



SELF-ASSESSMENT & IMPROVEMENT PLAN

2022-2023

Grant #04CH011701

Hansen, Nicole

SELF ASSESSMENT & IMPROVEMENT PLAN

CONTEXT FOR SELF ASSESSMENT

The Charlotte County School Board conducts self-assessment activities annually in accordance with the Head Start Performance Standards. The purpose of the annual self-assessment is to evaluate the comprehensive early childhood services provided and to inform continuous quality improvement. This year, participants in the self-assessment process include leadership team members, staff, a school board member, policy council members, and parents. Participants either provide experiential feedback or evaluate data from a specific service area. Information collected is identified as a program strength or need. Discoveries and recommendations from the self-assessment are used to inform program planning and continuous improvement. Specifically, a program improvement plan, which includes strengths and areas of need is generated.

SELF-ASSESSMENT METHODOLOGY

- Review process with Policy Council
- Consider data gathered throughout the year during the ongoing monitoring process
 - Child assessment data/School Readiness data
 - Family outcomes data
 - Health & safety data
 - HR trends/insights
 - Fiscal/Budget information
 - ERSEA related data
 - Program Information Report
 - FA 1 Monitoring Review results
 - Progress on Broad Goals
- Representatives from each service area are selected and asked to provide feedback about their service area
- Leadership Team members from each content area share program data with stakeholder representatives. Discussions result in identification of strengths, needs and specific suggestions for improvement.
- Director/Leadership collects all information gathered throughout the process to write the Self-Assessment Report and the Program Improvement Plan.

PROGRAM MANAGEMENT & GOVERNANCE

Data, documents & evidence:

- Progress on Broad Goals – Meeting minutes; Updated action plans
- Ongoing Monitoring Matrix & guidance
- Training & Technical Assistance Plans
- HR docs, IPDPs, Professional Development data & documents
- Policy Council documentation
- Policies & Procedures
- FA1 Report

STRENGTHS:

Ongoing monitoring – Improved documentation organization/access; OM matrix, schedule and service-specific checklists created and used

Strategic planning & ongoing implementation of Action Plans related to Broad Program Goals

Updated, approved policies & procedures

Knowledgeable, attentive Policy Council

New Staff Manual

Improved online (paperless) HR hiring/onboarding systems

Increased substitute availability

AREAS IN NEED OF IMPROVEMENT:

Planning/communication – Need to resume regular meeting schedule (program-wide)

Communication – More frequent communication between Leadership and school site ECP staff. Better partnerships/collaboration between district staff and ECP site elementary school principals.

New staff recruitment. Retention & training plan

Recruitment & retention of Early Head Start Caregivers – other staff cover in rooms less

Employee health benefit cost

PROGRAM MANAGEMENT & GOVERNANCE IMPROVEMENT PLAN ACTION STEP	RELATED PROGRAM PLANNING DOCUMENT
Hire EHS classroom staff; Resume data meeting schedule	Program Planning & Meeting Calendar
Include communication component in plan to focus on program culture & staff retention	Staff Wellness Action Plan
Update staff recruitment, retention & training plan	Staff Recruitment, Retention & Training Plan

FISCAL SERVICES

Data, documents & evidence:

- Budgets
- Policy Council Documentation
- LOAs
- Communication from OHS, HSES

STRENGTHS:

New thorough, involved senior accountant/fiscal staff.

Improved collaboration and communication with finance dept

Plans in place for streamlined and paperless processes

ECP staff raises

AREAS IN NEED OF IMPROVEMENT:

Revise allocation plan

Antiquated fiscal systems at the county level

FISCAL IMPROVEMENT PLAN ACTION STEP	RELATED PROGRAM PLANNING DOCUMENT
Work with CCPS Finance Dept to update current allocation plan	Allocation Plan
Continue to provide input re current system	N/A

EDUCATION SERVICES

Data, documents & evidence:

- Child screening & assessment data
- Planning documents
- Staff & family feedback
- Policies & Procedures
- Meeting agendas & minutes

STRENGTHS:

STAR progress monitoring system/Kindergarten Readiness Rates

Full implementation of Conscious Discipline

Curriculum helpful for newer teachers/assistants

Return to family style dining following pandemic

Support given to classroom staff by specialists/leadership; positive relationships in place

State of the art learning environments, materials, supplies

Experienced, cohesive Ed team working together to update systems, forms, etc

AREAS IN NEED OF IMPROVEMENT:

Uniform coaching model

Quality & quantity of child assessment data AND review/revise expectations to retain staff

Conscious Discipline implementation - fidelity

Provide new staff training in a timelier manner

Further support for classroom staff working with children exposed to trauma/experiencing significant behavior issues

Curriculum implementation is too rigid, adaptations that empower & excite teachers needed

EDUCATION SERVICES IMPROVEMENT PLAN ACTION STEP	RELATED PROGRAM PLANNING DOCUMENT
Implementation of coaching tool	BROAD Goal #3
Make decisions re expectations re assessment documentation; update P&Ps	Policies & Procedures
Implementation of Conscious Discipline Rubric Progress Assessments	Staff Recruitment, Retention & Training Plan

HEALTH & NUTRITION SERVICES

Data, documents & evidence:

- ChildPlus health services reports
- Champ's café menus
- Policies & Procedures
- Content area forms
- Interagency agreements
- Family & Health Advisory documentation
- Staff & family surveys

STRENGTHS:

District food & nutrition services - Champs Café

Community Partnerships

School nurse at Baker Center

AREAS IN NEED OF IMPROVEMENT:

Nutrition assistant needed at Pumpkin Patch

HEALTH & NUTRITION SERVICES IMPROVEMENT PLAN ACTION STEP	RELATED PROGRAM PLANNING DOCUMENT
Submit request to move (1) Nutrition Asst allocation to Pumpkin Patch; post position	N/A

DISABILITY & MENTAL HEALTH SERVICES

Data, documents & evidence:

- Policies & Procedures; forms
- IFSPs, IEPs, care plans and other individualized learning plans
- Referral documentation/meeting notes
- ChildPlus MH documentation
- Therapy/provider schedules/sign-in docs
- Memoranda of Understanding

STRENGTHS:

Relationship with LEA

Onsite/access to ESE staffing specialists, behavior specialists, school psychologists

Referral documentation checklist

Annual training provided

Counselling provided

Assessment & screening tools

New MH Specialist allocation approved

AREAS IN NEED OF IMPROVEMENT:

Staff training re partnering with families

Timely referrals by classroom staff

Communication between all parties during referral process

Systems & support for children exposed to trauma/experiencing significant behavior issues

DISABILITY & MENTAL HEALTH SERVICES IMPROVEMENT PLAN ACTION STEP	RELATED PROGRAM PLANNING DOCUMENT
Provide training re partnering w/families about concerns about development/behavior	Training Plan
Update & share program-wide expectations/P&Ps/plans re serving children w/suspected disabilities	Policies & Procedures
Systematic implementation of trauma sensitive programming	BROAD Goal #1

FAMILY SERVICES & COMMUNITY ENGAGEMENT

Data, documents & evidence:

- Childplus family services data
- Family goals data
- Parenting class documentation
- Parent Committee meeting documentation
- Family event flyers, sign-in, etc
- Volunteer training & hours documentation
- Family & Health Advisory agenda, minutes, decisions
- Memoranda of Understanding

STRENGTHS:

Baker Store (Helping Hands) “program”

Partnership with CC Human Services – moving in to office space in 2023

Supportive, informative, understanding advocates

AREAS IN NEED OF IMPROVEMENT:

Classroom staffing, coverage issue

Parent Involvement: Parent Committee, Dad/fatherhood involvement initiatives, Helping Hands participation

Easier/quicker access to resources and information, including about children with disabilities. Available in one easy to find place. Important info posted where families can see it

Support given to *attain* goals

Communication about new kids and tours with new students- would like a heads up if they are bringing someone in the room.

Consistency between service area paperwork/data entry

FAMILY & COMMUNITY ENGAGEMENT IMPROVEMENT PLAN ACTION STEP	RELATED PROGRAM PLANNING DOCUMENT
Create Family Engagement Plan	Family Engagement Plan
Involve families, community partners & policy council in creating a plan to increase participation	Family Engagement Plan
Create poster or resource area with easy-to-understand info re supporting children with disabilities in SW Florida	Family Engagement Plan

ERSEA, ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT & ATTENDANCE

Data, documents & evidence:

- Eligibility & Selection Criteria
- Eligibility & Selection point sheet
- Attendance documentation
- Enrollment forms/program
- Recruitment information/communication
- Relevant meeting documentation
- Policies & Procedures

STRENGTHS:

Attendance & enrollment numbers

AREAS IN NEED OF IMPROVEMENT:

NONE