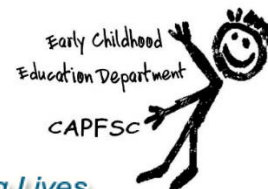


Anne Garrison ~
 Director of Early
 Childhood Education
 535 East Main Street
 Somerset, PA 15501
 814.445.9628 X.221
agarrison@capfsc.org



Helping People. Changing Lives.

Self-Assessment Team Organization and Guide Completed Spring/Summer 2017

In response to the previous Self-Assessment, the current Self-Assessment focused on learning, adjusting to and reestablishing our knowledge of the new Head Start Program Performance Standards. The director of this program has completed 2 program years and is working to evaluate and restructure the program as needed for staff, family and cross program success.

Areas Assessed	By Whom...
Policy, Procedure, Integrated Service Plan	Garrison, Kelly, M. Kimble, Klein, Kretchman, L. Miller, R. Mulnix, Pugh, Rigo, Schafer, Policy Council and Tableland Board
Management Staffing	Bastidas, Garrison, Hemminger, Kelly, Klein, Kretchman, Mrozowski, L. Miller, Pugh, Rigo, Schafer
Job Descriptions	Garrison, Hemminger, Kelly, Klein, Kretchman, Mrozowski, L. Miller, Pugh, Rigo, Schafer
Strategic Planning	Garrison, Hetz, Hemminger, Holliday, Klein, Lasure, Mrozowski, J. Phillips, L. Phillips, Pile, Shaw, Straka, Tableland Board

Alex Bastidas – Chief Financial Officer
 Anne Garrison – Director of Early Childhood Education
 Jennifer Hemminger – Director of Human Resources
 Glen Hetz – Accountant
 Sue Holliday – Tableland Board Member
 Ann Kelly – EHS Supervisor, Program Coach
 Michelle Kimble – Policy Council Chair
 Katie Klein – Special Services Manager
 Windi Kretchman – Assistant Education Manager
 Michelle Lasure – Family Center Manager
 Leslie Miller – Education Manager
 Dave Mrozowski – Executive Director, Tableland Services, Inc.
 Ruth Mulnix- Policy Council Secretary
 Jake Phillips – IS Manager - Technology Department
 Lisa Phillips – Director of Human Services
 Bishop Gregory Pile – Tableland Services, Inc. Board & member rep for Policy Council.
 Sharon Pugh – Family Services Manager
 Heidi Rigo – Data Manager
 Lori Schafer – Health, Nutrition and Safety Manager
 Karen Shaw – Assistant Case Manager

Areas of Focus

Action Steps	Timeline	Person/People Responsible	Fiscal Connection	Completion Date
1. Utilize Integrated Services plan as the framework for our program, allowing updates as needed, with hopes of supporting HS, EHS, PK and HSSAP in one.	Ongoing	~ Management Staff ~ Policy Council ~ Tableland Board	None noted	
2. Strategic Planning and Strategic Planning Work Groups. 2 members of Early Childhood Education Department were on the initial Strategic Planning Team. All Early Childhood Management Staff currently hold a position on a SP Work Group.	Ongoing from Summer 2017 through Summer 2020	~ Management Staff	None noted	
3. Transportation – (long term goal) Based on our Needs Assessment as well as information in the Self- Assessment, we have many families asking for transportation. We hope to instill more transportation in the coming years to our areas in need.	3-5 year timeline Between now and 2021	~ ECE Director ~ Finance Officer ~ Family Services Manager	~ Budget analyzation continues to determine ways to work in transportation costs.	CARRY OVER FROM 15-16 Self - Assessment. 17-18 SY added Somerset and Meyersdale transportation through school districts. Next location for focus is Windber.
4. Substance Abuse training and assistance (long term goal) Assist our staff and parents in identification of substance abuse habits, resources to assist, and ongoing needs.	1-3 year timeline Between now and 2019	~ Family Services ~ Management Staff	~ Possible funding to hire speaker or consultant for continued support.	CARRY OVER FROM 15-16 Self-Assessment October 2017 – training through Single County Authority for all staff.

Strengths

In reviewing the above areas, the following notations were made:

- Framework was solid, policies and procedures in place – just needed updated and aligned with new HSPPS.
- Management team lost a few members, and reorganized based on current staff abilities and focus.
 - Hired part time Early Head Start Supervisor
 - Hired part time Education Coach
- Job Descriptions were reviewed and updated by management team.

Accepted by Tableland Board - **October 2017** – presented at board meeting – vote taken through email communication due to no quorum during meeting

Accepted by Policy Council – October 26, 2017 – presented, voted on and approved during regular meeting