SCOTT COUNTY PUBLIC SCHOOL HEAD START
2013-2014
TIME LINE FOR SELF ASSESSMENT AND PROGRAM PLANNING
Including
POLICY COUNCIL MEETING AGENDAS

October 7, 2013	Southwest Region Conference Call	
October 24, 2013	Policy Council Luncheon Meeting	Training: 10:00 a.m. Head Start Office Adult Dental/Oral Health – Dr. David Pond's Office Christmas on a Budget – Jeannie Mullins, VA Cooperative Extension 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 12-13, 2013	Health Institute, Richmond, VA	
November 15, 2013	Management Team Planning Meeting Finalize Planning Document	9:00 a.m. Head Start Office

November 21, 2013	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
		  ○ Seating of Community Representatives
		  ○ Time-Line for Self-Assessment & Program Planning

November 26, 2013	Health Advisory Committee Meeting	9:00 a.m. – 11:00 a.m. Head Start Office
November 27-29, 2013	Fall Break	
December 2, 2013	Management Team Meeting	Complete State Needs Assessment 9:00 a.m. Head Start Office
January 3, 2014	Staff Development Day Introduce New Director to Staff	8:00 a.m. – 2:00 p.m. Head Start Office Training Focus: • Education • Family Services • Health Services
January 14, 2014	Conference Call Southwest Region Head Start	10:00 a.m.
January 16, 2014	Policy Council Meeting:	10:00 a.m. Head Start Office Training: *Training Budget: Federal & Non-Federal *Personnel Policies, Including Code of Conduct *Overview of Service Plan *Overview of Monitoring Policy & Procedures Business: Approve • SCPSHS School Readiness Goals Report
February 20, 2014	Policy Council Meeting	Training: 10:00a.m. Head Start Office • Overview of Self-Assessment Process • Self-Assessment Committee Sign Up • Approve Criteria for Recruitment Selection & Enrollment

March 4, 2014	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
March 4, 2014	Family & Community Engagement Self-Assessment & Plan Review Team Leader – Kelly Bledsoe, FCSC	1:00 p.m. – 4:00 p.m.; Head Start Office
March 7, 2014	Kindergarten Transition Meeting With Receiving School Principals	10:00 a.m. Head Start Office
March 13, 2014	Child Health & Safety Self-Assessment & Plan Review Team Leader – Theresa Newton, Health Services Coordinator	9:00 a.m. – Noon; Head Start Office
March 13, 2014	Child Development & Education Self-Assessment & Plan Review Team Leader – Kathy Wilcox, Child Development Services Coordinator	Afternoon - Head Start Office
March 18, 2014	Fiscal Integrity Self-Assessment Plan & Review Team Leader – Judy Calton, Fiscal Officer	9:00 a.m. – Noon; Head Start Office
March 19, 2014	Management Systems Self-Assessment & Plan Review Team Leader – Head Start Director	9:00 a.m. – Noon; Head Start Office
March 19, 2014	Program Governance Self-Assessment & Plan Review Team Leader – Head Start Director	1:00 p.m. – 4:00 p.m. - Head Start Office

March 20, 2014	Policy Council Meeting	10:00 a.m. Head Start Office Training: • Overview of Kindergarten Transition Plan
March 25 -27, 2014	VA Head Start Association Spring Conference	Williamsburg, VA
March 28, 2014	Staff Development Day	8:00 a.m. – 2:00 p.m. Head Start Office Training: • Education, Family Services, & Health Services
March 31 – April 4	Spring Break	Spring Break
April 14, 2014	Self-Assessment Results Analysis & Report Development	1:00 p.m. – Head Start Office (Management Team)
April 17 – 11, 2014	Week of the Young Child	Activities To Be Announced
April 17, 2014	Policy Council Meeting	Business: Approve Self-Assessment Results Report 2014-2015 Program Goals & Objectives
April 18, 2014	Holiday – Good Friday	Good Friday
May 8, 2014	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 • 2014-2015 Program Goals & Objectives

June 17-19, 2014	Head Start Director's Meeting	Virginia Beach, VA
June, 2014 TBA	Policy Council Meeting (as needed)	Approve Employment of Staff (as needed)
July, 2014 TBA	School Board Meeting	Presentation of Annual Plan, Goals, Objectives FY 2013 PIR Report FY 2013 Annual Report 2013-2014 Child Outcomes Report
August, 2014 TBA	Policy Council Meeting	10:00 a.m. Head Start Office Approve FY 2015 Re-Funding Application Approve FY 2015 Training Plan Approve 2014-2015 Program Goals & Objectives
September, 2014 TBA	Policy Council Meeting	10:00 a.m. Policy Council Meeting Regular/As Needed Business

Policy Council Approval of Timeline: November 21, 2013
School Board Approval of Timeline: December 2, 2013