

08CH1040 SouthEastern North Dakota Community Action Agency

Head Start Birth to Five Self-Assessment

Areas for Growth

Goal	Improve consistency and uniformity of all eligibility determination records (applications and documentation)					
Tasks/Action steps	Estimated date	Monitor	Complete	Presented to		
				Staff	PC	BOD
<ul style="list-style-type: none"> Provide more in depth training for staff and improve policy and procedure handbook. 	1-1-2018	Project Director ERSEA Coordinator				
<ul style="list-style-type: none"> Develop a monitoring system to quality check a cross section of eligibility determination records monthly. 	1-1-2018	Project Director ERSEA Coordinator				
Goal	Decrease the amount of student turnover at the start of each school year.					
Tasks/Action steps	Estimated date	Monitor	Complete	Presented to		
				Staff	PC	BOD
<ul style="list-style-type: none"> Develop a new communication process for families starting in the program, to reduce the number of no shows. 	1-1-2018	Project Director ERSEA Coordinator				
Goal	Increase our effectiveness in providing instructional support for classroom staff.					
Tasks/Action steps	Estimated date	Monitor	Complete	Presented to		
				Staff	PC	BOD
<ul style="list-style-type: none"> Develop a consistent system for reviewing CLASS scores with teachers post review. Further develop coaching plans to provide wrap-around support in areas of lower CLASS scores. 	2-1-2018	Project Director Assistant Director Education Coordinators				

Goal	Increase parent involvement in center activities (parent committees, Policy Council, educational events)						
Tasks/Action steps		Estimated date	Monitor	Complete	Presented to		
					Staff	PC	BOD
<ul style="list-style-type: none">Create a schedule of meetings and center activities for parents each school year. Ensure classroom staff and Family Advocates communicate and encourage parents’ participation.Reward participation and In-Kind generation from families.		1-1-2018	Project Director Family & Community Partnerships Coordinator				
Goal	Improve percentage of 45 and 90 day deadlines met.						
Tasks/Action steps		Estimated date	Monitor	Complete	Presented to		
					Staff	PC	BOD
<ul style="list-style-type: none">Work with ERSEA Coordinator and Family Advocates to encourage attendance at the beginning of the year and for new families.Continue to seek out and build health care and dental partnerships with local providers.		1-1-2018	Project Director Health Coordinator EREA Coordinator				
Goal	Improve system for In-Kind and Davis Bacon tracking and analysis.						
Tasks/Action steps		Estimated date	Monitor	Complete	Presented to		
					Staff	PC	BOD
<ul style="list-style-type: none">Develop a monitoring system to quality check a cross section of In-Kind documentation monthly.Continue to implement Davis Bacon cross-checking and approval procedures.		1-1-2018	Project Director Administrator of Operations Fiscal Officer				