

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 | | | | | |
| | <ul style="list-style-type: none"> Update annual planning process to include (subsequent implementation will occur after PC approval): <ul style="list-style-type: none"> ✓ 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 | | | | | |
| | <ul style="list-style-type: none"> 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 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 |

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|--|---|---|--|--|-----------------------------------|
| FACILITIES, MATERIALS, EQUIPMENT and SUPPLIES | | | | | |
| | <ul style="list-style-type: none"> 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 |
| HEALTH SERVICES | | | | | |
| | <ul style="list-style-type: none"> Continue implementation of a holistic plan, that incorporates and strengthens the 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 | Health/Nutrition Manager | August - June | HSAC Monthly Newsletters | Daily – on going |
| NUTRITION SERVICES | | | | | |
| | <ul style="list-style-type: none"> 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 |
| DISABILITIES SERVICES | | | | | |
| | <ul style="list-style-type: none"> 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 WOCISD Special Services Director | August – June August - June | Sign in sheets | Monthly |
| MENTAL HEALTH SERVICES | | | | | |
| | <ul style="list-style-type: none"> Maintain parental involvement helping them resolve the issues of child behavior Increase social-emotional skills training for all children with the expectation of a decrease in the amount of behavioral concerns and referrals | Director Managers Teachers Outside consultants | August – June August - June | | |
| FAMILY SERVICES | | | | | |
| | <ul style="list-style-type: none"> Adopt a process to engage parents in an integrated and comprehensive program systemic approach. Increase the percentage of families fully participating in the Family Partnership Process to include goals and advocacy beyond HS. Continue to use the tracking tool PROMIS and possible transition to ChildPlus.net that will allow FSWs to facilitate a process of tracking the progress, of families, towards self-sufficiency and goal attainment | 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 Workshops | Monthly Daily Daily |

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|---|--|---|------------------|--|------------------|
| | <ul style="list-style-type: none"> 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 | | | | | |
| | <ul style="list-style-type: none"> Develop a plan to provide enrichment opportunities for 3 and 4 year old students. Evaluate the use of Waterford computers and need for replacement. Evaluate need for additional curriculum materials to support teacher implementation of the OWL curriculum Continue to provide additional staff training on positive child guidance – classroom management. Develop procedures for use of OWL online data tracking Revise Pre-K Handbook to reflect changes in curriculum Revise progress report to reflect new curriculum Continue 9- week reporting to align with the OWL curriculum – update planning calendar accordingly Continue training about the CLASS Instrument to staff Evaluate and revise current schedule to increase instructional time Evaluate and revise field trips to align with new curriculum and in include new opportunities | 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 | | | | | |
| | <ul style="list-style-type: none"> 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 |