

WOCCISD - 06CH5405

*NORTH EARLY LEARNING CENTER
HEAD START*

**TRAINING AND TECHNICAL
ASSISTANCE PLAN**

2015 - 2016

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 2015 – May 2016	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	Head Start Director Management team	Program Documents Program Monitoring and Operational Plan w/Timelines Family Services Manager Consultants (as needed)	\$200 One on-site training session		August 2015 -November 2015	Completion of on-site, off-site and collaborative training sessions Sign Ins Agendas Feedback from Board/ Policy Council

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		policy council.		Materials				
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 2015	Policy Council meeting attendance roster
Program Governance	Effective program governance	Continued training for Head Start Director and Education Coordinator	Head Start Director Education Coordinator	Agendas NHSA Conference	\$2568 (travel expense) \$1314 (registration fee)		August 2015 – June 2016	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 2015 – June 2016	Ongoing report monitoring
Planning	Effective planning	Program Calendar	Head Start Director Management team	Google Calendar	None		August 2015 – May 2016	Calendar
Planning	Effective planning	Regularly-scheduled, documented management team and center staff meeting	Head Start Director Management Team	Materials	None		August 2015 – May 2016	Meeting agendas Sign Ins

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			Center Staff					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 Skyward Conference	\$265 (registration fee) \$263 (travel expenses)		August 2015 – May 2016	ChildPlus Reports Skyward Reports Nurse Database
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 with Family Development and other staff.	Head Start Director Management Team All staff	E-Mail Agendas Meetings	None		August 2015 – May 2016	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)	\$ 1034 (travel expenses) \$657 (registration fee)		August 2015 – June 2016	Agendas
Family Engagement and Parental Involvement	Effective family engagement and partnerships.	Use ChildPlus database	Head Start Director Family Services	ChildPlus		\$ 1966	August 2015 – June 2016	ChildPlus reports

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			Coordinator Family Development Workers					
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	\$3500		August 2015 – June 2016	Agendas Sign Ins
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 HS Conference	\$1936 (travel expense) \$1314 (registration fee)		August 2015 – June 2016	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 2015 – May 2016	Agendas Sign Ins
Curriculum and Assessment	Effective implementation of the curriculum.	Align OWL curriculum and Teaching Strategies Gold System.	Education Coordinator Teachers	OWL Curriculum Correlation Sheets	\$994		Summer 2015	Agendas Sign Ins Scope and

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								sequence
Child Outcomes	Provide effective classroom instruction.	CDA Training Local Training	Head Start Director Education Coordinator Teachers Instructional Aides	Registration Materials Region V	\$1000 \$1000		August 2015 – June 2016	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	\$2300 (registration fee) \$596 (travel expenses)		Fall 2015	Agendas Sign Ins
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 2015 – May 2016	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 2015 – May 2016	Materials Agendas

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Health Services	Provide effective child health services	Attend applicable trainings to increase knowledge	Head Start Director Head Start Nurse	Training – National HS	\$1034 (travel expenses) \$657 (registration fees)		August 2015 – May 2016	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 2015 – June 2016	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 parents as need.	Head Start Director Mental Health Coordinator Family Services Coordinator Family Development Workers Consultant			\$6120	Fall 2015 – Jun 2016	Agenda Sign Ins
Mental Health Services	Provide effective mental health services.	Communication – case management	Head Start Director Mental Health Coordinator All Staff				August 2015 – June 2016	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	National HS Conference Law Conference	\$1034 (travel expenses) \$657 (registration fees)		August 2015 – June 2016	Agendas

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			Inclusion Teachers					
Fiscal	Effective use and management of fiscal systems.	Continue to seek applicable trainings	Fiscal Specialist Head Start Director	National Head Start Conference Skyward Training	\$1297 (travel expenses) \$922 (registration fees)		August 2015 – June 2016	Agenda