

CURRENTLY FUNDED OPTION #1

Childcare Collaboration with the YWCA of Duluth (provides the full range Head Start services to families enrolled at the YWCA Childcare Center)

21 children-infants/toddlers/preschoolers

Staffed by: 1 Childcare Collaboration Teacher/Advocate

(Full-time and year round on a stretch calendar with infants and toddlers, school year only with preschoolers)

CURRENTLY FUNDED OPTION #2

Families in Transition (provides the full range of Head Start services to families with preschool children experiencing homelessness)

18 children-infants/toddlers/preschoolers

Staffed by: 2 Families in Transition Teacher/Family Advocates

(30 hours each, 1 year round with infants and toddlers at reduced hours)

20% of their time/pay

1 mental health

2 administrative assistants

1 recruiter

4 coordinators

1 director

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 April 2015

| WEAKNESS IDENTIFIED | ACTION | TIMEFRAME | PERSONS RESPONSIBLE |
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| <p><u>Management Systems:</u> <u>Program Governance</u> Policy Council members want meeting documents emailed to them rather than sending paper copies in the US mail.</p> | <p><u>Management Systems:</u> <u>Program Governance</u> Policy Council members will receive meeting documents by email rather than US mail.</p> | <p><u>Management Systems:</u> <u>Program Governance</u> This action is already occurring.</p> | <p><u>Management Systems:</u> <u>Program Governance</u> Administrative Assistant Director</p> |
| <p><u>Management Systems:</u> <u>Planning</u> We need to hold a strategic planning process.</p> | <p><u>Management Systems:</u> <u>Planning</u> Hold a strategic planning process event with all stakeholders represented.</p> | <p><u>Management Systems:</u> <u>Planning</u> Late fall or early winter.</p> | <p><u>Management Systems:</u> <u>Planning</u> Director Service Area Coordinators Policy Council Chair</p> |
| <p><u>Management Systems:</u> <u>Communication</u> Employee training handbook incomplete.</p> | <p><u>Management Systems:</u> <u>Communication</u> Complete the online employee handbook.</p> | <p><u>Management Systems:</u> <u>Communication</u> By the end of the 2015-2016 school year</p> | <p><u>Management Systems:</u> <u>Communication</u> Administrative assistants Service Area Coordinators Director</p> |
| <p><u>Management Systems:</u> <u>Record Keeping and Recording</u> We could improve the follow up procedures in Family Services area with regard to health follow-up. Incomplete data entry seen in Family Services area.</p> | <p><u>Management Systems:</u> <u>Record Keeping and Recording</u> We will hold a computer lab training to ensure Child Plus administrator and family advocates match what and how they are reporting events in the database. Further, our computer lab</p> | <p><u>Management Systems:</u> <u>Record Keeping and Recording</u> Fall 2015</p> | <p><u>Management Systems:</u> <u>Record Keeping and Recording</u> Child Plus Administrator Family Services Coordinator Director Family Advocates</p> |

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| | training will help extend the family advocate's capabilities to fully utilize our database. | | |
| <u>Management Systems: Ongoing Monitoring</u> None noted. | <u>Management Systems: Ongoing Monitoring</u> N/A | <u>Management Systems: Ongoing Monitoring</u> N/A | <u>Management Systems: Ongoing Monitoring</u> N/A |
| <u>Management Systems: Human Resources</u> Job descriptions need updating. Need to develop succession plan. | <u>Management Systems: Human Resources</u> Each staff group will review and update their job descriptions during a Professional Learning Circle meeting. Succession planning will become a part of the strategic planning process. | <u>Management Systems: Human Resources</u> Fall 2015 Fall/Winter 2015 | <u>Management Systems: Human Resources</u> Director Coordinators Advocates Teachers Paraprofessionals Clerical staff Policy Council Governing Board |
| <u>Management Systems: Fiscal Management</u> Two district finance staff have less tenure than those they replaced. | <u>Management Systems: Fiscal Management</u> We will meet more regularly to ensure we are clearly interpreting financial reports generated by each other. | <u>Management Systems: Fiscal Management</u> Ongoing 2015-2016 | <u>Management Systems: Fiscal Management</u> Director Administrative Assistant Fiscal staff |
| <u>Management Systems: Record Keeping and Reporting</u> We could improve the follow up procedures in Family Services area with regard to health follow-up. | <u>Management Systems: Record Keeping and Reporting</u> Family Advocates will be trained on the full utilization of the Child Plus database system for tracking and reporting on health events. | <u>Management Systems: Record Keeping and Reporting</u> Fall 2015 | <u>Management Systems: Record Keeping and Reporting</u> Child Plus Administrator Family Services Coordinator Director Family Advocates |

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| Incomplete data entry seen in Family Services area. | | | |
| <u>Child Development and Health Services: Prevention and Early Intervention</u> We need to make sure each family has the support they need to complete requirements and follow-up. | <u>Child Development and Health Services: Prevention and Early Intervention</u> Family Advocates will take the responsibility for ensuring families are able to get to and keep appointments. | <u>Child Development and Health Services: Prevention and Early Intervention</u> Ongoing 2015-2016 | <u>Child Development and Health Services: Prevention and Early Intervention</u> Family Advocates. |
| <u>Child Development and Health Services: Tracking and Follow-Up</u> We have concerns about how to address the issue of families who are unwilling or unable to follow through with requirements. | <u>Child Development and Health Services: Tracking and Follow-Up</u> We will network with other health coordinators to determine if there are strategies we could use to deal with this federal requirement. | <u>Child Development and Health Services: Tracking and Follow-Up</u> 2015-2016 school year | <u>Child Development and Health Services: Tracking and Follow-Up</u> Health Coordinator Director |
| <u>Child Development and Health Services: Individualization</u> We, as a part of school district early childhood programs, need to work on a system to smoothly transfer records to kindergarten. | <u>Child Development and Health Services: Individualization</u> We will submit an application for the State of Minnesota Department of Education grant to work on records transfer. | <u>Child Development and Health Services: Individualization</u> Submit application by deadline and work on this during 2015-2016 school year. | <u>Child Development and Health Services: Individualization</u> Health Coordinator Education Coordinator Disabilities and Mental Health Coordinator |
| <u>Child Development and Health Services: Disabilities Services</u> Continue efforts to screen children before enrollment/entry. | <u>Child Development and Health Services: Disabilities Services</u> Collaborate with Special Service Department of the School District to provide more | <u>Child Development and Health Services: Disabilities Services</u> Ongoing 2015-2016 | <u>Child Development and Health Services: Disabilities Services</u> Disabilities Coordinator Health Coordinator |

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| <p>Continue efforts to create inclusive classrooms with at least 79% typically developing peers.</p> <p>Continue cooperative work with Special Services staff in all classrooms, especially those that exceed 20% of children with disabilities.</p> <p>Continue to brainstorm ideas on how to transport all children to Head Start.</p> | <p>outreach efforts as a part of their screening schedule.</p> <p>Collaborate with Special Services staff to ensure children enrolled in Head Start with an Individual Education plan can receive busing as per their IEP.</p> <p>Collaborate with Special Services staff to ensure children enrolled in Head Start with an Individual Education plan can receive all their services within the classroom setting.</p> <p>Work with all stakeholders to seek solutions to Head Start busing crisis.</p> | <p>Ongoing 2015-2016</p> <p>Ongoing 2015-2016</p> <p>Ongoing 2015-2016</p> | <p>Disabilities Coordinator ERSEAT Coordinator</p> <p>Disabilities Coordinator</p> <p>All staff</p> |
| <p><u>Child Development and Health Services: Curriculum and Assessment</u> We need more professional development around curriculum and assessment.</p> | <p><u>Child Development and Health Services: Curriculum and Assessment</u> Hire local curriculum expert to train newer staff on curriculum as well as a refresher course for veteran staff.</p> | <p><u>Child Development and Health Services: Curriculum and Assessment</u> Fall 2015</p> | <p><u>Child Development and Health Services: Curriculum and Assessment</u> Education Coordinator Director</p> |
| <p><u>Family and Community Partnerships: Family</u></p> | <p><u>Family and Community Partnerships: Family</u></p> | <p><u>Family and Community Partnerships: Family</u></p> | <p><u>Family and Community Partnerships: Family</u></p> |

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| <p><u>Partnership Building</u> We are revising our Family Partnership Agreement to make it dovetail with the requirements of the Parent, Family and Community Engagement Framework.</p> | <p><u>Partnership Building</u> Continue work with our Training and Technical Assistance Specialist on the PFCE Framework.</p> | <p><u>Partnership Building</u> Ongoing 2015-2016</p> | <p><u>Partnership Building</u> All staff</p> |
| <p><u>Family and Community Partnerships: Parent Involvement</u> We do not have specific programming targeting Dads.</p> | <p><u>Family and Community Partnerships: Parent Involvement</u> Pilot a Dads group to meet on a monthly basis.</p> | <p><u>Family and Community Partnerships: Parent Involvement</u> Ongoing 2015-2016.</p> | <p><u>Family and Community Partnerships: Parent Involvement</u> Director</p> |
| <p><u>Family and Community Partnerships: Community and Childcare Partnerships</u> We are working on the program goal of connecting with Duluth childcare providers.</p> <p>We need a stronger connection to agencies offering job training and employment services.</p> <p>We are working on the program</p> | <p><u>Family and Community Partnerships: Community and Childcare Partnerships</u> Partner with Northland Foundation to connect with local Parent Aware (State Quality Rating System for childcare and Head Start) rated childcare programs.</p> <p>Assign an advocate to connect with workforce centers and communicate options to direct line staff.</p> <p>Initiate a meeting to train front</p> | <p><u>Family and Community Partnerships: Community and Childcare Partnerships</u> Ongoing 2015-2016.</p> <p>Fall 2015</p> <p>Summer/Fall 2015</p> | <p><u>Family and Community Partnerships: Community and Childcare Partnerships</u> Director</p> <p>Family Services Coordinator Family Advocates</p> <p>Family Services Coordinator</p> |

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| goal of connecting with county child protection workers. | line county workers on Head Start services and how to connect with us. | | Director |
| <u>Program Design: Eligibility, Recruitment, Selection, Enrollment and Attendance</u> We have a new plan in conjunction with the Region V office support staff to work on our under enrollment issues. | <u>Program Design: Eligibility, Recruitment, Selection, Enrollment and Attendance</u> Carry out the plan we devised with Region V office. | <u>Program Design: Eligibility, Recruitment, Selection, Enrollment and Attendance</u> Ongoing 2015-2016. | <u>Program Design: Eligibility, Recruitment, Selection, Enrollment and Attendance</u> ERSEAT Coordinator Director |
| <u>Program Design: Facilities, Materials, Equipment, and Transportation</u> We are in the process of extending fencing at the Lowell/Barnes site with cooperation from Facilities management. | <u>Program Design: Facilities, Materials, Equipment, and Transportation</u> We will make a second request to facilities Management to make the additional fencing a priority. | <u>Program Design: Facilities, Materials, Equipment, and Transportation</u> Summer and fall 2015. | <u>Program Design: Facilities, Materials, Equipment, and Transportation</u> Director Assistant Superintendent |
| <u>Using Child Outcomes in Program Self-Assessment</u> We are working toward a better system of measuring outcomes for families, which effect child outcomes. | <u>Using Child Outcomes in Program Self-Assessment</u> Continue work with our Training and Technical Assistance Specialist on the PFCE Framework. | <u>Using Child Outcomes in Program Self-Assessment</u> Ongoing 2015-2016 | <u>Using Child Outcomes in Program Self-Assessment</u> All staff |
| <u>Child Development and Health Services: Mental Health</u> We need more training for staff on trauma informed care, challenging behavior, self-care/mental health ACES and | <u>Child Development and Health Services: Mental Health</u> We will partner with other local early childhood programs to offer training on Trauma Informed caregiving. | <u>Child Development and Health Services: Mental Health</u> 2015-2016 school year. | <u>Child Development and Health Services: Mental Health</u> Mental Health Coordinator Director |

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| Circle of Security. | | | |
| We need to build in more time to reflect, plan and review families. | We have established a clearly defined calendar for PLCs. | 2015-2016 school year. | Director Coordinators |
| We could benefit from more consultant time to cover classrooms with high needs and/or crisis situations. | We will need to research options to support this weakness as our needs increase and funding does not. | Summer and fall 2015. | Director |
| We need to train staff to respond/refer children with extreme behavioral issues earlier. | We will partner with other local early childhood programs to offer training on Trauma Informed caregiving. | 2015-2016 school year. | Director |
| We would like to do more with the Circle of Security model. | We will seek funds from our local Initiative fund for this need. | Summer and fall 2015. | Director |
| Continue capacity building with staff to be able to respond to a parent's mental health/parenting crisis by working more closely with mental health consultants. | We will need to research options to support this weakness as our needs increase and funding does not. | Summer and fall 2015 | Director |