

**08CH1040 SouthEastern North Dakota Community Action Agency
Head Start Birth to Five Self-Assessment**

Areas for Growth

| | | | | | | |
|---|--|-------------------------------------|-----------------|---------------------|-----------|------------|
| Goal | Improve tracking and follow up of child goals. | | | | | |
| Tasks/Action steps | Estimated date | Monitor | Complete | Presented to | | |
| | | | | Staff | PC | BOD |
| <ul style="list-style-type: none"> Create carbon copy goal statements in conjunction with fall and winter checkpoint data. Send one copy home with the family and maintain second copy in education file for review and updates. | 8-15-19 | Lindsey Burkhardt | | | | |
| Goal | Improve collaboration and communication for all transitions. | | | | | |
| Tasks/Action steps | Estimated date | Monitor | Complete | Presented to | | |
| | | | | Staff | PC | BOD |
| <ul style="list-style-type: none"> Ensure proper staff (teachers, advocates, education coordinators, parents) are notified and provided opportunity to be present in order for transition meetings to take place. | 1-1-19 | Rebecca Pepera | | | | |
| Goal | Increase classroom supports for children, parents, and teachers. | | | | | |
| Tasks/Action steps | Estimated date | Monitor | Complete | Presented to | | |
| | | | | Staff | PC | BOD |
| <ul style="list-style-type: none"> Purposely explore community-wide options for classroom support for children with challenging behaviors. | 1-1-19 | Sarah Mattson | | | | |
| <ul style="list-style-type: none"> Create a parent resource request form with follow up steps and timeline. | 1-1-19 | Rebecca Pepera | | | | |
| Goal | Improve effectiveness of monthly site meetings. | | | | | |
| Tasks/Action steps | Estimated date | Monitor | Complete | Presented to | | |
| | | | | Staff | PC | BOD |
| <ul style="list-style-type: none"> Draft a standard site meeting agenda, identifying information to be presented by each component area. | 12-1-18 | Lindsey Perrine | | | | |
| <ul style="list-style-type: none"> Revise building and classroom safety checklists and procedures. | 1-1-19 | Lindsey Burkhardt Rebecca Pepera | | | | |

| Goal | Improve processes for confidentiality and protection of child records. | | | | | |
|---|--|-----------------|----------|--------------|----|-----|
| Tasks/Action steps | Estimated date | Monitor | Complete | Presented to | | |
| | | | | Staff | PC | BOD |
| <ul style="list-style-type: none"> Draft a records request form for parents, including our current "Protection for the Privacy of Child Records" policy. | 12-1-18 | Lindsey Perrine | | | | |
| <ul style="list-style-type: none"> Integrate conversations on confidentiality into site or all staff meetings twice yearly. | 2-1-19 | Lindsey Perrine | | | | |
| Goal | Increase program-wide understanding of governance systems | | | | | |
| Tasks/Action steps | Estimated date | Monitor | Complete | Presented to | | |
| | | | | Staff | PC | BOD |
| <ul style="list-style-type: none"> Provide yearly all staff training on all levels of our governance structure. | 2-1-19 | Lindsey Perrine | | | | |
| <ul style="list-style-type: none"> Invite BOD members to attend all staff trainings. | 12-1-18 | Lindsey Perrine | | | | |