



**Santa Rosa District Schools  
Head Start and Early Head Start Programs  
2014 Annual Program Self-Assessment Findings  
And  
Plan of Action**

**2014 Program Self-Assessment**  
**Self-Assessment Findings and Plan of Action**

***Please Note:** The Santa Rosa County School Board is the grantee for the Santa Rosa County District Schools Head Start and Early Head Start Programs; therefore, the school calendar adopted by the Governing Body is used to provide all enrolled Head Start and Early Head Start students one hundred eighty (180) days of instruction and opportunities to receive integrated instruction. The one hundred eighty (180) day school calendar allows our program carry goals between fiscal periods. Since the Self-Assessment is completed annually, analyzing goals each academic year allows for optimal results on needed achievements.*

Service Areas	Strengths	Strategies for Continuous Improvement	Challenges	Strategies for Strengthening	Responsible Person(s)	Anticipated Date of Completion
<b>PDM</b>						
	There is staff in place to take care of families and students. Family advocates are assigned to families to assist them with meeting their goals	Continue to assess staffing to make sure that staff is in place to meet program needs			Director Fiscal Human Resources	Ongoing
			In the near future, there may be a need to provide another classroom in the southern part of the county	Utilize the community assessment to monitor growth in the southern part of the county. Develop long-range goals for placing more classes in the south end of the county	Director Service Area Staff	Ongoing

Service Areas	Strengths	Strategies for Continuous Improvement	Challenges	Strategies for Strengthening	Responsible Person(s)	Anticipated Date of Completion
			Procedures for electing Policy Council Members should be updated	Update the bylaws and procedures for electing Policy Council Members to include elections being held during orientation	Director Service Area Staff	Feb. 2015
<b>Fiscal</b>						
	Policies and procedures are supported by the Santa Rosa County District School System	Continue to align policies and procedures with Head Start as well as the local education agency			Fiscal Manager Asst. Bookkeeper	May 2015
<b>ERSEA</b>						
	Flyers assist in reaching families in rural areas	Continue to use flyers to reach prospective students			ERSEA Specialist ERSEA Secretary	May 2015
			Track to make sure that all Child Plus information is entered in a timely manner	Create a schedule in which to pull reports and monitor data	ERSEA Specialist ERSEA Secretary	Ongoing
			Application and placement documentation needs to be multilingual	Create application and placement documentation in Spanish	ERSEA Specialist ERSEA Secretary	May 2015

Service Areas	Strengths	Strategies for Continuous Improvement	Challenges	Strategies for Strengthening	Responsible Person(s)	Anticipated Date of Completion
<b>Education &amp; Assessment</b>						
	Curricula is strong and service area continues to look at kindergarten expectations and plan ahead for student readiness	Continue to use non-fiction books to build student comprehension in science and social studies and build writing skills			Education Specialist	May 2015
			Teachers should become more proficient in text-specific questioning to assist student comprehension	Plan training to assist teachers in becoming more proficient in asking text-specific questions	Education Specialist	Oct. 2014, Nov. 2014, Jan. 2015, April 2015
<b>Health, Nutrition, Dental &amp; Safety</b>						
	Collaboration with outside agencies and within the program to make sure that students are healthy, have dental treatments, and are safe	Have procedures in place to make sure that services continue for parents and students			Student and Family Services Specialist	Ongoing

Service Areas	Strengths	Strategies for Continuous Improvement	Challenges	Strategies for Strengthening	Responsible Person(s)	Anticipated Date of Completion
			Flag medical and nutrition needs of children to be addressed immediately	During the application process, discuss medical needs of children and write health care plans during orientation	Student and Family Services Specialist Pediatric Services of America ERSEA/Transitions Specialist	Feb. 2015 – July 2015
			Students need to have lead and hemoglobin checks to be in compliance with Head Start Standards	Purchase a needleless hemoglobin monitor to measure students' lead and hemoglobin levels	Student and Family Services Pediatric Services of America Fiscal	November 2014
<b>Mental Health &amp; Disabilities</b>						
	Great collaboration with the Local Education Agency Exceptional Education Department	Continue to collaborate with the district's ESE Department to provide services to students in a timely manner			ERSEA/Transition Specialist	May 2015
			Families and staff can benefit from training that address behavioral challenges	Provide training for families and staff that address their needs	ERSEA/Transition Specialist Licensed Psychologist ESE Dept.	Oct. 2014, Jan. 2015, April 2015

Service Areas	Strengths	Strategies for Continuous Improvement	Challenges	Strategies for Strengthening	Responsible Person(s)	Anticipated Date of Completion
<b>PFCE</b>						
	Activities are planned to assist families in meeting their goals	Track the <b>efforts</b> of families as well as their successes toward completing their goals			Family & Community Engagement Specialist and Advocates	Oct. 2014, Jan. 2015, Mar. 2015, May 2015
	Launch of the “Watch Dog” Program to enhance male involvement	Continue to promote the “Watch Dog” Program and organize other community volunteers			Family & Community Engagement Specialist and Advocates	Nov. 2014 –May 2015
			The Resource (Media) Room is not available for families to visit during convenient times	Organize volunteers to work in Resource (Media) Room at convenient times for families to visit	Family & Community Engagement Specialist and Advocates	November 2014