North Early Learning Center— Head Start

Self-Assessment Plan of Action

2014 - 2015

Area	Strategies/Activities	Person(s) Responsible	Completion Date	Sources of Information/Resources	F/U Date by Director or Designee
PLANNING		_			
	Update annual planning process to include (subsequent implementation will occur after PC approval): Agency-wide planning calendar Agency-wide Communication Plan PC planning calendar PC approval calendar Staff training calendar Parent training calendar Regularly-scheduled, documented management team and center staff meetings	Director Program Managers	September –June	Partnership Handbook Agency Staff Self-Assessment Sign in logs Evaluations Policy Council Meeting/Training Minutes Calendar Staff Handbook	Semi-annually [every six (6) months]
GOVERNANCE					
	• Maintain a uniform and consistent approach is evident with the PC binder (i.e., monthly sign-in sheets, agendas, minutes, HS Director's programmatic report, fiscal report, and any resources, information shared)	Director Family Service Manager	September – August	Policy Council Minutes Interagency Agreement Impasse Conflict Resolution Board of Trustee –Approval Document Calendar	Monthly
	Confidentiality must be maintained at all times	Director Family Service Manager Policy Council	September – August		Ongoing

COMMUNICATI	ON				
	 Maintain effective and efficient communication process, that is implemented and documented, to include the following policies and procedures Communication with the Board of Trustees and Policy Council Communication with Staff Staff To Staff Integrated collaboration campus 	Director Managers Staff	August –June	Meetings/Trainings Staff sign –in logs Meeting/Training Agenda Evaluation Information packets Self-Assessment Content Area Plans Monthly Calendars Managers meetings	Monthly
	wide Increase communication between managers and staff—consistent and regularly-scheduled 	Director	October – June		Four times per year
	 case management meetings Revisit internal referral policy and revise, if needed (train all staff on revised policy and procedures) 	Director Managers Staff	August - June	Referral forms Sign in sheet log	Daily
ONGOING MON	ITORING				
	Continuation of an ongoing monitoring system, that identifies staff responsibilities, specific timelines for completion, as well as documentation of completion and follow-up, to include the systems and services	Director Managers	September –June	Programmatic Tracking form Documented Monthly Managers meetings	Monthly
	 Monthly checks of ChildPlus data for completion and accuracy 	Director	September - June	ChildPlus	Monthly
HUMAN RESOU	RCES			1	
	• Bus drivers will be TB tested when all other North employees are scheduled to be tested and upon hiring	Director Financial Specialist Health Manager	Annually	HR Files Monitoring Checklist Staff Personnel Files	Semi-annually [every six (6) months]
	• Provide more activities for the parents to be involved in	Director Grantee Staff	Annually	Agendas, Minutes, Training Materials	Semi-annually [every six (6) months]
RECORD-KEEPI	NG & REPORTING		l	l	
	 Continue implementation of ChildPlus Maintain the agency's recording keeping system. 	Director Managers Data entry clerk Attendance clerk Records clerk	August – September	Monthly data review by director and management team Content Reports including data reports	Daily and monthly
ERSEA				1	
	 All FDC staff input applications, family services, and events in ChildPlus Teachers input attendance in ChildPlus 	Director ERSEA Manager FDC Staff Teachers Transportation Director	August – September August – September	Monthly data review by director – daily data review by FDC Manager; ERSEA Coordinator weekly report to director; Transportation reports	Daily, Weekly. Monthly

 Managers videotape orientation Evaluate the possibility of out of district transportation Screenings for disabilities scheduled during August 		Summer Summer August					
FACILITIES, MATERIALS, EQUIPMENT and SUPPLIES							
 Continue to immediately address issues that require immediate resolution and prioritize attention for correction Make a curriculum checkout library for teachers and parents Seek funding sources to repair the disabilities playground 	Director Head Custodian Maintenance Staff All staff	August - September	Daily or Monthly Facilities Checklist Monthly Facilities Report	Daily or Monthly			
HEALTH SERVICES							
 Continue implementation of a holistic plan, that incorporates and strengthens th home-school connection, Continue to improve staff training on promoting physical development and supporting other learning areas to address and support OHS's initiative on childhood obesity 		August - June	HSAC Monthly Newsletters	Daily – on going			
NUTRITION SERVICES		·					
 Continue providing additional Head Start training for food service staff. Staff training regarding special menus, especially children with food allergies Continue to improve training in the areas of nutrition, health and wellness Seek a consultant dietitian to replace our current consultant 	Dietician Health Manager	Sign in sheets	Sign in sheets	October - June			
DISABILITIES SERVICES							
 Increase parent participation at ARD meetings: incentives, phone calls day before, have child remind parent (if applicable), offer transportation, option to participate by phon Full inclusion between 3 year old Head Start and PPCD – increase inclusion time in PM session Speech referrals to the LEA – have speech therapist prescreen extreme cases of articulation and begin referrals quickly; work with nurse to complete hearing screening prior to referral 	2 WOCCISD Special Services Director	August – June August – June August - June	Sign in sheets Trainings Referral forms ChildPlus	Monthly and Ongoing			
MENTAL HEALTH SERVICES							
 Parent participation – train parents on the importance of school and school behavior, have parents volunteer in the classroom, provide more behavior-related trainings for parents Communication – case management, start using revised referral form 	Director Managers Teachers Outside consultants	August – June August - June	Agendas Sign In Sheets Case Management Documentation	Ongoing			

FAMILY SERVICES				
 Staff seek permission to attend meetings, events, and fairs as applicable Use ChildPlus database Schedule time during orientation for parents to participate in the family goal setting process Offer incentives or encourage staff to support family engagement 	Director Family Services Staff Teachers Managers	August – June August – June June – June August- June	Sign in sheets Partnership Agreement Sign in sheets Plans Workshops Credentials	Monthly Weekly Daily Ongoing
EDUCATION AND EARLY CHILDHOOD SERVICES				
 Make parents aware of the curriculum committee opportunity during orientation and the ICARE meetings Correct the scope and sequence to address the phonological awareness needs of 3 year olds Investigate new assessments and align them with the progress report and the curriculum Analyze the need for pull-out program improvements Look at scheduling requirements to add in more individualization time Have staff trained in CLASS and Instructional Support 	Director Education Manager Curriculum Committee Field Trip Committee	September – June Summer Summer August Fall 2014	Owl Curriculum Teacher Survey Parent Survey LEA staff Agency Staff Community Survey Calendar	Monthly and Ongoing
FISCAL				
 Continue to seek applicable trainings Facilitate communication between CFO, fiscal specialist, and consultant 	Director WOCCISD Director of Human Resources WOCCISD Business Manager	April - July	THSA Region VI Trainings	Ongoing