

**NORTH EARLY LEARNING CENTER**

**HEAD START**

**TRAINING AND TECHNICAL  
ASSISTANCE PLAN**

**2016 - 2017**

## 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 2016 – May 2017	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		\$250 on-site training session	August 2016 -November 2016	Completion of on-site, off-site and collaborative training sessions  Sign Ins  Agendas  Feedback from Board/ Policy Council
Program Governance	Increased communication  Shared decision-making	Encourage 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 2016	Policy Council meeting attendance roster

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Program Governance	Effective program governance	Continued training for Head Start Director and Education Coordinator	Head Start Director Education Coordinator	Agendas NHSA Conference Region VI Conference	\$4178 (travel expense) \$1090 (registration fee) 2122 (travel expenses)		August 2016 – June 2017	Agendas Training Materials
Record Keeping and Reporting	More Formalized Management System	Continue maintenance of ChildPlus and maintain the record keeping system	Head Start Director Management Team	ChildPlus Management Team			August 2016 – June 2017	Ongoing report monitoring
Planning	Effective planning	Program Calendar	Head Start Director Management team	Google Calendar	None		August 2016 – May 2017	Calendar
Planning	Effective planning	Regularly-scheduled, documented management team and center staff meeting	Head Start Director Management Team Center Staff	Materials	None		August 2016 – May 2017	Meeting agendas Sign Ins Calendars
Ongoing Monitoring	Effective program monitoring	Continuation of an ongoing monitoring system that tracks program statistics to include Child Plus and Skyward	Head Start Director Management Team Attendance Clerk	ChildPlus Skyward			August 2016 – May 2017	ChildPlus Reports Skyward Reports Nurse Database

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Communication	Effective program communication	Maintain effective and efficient communication processes 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 with Family Development and other staff.	Head Start Director  Management Team  All staff	E-Mail  Agendas  Meetings	None		August 2016 – May 2017	Agendas  Sign Ins
Family Engagement and Partnerships	Effective engagement and partnerships.	Staff attend trainings, meetings, events, and fairs as applicable	Head Start Director  Family Services Coordinator  Family Development Workers	Head Start Trainings (NHSA Conference)  Region VI Conference	\$ 2089 (travel expenses)  \$545 (registration fee)  \$1061 (travel and expenses)		August 2016 – June 2017	Agendas
Family Engagement and Parental Involvement	Effective family engagement and partnerships.	Use ChildPlus database	Head Start Director  Family Services Coordinator  Family Development Workers	ChildPlus		\$ 1966	August 2016 – June 2017	ChildPlus reports
Family Engagement and Parental Involvement	Effective family engagement	Offer opportunities for a variety of parent trainings.	Head Start Director  Family Services Coordinator  Family Development Workers  Parents	Agendas  Training Materials		\$2000	August 2016 – June 2017	Agendas  Sign Ins

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Family Engagement and Parental Involvement	Effective family engagement.	Encourage parents to support children and be advocates for their children	Head Start Director  Family Services Coordinator  Family Development Workers  Center Staff	Training  National HSA Conference		\$2089 (travel expense)  \$545 (registration fee)	August 2016 – June 2017	Agendas  Feedback forms
Curriculum and Assessment	Effective parental engagement in opportunities to enhance child outcomes.	Make parents aware of the curriculum committee opportunity during orientation and the ICARE meetings	Family Services Coordinator  Head Start Director  Education Coordinator	Agendas	None		August 2016 – May 2017	Agendas  Sign Ins
Child Outcomes	Provide effective classroom instruction.	CDA Training  Local Training	Head Start Director  Education Coordinator  Teachers  Instructional Aides	Registration Materials  Region V	\$1108	\$850	August 2016 – June 2017	Agendas
Child Outcomes	Provide effective classroom instruction and improve instruction through coaching	Training on CLASS for all teachers  CILT will be trained and or recertified as appropriate	Head Start Director  Education Coordinator  CILT Team  T &TA Specialist	CLASS Books / Registration Fee  T&TA Specialist	\$1264 (registration fee)		Fall 2016	Agendas  Sign Ins

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Nutrition Services	Provide effective nutrition services.	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 2016 – May 2017	Agendas  Sign Ins
Health Services	Provide effective child health services	Provide parent and 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 Coordinator  T&TA Specialist	Materials  Training – I am Moving, I am Learning  Materials – Play 60			August 2016 – May 2017	Materials  Agendas
Health Services	Provide effective child health services	Attend applicable trainings to increase knowledge	Head Start Director  Head Start Nurse	Training – National HSA    Region VI Conference	\$2089 (travel expenses)  \$545 (registration fees)  \$1061 (travel and expenses)		August 2016 – May 2017	Materials  Agendas
ERSEA	Effective use of ERSEA systems.	All FDW staff input applications, family services, and events in ChildPlus	Family Services Coordinator  Head Start Director  Family Development Workers	ChildPlus Reports			August 2016 – June 2017	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 and individual meetings with	Head Start Director  Mental Health Coordinator  Family Services Coordinator				Fall 2016 – Jun 2017	Agenda  Sign Ins

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		parents as need.	Family Development Workers Consultant			\$5400		
Mental Health Services	Provide effective mental health services.	Communication – case management	Head Start Director Mental Health Coordinator All Staff				August 2016 – June 2017	Case Management Notes
Disabilities Services	Provide effective disabilities services.	Attend applicable trainings to increase knowledge/resources. (ex. Law Conference, Autism Conference)	Disabilities Coordinator Education Coordinator Inclusion Teachers	National HSA Conference Region VI Conference	\$2089 (travel expenses) \$545 (registration fees) \$1061 (travel and expenses)		August 2016 – June 2017	Agendas
Fiscal	Effective use and management of fiscal systems.	Continue to seek applicable trainings	Fiscal Specialist Head Start Director	National Head Start Conference Region VI	\$2089 (travel expenses) \$545 (registration fees) \$1061 (travel and expenses)		August 2016 – June 2017	Agenda