



Interoffice Memorandum

AGENDA ITEM

February 14, 2017

TO: Mayor Teresa Jacobs
and
Board of County Commissioners

THRU: Lonnie C. Bell, Jr., Director *DC for LCB*
Family Services Department

FROM: Sonya L. Hill, Manager *Sonya Hill*
Head Start Division
Contact: Khadija Pirzadeh, (407) 836-8912
Sonya Hill, (407) 836-7409

SUBJECT: Orange County Head Start 2017 Self-Assessment Plan
BCC Meeting March 7, 2017 Consent Agenda/All Districts

The Head Start Division requests Board approval of the Orange County Head Start 2017 Self-Assessment Plan. An annual self-assessment is required to evaluate progress toward meeting goals, compliance with program performance standards throughout the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness, as mandated by the Improving Head Start for School Readiness Act of 2007 and Head Start Program Performance Standard 1302.102(b)(2)(i-ii).

The Orange County Head Start 2017 Self-Assessment Plan demonstrates how Orange County Head Start will implement the annual self-assessment process. Orange County Head Start must communicate and collaborate with the governing body and policy council when conducting the annual self-assessment. The Head Start Policy Council approved the Orange County Head Start 2017 Self-Assessment Plan at its Policy Council Executive Board Meeting on February 10, 2017.

ACTION REQUESTED: Approval of Orange County Head Start 2017 Self-Assessment Plan.

SH/sk

c: Randy Singh, Assistant County Administrator
Wanzo Galloway, Assistant County Attorney, County Attorney's Office
John Petrelli, Director, Risk Management and Professional Standards
Yolanda Brown, Manager, Fiscal Division, Family Services Department
Jamille Clemens, Grants Supervisor, Finance Division
Patria Morales, Grants Coordinator, Office of Management & Budget

Date approved by Policy Council: _____

Date approved by BCC: _____

The following steps provide detailed information on how each phase of the Self-Assessment process will be implemented. The timeline is approximate and reflects the minimum amount of time involved in each phase.

Proposed Timeline	Phase	Process
February 6-February 28, 2017	Pre	<ul style="list-style-type: none"> Director and management team will review and summarize program data to determine the areas of focus (systemic issues) for the Self-Assessment
February 6-March 7, 2017	One-Design Process	<ul style="list-style-type: none"> Self-Assessment Leadership team will design the process for the 2017 Self-Assessment Consult with PC and governing body for approval of the SA plan from the Policy Council (February 6th) and BCC (March 7th). *Due to FSD by 2/13/2017 Key team members will be identified and invited to participate on the SA team (February 16th-24th). *Email/Letters to partners sent no later than Feb. 24th to allow a 2 week notice.
March 10, 2017	Two-Engage Team	<ul style="list-style-type: none"> Facilitator will provide orientation to SA team members, roll out the SA plan, and share important program data (OGM results, last year's SA report, etc.)-Morning session
March 10 & 13, 2017	Three-Analyze & Dialogue	<ul style="list-style-type: none"> Self-Assessment subgroups will review program data to identify areas of strength, progress on goals and objectives, trends, and formulate discoveries-Two Afternoon sessions
March 13-16, 2017	Four-Recommend	<ul style="list-style-type: none"> Self-Assessment team will consolidate discoveries into categories, prepare final recommendations/suggestions to be considered during program planning, and provide feedback for the next year's SA
March 20-24 & April 10-18, 2017	Five-Prepare Report	<ul style="list-style-type: none"> Director, or designee, will prepare SA report using the discoveries and recommendations from the SA team Report will be submitted to PC (April 10th) and BCC (April 18th) for approval, and Approved Report will be submitted to the Regional Office with the continuation grant July 1st
April 24-June 2, 2017	Post	<ul style="list-style-type: none"> Feedback from the SA team will be used to plan for following year's SA Recommendations will be used to develop an improvement plan Report insights shared with staff and stakeholders (June 2nd)



ORANGE COUNTY GOVERNMENT
HEAD START
POLICY COUNCIL EXECUTIVE BOARD MEETING
Agenda
*2100 East Michigan Street
Orlando, Florida 32806*



February 10, 2017
10:00 a.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Agenda Planning
- VI. Order of Business
 - a. Speakers
 - b. Motions
- VII. Head Start Division Manager's Report & Content Reports
- VIII. Old Business
- IX. New Business
 - a. Approval of Self- Assessment Schedule / Shauna Kirby
 - b. School Readiness AP1 Update / Avis McWhite
- X. Next Policy Council Meeting: February 16, 2017
- XI. Next Executive Board Meeting: March 6, 2017
- XII. Adjourn




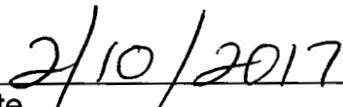
**FAMILY SERVICES DEPARTMENT
HEAD START POLICY COUNCIL**

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407-836-6590 ■ Fax: 407-836-7420 ■ <http://www.orangecountyfl.net>

February 10, 2017

The Orange County Head Start Self-Assessment Plan has hereby been reviewed and approved by the Policy Council Executive Board.


Jeneka Lloyd, Chairperson


Date