

**Plano ISD Head Start Program
Procedures for Self-Assessment and Goal Setting
2008 – 2009**

Time Line	Activity	Staff Responsible	Verification
November	Identify Advisory Committee members to be comprised of staff, Policy Council parent and community representative. First Advisory Committee Meeting	Service Managers PISD Head Start Director	Policy Council List Agenda Letters of Invitation Sign-In
February	Train teams on the process and procedure of the self-assessment using the Questionnaires developed for each service area.	Service Managers	Sign-in Questionnaires Self-Assessment Form
March	Compile questionnaires and self-assessment forms into Program Improvement Plan and select goals. Revise Service Plans.	Service Managers	Self-Assessment Forms Questionnaires Program Improvement Plan Revised Service Plans
April	Last Advisory Committee Meeting. Committee approves Minutes of the first meeting, changes in service plans, Program Improvement Plans (based on self-assessments) and select program goals to be presented to Policy Council in May. Also, PISD Head Start Short and Long Range Plans are discussed.	Service Managers	Sign-In Letters of Invitations Agenda Minutes Program Improvement Plans Service Plans
May	Policy Council and Board review Community Assessment, Goals, and Strategic Plan. Policy Council review Program Improvement Plan and approves program goals included in revised service plans.	Service Managers PISD Head Start Director	Policy Council Agenda/Minutes