT, CDC, and SHAC (health services advisory committee) are used as guidelines to determine whether the child is up to date on preventative health measures and to continue appropriate schedule of well child care, including dental care and recommendations on oral health.
- The health manager and/or school nurse are available to interpret medical or dental data to support child health safety.
- Additional care provided beyond health screenings are arranged with licensed/ certified professionals. Provision of health care services is monitored in Child Plus software and/ or tracking sheets.
- Developmental screens using Accuscreen and ages and stages are completed by teachers within 45 days of enrollment and additional services are provided as needed.
- Staff members observe for changes in emotional and behavioral patterns daily.
- Parent involvement is encouraged and parents are notified of any results of screenings, including the provision of information needed to obtain follow-up care if needed.
- Nutritional needs are assessed at enrollment and include input from parents regarding family eating patterns, cultural preferences, and any special dietary requirements related to food sensitive health problems.
- Assessment data during health screenings include nutrition related data (height, weight, BMI) and parents are notified of any finding outside of normal range for the child's age,
- Nutritional needs are monitored by the director of nutritional services for Monroe County Public schools and meet the requirements for minimum standards of nutritional content, serving size and developmental readiness/ feeding skills for 3-5 year olds as per USDA regulations.
- Sanitation laws of the state are followed and compliance is evaluated at least twice a year. The results of food sanitation inspections are publically displayed.
- A variety of foods are served to broaden each child's food experiences.
- Food service is executed in a method that introduces children to school routines in a developmentally appropriate way.
- Periodic nutritional information is sent home in the form of a newsletter to encourage healthy eating habits at home.

- Health Services in the Community Providers:
 - 37 licensed Dentists
 - 171 licensed physicians
 - 15 family practice physicians
 - 23 licensed Internists
 - 6 OB/GYN
 - 7 licensed pediatricians

- Facilities - 3 Hospitals:
 - 267 Total hospital beds
 - 207 Acute care beds
 - 60 Specialty beds
 - 240 Nursing home beds

- Health Services providers:
 - 81 County Public Health Department full time employees
 - Healthy Start Coalition (pre-natal & infant care)
 - Rural Health Network
 - Cancer Foundation of the Florida Keys
 - Children's Medical Services CMS
 - Easter Seals Florida
 - Early Steps
 - Florida Keys AHEC
 - Metropolitan Community Church (free health clinic)
 - County /State Young Children Profile-Florida Facts attachment B

- Medical Home for Head Start Children
 - There are 5 pediatricians in the county who accept Medicaid and Kid Care, the state funded program based on the income of the family.
 - The Head Start Program also contracts with a local clinic for families that do not have insurance or Medicaid.

Area for Short Term Improvement

- The program lost the 2 Mental Health providers from last year-relocation
- New contracts are in place to provide services to children and families
- Parent participation in obtaining follow-up care.
- Discourage parents from providing food from home, (i.e. birthdays and special events)

Area for Program Level Improvement

- Locate a mental health provider for the middle keys for uninsured families
- Share health services reports with Policy Council monthly- numbers only

Child Health and Safety

Areas of Strength

- Health emergency procedures are established including policies and plans of action that require rapid response on the part of the staff or require immediate health or dental attention.
- Emergency response contact information including CPR/ first aid trained staff is posted and methods are established for notifying parents of an emergency.
- Procedure is in place for notification of authorities when child abuse or neglect is suspected and staff is aware of procedure.
- Health related exclusion and inclusion parameters are set and procedure for accommodation of long-term health needs are intact
- Medication administration procedures are intact including obtaining physician instructions, proper storage, security, documentation of administration and training of staff.

- Hand washing procedures are performed at appropriate times and universal precautions are employed when handling bodily fluids.
- First aid kits are available in each class room and are monitored monthly and restocked as needed.
- Contact information is updated as new information is obtained or at least monthly.
- Safety checklists are completed monthly.

Areas Needing Improvement:

- Documentation of hand washing workshops for staff
- Documentation of teacher observed side effects of medications

Other Program Areas:

Area of Strength

- Parent Survey: Area of Strength
 - Satisfaction with all program services and staff
 - Positive Behavior Support (continuation)
 - Emergent Literacy (continuation)
- Teacher Survey: Area of Strength
 - Team work
 - Staff commitment
 - Potential for growth
 - Sense of community
 - Parent involvement

Area for Program Level Improvement

- Teacher Retention

Area for Program Level Improvement

- More time for home visits
- More time to meet with all staff together

Management Team Self-Assessment Planning Meeting held 2-20-13
Management Team Self-Assessment Summary Meeting held 4-09-13