



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



2023-2024 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.

Communication

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
RR Newsletter/Menu	Include more information on our center-based food program / Send out monthly menus with Newsletter Packet..	AA & Kitchen Manager
Social Media	Monthly communication on social media platforms about our program activities, events, openings, and resources.	Admin Team & PR- Ongoing

Community & Self-Assessment

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Self-Assessment Report	Complete 2024 Self-Assessment Report	PM- May 2024
SA Report Action Items	Admin staff will delegate action items from the Self-Assessment report.	Admin Team- December 2024

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
CACFP	Train ERSEA Staff on proper reporting for CACFP	PR & AA- March 2024

Focus Area 2 Action Plan	Administrative planning meeting to train incoming staff on Redding Rancheria Head Start and Child Care policy/procedure.	Admin Team- May 2024
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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

ERSEA: Eligibility, Recruitment, Selection, Enrollment, Attendance

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Recruitment	Recruitment flyers distributed to Community Partners, such as Tribal TANF.	Admin Staff- May 2024
Payment	Conduct research alongside Finance on the available options for payment collection and processing..	AA & PM- August 2024

Events

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Parent Participation	Survey families to determine the best time slots for conducting events.	AA/PM August 2024
Staff Planning for Events	Explore alternative venue options for our Harvest Feast in order to accommodate more families.	AA- August 2024

Facilities & Learning Environments

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Campus Safety	Procedure for pick up/drop off when gate monitor is not working.	PM- April 2024

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 additional fiscal training.	PM- January 2024

Health

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
CHDP Days	Collaboration with RRTHC to ensure that all the notes & records from the CHDP Day are sent to the Health & Disabilities Coordinator	HDC- June 2024

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 June 2024
Collaboration	Work with HR to have a more competitive compensation for teachers.	PM & HR Director- August 2024

Mental Health

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
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	Offer optional times. Move into the Wolf classroom	FIC- Ongoing
Incentives	Incentive prize drawing at the end of the school year, Recognition of meeting attendance on Class Dojo & One Call.	FIC- Ongoing

Program Governance

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Training	Update Tribal Council and Policy Council on webinar trainings available to them.	PM- December 2024

Program Planning & Service System Design

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Training	Use information from the Community Needs Assessment to form 5 year Head Start goals..	PM- June 2024

Record Keeping and Reporting

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
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Files	All records are in physical files. There is a need to move files to a digital platform. This will make the search of files easier for staff and program manager.	All Staff & PM-2024-2025 School Year
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Training & Professional Development

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Training	All Head Start lead teachers will attend a training together to collaborate idea's and build on their knowledge of Head Start.	PM-June 2024

Transportation

Identified Area of Improvement	Improvement Strategies and Timeline	Person(s) Responsible
Evacuations/ Training	Have all admin staff complete training to operate GSA vehicle in case of an emergency.	PM –August 2024
Substitute Driver	Find a substitute bus driver or have someone internally complete bus driver training/ certification.	PM-December 2024
Disposal of Old Bus	Find a purchaser for our old bus.	PM & Bus Driver-August 2024