

DULUTH HEAD START SELF-ASSESSMENT ACTION PLAN

MARCH 11, 2011

Program Weaknesses:

Action Step:

1. Management Systems: Program Governance	
We need to continue efforts to help the Policy Council and Governing Board grow in their understanding of all aspects of Head Start.	Continue to include both governing bodies in program communication.
2. Management Systems: Planning	
We need more time to do strategic planning.	Budget money for strategic planning in our Training and Technical Assistance Plan and budget.
3. Management Systems: Communication	
<p>We need to update teacher manuals.</p> <p>We need a written training manual for new staff.</p> <p>We need to insure families who are English language learners have access to written and verbal communication in their first/home language.</p>	<p>We will convert the hard copy of our Teacher Manual to an on-line edition.</p> <p>We will develop an on-line training manual for new staff.</p> <p>We are currently addressing this with language interpreters who will also assess children's skills in their first language.</p>
4. Management Systems: Record Keeping and Reporting	
<p>We need to schedule more regular Program Information Report, (PIR) meetings to avoid a rush at year end.</p> <p>We need to update our service plan and decide how to manage future updates.</p> <p>Regular reports need to be run to determine follow-up.</p> <p>We need to develop procedures for generating reports.</p> <p>We could benefit from more emphasis on public relations.</p>	<p>We will create and implement a schedule of PIR reports and a follow-up schedule.</p> <p>The service plan will be updated following 2011-2012 grant applications. Future updates will become a part of ongoing monitoring by the program coordinators.</p> <p>We will create and implement a schedule of reports for reports in all program areas.</p> <p>We will develop a plan for generating reports.</p> <p>We are taking steps to be more visible. We will include public relations opportunities as a part of our ongoing monitoring. We will budget money for this in our Training and Technical Assistance Plan and budget.</p>

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5. Management Systems: Ongoing Monitoring

We could benefit from more time to do direct observations at sites.	We will make regular site visits a part of each coordinator's monthly calendar and ongoing monitoring.
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6. Management Systems: Human Resources

Our current staff does not reflect the racial and ethnic diversity of the families we serve.	We will continue our efforts to recruit people of color for staff and volunteer positions.
Staff qualification requirements for childcare partner staff have changed, requiring a CDA in Early Head Start.	We will develop a plan to monitor childcare collaboration staff for compliance with Early Head Start requirements.
Staff qualifications for paraprofessionals will change in September 2013, requiring a CDA credential.	We will develop a plan for paraprofessionals to obtain their CDA credential.

7. Management Systems: Fiscal Management

As a Minnesota school district, Duluth has been placed in a difficult position with delayed payments from the state.	No action required.
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8. Child Development and Health Services: Prevention and Early Intervention

We continue to struggle to collect required health information in a timely way.	We have developed a plan for the fall of 2011 which clearly spells out responsibilities for health data collection by all staff.
Need to develop more opportunities to share health, safety and nutrition information with families.	We will use monthly parent meetings, Parent Institute, community offerings, workshops and other media to share health, safety and nutrition information with parents.

9. Child Development and Health Services: Tracking and Follow-up

We need to write a policy regarding medical/dental follow-up.	Our Health services coordinator will develop a policy about medical/dental follow-up.
Medical/dental follow-up is time consuming and difficult as records we receive are often incomplete.	

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10. Child Development and Health: Individualization

Teaching staff could use more time to reflect on and plan for individual needs of children.	We will plan and budget for subs to allow for 3 data days per year per teacher to reflect and plan for the individual needs of children.
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11. Child Development and Health Services: Disabilities Services

Look for ways to have developmental screenings done earlier, prior to the first day of Head Start or within the first few weeks.	We will look into providing Head Start screening days in the summer utilizing Head Start and ECSE staff and existing screening space. We will budget funds for this purpose.
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12. Child Development and Health Services: Curriculum and Assessment

Continue to refine assessment system with teacher input.	We will schedule additional meeting time to discuss implementation.
Strengthen systematic, objective, and efficient observations of children by paraprofessionals and teachers.	We will investigate training opportunities for paraprofessionals and teachers on observation.
Time needed to analyze child data and adjust planning accordingly. Ideally, 3 times per year.	We have allocated funds in our 2011-2012 budgets to give teachers 3 data days to analyze child data.
Dolls, posters, books, pictures representing children with disabilities needed.	We are currently looking at resources to purchase these items.
May need math and science materials. Look at PNI data.	We will decide how to proceed with this following the Spring math data collection period.
More support for home language and culture of families.	We have hired interpreters for children who are English Language Learners and will plan for this in 2011-2012.

13. Family and Community Partnerships: Family Partnership Building

We need to look at how we can address the new and emerging needs of families living in economic poverty such as people with “invisible disabilities,” problems with scheduling, transportation, etc.	We will continue to look for additional resources for gas cards and bus passes and insure buildings we utilize for programming are physically accessible.
We would like to find an efficient way to assess	We will ask Family Advocates to collect this data as a

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parent satisfaction of referrals we make to community resources.	part of working on Family Partnership Agreements.
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14. Family and Community Partnerships: Parent Involvement

Continue to strengthen connections to non-custodial parents and single fathers.	Staff will continue to engage non-custodial parents and single fathers in program offerings and strengthen parent involvement opportunities, creating opportunities to develop reciprocal relationships.
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15. Family and Community Partnerships: Community and Childcare Partnerships

We have plans to work more closely with other district early childhood programs and childcare to share meeting and training opportunities and to explore more ways we can work together.	We have begun working on a joint/shared training plan for 2011-2012 which will include our current partners and other early childhood programs in Duluth. Eventually we would like to create a shared Early Childhood application for all district early childhood programs.
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16. Program Design: ERSEA

<p>We need to complete work on a new Community Resources Guide.</p> <p>We need to improve our website including an online application.</p> <p>We need to consider home based services for those who have barriers to classroom attendance.</p> <p>We need more timely notification of enrollment for parents.</p> <p>Community Assessment updates need to be done year-round and distributed more widely.</p> <p>We need to update St. Louis County Social Services letter regarding TANIF funds.</p>	<p>We have begun working on a revised Community Resource Guide that utilizes our Child Plus database.</p> <p>We will update our website including an online application and new poverty guidelines for 2011.</p> <p>We will look at this idea that was generated by parents.</p> <p>We will send a letter to returning families in May and continue to enroll and notify 4 year olds prior to fall.</p> <p>We will look at putting the Community Assessment on our website and will be diligent about collecting information year round.</p> <p>ERSEA Coordinator will request an updated letter from St. Louis County regarding how our county uses TANIF funds.</p>
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17. Program Design: Facilities, Materials, Equipment, Transportation	
We need to monitor the health and safety of sleeping areas at our childcare sites. Custodial cutbacks could have an effect on garbage pick-up.	Childcare collaboration staff will monitor this area on a continual basis. Classroom staff may need to remove food garbage in between sessions should these cutbacks impact this area.

18. Using Child Outcomes in Program Self-Assessment	
Continue to improve collection of meaningful data and improve child outcomes.	We will look at this area at the end of the program year a group.

19. Child Development and Health Services: Mental Health	
Explicit training and information for staff regarding mental health services available through employee assistance and mental health consultants.	We will provide information to staff about the mental health services they can access through the school district and Head Start mental health consultants.
Provide more explanation/training on the role of the mental health consultant as a social-emotional support rather than a diagnostician.	We will encourage staff to see and use the mental health consultants in an expanded capacity.