

Painting a Brighter Future



**CVCOG Head Start
Self-Assessment
2024-2025**

Table of Contents

1	Context for the Self-Assessment	Page 1
2	Program Overview	Page 2-3
3	TimeLine	Page 4
4	Methodology	Page 4
5	Data Collection Tools	Page 5
6	Strengths of the Program	Page 6
7	Areas of Program Improvement	Page 7
8	New Program Self-Assessment Goals	Page 8

1 Context for the Self-Assessment

CVCOG Head Start conducts self-assessment activities annually in accordance with Head Start Performance Standard 1302.102(b)(2) to evaluate service quality and work performance as well as influence continuous quality improvement. It serves as a foundational document for strategic enhancements and is multifaceted, aiming to ensure accountability, quality improvement, and alignment with program goals.



2 Program Overview

Administrative Team

Each Administrative team member played part in the planning and evaluation of all materials. We have had no changes to administrative staff in the 2023-2024 school year and currently carry seven administrative positions which are as follows:

Carolina Raymond	Program Director
Stephanie Hernandez	Program Assistant Director Early Head Start Education Manager
Mary Husted	Compliance/Nutrition Manager
Ofelia Barron	ERESA Manager
Stacy Walker	Family Education/Community Engagement Manager
Melissa Miranda	Health/Mental Health Manager
Cheryl Mayberry	Education/Disability Manager
Maida Rojas	Classroom Support Specialist

Mission, Vision, & Values Statement

Mission

The Concho Valley Council of Governments Head Start and Early Head Start program is committed to empowering children and families for life-long success.

Vision

To be leaders in early childhood development by providing safe and high-quality programming and delivering growth in community engagement, family wellbeing, and school readiness.

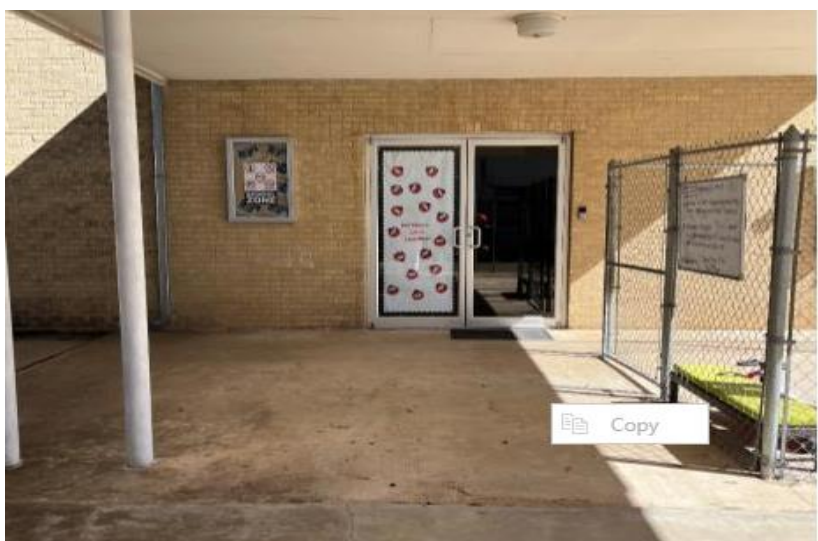
Values

We promote and stand for: Family empowerment, School readiness, Independence, and Self-Sufficiency, Community Collaboration, Healthy Children & Families, Mental Wellness Health, Diversity and Inclusion, and Safe/Nurturing Environments

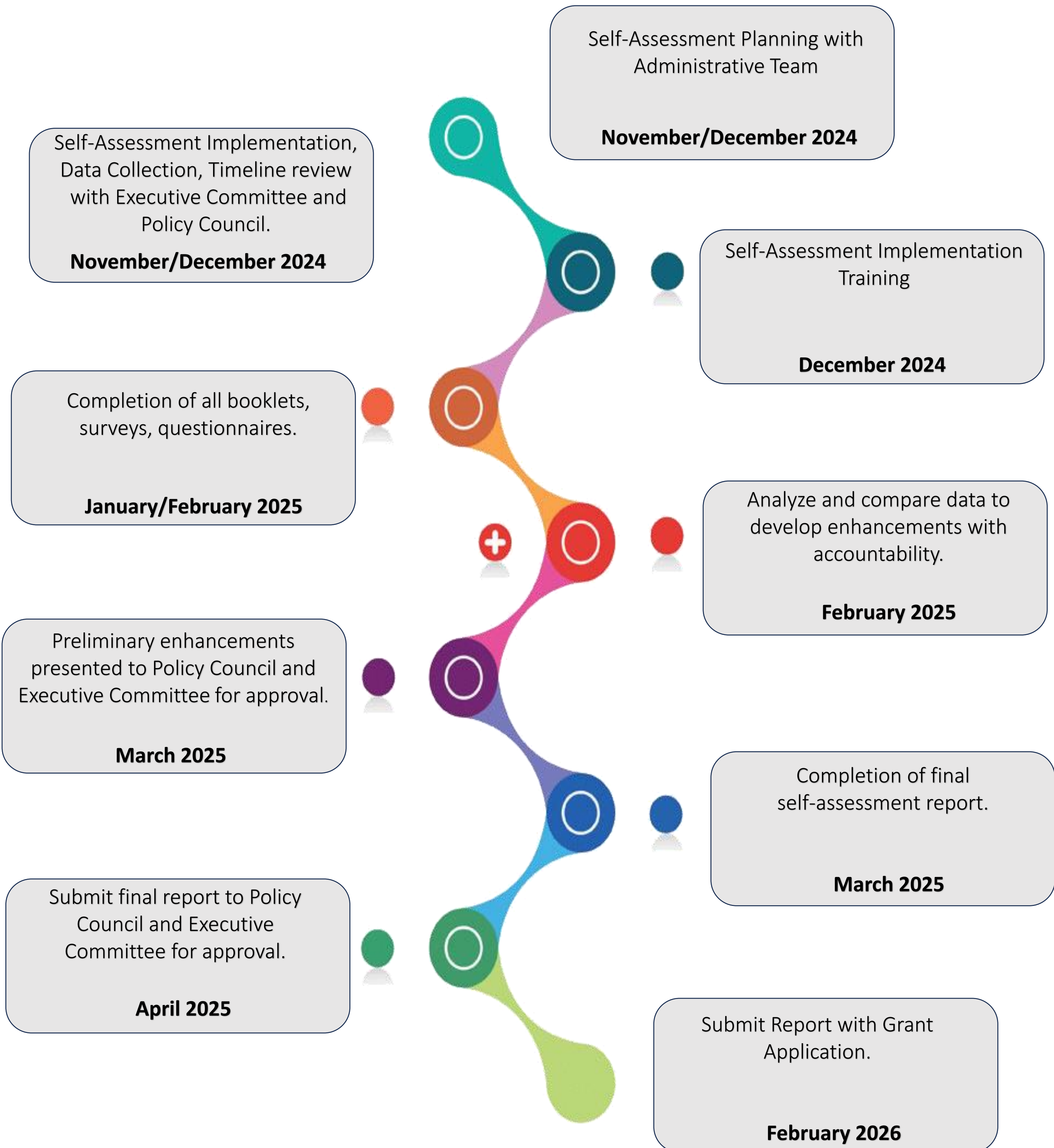
Program Description

CVCOG Head Start/Early Head Start is a program of the Concho Valley Council of Governments. It is a long-standing program, operating since July 2004. Our program serves 411 Head Start students, 112 Early Head Start students, and 8 Pregnant Women. Demographics are as followed.

Head Start Early Head Start	City/County	Location	Duration -5 Day 1020 Annual Hours HS 1380 Annual Hours EHS	Enrollment
Day	San Angelo Tom Green County	Center Based	7:45-1:45 HS 7:45-2:15 EHS	Head Start 153 Early Head Start 72 Pregnant Moms 0
Rio Vista	San Angelo Tom Green County	Center Based	7:45-1:45 HS 7:45-2:15 EHS	Head Start 170 Early Head Start 40 Pregnant Moms 8
Eden	Eden Concho County	Center Based	7:45-1:45 HS	Head Start 17 Early Head Start 0 Pregnant Moms 0
Eldorado	Eldorado Schleicher County	Center Based	7:45-1:45 HS	Head Start 17 Early Head Start 0 Pregnant Moms 0
Menard	Menard Menard County	Center Based	7:45-1:45 HS 7:45-2:15 EHS	Head Start 17 Early Head Start 8 Pregnant Moms 0
Ozona	Ozona Crocket County	Center Based	7:45-1:45 HS	Head Start 17 Early Head Start 0 Pregnant Moms 0



TIMELINE



1

Design Process

- Developed through collaboration among our Administration Staff, Policy Council, and Executive Committee, this initiative involved input from a diverse team, including the Program Director, Head Start Administrative team, Policy Council members, Executive Committee representatives, Community Partners, and Staff Members.

2

Engage the Team

- Provide a in-person training session to give an overview of the new self-assessment procedures. To cover data collection methods, designated personnel responsible for gathering information, and a scheduled timeline incorporating all relevant details.

3

Analyze/Dialogue/Development

- Collected data will be compiled, analyzed, and compared with previous findings to identify trends and evaluate individual content areas by Administrative Team. Key strengths and areas for enhancement will be prioritized, followed by the development of a of clear timelines and assigned staff responsibilities for implementation. Self-assessment data was gathered using all designated data collection tools listed on page 5 .

4

Finalization and Follow-up

- Communicate findings with leadership, the Policy Council, Executive Committee, and key stakeholders. Schedule follow-up meetings to monitor progress and track improvement efforts. Refine strategies as necessary to maintain compliance and drive continuous quality improvement.

Methodology refers to the systematic, theoretical analysis of the methods applied within to our Self-Assessment process. It encompasses the principles, procedures, and techniques utilized to conduct research or to solve problems within our process. Methodology is essential for ensuring that research is conducted in a rigorous and systematic manner, and it helps to ensure that findings are reliable, valid, and replicable.

5 Data Collect Tools

1

Community Assessment

Describes the context in which Head Start and Early Head Start programs operate and is useful for ensuring correct services are provided to the appropriate population.



2

Catscan Comprehensive Approach/Tool

It is designed to help programs with the process of building and implementing a compliant self-assessment.

3

Microsoft Forms Content Survey/Paper Surveys

Content area-based questions received by google survey (or in paper) that reflect compliance and comprehension of Head Start Standards and Implementat

4

Teaching Strategies

An authentic, ongoing observational system for assessing children from birth through kindergarten. It observes children in the context of every day experiences.



5

Federal File Audits

Content area audits conducted on Federal files and Family Service Files to make sure the program is in compliance with program standards.

6

CLASS

It is a tool for observing and assessing the effectiveness of interactions among teachers and students in the classrooms. Measuring the following: emotional, organizational, and instructional support that contribute to a child's development.



7

CLI Engage/Brigance

Comprehensive professional development, assessment, and quality improvement platform for early care and education programs in Texas

8

CACFP Monitoring Review

Nutritional report that evaluates record-keeping, training, meal analysis, civil rights, and meal service.

9

ChildPlus

A data collecting software program that allows data entry, applications, and reports across all content areas.



10

Family Partnerships

Meetings with families that analyzes family outcomes, needs, referrals, and goal development strategies.

Administration

Areas of Strength

1. Demonstrated a strong commitment to professional growth, with multiple staff members achieving their CDA credentials and even earning degrees in recent years, enhancing program quality and expertise.
2. Proactively researched and identified strategies to increase compensation, ensuring competitive and equitable pay structures to attract and retain top talent.
3. We offer a comprehensive and competitive benefits package, providing exceptional support to staff and contributing to their overall well-being and job satisfaction.
4. Successfully obtained new appraisals for all rural counties, ensuring accurate accounting of differences in non-federal shares for improved financial tracking and transparency.
5. Revamped the procurement process enhancing efficiency, accuracy, and financial accountability and completed an audit of expenditures.
6. Successfully updated and implemented all policies and procedures, ensuring enhanced compliance, efficiency, and alignment with organizational standards.
7. The program's data collection process has been significantly strengthened, improving the ability to track, analyze, and apply data effectively to support informed decision-making and drive ongoing program enhancements.
8. Currently parenting with the IT department producing the Head Start Program Confidentiality, Cybersecurity, and IDEA Compliance Procedure.
9. Successfully hired classroom floaters and optimized the classroom structures maintaining appropriate classroom ratios to enhance staff well-being and student support.

Action Item 1

Enhancement:

Seek employees with basic qualifications , for teachers, teacher assistants, and substitutes

Action Plan:

Foster Collaborations with local school districts, Angelo State University, and Howard College to support partnerships and CDA accomplishment

Assigned Entity: Human Resources

Timeline: School Year 2025-2026

Action Item 2

Enhancement:

Enhance strategies for monitoring and addressing teacher burnout to improve retention and job satisfaction

Action Plan:

Regularly administer well-being surveys to monitor and evaluate burnout levels. Offer professional development programs that emphasize stress management and promoting a healthy work-life balance.

Assigned Entity: Human Resources

Timeline: School Year 2025-2026

Action Item 3

Enhancement:

Revise the budget worksheet to streamline processes for improved efficiency and better financial management.

Action Plan:

Build a budget worksheet to identify areas for simplification, and produce a user-friendly budget layout.

Assigned Entity: Michael Meeks Finance Director

Timeline: January 2026

Action Item 4

Enhancement:

Improve data collection and reporting accuracy within the ChildPlus system to ensure reliable program tracking and compliance or research and implement a new software system.

Action Plan:

Choose a newly researched software, complete the purchase, train staff, launch the program, and offer ongoing support to ensure effective usage of accurate data collection.

Assigned Entity: Head Start Administration

Timeline: School Year 2025-2026

Action Item 5

Enhancement:

Enhance the quality of staff training to ensure a more effective learning and development outcomes.

Action Plan:

Implementation of The Academy, a new home for professional learning aligned with the Head Start Standards.

Assigned Entity: Head Start Administration

Timeline: Fall 2025-2026 School Year

Action Item 6

Enhancement:

Write a comprehensive policy and procedure focused on the protection and privacy of children for safeguarding sensitive information.

Action Plan:

Set a meeting with Administration team using HS Standards, Minimum Standards, and HS Program Confidentiality, Cybersecurity, and IDEA Compliance Procedures to produce clear guidelines for staff to safeguarding sensitive information for CVCOG Head Start Policies and Procedures.

Assigned Entity: Head Start Administration and IT Department

Timeline: School Year 2025-2026

Action Item 7

Enhancement:

Enhance the WWW form by transforming it into a user friendly and comprehensive Admin Yearly Calendar for improved accessibility and usability.

Action Plan:

Set up a meeting to rewrite the WWW form by, simplifying language, organizing information logically, using visuals and examples, providing clear instructions, ensuring accessibility, and testing with users for feedback to make it user-friendly and comprehensive.

Assigned Entity: Head Start Administration

Timeline: August 2025

ERSEA Transitions Custodian Staff

Areas of Strength

- 1. Cleaning tasks are completed on time, meet required standards, and maintain an organized inventory of cleaning supplies and equipment.
- 2. Staff follow safety protocols when handling cleaning chemicals and equipment, and that custodians are responsive to special cleaning requests and emergencies.
- 3. Policies and procedures align with the McKinney-Vento Act, and program leadership and staff receive training to ensure a consistent, appropriate, and equitable enrollment process.
- 4. Parents are educated on the importance of regular attendance through various communication methods, and families are provided with the necessary information for a successful transition.

Action Item 1

Enhancement: Enhance job-specific training for custodians to improve their skills, efficiency, and adherence to best practices.	Action Plan: Conduct a survey to identify training needs and develop or utilize online courses to address essential topics for custodians.
Assigned Entity: ERSEA Manager	Timeline: Fall Semester 2025-2026 School Year

Action Item 2

Enhancement: Assess and enhance the exchange of valuable information to better support families in successfully navigating their transition experience	Action Plan: Gather feedback from families through surveys following key information exchanges to assess effectiveness and identify areas for improvement.
Assigned Entity: ERSEA Manager & Family Service Workers	Timeline: On-Going

Action Item 3

Enhancement: Evaluate collaboration with community partners to strengthen their role in promoting and supporting CVCOG Head Start’s outreach and recruitment efforts.	Action Plan: Improve collaboration with community partners by conducting surveys to assess their understanding and effectiveness in communicating Head Start outreach efforts for recruitment.
Assigned Entity: ERSEA Manager	Timeline: 2025-2026 School Year

Action Item 4

Enhancement: Enhance understanding of family experiences in EHS by holding focus group discussions to gain deeper insights into how information exchanges have impacted their ability to navigate the transition process.	Action Plan: Gather feedback from families through surveys following key information exchanges to assess effectiveness and identify areas for improvement.
Assigned Entity: ERSEA Manager & Family Service Workers	Timeline: On-Going

Education Disability Classroom Support Specialist

Areas of Strength

1. Well-equipped learning environments that show stocked classrooms with ample education materials and supplies, allowing children to explore and actively engage in learning.
2. Diverse and Inclusive resources that reflect cultural, linguistic, and developmental diversity, fostering an inclusive and supportive learning environment.
3. Improved the process of referring and tracking children with suspected and identified disabilities providing targeted resources and individualized support to meet each child’s unique need effectively.
4. Strong collaborative approach with lead teachers and other staff, sharing insights and strategies to support the needs of children promoting a positive and structured classroom environment.
5. Proactively developing and maintaining a shared folder of teacher resources to enhance classroom environments, engagement and support instructional practices.
6. Demonstrates comprehensive knowledge and understanding of the frog street curriculum, along with the necessary tools for its successful implementation.
7. Exhibits the ability to individualize learning experiences for children, using specific tools and assessments to identify and address each child’s unique needs effectively.

Action Item 1

Enhancement:

Improving CLASS Scores in Instructional Support by strengthen instructional strategies to enhance teacher effectiveness in supporting children's cognitive and language development.

Action Plan:

Provide Targeted Coaching by Implement a coaching program focused on improving instructional support, offering individualized guidance and feedback to teachers. Organize professional development sessions to enhance teachers’ skills in fostering critical thinking, language development, and engagement.

Assigned Entity: HS Education Manager

Timeline: July 2025

Action Item 2

Enhancement:

Enhancing Teacher Confidence in Lesson Planning providing classroom structure and organization and enhancing classroom management.

Action Plan:

Develop and provide 80% of the yearly lesson plans for teachers while offering targeted training on lesson plan development. Additionally, conduct professional development sessions on effectively implementing the curricula, including Frog Street and Second Step Social-Emotional Skills for Preschoolers, to ensure high-quality instruction and student engagement.

Assigned Entity: HS Education Manager

Timeline: On-Going

Action Item 3

Enhancement:

Establish positive reinforcement and redirect strategies to help children manage their behavior and create a calm and focused classroom atmosphere.

Action Plan:

Collaborate with Mental Health Manager on Behavior Plans to establish researched strategies for the teacher to implement in the classroom.

Assigned Entity: Classroom Support Specialist, Health/Mental Health Manager, HS Education Manger, and EHS Education Manager/Assistant Director

Timeline: 2025-2026 School Year

Action Item 4

Enhancement:

Ensure productive transitions by overseeing classroom setups and supplying the necessary materials and resources for teacher implementation.

Action Plan:

Provide training and demonstrate to teacher on how to coordinate classroom setups and assist teachers in implementing seamless transitions between activities

Assigned Entity: Classroom Support Specialist, HS Education Education Manager, & EHS Education Manger/ Assistant Program Director

Timeline: 2025-2026 School Year

Action Item 5

Enhancement:

Improve the consistency and frequency of outdoor playtime for children, ensuring that teachers incorporate daily outdoor activities into their schedules to support children's physical health, social development, and overall well-being.

Action Plan:

- Provide sites with appropriate toys and equipment to create an inviting and engaging outdoor environment for children.
- Implement a system to regularly monitor classrooms, ensuring that outdoor playtime is integrated into the daily schedule and that children are actively participating in outdoor activities.
- Conduct training sessions for teachers on the importance of outdoor time for children's physical, social, and cognitive development. Emphasize best practices for integrating outdoor activities into the daily curriculum and fostering an enthusiasm for outdoor play.

Assigned Entity: EHS Education Manager/Assistant Program Dir

Timeline: Fall Semester 2025-2026 School Year

Family Engagement Community Partnerships Governance

Areas of Strength

1. Executive Committee and Policy Council demonstrate informed decision-making achieved through training research, and discussion, ensuring a strong understanding of all items presented for vote, with clear and open communication amongst all members.
2. Family Service Workers believe that their contributions, ideas, and concerns are valued and acknowledged within the FAMCO environment and in collaboration the development and implementation of forms and processes are produced to meet and exceed Head Start standards.
3. FAMCO data collection provides insights into our performance, including areas of strength, weakness and unmet needs.
4. Through our strong established partnerships with community organization, we are able to leverage resources, expertise, and networks to provide comprehensive support to program families.

Action Item 1

Enhancement:

Increase recruitment and participation of parent and program volunteers.

Action Plan:

Define volunteer roles and responsibilities, offer ongoing support, and create avenues for feedback to ensure a positive volunteer experience. Explore and implement new outreach tools to enhance recruitment efforts.

Assigned Entity: FAMCO Manager & Family Service Worker

Timeline: Fall Semester 2025-2026 School Year

Action Item 2

Enhancement:

Develop a standard set of data collection items for program engagement activities

Action Plan:

Introduce a new method for gathering engagement data to measure program success.

Assigned Entity: FAMCO Manager

Timeline: August 2025

Action Item 3

Enhancement:

Enlist Family Service Workers in researching and incorporating new parent education tools to promote connections and family empowerment

Action Plan:

Research and evaluate various parent education tools that align with program requirements an implement within the school year.

Assigned Entity: FAMCO Manager & Family Service Worker

Timeline: Fall Semester 2025-2026 School Year

Action Item 4

Enhancement:

Establish a centralized system for entering referrals to streamline the collection of resource and agency information across all program areas.

Action Plan:

Implement the GoEngage software to centralize referral entries and data collection. Provide training for staff on how to effectively use the platform to track and manage referrals.

Assigned Entity: FAMCO Manager & ERSEA Manager

Timeline: August 2025

Health Nutrition Pregnant Women

Areas of Strength

1. Ensures children receive necessary follow-up care for identified health concerns, promoting overall well-being.
2. Fosters social-emotional development through structured activities that build essential skills.
3. Provides comprehensive support for children with special healthcare needs, ensuring inclusive and individualized care.
4. Promotes preventive care by facilitating access to vaccines and health screenings, ensuring overall child well-being.
5. Ensures expectant mothers receive regular prenatal check-ups and essential health screenings
6. Provides comprehensive support for both prenatal and postnatal care to promote maternal and infant well-being.
7. Educates mothers on pregnancy, labor stages, breastfeeding, newborn care, and postpartum depression awareness.
8. Our staff possess a high level of knowledge and skills in meal preparation, including understanding the quantities needed, the necessary components for balanced meals, and selecting recipes that are both nutritious and enjoyable for the children.

Action Item 1

Enhancement: Area on Non-Compliance Safety Practices 1302.90c(1)v	Action Plan: Write and implement a corrective action plan for program and complete follow-up call with OHS.
Assigned Entity: HS Administrative Team	Timeline: May 2025

Action Item 2

Enhancement: Expand mental health professional staffing within the Head Start program to better support children and families	Action Plan: Collaborate with Angelo State University to place students under supervision at sites to support student mental health needs.
Assigned Entity: Health/Mental Health Manager	Timeline: On-Going

Action Item 2

Enhancement: Promote positive mental health in all staff members.	Action Plan: Implement mental health first-aid training for staff to enhance their ability to support children's well-being
Assigned Entity: Health/Mental Health Manager	Timeline: On-Going

Action Item 3

Enhancement:

Increase early intervention services for children experiencing behavioral or emotional challenges to support their development and well-being.

Action Plan:

Research and teach trauma-informed care resources and training opportunities with staff.

Assigned Entity: Health/Mental Health Manager

Timeline: Fall Semester 2025-2026 School Year

Action Item 4

Enhancement:

Support teachers on student behavioral and emotional challenges.

Action Plan:

Explore, identify, teach, and share additional training opportunities on behavioral and emotional challenges for staff.

Assigned Entity: Health/Mental Health Manager

Timeline: Fall Semester 2025-2026 School Year

Action Item 5

Enhancement:

Expand access to educational classes by offering alternative attendance options for mothers.

Action Plan:

Create and provide recorded educational classes for mothers who are unable to attend in person.

Assigned Entity: Health/Mental Health Manager

Timeline: Upcoming Pregnant Women Class 2025-2026 School Year

Action Item 6

Enhancement:

Have teachers participate in educational classes to build stronger relationships with parents.

Action Plan:

Share the Pregnant Women’s class schedule with teachers and designate specific sessions for them to attend, engage with families, and answer questions.

Assigned Entity: Health/Mental Health Manager

Timeline: Upcoming Pregnant Women Class 2025-2026 School Year

Action Item 7

Enhancement:

Accurate document and track milk quantities to included usage and recycled

Action Plan:

Establish clear procedures, train and educate, and have staff utilize tracking tools of the milk recycling process.

Assigned Entity: Nutrition/Compliance Manager

Timeline: July 2025

Action Item 8

Enhancement:

Address the correct and precise completion of production records.

Action Plan:

Establish clear procedures, train and educate staff on the correct completion of production records.

Assigned Entity: Nutrition/Compliance Manager

Timeline: On-Going

Action Item 9

Enhancement:

Enhance knowledge and understanding of grain requirements

Action Plan:

Organize hands-on training workshops and seminars. Create comprehensive educational materials, including handouts, presentations, and online resources, that cover the nutritional guidelines and standards for grains.

Assigned Entity: Nutrition/Compliance Manager

Timeline: Twice a Year