

Plaquemines Parish Head Start

Desireé A. Cota, M.Ed.

Director of Head Start

P.O. Box 69

1484 Woodland Hwy.

Belle Chasse, LA 70037

Phone : 504-595-6390

Fax : 504-392-0540

Email : dcota@ppsb.org

SELF-ASSESSMENT 2017 PLAQUEMINES PARISH HEAD START

The Policy Council and Head Start Office Staff formed the Self-Assessment Committee in January 2017 by recruiting parents, community members, school board employees, and staff members. The first Self-Assessment Committee meeting was held after the Policy Council meeting on January 17, 2017. The Self-Assessment Committee meeting completed the Self-Assessment on February 15, 2017 after the Policy Council Meeting. This draft of the Self-Assessment Report was completed on February 17, 2017 after a review of the OHS Protocol packets and resulting charts from the Self-Assessment Committee meetings. This report was approved by Policy Council at the February 23, 2017 Policy Council Meeting. This report was approved by Governing body at the March 13, 2017 Plaquemines Parish School Board Meeting.

The OHS Protocol and Guides were used by committee members to evaluate Plaquemines Parish Head Start. Self-Assessment Committee Members selected one of 7 areas, examined records and reports, interviewed staff, parents, and community members and examined files. The committee reconvened, reviewed information, and came to a consensus on program strengths and areas in need of improvement. Through discussion and rankings, the committee determined which goals the program should focus on in the upcoming year.

The results of this Self-Assessment will be used in planning for the 2017-2018 school year by Head Start Office Staff and Head Start Instructional Staff. This Self-Assessment report will be presented to our Governing Body (PPSB, Plaquemines Parish School Board), the Policy Council, Self-Assessment Committee members, Head Start Office Staff, and Head Start Instructional Staff.

The Self-Assessment committee came to consensus on strengths and needs for each component. After discussing each area, committee members were asked to indicate in which areas our Head Start program excelled, by placing green stickers next to the areas they felt were our greatest strengths. They were asked to place a red sticker by the areas they felt were our Head Start program's areas of most concern.

+ Indicates that committee members felt this was a major strength.

* Indicates that committee members felt this was an area of greatest concern.

The following is a list of strengths and concerns for the Plaquemines Parish Head Start Program as determined by the Self-Assessment Committee for each area listed in the OHS Monitoring Protocol:

1. Program Governance

- Strength: Consistent meetings are held for parents.
+++++
- Strength: Governing body assumes responsibility for budget and expenditures.
++
- Concern: Participation and maintaining a quorum at Policy Council meetings.

- Concern: Little involvement from board members with Head Start.

2. Leadership and Management Systems

- Strength: Use of ChildPlus system for record-keeping and reporting.
++++
- Strength: Follow PPSB policies and procedures.
++
- Concern: More timely notice/reminders of meetings.

3. Fiscal Integrity

- Strength: Approval process in place for prior/post purchases with credit card.
+++++++
- Strength: Zero findings in the recent audit.
+++++++
- Concern: Staff members are not paid enough.

4. ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance)

- Strength: Use of ChildPlus system to track and monitor ERSEA areas.
+++++
- Strength: Participate/Collaborate with local LEA and Child Care Centers with recruitment with one application.
+++++
- Concern: Because eligibility requirements are constantly changing, ERSEA manager wants more training.

- Concern: Low attendance at Phoenix and South Plaquemines centers.

5. Environmental Health and Safety

- Strength: All children are screened through health services.
+++
- Strength: Excellent collaboration between the Health manager and health services.

- +++
 - Concern: There is no transportation for 3-year-old students, which can affect attendance.
 - *****
 - Concern: Lack of large area green space at one center.
 - *****

6. Family and Community Engagement

- Strength: For transitions, a parent meeting is conducted at all centers in March in which Kindergarten/Pre-K Teachers present what to expect next year.
 - ++++++
- Strength: Family manager builds relationships with parents/families and assists with goals and needed resources.
 - ++++++
- Concern: Lack of participation at parent meetings, especially for transition.
 - *****

7. Child Development and Education

- Strength: Collaboration with PPSB Special Ed. Dept. for better Inclusion within Head Start.
 - +++++
- Strength: Curriculum and assessment are research-based and valid.
 - +++++
- Concern: Current 3.57 overall score in Instructional Support on CLASS.
 - *****
- Concern: Time-lines occasionally take too long for children in need of Special Ed services.
 - *****

After discussing results of interviews and reviews for each component, strengths and concerns were determined by consensus among Self-Assessment Committee members. Committee members were asked to indicate which areas our Head Start program excelled, by placing green stickers next to the areas they felt were our greatest strengths.

The five greatest areas of strength for our Head Start program are:

1. Use of ChildPlus system to track and monitor ERSEA areas.
2. Collaboration with PPSB Special Ed. Dept. for better Inclusion within Head Start.
3. The curriculum, *Creative Curriculum for Preschool*, and assessment, *Teaching Strategies Gold*, used by the program are valid and research-based.
4. There is an approval process in place for prior/post purchases with credit card.
5. For transitions, a parent meeting is conducted at all centers in March, in which Kindergarten/Pre-K Teachers present to parents about what to expect next year.

- ❖ Relative strengths for our Head Start Program are in the areas of Fiscal Integrity, ERSEA, and Family and Community Engagement. There were zero findings in the December 2016 audit. The Plaquemines Parish Head Start collaborates with the local LEA and Child Care Centers with recruitment using one application for all. The Head Start Family Manager builds relationships with parents/families and assists them with goals and needed resources.

After discussing committee member's findings in interviews and reviews of materials, the Self-Assessment committee came to consensus on concerns for each component. After discussing each area, committee members were asked to place a red sticker by the areas they felt were our Head Start program's areas of most concern. Based on discussion of concerns, Self-Assessment Committee members determined our Head Start program's areas of concern and areas they would like us to address in the upcoming school year.

Areas of concern in order of priority include:

1. The area of greatest concern for our Head Start Program is in the Child Development and Education area. Currently we have a 3.57 overall score in Instructional Support on CLASS. Since the national average changes each year, there is a concern that we could possibly have to re-compete our grant if we fall within the lowest 10% of any area, especially instructional support, during a CLASS federal monitoring. (Child Development and Education)
2. Bus service is only offered to four-year-old children. Approximately on half of our enrollment begin as three-year-olds. Once they turn four, they are eligible to become bus riders. There is a concern for the lack of transportation for three-year-olds in Head Start. (Environmental Health and Safety)
3. Lack of participation and maintaining a quorum at Policy Council meetings is also a concern. As well as little involvement by board members with the Head Start program. They fulfill their duties as a board but rarely participate with Head Start events or Policy Council. (Program Governance)
4. There is a concern for lack of a large area of green space at one center. (Environmental Health & Safety)
5. Some committee members feel that staff members are not paid enough. However, during the 2015-2016 school year, all employees received a pay raise. Based on the 2017 Wage Study, this raise moved the staff even further ahead of area Head Starts. (Fiscal Integrity)
6. Another concern is that because eligibility requirements are constantly changing, the ERSEA manager should have more training. (ERSEA)

Our Self-Assessment committee would like our program to focus our goals for the 2017-2018 School Year on the following:

- Child Development and Education
 - Determine ways to increase CLASS scores in the area of Instructional Support.
- Environmental Health and Safety
 - Continue to work with the Grantee to try and establish bus service for Head Start three-year-olds.
 - Work with the grantee to try and establish more green space at the BCPS Center.
- Program Governance
 - Attend training and webinars on ways to get more parent and governing body member participation at Policy Council meetings and other Head Start events.
- ERSEA
 - Train staff on any updates or changes to the eligibility, recruitment, selection, enrollment, and attendance requirements so that our program will remain in compliance in the ERSEA area.

- ✓ DRAFT COMPOSED BY DESIREÉ COTA February 16, 2017.
- ✓ POLICY COUNCIL APPROVAL – February 23, 2017
- ✓ PLAQUEMINES PARISH SCHOOL BOARD (GRANTEE) APPROVAL – March 13, 2017