

Site-Team Action Planning

Building: Early Childhood Center – Administration Building

Goal: Integrate and align Itasca County Early Childhood Programs (Invest Early, Head Start, Early Childhood Family Education, School Readiness and other family support services) to establish and implement common program goals and curriculum focusing on language and literacy.

Date: May 7, 2007

Action Steps	Who	When
Half-day planning session --program goals & objectives --guidelines --common mission statement --common vision for site/common goals	All Staff	September 07
Half-day curriculum planning --review curriculum being used in each program --Focus on language & literacy --“Best Practice” regardless of curriculum	Teachers	October 07
Class level meetings --Preschool, ECFE, Infant/Toddler, Parent Ed	Site Reps	November 07
Individual Classroom meetings --Classroom teams will meet and plan based on curriculum and level meetings	All Staff	November- December 07
Evaluate --Three times per year --Each site will share information/outcomes --Wilder/Staff Evaluation Tool		