



**SWEETWATER COUNTY  
SCHOOL DISTRICT #1**

## Consent Agenda Item 8-i

Recommend approval of the Head Start Annual Self-Assessment

***Sweetwater County School District #1 Head Start  
Self-Assessment Report  
January 2018***

The Self-Assessment process, mandated to be done annually, involves the collection of information from a variety of sources to determine if systems and services have been implemented and are working effectively. It is our goal to not only meet, but exceed Program Performance Standards. The guidebook, Self-Assessment CATscan tool was used in this assessment. A group of community partners, policy council members, and Head Start staff were assembled to conduct the review of the procedures and protocols in place for the Sweetwater County School District #1 Head Start program.

AREA	REVIEWER	STRENGTHS	AREAS OF IMPROVEMENT AND/OR RECOMMENDATIONS
Program Governance	Paul Kauchich SCSD #1 Head Start <i>Board Liaison to Policy Council</i>	<ul style="list-style-type: none"> <li>• Policy Council meets monthly</li> <li>• The Director provides program reports, treasurer's reports, and monthly program updates.</li> <li>• The governing body members receive training specific to their oversight responsibilities.</li> </ul>	
ERSEA	Cara Pedri SCSD #1 Head Start <i>Health Services Manager</i>	<ul style="list-style-type: none"> <li>• SCSD #1 Head Start works closely with the Child Developmental Center to ensure that at least 10 percent of the total funded enrollment is filled by children eligible for services under IDEA.</li> <li>• The program maintains full funded enrollment throughout the year and all vacancies are filled within 30 days.</li> </ul>	

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Program Structure	Haley Gottwalt SCSD #1 Head Start <i>Program Information Specialist</i>	<ul style="list-style-type: none"> <li>• The program maintains its funded enrollment level and on average takes 26 days to fill vacancies.</li> <li>• The attendance process to ensure children are safe when they do not arrive to school has been implemented and is working well.</li> </ul>	<ul style="list-style-type: none"> <li>• Continued work needed toward meeting and exceeding the 85% average daily attendance threshold.</li> </ul> <p><i>Response:</i> The director and program managers will discuss and implement a new procedure for attendance by June 1, 2018.</p>
Education	Erin Barbuto SCSD #1 Head Start <i>Family &amp; Community Partnership Manager</i>	<ul style="list-style-type: none"> <li>• Excellent use of ECERS and CLASS.</li> <li>• Great relationship with the Child Developmental Center.</li> <li>• Parents are involved in curriculum development and reporting child progress with home visits, P/T Conferences and monthly activities sent home.</li> <li>• Creative curriculum, daily lesson plans, school readiness goals and Teaching Strategies are used for curriculum planning. Individual goals are included in planning.</li> </ul>	
Health	Haley Gottwalt SCSD #1 Head Start <i>Program Information Specialist</i>	<ul style="list-style-type: none"> <li>• Preventative and primary health care issues are addressed with families consistently and parents are involved in every step.</li> <li>• The children's health documentation is tracked in ChildPlus and easily accessible.</li> </ul>	

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Nutrition	Rachel Blundell Community Member <i>Registered Dietitian</i>	<ul style="list-style-type: none"> <li>• Meals are served family style.</li> <li>• All menus are reviewed by a Registered Dietitian to ensure they conform to USDA requirements.</li> <li>• Water report reviewed at all Health Services Advisory Committee meetings.</li> <li>• Wide variety of fresh fruits and vegetables served even prior to changes in requirements.</li> </ul>	
Safety	Wendy Byron SCSD #1 Head Start <i>Education Services Manager</i>	<ul style="list-style-type: none"> <li>• Areas are clean, age appropriate and safe for children's use and are disinfected.</li> <li>• All staff receive First Aid/CPR training.</li> <li>• All staff receive Bloodborne Pathogen training annually. Staff that handle food receive Infection Control and Sanitation training.</li> <li>• The Standard Response Protocol is used district-wide for a safety plan. Safety drills are completed monthly.</li> </ul>	
Mental Health	Wendy Byron SCSD #1 Head Start <i>Education Services Manager</i>  -----  Erin Barbuto SCSD #1 Head Start <i>Family &amp; Community Partnerships Manager</i>	<ul style="list-style-type: none"> <li>• Mental health services are available and easily accessible to families.</li> <li>• Parents are involved in planning mental health services for their child.</li> <li>• Head Start works closely with mental health providers and provides training to staff.</li> <li>• Strong community partnerships are in place.</li> <li>• Head Start obtains parental consent for mental health consultation services.</li> </ul>	<p>We would like to see more mental health providers come into our center.</p> <p><b>Response:</b> Service area manager will identify mental health providers that accept Medicaid and work toward forming partnership agreements.</p>

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Family Community Engagement	Haley Gottwalt SCSD #1 Head Start <i>Program Information Specialist</i>	<ul style="list-style-type: none"> <li>• Families are referred to the appropriate resources in the community when needed, such as, counseling services, education and employment training, and emergency or crisis assistance.</li> <li>• The family partnership agreements include timelines, family goals, strategies for achieving the goals, and progress in achieving goals.</li> </ul>	
Additional Services for Children with Disabilities	Cara Pedri SCSD #1 Head Start <i>Health Services Manager</i>	<ul style="list-style-type: none"> <li>• Families participate in all aspects of the disabilities services process, including the development of IEP's where they are provided information and assistance in understanding and advocating for services and support needed to address their child's special needs.</li> </ul>	
Transition	Diane Hammerly SCSD #1 Head Start <i>Program Information Specialist</i>	<ul style="list-style-type: none"> <li>• Head Start provides a smooth, effective, and efficient transition of children and their families into, through and out of Head Start.</li> <li>• Families transitioning into public school are invited to attend a transition meeting held in conjunction with local elementary school personnel.</li> <li>• Throughout the year there are monthly meetings and/or activities for the parents and children.</li> </ul>	

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Human Resources	Haley Gottwalt SCSD #1 Head Start <i>Program Information Specialist</i>	<ul style="list-style-type: none"> <li>• SCSD #1 Head Start provides opportunities for parents to participate in the program as employees and volunteers.</li> <li>• Job openings are advertised on the school district webpage, the Wyoming at Work website, and posted on Facebook.</li> </ul>	
Program Management	Lori Kizzire SCSD #1 Head Start <i>Administrative Assistant</i>	<ul style="list-style-type: none"> <li>• The Program Management area of the review was found to be in-compliance.</li> <li>• The Head Start Management Systems Wheel, the planning matrix, and the new Performance Standards were discussed and provided for review and consideration to update managements systems and coordinated approaches in our program.</li> </ul>	
Financial Management ----- Administrative Requirements ----- Facilities	Gina Harvey SCSD #1 <i>District Accountant</i>	<ul style="list-style-type: none"> <li>• There continues to be a good system of checks and balances to ensure fiscal and program accountability.</li> <li>• The Head Start program continually strives to operate in the best interest of the children.</li> <li>• The Fiscal Management area of the review was found to be substantially in compliance. Head Start displays strong internal controls and performs diligent fiscal reviews and responsibilities.</li> </ul>	

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Protection	Bertha Evans SCSD #1 Head Start <i>Program Support Specialist</i>	<ul style="list-style-type: none"> <li>• Records are maintained in a locked file cabinet. Electronically stored records are held secure by a protected network server. Records are destroyed under the prescribed time frame. The Administrative Assistant keeps all archived records with PII in locked closet at all times.</li> <li>• Confidentiality statement is signed by all staff.</li> <li>• Head Start complies with parts B and C of Individuals Disability Education Act (IDEA) to protect the PII in records or children that receive services under IDEA.</li> <li>• The data management software, ChildPlus, meets or exceeds the federal and state regulation requirements of PII. It uses SSL encryption, Firewall, password and ID protections and limitations of users.</li> </ul>	
Transportation	LaGena Clark SCSD #1 Head Start <i>Family Advocate</i>	<ul style="list-style-type: none"> <li>• The children are seated in a child restraint system appropriate to the child's age, height, and weight.</li> <li>• The program completes bus evacuation drills.</li> <li>• The buses have the appropriate emergency safety equipment.</li> <li>• On-board observations and refresher trainings are conducted annually.</li> </ul>	

Policy Council Approved February 8, 2018