



**Redding Rancheria Head Start**  
**1950 Redding Rancheria Road**  
**Redding, CA 96001**  
**530-225-8925; fax 530-225-8930**



**2022-2023 HEAD START SELF-ASSESSMENT**

**SUMMARY/ ACTION ITEMS**

**Method:** With input from staff, parents, and community partners, we completed the Self-Assessment Summary for each subpart pertaining to the Management Systems and Program Systems for the Redding Rancheria Head Start. We have categorized our report into 19 subparts that cover a wide range of program areas. This is a summary of the full report, and will be used as part of the planning process for the next year’s goals and budgeting. The full report of strengths and improvements needed is available upon request and it will be posted at [www.reddingrancheria-nsn.gov](http://www.reddingrancheria-nsn.gov).

**Communication**

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
RR Newsletter	More articles about Head Start & Child Care events written for the Redding Rancheria Newsletter.	PM- Ongoing
Social Media	Strategic Planning to decide which social media platforms are useful for the Head Start & Child Care	Admin Team- August 2023

**Community & Self-Assessment**

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Self-Assessment Report	Compile report & summary.	PM- May 2023
SA Report Action Items	Admin staff will delegate action items from the Self-Assessment report.	Admin Team- August 2023

**Community Engagement & Partnerships**

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Community Partnerships	Continue to update partnership directory and agreements and meet outside and inside resources to make and keep connections strong and up to date information in Child Plus.	FIC- Ongoing

**Data & Evaluation/ Ongoing Monitoring & Continuous Improvement**

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Child Plus Training	Training for all staff on data collection and Child Plus database.	AA- April 2023
PM Training	Training for new Program Manger on data, evaluation, and ongoing monitoring.	PM- June 2023

Focus Area 2 Action Plan	Administrative planning meeting to create action plan steps based on findings of Focus Area 2 Review.	Admin Team- May 2023
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### Disabilities

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Collaboration	Continue to build relationships with school districts special education administrators and staff.	HDC- Ongoing

### Education

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Recruitment	Post job openings on educational websites to attract applicants in the teaching field. Continue looking for substitute teachers to help fill-in when there is a long-term vacancy.	PM & HR Ongoing
Kindergarten Readiness	Support families in receiving the needed immunizations and medical & dental appointments, to ensure students receive everything they need to enroll in Transitional Kindergarten or Kindergarten.	All Staff June 2023

### ERSEA: Eligibility, Recruitment, Selection, Enrollment, Attendance

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Recruitment	Recruitment notices on Website and FB Page.	Admin Staff- June 2023
Database	Host comprehensive Child Plus training with staff.	AA- August 2022

### Events

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Parent Participation Planning with Policy Council	Brainstorm Field Trip locations/activities due to Exodus Farms no longer being an option.	AA/PM August 2023
Staff Planning for Events	Head Start Staff/Department Meetings ahead of events to touch base and brainstorm.	AA- Ongoing

### Facilities & Learning Environments

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Campus Safety	Budget review to see how we can fund the use of the armed guard and which Redding Rancheria departments can share the use and the cost.	PM- August 2023

### Fiscal Management

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Fiscal Training	Program Manager will attend Head Start Director's conference for more fiscal training.	PM- July 2023

### Health

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
CHDP Days	Collaboration with RRTHC to ensure that 2023 CHDP Days goes smoothly and all providers have the information needed to ensure children receive everything they need to start school.	HDC- June 2023

### Human Resources

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Job Postings	Work with HR to post Head Start jobs on College ECE Boards (Shasta, Simpson & Chico State). Also share job postings with partners at SCOE & First 5 Shasta. Post positions on Edjoin.	PM, ED Dir & HR March 2023
Collaboration	Schedule introductory meeting for new Head Start Program Manager and Redding Rancheria HR Director.	PM & HR Director- March 2023

### Mental Health

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Training	Triple P Certification: Staff member or an available community provider to refer parents.	FIC & HDC- Ongoing
Family Support	Continue to increase support to families in crisis.	FIC- Ongoing

### Parent Involvement

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Training/ Meetings	Record informational meetings.	Admin Team- Ongoing
Incentives	Incentive prize drawing at the end of the school year, Recognition of meeting attendance on Class Dojo & One Call.	FIC- June 2023

### Program Governance

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Training	Planning for joint Governance Training for Tribal Council and Policy Council members.	PM- December 2023

### Program Planning & Service System Design

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Training	Train new staff in record keeping and data collection for program planning.	PM- June 2023

### **Record Keeping and Reporting**

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Child Plus Training	Administrative Assistant will set up training opportunities for all staff to share what she learned.	AA- August 2023

### **Training & Professional Development**

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Pre-Service 2023	Plan training for 22/23 Preservice and annual training schedule.	PM- August 2023

### **Transportation**

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Evacuations	A swift evacuation plan utilizing the school bus and the van needs to be updated and practiced with staff if all children (up to 51) need to be evacuated off of the premises.	PM & Bus Driver & Safety Coordinator- July 2023