



CVCOG RURAL HEAD START
325-944-9666



SAISD HEAD START/
EARLY HEAD START
325-947-3703

**CVCOG Self Assessment
Program Improvement Plan
Program Year 2013**

Area of Weakness: Bathroom facility needs repair in Menard.			
Desired Outcome /Goal: Repair bathroom facility in Menard Head Start Center			
Action Step	Person(s) Responsible	Resources	Dates
Find local volunteer or contractor to assess and fix the problem areas.	Menard Site Supervisor Facility Manager	Community	July 2013

Area of Weakness: Declaration exclusion procedures are not in place.			
Desired Outcome / Goal: Have declaration exclusion procedures to in place.			
Action Step	Person(s) Responsible	Resources	Dates
Add to Personnel Policies: Declaration Procedures that include: Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies, committed before the perspective employee's 18 th birthday which was finally adjudicated in a juvenile court or under a youth offender; any conviction the record of which has been expunged under Federal or State law; and any conviction set aside under the Federal youth Corrections Act or similar State authority.	Head Start Director Human Resources Content Area Managers Governing Boards Policy Council	Personnel Policies	July 2013



CVCOG RURAL HEAD START
325-944-9666



SAISD HEAD START/
EARLY HEAD START
325-947-3703

**CVCOG Self Assessment
Program Improvement Plan
Program Year 2013**

Provide to Governing Board and Policy Council for review and approval.			
Share and review plan with center staff.			

Area of Weakness: Non-federal share procedures are not in place.

Desired Outcome / Goal:

Have non-federal share procedures to in place.

Action Step	Person(s) Responsible	Resources	Dates
Add to Financial Management and Procedures Manuel: Non-Federal share Procedures that include: How to determine necessity, reasonableness and allowability and the process from receiving the NFS to documenting to recording to reporting.	Head Start Director Fiscal Director Content Area Managers	Financial Management and Procedures Manuel OMB (Office of Management and Budget)	July 2013

Area of Weakness: Two Head Start teachers do not meet required qualifications, credentials or degree and are not enrolled in a program leading to an associate or baccalaureate degree.

Desired Outcome / Goal:

For all teachers to meet minimum requirements.

Action Step	Person(s) Responsible	Resources	Dates
Teachers are in the process of obtaining their CDA.	Teachers Education Manager	Online credentialing program.	



CONCHO VALLEY COUNCIL OF GOVERNMENTS



CVCOG RURAL HEAD START
325-944-9666



SAISD HEAD START/
EARLY HEAD START
325-947-3703

CVCOG Self Assessment Program Improvement Plan Program Year 2013

Teachers will begin working on their associate degree in Early Childhood.		Head Start Regional Office for waiver	July 2013
Request a waiver for Teachers without an AA.			August 2013

Approved by Policy Council/ Committee (PC Chair Print Name)	Signature	Date
Trent Killogh		5/21/13

Approved by Executive Committee / Board of Trustees (Chairman / Board President Print Name)	Signature	Date
Fred Deaton		6-12-13

Head Start Director (Printed Name)	Signature	Date
Kathy Bennett		6-12-13



CONCHO VALLEY COUNCIL OF GOVERNMENTS



CVCOG HEAD START GRANTEE
325-944-9666



SAISD HEAD START/
EARLY HEAD START
325-947-3700

Self-Assessment Results Regional Office Summary Report Program Year 2013

Program Name: Concho Valley Council of Governments Head Start / Early Head Start

Dates of Self Assessment: January 2013 – May 2013

Program Strengths Identified:

ERSEA
The program serves at least 90 percent of children from low-income families.
Selection Criteria is reviewed and approved by the Policy Council annually.
Family income is verified by designated trained staff only to ensure accuracy.
Recruitment takes place throughout the year via open registration, flyers, brochures, and local newsletters, consult with agencies serving children with disabilities, maintaining waiting list, through Policy Council, parents, families & transition meetings.
The program recruits children with disabilities by having MOU's with agencies serving children with disabilities and all recruitment materials specify we serve children with disabilities.
Family Engagement
Current parents and previous parents are always encouraged to volunteer and serve in the different program committees.
Parents are given information at monthly parent meetings and monthly parent activities that may help them advocate for their children.
Mental Health professional is accessible to all families.
Community Engagement
Memorandums of Understandings are in place with local LEA and local ISD to assist in recruitment of children with disabilities.
Family and Community Engagement Framework
The program creates opportunities for families to participate in collaborative decision-making. (e.g., Policy Council)
Staff invites all family members to visit, observe and volunteer to support learning in classrooms.
Health
Referrals are made to local resource center or local agencies / groups when assistance is required for any medical need.
Child's health information is entered into the health tracking at the beginning of the year, and it is updated as health information occurs to help staff and managers identify findings from screenings, physicals, dentals, and immunizations needs.



CVCOG HEAD START GRANTEE
325-944-9666



SAISD HEAD START/
EARLY HEAD START
325-947-3700

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

At enrollment parents sign consent for authorization which gives the program authorization to conduct all screenings.
Child Nutrition
Staff assists children in brushing teeth daily and discuss with children about dental hygiene & the importance of brushing teeth.
Staff follows recommended and required sanitary procedures, proper storage, preparation, and serving foods.
Program serves recommended quantities and foods according to the CACFP standards. CACFP meal pattern chart is used to develop menus for the children. Meal patterns provide a variety of foods for cultural differences.
Child Health & Safety
Medical and dental procedures are posted on Parent Information Board and classroom board. Choking posters are posted in eating areas.
A daily well check is completed every morning at arrival.
Mental Health
Mental Health professional visits center twice a year with staff and parents at Parent Meetings.
Staff support and assist parents in accessing community mental health resources and assist them in contacting the Mental Health professional on contract with the Head Start program.
Disabilities
Modifications are made (as needed) to materials and equipment.
Memorandum of Understanding may be developed with various agencies to ensure all services according to child's IEP are provided.
Education
Program has assessment procedures three times a year, parent/ teacher conferences and home visits.
Classroom is adapted or modified to ensure all children are included in daily classroom activities and routines.
Classroom has daily schedule to ensure routines are predictable. Teacher's model expected behavior and redirect children to acceptable activities.
Curriculum allows teachers to adapt for different learning styles.
Lesson plans include daily activities that promote health, nutrition, and mental health with a variety of materials including music and movement.
Head Start partner with LEA and communicate with parents to ensure a smooth transition into school.
Governance
Policy Council and Policy Committees must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove key policy and procedures.



CONCHO VALLEY COUNCIL OF GOVERNMENTS



CVCOG HEAD START GRANTEE
325-944-9666



SAISD HEAD START/
EARLY HEAD START
325-947-3700

Self-Assessment Results Regional Office Summary Report Program Year 2013

Program Weaknesses Identified

Bathroom facility needs repair in Menard.
Declaration exclusion procedures are not in place.
Non-federal share procedures are not in place.
Two Head Start teachers do not meet required qualifications, credentials or degree and are not enrolled in a program leading to an associate or baccalaureate degree.

Approved by Policy Council / Committee (PC Chair Print Name)	Signature	Date
Trent Kilbough		5/21/13

Approved by Executive Committee / Board of Trustees (Chairman / Board President Print Name)	Signature	Date
Fred Sexton		6-12-13

Head Start Director:	Signature	Date
Kathy Bonnet		6-12-13