## North Early Learning Center—Head Start

## **Self-Assessment Plan of Action**

## 2013-2014

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):     Strengthen the existing Community Assessment     Strategic Plan (with long-term and short-term goals and objectives)     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 Manager	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					
GOVERNANCE	Ensure PC approval/disapproval of ALL hiring and termination of HS staff      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)      Confidentiality must be maintained at all times	Director Family Service Manager  Director Family Service Manager Policy Council	September – August	Policy Council Minutes Interagency Agreement Impasse Conflict Resolution Board of Trustee –Approval Document Calendar	Prior to hire and/or termination of staff  Monthly

COMMUNICATIO	N				
	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	Director Managers Staff  Director  Director Managers Staff	August – June  October – June  August - June	Meetings/Trainings Staff sign –in logs Meeting/Training Agenda Evaluation Information packets Self-Assessment Content Area Plans Monthly Calendars Managers meetings  Referral forms Sign in sheet log	Monthly  Daily
ONGOING MONI	TORING				
ONGOING MONI	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
HUMAN RESOUR	CES				
	<ul> <li>Ensure each staff person (especially teaching staff) have Professional Development Plans (PDP) in place</li> <li>Develop an annual staff training calendar (to ensure all required trainings are addressed)</li> </ul>	Director Financial Clerk Director Grantee Staff	Annually Annually	HR Files Monitoring Checklist Staff Personnel Files HR Files Monitoring Checklist Staff Personnel Files	Semi-annually [every six (6) months]  Semi-annually [every six (6) months]
RECORD-KEEPIN	IG & REPORTING				
	Maintain the agencies recording keeping system.	Director Managers Data entry clerk Attendance clerk Records clerk	August – September	Daily data review by director and management team  Content Reports including data reports	Daily and monthly
ERSEA					
	Continue community outreach     Purchase yard sign for recruitment     Increase communication between managers and staff—consistent and regularly-scheduled case management meetings	Director ERSEA Manager	August – September	Daily Waiting List Student Enrollment Roster Priority Criteria	Daily
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FACILITIES, MATERIALS, EQUIPMENT and SUPPLIES						
Continue to immediately address issues that require immediate resolution receive priority attention for correction     Apply for funding for adequate and safe parking for parents, staff and visitors.     Making a curriculum checkout library for teachers and parents     Continue to maintain safe fall materials on playground	Director Head Custodian Maintenance Staff All staff	August - September	Daily or Monthly Facilities Checklist Monthly Facilities Report	Daily or Monthly		
ICES						
<ul> <li>Continue implementation of a holistic plan, that incorporates and strengthens the home-school connection,</li> <li>Continue to improve staff training on promoting physical development and supporting other learning areas to address and support OHS's initiative on childhood obesity</li> </ul>	Health/Nutrition Manager	August - June	HSAC Monthly Newsletters	Daily – on going		
RVICES						
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	Dietician Health Manager	Sign in sheets	Sign in sheets	October - June		
ERVICES						
Increases parents participation to 100% of the ARD meetings     Maintain inclusion between 3 year old Head Start and PPCD class	Disabilities Manager Disabilities Manager Director WOCCISD Special Services Director	August – June August - June	Sign in sheets	Monthly		
TH SERVICES						
<ul> <li>Maintain parental involvement helping them resolve the issues of child behavior</li> <li>Increase social-emotional skills training for all children with the expectation of a decrease in the amount of behavioral concerns and referrals</li> </ul>	Director Managers Teachers Outside consultants	August – June  August - June				
CES						
<ul> <li>Adopt a process to engage parents in an integrated and comprehensive program systemic approach.</li> <li>Increase the percentage of families fully participating in the Family Partnership Process to include goals and advocacy beyond HS.</li> <li>Continue to use the tracking tool PROMIS and possible transition to ChildPlus.net that will allow FSWs to facilitate a process of</li> </ul>	Family Service Manager Staff Family Services Staff Director	June – June October – June June – June Aug - June	Sign in sheets  Partnership Agreement  June – June  Sign in sheets Plans	Monthly Daily Daily		
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Integrate and align the Family Community Engagement piece into all content areas to collectively engagement the family to impact student success Family Service credentialing certification Increase FS staff participation in community- wide coalitions to meet goals for all children and families		September – June	Credential	Weekly
EDUCATION AND EARLY CHILDHOOD SERVICES				
Develop a plan to provide enrichment opportunities for 3 and 4 year old students.     Evaluate the use of Waterford computers and	Director Education Manager Curriculum Committee Field Trip Committee	September – June	Owl Curriculum Teacher Survey Parent Survey LEA staff Agency Staff Community Survey Calendar	Monthly
FISCAL				
Continue training of new fiscal manager	Director WOCCISD Director of Human Resources WOCCISD Business Manager	April - July	THSA Region VI Trainings	By July 31, 2013