

NORTH EARLY LEARNING CENTER

HEAD START

**TRAINING AND TECHNICAL
ASSISTANCE PLAN**

2014 - 2015

ONE YEAR IMPLEMENTATION PLAN

Content Area	Outcome	Strategies	Person (s) Responsible	Resources Needed	Estimated Cost PA4120	Estimated Cost PA4122	Timetable	Evaluation
Program Governance	Effective program governance Effective collaboration	Maintain a uniform and consistent approach evident with the PC binder (i.e., monthly sign-in sheets, agendas, minutes, HS Director's programmatic report, fiscal report, and any resources, information shared)	Head Start Director Food Services Manager ERSEA Manager Attendance Clerk	Spreadsheet of tracked meals Communication with attendance and ERSEA for enrollment count Time allotted on Board / Policy Council Agenda	None		August 2014 – May 2015	Sign Ins Agendas Board minutes
Program Governance	Effective program governance Effective collaboration	Governing Body and Policy Council representatives and Head Start staff will participate in Governance Training activities on-site and off-site that will address our program's identified needs related to the decision making process and oversight of the Head Start Program by the governing bodies and policy council.	Head Start Director Management team	Program Documents Program Monitoring and Operational Plan w/Timelines Family Services Manager Consultants (as needed) Materials	\$200 One on-site training session (as needed)	\$75 Materials	August 2014 -November 2014	Completion of on-site, off-site and collaborative training sessions Sign Ins Agendas Feedback from Board/ Policy Council

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Program Governance	Increased communication Shared decision-making	Encourage that a Governing Body liaison to attend policy council meetings , participate in planning and decision-making, and keep Board apprised and informed.	Policy Council Secretary and/or President Head Start Director	Interagency Agreement	None		September 2014	Policy Council meeting attendance roster
Program Governance	Effective program governance	Continued training for Head Start Director and Education Manager	Head Start Director Education Manager	Agendas	\$4651		August 2014 – June 2015	Agendas Training Materials
Record Keeping and Reporting	More Formalized Management System	Continue implementation of ChildPlus and maintain the record keeping system	Head Start Director Management Team	ChildPlus Management Team	\$3800 ChildPlus Training		August 2014	Implementation of the monitoring plan
Planning	Effective planning	Continue to update annual planning process to include: (agency-wide planning calendar, agency-wide monitoring plan, PC planning calendar, PC approval calendar, staff training calendar, parent training calendar)	Head Start Director Management team Consultant (as needed)	Program Documentation Appropriate Calendars CILT Retreats	None		August 2014 – May 2015	Meeting agendas Sign Ins Calendars
Planning	Effective planning	Regularly-scheduled, documented management team and center staff meeting	Head Start Director Management Team Center Staff Consultant (as	Materials	None		August 2014 – May 2015	Meeting agendas Sign Ins Calendars

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			needed)					
Ongoing Monitoring	Effective program monitoring	Continuation of an ongoing monitoring system, that identifies staff responsibilities, specific timelines for completion, as well as documentation of completion and follow-up, to include the systems and services	Head Start Director Management Team	ChildPlus Agency Referral Forms Agency Partnerships		\$ 1850 / year ChildPlus fee	August 2014 – May 2105	ChildPlus reports Copies of agency referrals Agency partnership agreements
Communication	Effective program communication	Maintain effective and efficient communication process, that is implemented and documented, to include the following: (Communication with the Board of Trustees and Policy Council, Communication with Staff, CILT Team, Integrated collaboration campus wide)	Head Start Director Management Team CILT Team	E-Mail Agendas Agency Referral Form Meetings	None		August 2014 – May 2105	Agendas Sign Ins Copies of agency referrals
Communication	Effective program communication	Revisit internal referral policy and revise if needed (train all staff on revised policy and procedures)	Head Start Director Management Team	Agency Referral Form Written Referral Procedures	None		August 2014 – May 2015	Copies of agency referrals
Family Engagement and Partnerships	Effective engagement and partnerships.	Staff seek permission to attend meetings, events, and fairs as applicable	Head Start Director Family Services Manager Family Services Staff	Agency Partners Parenting Training	None		August 2014 – June 2015	Agendas

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Family Engagement and Parental Involvement	Effective family engagement and partnerships.	Use ChildPlus database	Head Start Director Family Services Manager Family Services Staff	ChildPlus Training	Already Addressed		Summer 2014	Agendas Sign Ins ChildPlus reports
Family Engagement and Parental Involvement	Effective family engagement.	Schedule time during orientation for parents to participate in the family goal setting process	Head Start Director Family Services Manager Family Services Staff	Partnership Agreements Orientation Powerpoint Sign In Sheets Agendas	None		Summer 2014	Agendas Sign Ins Partnership agreements
Family Engagement and Parental Involvement	Effective family engagement	Offer opportunities for a variety of parent trainings.	Head Start Director Family Services Manager Family Services Staff Parents	Agendas Training Materials		\$2500	August 2014 – June 2015	Agendas Sign Ins
Family Engagement and Parental Involvement	Effective family engagement.	Encourage staff to support family engagement	Head Start Director Family Services Manager Family Services Staff Center Staff	Curriculum Feedback Materials Training National HS Conference National Parent Conference	\$2421		August 2014 – June 2015	Agendas Feedback forms
Curriculum and Assessment	Effective parental engagement in opportunities to enhance child	Make parents aware of the curriculum committee opportunity during orientation and	Family Services Manager	Agendas	None		August 2014 – May 2015	Agendas Sign Ins

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	outcomes.	the ICARE meetings	Head Start Director Education Manager					
Curriculum and Assessment	Effective implementation of the curriculum.	Correct the scope and sequence to address the phonological awareness needs of 3 year olds	Education Manager Curriculum Committee	OWL Curriculum Phonological Awareness Continuum Staff Time	\$1500		Summer 2014	Agendas Sign Ins Scope and sequence
Child Outcomes	Provide effective classroom instruction.	CDA Training	Head Start Director Education Manager Consultant	Registration Materials	\$1000		August 2014 – June 2015	Agendas
Child Outcomes	Provide effective classroom instruction.	Training on CLASS for all teachers	Head Start Director Education Manager T &TA Specialist	CLASS Books Registration Fee T&TA Specialist	\$1750 (registration fee)		Fall 2014	Agendas Sign Ins
Child Outcomes	Provide effective coaching to improve classroom instruction.	Attend CLASS Instructional Support Training	Head Start Director Education Manager Lead Teachers (5)	CLASS Materials Registration Fee Travel Expenses	\$3600 (registration fee) \$200 (travel expenses)		Fall 2014	Agendas
Child Outcomes	Effective use of assessment for optimizing instructional outcomes.	Investigate new assessments and align them with the progress report and the curriculum	Head Start Director Education Manager CILT Team	Variety of Assessments Head Start Alignment Review Tool	None		Summer 2014	Agendas Sign Ins Head Start Alignment and Review Tool

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Individualization	Effective individualization to optimize child outcomes.	Analyze the need for pull-out program improvements	Head Start Director Education Manager	Spring data Supplemental Reading Curriculum		\$500	Summer 2014	Fall assessment data Feedback
Nutrition Services	Provide effective nutrition services.	Training for food services staff, training for center staff on health, nutrition, allergies, and wellness	Head Start Director Head Start Nurse Consultant – Dietitian	USDA Requirements Head Start Regulations		\$3600	August 2014 – May 2015	Agendas Sign Ins
Health Services	Provide effective child health services	Continue to improve staff training on promoting physical development and supporting other learning areas to address and support OHS's initiative on childhood obesity	Head Start Director Head Start Nurse Education Manager T&TA Specialist	Materials Training – I am Moving, I am Learning Materials – Play 60		\$400	August 2014 – May 2015	Materials Agendas
Health Services	Provide effective child health services	Attend applicable trainings to increase knowledge	Head Start Director Head Start Nurse	Training – National HS Parent Conference	\$1628		August 2014 – May 2015	Materials Agendas
ERSEA	Effective use of ERSEA systems.	All FDC staff input applications, family services, and events in ChildPlus	Family Services Manager Head Start Director Family Services Staff	ChildPlus Training ChildPlus Reports	Already Addressed		August 2014 – June 2015	ChildPlus reports
Mental Health Services	Provide effective mental health services.	Parent participation – train parents on the importance of school and school behavior, have parents volunteer in the classroom, provide more behavior-related trainings for parents	Head Start Director Mental Health Manager Family Services Manager	Region V Trainer	\$500		Fall 2014	Agenda Sign Ins

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			Family Services Staff Consultant					
Mental Health Services	Provide effective mental health services.	Communication – case management, start using revised referral form	Head Start Director Mental Health Manager All Staff	Agency Referral Form Training Referral Procedures	None		August 2014 – June 2015	Copies of agency referrals
Disabilities Services	Provide effective disabilities services.	Attend applicable trainings to increase knowledge/resources. (ex. Law Conference, Autism Conference)	Disabilities Manager Education Manager Inclusion Teachers	National HS Conference Region V Trainings	\$1676	\$1000	August 2014 – June 2015	Agendas
Fiscal	Effective use and management of fiscal systems.	Continue to seek applicable trainings	Fiscal Manager Head Start Director	National Head Start Conference	\$1476		August 2014 – June 2015	Agenda