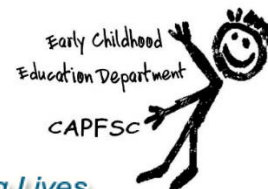


Anne Garrison ~
 Director of Early
 Childhood Education
 535 East Main Street
 Somerset, PA 15501
 814.445.9628 X.221



Helping People. Changing Lives.

**Self-Assessment Team Organization and Participants
 Completed Spring 2016**

<p align="center">Team 1 ~ Management Community/Child Care Partnerships, Communication Ongoing Monitoring, Fiscal Management Planning, Record-Keeping and Reporting Human Resources, Facilities, Materials, Equipment & Transportation</p>	<p align="center">Team 2 ~ Education & Disabilities Individualization, Disabilities Services, Curriculum, Child Outcome</p>
<p>Alex Bastidas – Director of Finance Jen Close – Intense Behavior Manager Anne Garrison - Director Jen Gough – Human Resource Director Ann Kelly – Education Manager Katie Klein – Special Services Manager Heidi Lepley – Data Manager Dave Mrozowski – Executive Director Chelsy Osselburn – Health Manager Sharon Pugh – Family Services Manager</p>	<p>Teresa Fuchs – Education Manager – Cambria CAP agency Ann Kelly – Education Manager Katie Klein – Special Services Manager Linda McDonough – Community member Leslie Miller – Assistant Education Manager All Teaching Staff All Early Head Start Staff</p>
<p align="center">Team 3 ~ Health, Nutrition & Mental Health Prevention & Early Intervention, Tracking & Follow Up</p>	<p align="center">Team 4 ~ Family Partnerships/ERSEA Family Partnership Building, Governance, Parent Involvement, ERSEA</p>
<p>Jen Close – Intense Behavior Manager Chelsy Osselburn – Health Manager Danielle Wismer-Bowers – Coordinator of Welfare, Employment and Training Program Options - CAPFSC</p>	<p>Bonnie Burkholder – Family Services Katrina Flamm – Policy Council Michelle Kimble – Policy Council Kayla Miller - Teacher Carol Mishler – Family Services Ruth Mulnix – Policy Council Vicki Newcomer – Lead Teacher Sharon Pugh – Family Service Manager DJ Schrock – Health Aide Mindy Singo – Lead Teacher Melissa Toy – Policy Council</p>

Accepted by Tableland Board 7.18.16
 Accepted by Policy Council 8.8.16

The Self-Assessment Process

We completed our Self-Assessment this year, with a new Director in place. Her vision was to allow us truly to “self-assess”, so therefore, we grouped based on our positions, and assessed our programs and operations within the booklet that related to our position. There was, of course, some overlap of programs, booklets and people.

This reflective event allow us to look deep into our systems, management, strengths and note specifically our areas to improve.

Members that participated included the following:

Staff – 17 ~ Policy Council – 3 ~ Parents – 4 ~ Community Members – 3

Of this grouping, many members participated in multiple groups, and were able to see the information from a new perspective with the amount of people that we had involved to assist.

Strengths

Celebration of Learning ~ CAPFSC classrooms sponsor a Celebration of Learning event at the conclusion of a unit study. These events occur 3 times during the school year and provide social interaction with not just the students, but their families. Two of these events occur during the school year, with the final event happening on one of the last days of school. Teachers make the decision and choose their “outstanding” studies to celebrate. They plan and coordinate with families to make the celebration exciting and again, a review/culmination of the events.

Some examples include :

1. **Pet Study** – the Celebration of Learning occurred as an evening field trip where families met the teachers at the local Pet Smart to do activities including a scavenger hunt and picking out materials for a class pet, through a grant in which the teacher received.
2. **Building Study** – The teacher organized a scavenger hunt through the community to locate different things among the TALL buildings, or 1 floor buildings.
3. **Clothing Study** – A fashion show was planned and presented to classrooms as they displayed their knowledge of and through fashion.

Assisting in under-served areas of our county ~

CAPFSC works diligently to make sure that we reach all areas of the county in order to serve the neediest families. In covering Somerset County in its entirety, our centers often adjust so that we can continue to service families where they are. We are put in the position at times to “come and go” from locations, as we follow population trends and happenings with movement and stability. It is a goal of ours to continue to reach areas that may be underserved, based on their student population.

Collaborations with other agencies and departments ~

During the 15-16 school year, we had 12 classroom sites across Head Start, Pa Pre-K Counts and HSSAP. Of those 12 classrooms, 10 are within school district buildings, 1 is in a community center and 1 is located in a church. This variety offers us a touch of each type of area, and allows us to focus on the needs at hand, while always doing all we can to reach out to and support the school districts. Our collaborations span currently from school districts, to the local intermediate unit, AIU#08 and the local Technology center in Somerset County. We are excited to continue to expand our knowledge with collaborations as we begin a new one with The Learning Lamp, a local day care/Pre-School provider, for the 16-17 school year in a new school district and location.

Areas to Improve

Action Steps	Timeline	Person/People Responsible	Fiscal Connection	Completion Date
1. Policies – (short term goal) Review, revise/update our policy and procedure manual for each department or section.	By November of 2016	~ Management Staff ~ Policy Council ~ Tableland Board	None noted	
2. 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	~ Director is working with Fiscal Officer currently on projections of budget for upcoming program year. This will assist in determining money spent in past, versus money on hand for future bus use.	
3. 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	~ Intense Behavior Manager ~ Family Services ~ Management Staff		~ Possible funding to hire speaker or consultant for continued support.