

**Plano ISD Head Start Program
Procedures for Program Planning 2008-2009 - 1304.50(d)(1)(iii)**

Time Line	Activity	Staff Responsible	Verification
Feb./ March	Collect and analyze statistical data from program parents and local governmental and service agencies.	Director Attendance Secretary	File containing statistical data
March/April	Complete Community Needs Assessment using data collected every 3 years (update otherwise)	Director Attendance Secretary	Copy of Community Assessment
April	Advisory Committees develop Program Improvement Plans using information from self-assessment.	Managers Director ERSEA Clerk	Completed Program Improvement Plan Sign in sheet
April	Advisory Committees revise Service Plans Review/Revise Short term goals	Service Managers Director ERSEA Clerk	Copy of revised plans Sign in sheet
May	Policy Council Reviews/approves Revised Plans, Goals, Curriculum, Community Assessment	Head Start Director Service Managers ERSEA Clerk	Agenda/Minutes Sign-In Sheet
June	Manager Retreat – Plan agency calendar for upcoming school year.	Director Managers	Agency Calendar for year presented to staff in August.
September - May	Parents are invited to attend daily planning	ECD Managers Classroom Teachers	Newsletters, flyers Posted Time/Invitation
Monthly	Manager Meetings	Director Managers	Revised Monthly Calendar
September - November	Develop budget/Continuation Grant Application for following program year	Head Start Director Service Managers Policy Council Members	Copy of budget (Continuation Grant Application)
November and April	Advisory Committee Meetings Review Long and Short Term Goals Service Plans Self –Assessment, and develop Program Improvement Plan	Service Managers Advisory Committees P. C. parents	Agenda and Minutes
January	Review Application/Registration Forms and Priority Points with Policy Council	ERSEA Clerk	Agenda/Minutes
February	Self-assessment	Service Managers Advisory Committees	Completed Self-Assessment
February - March	Recruitment	ERSEA Clerk All Staff	Fliers, letters, posters District channel

**Plano ISD Head Start Program
Procedures for Developing, Reviewing, and Revising Service Plans
2006-2007**

Time Line	Activity	Staff Responsible	Verification
Sept – April	Advisory Committee meetings occur to: <ul style="list-style-type: none"> ▪ Review service plans ▪ Review goals and objectives ▪ Review any changes in regulations and recommend action needed for compliance ▪ Analyze information from Self-assessment ▪ Identify budget implications linked to implementation of component objectives and submit to Director ▪ Finalize work plans 	Service Managers	Agendas Advisory Committee Minutes
April – May As needed due to changes in regulation or problem in	Work plans submitted to Policy Council for review and approval Based on significance of change needed, Managers will: <ol style="list-style-type: none"> 1. Draft recommendation of action plan to be included in plan revision. 2. Submit draft to Director for discussion. 3. Edit service plan/ red line changes 4. Submit to Policy Council for approval 	Head Start Director Service Managers	Service Plans Policy Council Minutes Advisory Committee Minutes Revised plans
November	Typed plans are reviewed by Policy Council	Head Start Managers Director	Final copy – plans (work plans approved in May)

**Plano ISD Head Start Program
Procedures for Program Communication
2006-2007**

Time Line	Activity	Staff Responsible	Verification
Five from Aug-May	Parent Committee Meetings	Family Services Head Start Staff	Minutes Agendas Flyers
Ongoing	Phone Conversations/parents	Head Start Staff	Family Contact Logs
Ongoing	Parent Letters, Flyers, Classroom and Family Services Newsletters	Consultants Service Managers Teachers	Copies
Monthly	Parent and Staff Calendars	Managers Family Services Staff	Copies
September & February	Home Visits	Teachers Instructional Assistants	Home Visit Forms
November & May	Parent/Teacher Conference	Teachers Instructional Assistants	Conference Forms
Monthly	Calendar Meetings	Service Managers Director	Revised Monthly Calendars Sign-in
Monthly	Staff Meetings	Head Start Director	Agendas Sign-in
As needed	"Hall Staff Meetings"	Any approved Staff Member	Interview
Monthly	Management Team Meetings	Head Start Director	Agendas Sign-in

**Plano ISD Head Start Program
Procedures for Program Communication
2006-2007**

Time Line	Activity	Staff Responsible	Verification
Ongoing	Memoranda, fliers, other program information sent to Board	Head Start Director Assistant Supt. for Curriculum and Instruction Board Liaison	Copies
Ongoing	Program information to Director of Elementary Curriculum and Associate Superintendent for Curriculum and Instruction	Head Start Director	Notes
Ongoing	Program Grievance Processes	Head Start Director	Copy of Head Start Parent/PISD Community Grievance Forms
Ongoing	E-mail memos to staff	Head Start Director Service Managers	Copies in staff notebooks E-mail
April/May	Transition letters, visits, meetings	Education Manager Classroom Staff	Copies Sign-in Agendas

**Plano ISD Head Start Program
Procedures for Program Monitoring
2006-2007**

Time Line	Activity	Staff Responsible	Verification
Sevem Meetings	Policy Council Meeting	Director	Policy Council Agenda/Minutes
October & April	Advisory Committee Meetings	Director, Managers	Sign-in Agenda/Minutes
Monthly	Staff Meetings	Head Start Director	Agendas
Monthly	Management Team Meetings	Head Start Director	Agendas
Monthly	Priority/monitoring list completed and Submitted to Head Start Director	Service Managers	Copies
Annual	Self-assessment process	Service Managers Advisory Committees	Self-assessment Forms Program Improvement Plan
Monthly	Volunteer In kind hours are documented	Office Manager Grant Fiscal Officer	Records in Financial Service
Monthly	Family Services Staff Meeting	Director	Sign-in/Summary
Ongoing	Family Services Tracking System Health Tracking System Disability Tracking System Mental health Tracking System Genesis Earth	Family Services Staff Health/Nutrition Manager Disabilities Manager/Special Education Staff Mental health Manager	Current Tracking Forms Genesis Earth Data online printed

**Plano ISD Head Start Program
Procedures for Program Monitoring
2006-2007**

Time Line	Activity	Staff Responsible	Verification
Twice/year	Mental wellness classroom visits	Mental Wellness Manager Mental Wellness Consultant	Mental Wellness Classroom Observation Forms
Twice/year	Classroom Observations	Peer Observations	Classroom Environmental Checklist
Annual Review	Meeting to Review IEP and revise if necessary	Special Education Staff Teacher Director	Special Education Records
Annual	PISD Teacher Evaluations	Director	Signed Evaluation Forms Director's office
Annual	PISD Paraprofessional Evaluations	Director Professional Staff	Signed Evaluation Forms Director's office

**Plano ISD Head Start Program
Procedures for Self-Assessment and Goal Setting
2006-2007**

Time Line	Activity	Staff Responsible	Verification
October	Identify Advisory Committee members to be comprised of staff, Policy Council parent and community representative	Service Managers Head Start Director	List, letters of invitation Sign-in
February/March	Train teams on the process and procedures of the self-assessment using the Questionnaire developed for each service area	Service Managers	Training notebook
May	Policy Council and Board review Community Assessment, Goals, and Strategic Plan	Director Managers	Policy Council Agenda/Minutes
March	Complete Self-Assessment	Advisory Committees	Self-Assessment Form
April	Compile above information into Program Improvement Plan and select goals	Head Start Director Service Managers Advisory Committee	Self-Assessment Forms Program Improvement Plan
May	Policy Council review self-assessment and approves program goals included in revised plans	Head Start Director Service Managers	Policy Council Minutes

The timeline for the self-assessment process may be adjusted during a program review year in order to provide useful program information before the on-site review.

**Plano ISD Head Start Program
Procedures for Development of Budget and Grant Applications
2006-2007**

Time Line	Activity	Staff Responsible	Verification
September/October	Funding level for next operating year is received from the Head Start Regional Office	Head Start Director Program Specialist	Funding level letter or e-mail
September/October	Fixed operating costs are projected. Director receives these projected costs from the following ISD departments: Human Resources, Food and Nutritional Services (for adult meal vouchers and reduced/full rate for over income).	Head Start Director	Projected cost memos
September/October	Projected rates are received from the Mental Health and Services to children with Disabilities consultants	Mental Health Manager Disabilities Manager	Projected rates memos
October	A draft budget that reflects fixed costs is developed with input from PISD financial officers. This includes federal share, local share, and in kind from district (as part of the Continuation Grant Application).	Head Start Director	Copy of draft budget
October	Management team reviews staff requests and makes recommendations based on available funds.	Head Start Director Service Managers	Refund Application Request Forms
October/November	Policy Council/ budget committee Reviews draft budget	Head Start Director	Policy Council minutes
November	Final budget is developed	Head Start Director	Copy of final budget

**Plano ISD Head Start Program
Procedures for Development of Budget and Grant Applications
2006-2007**

Time Line	Activity	Staff Responsible	Verification
November	Policy Council receives final budget for approval	Head Start Director	Policy Council minutes
November/December	The continuation Application, including budget, is submitted to Plano ISD Superintendent's Cabinet for review	Head Start Director Assistant Superintendent for Curriculum and Instruction	School Board Agenda Form
December	The continuation Application, including budget, is submitted to the Plano ISD Board of Trustees for review and approval	Head Start Director Assistant Superintendent for Curriculum and Instruction	School Board Meeting Agenda
August – May	Financial reports are submitted and reviewed by Policy Council and Board before each Policy Council Meeting. Managers also receive copies.	Head Start Director	Policy Council Agenda
As Needed	<ul style="list-style-type: none"> ▪ Meet and discuss revision needs with Policy Council. Policy Council approves/disapproves proposed revision. ▪ Submit proposed revision to Head Start office at least thirty (30) days prior to end of program year ▪ If approved, submit request for budget revision to PISD Finance office ▪ Finance office makes necessary changes in line item budget ▪ Notice of change sent to Head Start office 	Head Start Director Head Start Director Head Start Director Grant Fiscal Officer Grant Fiscal Officer	Policy Council Minutes Copy of correspondence Copy Revised budget Memorandum of and revised budget

**REQUIRED POLICY COUNCIL APPROVALS
PER 1304.50 APPENDIX**

I. Planning	In Plan	Separate
(a) Procedures/Schedule for Planning	Management S & P Procedures for Program Planning	(Part of Plan approved in May)
All written plans	Management S & P 1304.51 (az)	Approve – May
(b) Long/short range goals (Included as part of each Service area plan)	Management S & P 1304.30 (a) (1) (I-III) Governance 1304.50 (d) (1) (iv)	(Part of Plan approved in May)
(c) NA delegate agencies		
(d) ERSEA procedures Priority points	ERSEA 1305.4 a –e ERSEA 1305.6	Approve – February
(e) All grant application Refunding COLA/Quality	Governance 1304.5 (d) (1) (I)	Approve as needed November May
(f) Reimbursement of individual Members as needed	Governance 1304.50 (f)	(Part of Plan approved in May)
(g) Self-Assessment Results Response to Reviews	Management S & P 1304.50 (d) (1) (viii) Management S & P	Review April/May
Serve on Advisory Committees	Management S & P 1304.5 (a) (1) (I-iii)	

**REQUIRED POLICY COUNCIL APPROVALS
PER 1304.50 APPENDIX**

II. Approval for General Procedures	In Plan	Separate
(a) Composition of P. C. (procedures for selection)	Governance 1304.50 (d) (1) (vi)	By - laws Approve changes only
(b) Roles and Responsibilities of Governing body (School Board) 1304.5 (g) 1&2		
(c) Procedures describing how Board and P. C. will implement shared decision making.	Governance 1304.50 (d) (1) (iii-iv) Human Resources 1304.52 (a) (1)	(Part of Plan approved in May)
Organizational Chart	Management S & P Organization Chart	
(d) Impasse Procedures between board and P. C.	Governance 1304.50 (h) p. 117 and enclosures	
(e) Community complaint procedures 1304.50 (Grievance Form)		District Policy Grievance Form
(f) Safeguard Federal Funds		School Board Policies
(g) Annual Independent Audit		School Board per District Financial Administration
Funding Applications and Financial Reports	Governance (1304.50 (d) (l) (i)	Policy Council /Board November/December
Self-Assessment and Program Improvement ACF Review Plan	Governance 1304.50 (d) (l) (viii)	Policy Council Meeting March

**REQUIRED POLICY COUNCIL APPROVALS
PER 1304.50 APPENDIX**

III. Human Resources	In Plan	Separate
(a) Personnel Policies Including Standards of Conduct	Human Resources 1304.52 (h) (1-3) Governance 1304.50 (d) (i) (ix) Human Resources	Staff Handbook
Job Descriptions (b) Hire or Terminate Staff	Governance 1304.50 (d) (i) (x)	Staff Training Policy Council/Board November/December
(c) Hire or Terminate Director	Governance 130.50 (d) (i) (xi)	Policy Council/Board As needed
(d) NA delegate agency		
(e) NA delegate agency		

**Plan are approved by the Policy Council in May after review by Advisory Committees including Policy Council members.
Policy Council meets in Sept., Oct., Nov., Jan., March, April and May.**

Policy Council Meetings (Required Approval)

- September
- Elections
- By-laws reviewed / approved
- November
- Approve current staff / job descriptions
- Approve Continuation Grant
- Approve Event Calendar
- February
- Approve App/Reg. Forms a priority points

Committees

- 1. Budget / Personnel
- 2. Holiday
- 3. Recruitment
- 4. Family Picnic
- 5. End of year Celebration
- 6. Soccer Club
- 7. Campbell's Soup Labels
- May
- Approve Plan Revisions

**PLANO ISD HEAD START
Procedures for Record – Keeping and Reporting
2006-2007**

Timeline	Activity	Staff Responsible	Verification
July (ongoing)	Standard forms for record-keeping are located in the general files available to all staff	Attendance Secretary	General Files
August/First week of school (ongoing)	Registration data is entered into Genesis Earth	Attendance/Genesis Earth Secretary Family Services Secretary ERSEA Clerk	Genesis Earth Data base
August – May	Genesis Earth Reports may be generated at any time	All Staff	Genesis Earth Reports Menu
August - May	Student (Family) files are kept in locked files in a central file cabinet. Each file includes: <ul style="list-style-type: none"> • Teacher Records • Health Mental Health Records • Family Services Records • Disability Records 	Attendance/Genesis Earth Secretary	Student (Family) Files
August – May (ongoing by written parent consent)	Access to Student (Family) Files is by signature only. Records may be checked out for review on site by appropriate staff and consultants but may not be taken off campus.	Attendance/Genesis Earth Secretary Staff Consultants	Secretary Log
May	Transition folders are prepared and labeled for home school Kindergarten	Classroom Staff Attendance/Genesis Earth Secretary	Transition Logs
May	Transition folders are delivered to home school Kindergarten	All Staff	Signed Record Receipt

**PLANO ISD HEAD START
Procedures for Record – Keeping and Reporting
2006-2007
continue**

Timeline	Activity	Staff Responsible	Verification
May	Student (Family) Records of students not returning are stored in inactive files for 3 years	All Staff Attendance/Genesis Earth Secretary	Inactive Files
May	The Program Information Report is generated using Genesis Earth data.	Attendance/Genesis Earth Secretary Director	PIR report
August - June	All required financial reports are generated following PISD accounting procedures and Head Start requirements	Grant Fiscal Officer	Records in PISD Business/Finance Office
December – May	Annual financial audit	Outside Agency	Report – Business/Finance Office
August - June	Current budget reports generated by RUMBA –PISD financial reporting software	Office Manager Grant Fiscal Officer	Records and computer data
August – May	Policy Council/Parent Committee Accounts	Policy Council /Vice – President/treasurer Parent Committee President Director	Treasurer Reports
August – May	Reports of student and adult meals served, menus	Meadows FANS (food and nutrition services) Head Start Nutrition Manager Office Manager	FANS Documents

PLANO ISD HEAD START
Procedures for Record – Keeping and Reporting
2006-2007
 continue

Timeline	Activity	Staff Responsibilities	Verification
August – May (ongoing)	Attendance and new student or withdrawal reports are generated using CIMS (Comprehensive Information Management for Schools) and Genesis Earth	Attendance/Genesis Earth Secretary ERSEA Clerk	Computer Information Reports
August - May	A volunteer/in-kind service report is generated monthly	Office Manager	Copy of reports
August - May	Contact information is entered into Genesis Earth weekly	Family Services Staff Family Services Secretary	Genesis Earth data base
August - May	Monthly Priority Sheets are submitted to director	All Managers	Director Files
April – June (ongoing)	Application packet for the coming year are distributed, collected and processed for eligibility	ERSEA Clerk	Completed application