SCOTT COUNTY PUBLIC SCHOOL HEAD START
2012-2013
TIME LINE FOR SELF ASSESSMENT AND PROGRAM PLANNING
Including
POLICY COUNCIL MEETING AGENDAS

October 9, 2012	Southwest Region Conference Call	
October 25, 2012	Policy Council Luncheon Meeting	Training: 10:00 a.m. Head Start Office Do It Yourself Home Weatherization & AppCAA Programs Passing the Torch: 2011-2012 Let Go and 2012-2013 Step Up Business: Approve: • Seating of Newly Elected Parent Reps • Election and Seating of Community Reps • Election of Officers • Set Voting Quorum • Election of Parent Representative to VAHS
November 5, 2012	Management Team Planning Meeting Finalize Planning Document	9:00 a.m. Head Start Office
November 13-14, 2012	Health Institute, Lynchburg, VA	

November 15, 2012	Policy Council Meeting	10:00 a.m. Head Start Office
		Training
		• All About Head Start
		• Head Start in Virginia/SW Region
		• History of Head Start in Scott County
		• Roles & Responsibilities of Policy Council
		• Roles & Responsibilities of School Board
		• Parliamentary Procedures
		• By-Laws Review
		• Budget Committee Sign-Up
		• Business: Approve
		  o Seating of Community Representatives
		  o Time-Line for Self-Assessment & Program Planning

November 20, 2012	Health Advisory Committee Meeting	9:00 a.m. – 12:00 a.m. Head Start Office
November 21-23, 2012	Fall Break	
December 5, 2012	Management Team Meeting	Complete State Needs Assessment 9:00 a.m. Head Start Office
December 10, 2012	Management Team Planning Meeting	9:00 a.m. Head Start Office
December 17, 2012	Management Team Planning Meeting	Progress of School Readiness Goals 9:00 a.m. Head Start Office

January 4, 2013	Staff Development Day	8:00 a.m. – 4:00 p.m. Head Start Office
		Training Focus:
		• Education
		  o Child Observation and Assessment
		• Family Services:
		  o Parent, Family, & Community Engagement Framework

January 17, 2013	School Board Member's Orientation	Policy Council Meeting: 6:30 p.m. Head Start Office Training: • Roles & Responsibilities of Policy Council • Roles & Responsibilities of School Board • Roles & Responsibilities Of Liaison (Superintendent's Designee) • Roles & Responsibilities of Payroll/Invoice Clerk • Program Instruction ACF-PI-HS-11-4 o School Readiness Requirements Training Budget: Federal & Non-Federal Personnel Policies, Including Code of Conduct Business: Approve • SCPSHS School Readiness Goals Report

January 24, 2013	Data Aggregation Training	Mt. Cap Regional Breakout
February 20, 2013	Management Team Meeting	9:00 a.m. Head Start Office
February 21, 2013	Policy Council Meeting	Training: 10:00a.m. Head Start Office • Overview of Service Plan • Overview of Monitoring Policy & Procedures • Overview of Kindergarten Transition Plan
March 1, 2013	Kindergarten Transition Meeting With Receiving School Principals	10:00 a.m. Head Start Office
March 21, 2013	Policy Council Meeting	10:00 a.m. Head Start Office Training: • Overview of Self-Assessment Process • Overview of OHS On-Site Review Protocol FY 2013 • Self-Assessment Committee Sign Up
March 25, 2013	Management Systems Self-Assessment & Plan Review Team Leader – Helen Henderson, Head Start Director	9:00 a.m. – Noon; Head Start Office
March 26, 2013	Program Governance Self-Assessment & Plan Review Team Leader – Helen Henderson, Head Start Director	9:00 a.m. – Noon; Head Start Office
March 27, 2013	Fiscal Integrity Self-Assessment Plan & Review Team Leader – Judy Calton, Fiscal Officer	9:00 a.m. – Noon; Head Start Office
March 28, 2013	Staff Development Day	8:00 a.m. – 4:00 p.m. Head Start Office • Analyzing Child Level Assessment Data • C.L.A.S.S. Training
April 9 – 11, 2013	Virginia Head Start Association Spring Conference	Roanoke, VA Hotel Roanoke

March 29, 2013	Holiday – Good Friday	
April 1 – 5, 2013	Spring Break	
April 15 – 18, 2013	Week of the Young Child	Activities To Be Announced
April 18, 2013	Policy Council Meeting	
May 7, 2013	Eligibility, Recruitment, Selection, Enrollment, Attendance Self-Assessment & Plan Review Team Leader – Kelly Bledsoe, Family & Community Services Coordinator	9:00 a.m. – Noon; Head Start Office
May 13, 2013	Child Health & Safety Self-Assessment & Plan Review Team Leader – Theresa Newton, Health Services Coordinator	9:00 a.m. – Noon; Head Start Office
May 7, 2013	Family & Community Engagement Self-Assessment & Plan Review Team Leader – Kelly Bledsoe, FCSC	1:00 p.m. – 4:00 p.m.; Head Start Office
May 9, 2013	Child Development & Education Self-Assessment & Plan Review Team Leader – Kathy Wilcox, Child Development Services Coordinator	9:00 a.m. – Noon; Head Start Office
May 14-15, 2013	Self-Assessment Results Analysis & Report Development	9:00 a.m. – Head Start Office
May 16, 2013	Policy Council Meeting	10:00 a.m. Head Start Office Training: • Program Planning/Goal Setting Process • Personnel Committee Training (as needed) Business: Approve • Self –Assessment Results Report • 2013-2014 Program Goals & Objectives

June 18-20, 2013	Head Start Director's Meeting	Virginia Beach, VA
June, 2013 TBA	Policy Council Meeting (as needed)	Approve Employment of Staff (as needed)
July, 2013 TBA	School Board Meeting	Presentation of Annual Plan, Goals, Objectives FY 2012 PIR Report FY 2012 Annual Report 2012-2013 Child Outcomes Report
August, 2013 TBA	Policy Council Meeting	10:00 a.m. Head Start Office Approve FY 2014 Re-Funding Application Approve FY 2014 Training Plan
September, 2013 TBA	Policy Council Meeting	10:00 a.m. Policy Council Meeting Regular/As Needed Business

Policy Council Approval of Timeline: November 15, 2012
School Board Approval of Timeline: December 4, 2012