



Jefferson County Board of Education  
Head Start / Early Head Start Program

**2015-2016 Training / Technical Assistance Plan**

**Grant # 04CH0280  
Funding Year 2015-16**

**T/TA Plan Narrative**

***Training Plan Preparation and Development***

A comprehensive approach was utilized to develop the training plan. The Performance Standards, Community Assessment, Self Assessment, and Policy Council input, along with other program assessment tools, were used to determine training needs. Parents, staff, and Policy Council members communicated and aligned goals in each program area/unit to establish the program's overall short and long-range goals. The goals were communicated in Policy Council and staff meetings. In addition, district personnel met with Head Start staff to collaborate in the analysis and prioritizing of programmatic goals.

***Preparation Events***

1. The Community Assessment was revised in March 2015.
2. A program self-assessment was conducted in January through March 2015. The corrective action plan was completed in April 2015.
3. The management team identified needed improvements through the analysis of the self-assessment results.
4. Meetings were held to develop budget proposals and long and short range goals.
5. Work sessions were held to review goals and the refunding budget proposals in April 2015.

***Comprehensive Program Review and Self-Analysis***

For the purpose of developing of the program's T/TA Plan, program staff conducted an in-depth review of the following five (4) critical sources of data: (1) Self-Assessment report data which offered a critically introspective look at the program's operation utilizing a systems approach and directed by the Performance Standards; (2) Child outcomes data gathered from the Work Sampling and Ounce Scale assessment analysis; (3) Data derived from management team reports and meeting minutes which form the basis of information used to provide consistent, ongoing monitoring of every aspect of the program, (4) Data gleaned from the previous year's PIR and T/TA Plan. As training goals were developed attention was paid to the systems and services that would be impacted.

***Planning Method***

In order to develop our training plan, work sessions were held with parents, Policy Council members, and staff. The work sessions allowed stakeholders to clearly identify goals and objectives. Strategies and contributing factors for goal attainment were discussed. Input was sought from all parties to develop our program's strategic plan. As units developed targeted goals they determined the strategies and measurable outcomes related to the specific goals. The outcomes will highlight and demonstrate progress toward identified goals.

## Shared Governance

The Jefferson County Board of Education Head Start/Early Head Start Program operates under a system of shared governance between the Jefferson County Board of Education, the governing body, and the Head Start Policy Council.

This document was presented to the full Policy Council in April 2014 for discussion and approval. The FY2015-2016 T/TA Plan was approved by the body as documented in the meeting minutes dated April 16, 2015.

Following approval by the Policy Council the plan was forwarded to the Board of Education Secretary to be placed on the Board Consent Calendar for the April 27, 2015 meeting. The approval of the Jefferson County Board of Education is reflected in the minutes dated April 27, 2015.

### T/TA Plan Development Team

Kevin Nix .....	Early Childhood Director
Scott Young .....	Operations Manager
Kathy Y. Stovall .....	Family and Community Partnership Unit Manager
Angela Hawkins .....	Child Development and Health Services Unit Manager
Mike Tronzo .....	Budget and Management Operations Specialist
James Francis .....	Compliance Specialist
Mike Murphy .....	Academic Program Consultant II

## Part 1: Identified T/TA Goals

### Program Design and Management

**T/TA Goal:** *Increasing the knowledge of the staff, governing body, community partners and volunteers to ensure optimum program operation.*

Expected Outcomes (Short-Term and/or Long-Term)		Indicators			Documentation/Frequency of Measurement	
1. Governing body members will increase their knowledge of the program to enhance the execution of their roles and responsibilities. 2. Program parents, Policy Council parents, community representatives, volunteers, and program staff will increase their program knowledge to ensure optimum operation of the Head Start/Early Head Start program.		1. Jefferson County Board of Education members attend training session on HS/EHS program governance. 2. Parents and community representatives and volunteers attend at least one training session during the school year.			1. Training Agendas & Materials (Annually) 2. Training Agendas & Materials (Annually) 3. Sign-In Sheets (Annually) 4. Policy Council minutes (Monthly)	

  

T/TA Strategies Events/Activities (include size and scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost Head Start	Estimated Cost Early Head Start
1. Obtain training through attendance at local, regional, and national conferences and training events which support the work of the Grantee and Policy Council to enhance the success of the Head Start/Early Head Start program.	Training Guides Performance Standards T/TAS Kentucky Head Start Association Region IV HSA National HSA	Board Members	Director Unit Managers	Region IV Atlanta Conferences	\$ 3,150	\$1,700
2. Obtain training for parents and staff through attendance at local, regional, and national conferences and training events to enhance the success of the Head Start/Early Head Start program.		Policy Council Members		February		
3. Training from Western Kentucky T/TA		Program Families Community Representatives Volunteers Staff		2-staff/parent Registration/Travel NHSA Conferences 15-Parents, 4-Staff		
					\$20,000	\$ 20,000



4. Shine Assist in preparing a data driven program based on standards					\$32,000	\$4,000
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#### Program Design and Management

**T/TA Goal:** *Increase the knowledge of Site Administrators related to regulations and standards governing Head Start/Early Head Start and State-funded Preschool*

Expected Outcomes (Short-Term and/or Long-Term)		Indicators			Documentation/Frequency of Measurement	
1. Training will be provided Site Administrators on compliance with laws, regulations, and standards 2. Develop common processes and procedures across centers 3. Effective and consistent monitoring of program staff in ensuring compliance and continuous improvement		1. Compliance with laws, regulations, and standards 2. Early Childhood Center Management Guide			1. Training schedule 2. Sign-in sheets and training evaluations. 3. Processes and procedures 4. Monitoring checklists	
T/TA Strategies Events/Activities (include size & scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost Head Start	Estimated Cost Early Head Start
1. Survey of Site Administrators 2. Compilation of training topics 3. Periodic meetings with Site Administrators	WKU T/TA ECKLC	Site Administrators	Management Team	July – May	\$ 0	\$ 0

#### Child Development and Health Services

**T/TA Goal:** *To have staff work more closely with parents to increase dental and physical exam rates.*

Expected Outcomes (Short-Term and/or Long-Term)		Indicators			Documentation/Frequency of Measurement	
1. Training will be provided for staff on how to build and maintain effective relationships with families. 2. Training between family services staff and classroom staff on how to collaborate and effectively communicate health concerns with families. 3. Providing staff training on reading and interpreting health reports from ChildPlus and Infinite Campus to communicate the information to families.		1. Increase in the number of exams 2. PIR 3. Parent Survey results			5. Training schedule 6. Sign-in sheets and training evaluations. 7. Sign-in sheets and training evaluations.	
T/TA Strategies Events/Activities (include size & scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost Head Start	Estimated Cost Early Head Start
1. Partnering Effectively with Families Training 2. Teaming to Support Families training 3. Partners to Practice training	Health Coordinator Parent Involvement Liaisons WKU T/TA ChildPlus PFCE Framework	Staff Books, Study Guides and Other Printed Materials	Health Coordinator Unit Managers	August – May	\$ 1,000 \$ 500	\$ 2500

### Child Development and Health Services - Higher Level Thinking Skills

**T/TA Goal:** *Increase instructional staff's use of questioning strategies to increase student's higher order thinking skills.*

Expected Outcomes (Short-Term and/or Long-Term)		Indicators			Documentation/Frequency of Measurement	
1. Staff will use CLASS and Work Sampling results, Ounce Scale (EHS), observations, and anecdotal notes to individualize instruction and increase higher level questioning strategies in conversations and discussions that promote students' ability to think and respond at a higher level. 2. Staff will use the CASCADE and Ounce Scale to record assessment results and utilize data to individualize instruction. 3. Children will receive age and developmentally appropriate instruction with focused next steps based on assessment and CLASS feedback results to meet students' individualized goals.		Increase use of higher level questions Individualized goals that connect to the child's identified needs. Action plans based on identified teacher needs.			Individualized goals Resource Teacher Site Visit Reports Embedded PD documentation CLASS results Assessment results CASCADE reports Ounce Scale results	
T/TA Strategies Events/Activities (include size and scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost Head Start	Estimated Cost Early Head Start
1. Embedded professional developments on the CLASS instrument, and Ounce scale to provide classroom instructional support, and monitor child progress. 2. Develop and implement a professional development/training plan that includes additional opportunities for CLASS embedded training focusing on scaffolding and use of higher order thinking questioning strategies throughout the day and across content and center time areas. 3. CLASS Renewal Registration/Fees	CDH Unit Manager Transition Specialist Resource Teachers Early Childhood Specialist National Centers Region IV T/TA	Instructional Staff	CDH Unit Manager	August-May	\$1,100	\$ 2500

### Child Development and Health Services and Family and Community Partnerships–School Readiness

**T/TA Goal:** *Improve linkage of school readiness goals to instructional planning and engage parents in their child's progress.*

Expected Outcomes (Short-Term and/or Long-Term)		Indicators			Documentation/Frequency of Measurement	
1. Instructional staff will utilize and incorporate the school readiness goals into daily lesson planning, make instructional decisions based on these goals and engage parents in their child's education. 2. Increase CLASS scores 3. Increase staff knowledge and ongoing use of the Parent, Family, and Community Engagement (PFCE) Framework and Markers of Progress for increased parent engagement.		1. School Readiness goals are reflected in lesson plans 2. Reports on CLASS scores 3. Increase in parent engagement 4. ChildPlus Family Services reports			1. Lesson plans 2. CLASS reports 3. Training materials, agendas, sign-in sheets	
T/TA Strategies Events/Activities (include size and scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost Head Start	Estimated Cost Early Head Start



1. Conduct ongoing monitoring of lesson plans to determine if instructional decisions were based on school readiness goals.	School Readiness Plan, Markers of Progress, PFCE Framework, CASCADE, T/TA Network, CLASS video library, Resource Teachers, FCP staff	All HS/EHS Staff Parents	CDH Unit Manager, FCP Unit Manager, Specialists, Coordinators, Director	August - July	1. \$ 0	\$ 1,000
2. Implement CLASS training plan					2. \$ 0	
3. To provide ongoing monitoring for instructional and family services staff to utilize PFCE Framework to plan opportunities for parent engagement.					3. \$ 0	
4. FCP staff will utilize the PFCE Framework throughout the year in Parent Center Committee meetings and activities for health, nutrition and fatherhood.					4. \$ 3,000	

**Family and Community Partnerships – Family Services and Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)**

**T/TA Goal:** *Increase staff skills and knowledge of family development and ERSEA policies, procedures, and record keeping.*

Expected Outcomes (Short-Term and/or Long-Term)		Indicators			Documentation/Frequency of Measurement	
1. Family service and parent will pursue the Family Development Credential. 2. Increase staff knowledge of the program's policies and procedures as they relate to ERSEA.		1. Family Development Credential 2. Accurate documentation			1. Training agenda, materials and sign-in Sheets 2. File audits, training agenda and sign in sheets	
T/TA Strategies Events/Activities (include size and scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost Head Start	Estimated Cost Early Head Start
1. Provide new staff orientation training on the ERSEA policies and procedures. 2. Program staff will annually review the new and existing procedures for ERSEA and record keeping guidelines 3. FCP staff will monitor records for accuracy and completion and review requirements monthly.	Performance Standards Policies and Procedures, FCP Unit Manager, Operations Mngr. Early Childhood Director T/TA Network	All Staff	Director FCP Unit Manager CDH Unit Manager FCP Liaisons Office Manager	August – May	\$ 0	\$ 0

**Fiscal Management**

**T/TA Goal:** *Expand the financial/management reporting system to provide management with real-time, accessible unit budget reports.*

Expected Outcomes (Short-Term and/or Long-Term)		Indicators			Documentation/Frequency of Measurement	
1. Streamline budget monitoring and analysis for Unit Managers.		Unit managers will utilize the updated tool for budget analysis and monitoring			Budget Reports (Monthly)	
T/TA Strategies Events/Activities (include size and scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost Head Start	Estimated Cost Early Head Start
1. Develop and implement a tool for unit managers to access budgets on a monthly basis for monitoring and review using Crystal Reports.	JCPS MIS, JCPS Grants and Awards, Crystal Reports, MUNIS	Unit Managers Director	Budget and Operations Specialist	August	\$ 0	\$ 0

## Transportation

**T/TA Goal:** *Refine ongoing monitoring of transportation services.*

Expected Outcomes (Short-Term and/or Long-Term)		Indicators			Documentation/Frequency of Measurement	
1. The bus ride will be a meaningful and educational experience for children. 2. Utilizing additional staff to support the ongoing monitoring efforts for transportation, including pedestrian safety.		Ongoing monitoring			Materials created and distributed Bus ride observation tools Revised ongoing monitoring plan	
T/TA Strategies Events/Activities (include size and scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost Head Start	Estimated Cost Early Head Start
1. Develop bus ride activities 2. Provide implementation training to bus monitors 3. Develop a plan to ensure compliance with Head Start transportation regulations.	JCPS Transportation, Resource Teachers, All Units, National Centers	Instructional Staff Bus Monitors	Unit Managers	October – February March – April	\$ 0	\$ 0

## Part 2: Required Head Start Training

Required Training for Staff							
Required Training (Including Size and Scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost Head Start	Estimated Cost Early Head Start
<b>1. Head Start Act Section 640(a)(3)(B)(ii)</b> Developing skills in working with children with non-English language backgrounds and children with disabilities as appropriate.	JCPS ELL Dept. CDH Unit Manager Disabilities Coordinator Bilingual Instructor	Instructional Staff	Teaching staff will provide appropriate experiences for children with non-English language backgrounds and children with disabilities	CDH Unit Manager Disabilities Coordinator Resource Teachers	August – May	\$ 0	\$ 0
<b>2. N-30-35601-30(B)(2) 45 CFR 1304.52(k)(3)(i)</b> Identification and reporting of child abuse and neglect including methods for identifying and reporting child abuse and neglect that comply with applicable State and local laws using, so far as possible, a helpful rather than punitive attitude toward abusing or neglecting parents and other caregivers.	District Compliance and Investigations	All Head Start Staff	Cases of child abuse and/or neglect will be identified and reported	Director Operations Unit Manager CDH Unit Manager FCP Unit Manager	August – May	\$ 0	\$ 0
<b>3. 45 CFR 1304.41(c)(1)(iv) 45 CFR 1304.52(k)(3)(ii)</b> Transition training for Early Head Start or Head Start staff and school or other child development staff	Transition Specialist	All Head Start Staff	Children and families will successfully transition into and out of the Head Start program	CDH Unit Manager Transition Specialist	August – May	\$ 0	\$ 0



Required Training for Staff							
Required Training (Including Size and Scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost Head Start	Estimated Cost Early Head Start
<b>4. 45 CFR 1304.52(k)(1)</b> Orientation for new staff, consultants and volunteers	Director Management Team	All New Head Start Staff Consultants Program Volunteers	All new staff, consultants, and volunteers will receive an orientation which includes the goals and underlying philosophy of Early Head Start and/or Head Start and the ways in which they are implemented by the program	Director CDH Unit Manager Operations Unit Manager FCP Unit Manager FCP Liaisons Resource Teachers	August– June	\$ 0	\$ 0
<b>5. 45 CFR 1306.23(a)</b> Pre and in-service training opportunities designed to improve the ability of staff and volunteers to deliver services required by Head Start regulations and policies. Professional Learning Communities Training and Participation.. BRIGANCE Preschool Screen training. Training for Early Head Start staff on working with infants and toddlers. Implementing new curriculum for Early Head Start..  Parent and Staff Professional Training and Developmental Services.	Director Mgmt Team FP/PI Liaisons Resource Teachers Consultants	All Head Start Staff Program Volunteers	Program staff and volunteers will increase the knowledge and skills they need to fulfill their job responsibilities. The training will be directed toward improving the ability of staff and volunteers in delivery of services required by Head Start regulations and policies.	Director CDH Unit Manager Operations Unit Manager FCP Unit Manager FCP Liaisons Resource Teachers	August – June	\$1,000 Parent Training	\$ 5,000 Four C's Training  \$ 3,000 Parent Training
<b>6. 45 CFR 1306.23(b)</b> Training on the goals of Head Start and the program options being implemented.	Director Mgmt Team FS/PI Liaisons Resource Teachers	All Head Start Staff Program Volunteers	Staff and volunteers will increase knowledge about the underlying goals of Head Start and the program options being implemented	Director Management Team FCP Liaisons Resource Teachers	August – May 5 Staff	\$ 0	\$ 0 \$ 6,000 Infant and Toddler Training Institutes
<b>7. 45 CFR 1310.17(b)(1)</b> Operate the vehicle in a safe and efficient manner	District Transportation Department Transportation Coordinator	District Bus Drivers	Transportation services provided to children will be completed safely and efficiently, without incidents or injury to persons or damage to property	Transportation Coordinator	July – June	\$ 0	\$ 0
<b>8. 45 CFR 130.17(b)(2)</b> Safely run a fixed route and perform specialized driving maneuvers	District Transportation Department Transportation Coordinator	District Bus Drivers	Drivers will complete assigned routes and driving maneuvers safely, without incidents of injury to persons or damage to property	Transportation Coordinator	July – June	\$ 0	\$ 0
<b>9. 45 CFR 1310.17(b)(3)</b> Administer basic first aid	District Transportation Department	District Bus Drivers	Drivers will obtain knowledge and skill in administering first aid to persons injured.	Transportation Coordinator	July – June	\$ 0	\$ 0

Required Training for Staff							
Required Training (Including Size and Scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost Head Start	Estimated Cost Early Head Start
<b>10. 45 CFR 1310.17(b)(4)</b> Handle emergency situations	District Transportation Department	District Bus Drivers	Drivers will obtain knowledge and skill in following appropriate procedures to handle emergency situations	Transportation Coordinator	July – June	\$ 0	\$ 0
<b>11. 45 CFR 1310.17(b)(5)</b> Operate special equipment	District Transportation Department	District Bus Drivers	Drivers will obtain knowledge and skill in operating special equipment	Transportation Coordinator	July – June	\$ 0	\$ 0
<b>12. 45 CFR 1310.17(b)(6)</b> Conduct maintenance and safety checks	District Transportation Department	District Bus Drivers	Drivers will obtain knowledge and skill in conducting maintenance and safety checks to ensure a safe environment	Transportation Coordinator	July – June	\$ 0	\$ 0
<b>13. 45 CFR 1310.17(d)</b> Meet applicable driver training requirements of the state in which they operate	District Transportation Department Operations Unit Manager Transportation Coordinator	District Bus Drivers	Drivers will gain knowledge and skills related to requirements for licensure in the state in which they operate	District Transportation Dept. Operations Unit Manager Transportation Coordinator	July – June	\$ 0	\$ 0
<b>14. 648A(a)(2)(A) / 648A(a)(2)(B)(ii) – Head Start</b> Ensure that no later than September 30, 2013, 50% of all teachers nationwide have a minimum of a baccalaureate or advanced degree in early childhood education  Ensure that no later than September 30, 2013, teaching assistants have a minimum of a CDA or are working on an associates or bachelors degree	Jefferson Community and Technical College Kentucky State University Campbellsville University	Head Start Instructional Staff	Instructional staff will obtain the minimum of a Baccalaureate degree and have been trained in early childhood development	Operations Manager CDH Unit Manager Career Development Clerk	August – May Tuition Books & Study Guides CDA Renewal Fees	\$ 50,000  \$ 5,080 <b>Books &amp; Study Guides</b>  \$ 5000 <b>CDA License Renewals</b>	\$ 0
<b>15. 648A(a)(2)(C)(i)(I) – Early Head Start</b> All teachers providing direct services to Early Head Start children and families will maintain a minimum of a Child Development Associate (CDA) for Infants and Toddlers	Jefferson Community and Technical College Campbellsville University	Early Head Start Staff	Instructional staff will maintain a Child Development Associate Credential (CDA) for Infants and Toddlers and have been trained in early childhood development	Operations Manager CDH Unit Manager Career Dev. Clerk	August – May Tuition Books and Study Guides	\$ 0	\$ 5955  \$ 2,000 <b>Books &amp; Study Guides</b>



Required Training for Parents							
Required Training (Including Size and Scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost	Estimated Cost
<b>1. 45 CFR 1304.21</b> Parents receive training on how to be the primary teacher for their children and full partners in the education of their children	CDH Unit Manager Early Head Start Specialist FCP Unit Manager	Program Families Expectant Parents	Parents will gain knowledge in how to guide their child's education	CDH Unit Manager FCP Unit Manager EHS Specialist Transition Specialist FCP Liaisons	August – May	\$ 700	\$ 300
<b>2. 45CFR 1304.22(a)(5)</b> Parent Orientation on the need to prevent abuse and neglect	Operations Unit Manager District Compliance and Investigations	Program Families	Parents will obtain knowledge and skills needed to prevent abuse and neglect	FCP Unit Manager FCP Liaisons	August – May	\$ 0	\$ 0
<b>3. 45 CFR 1304.52(k)(3)(ii)</b> Preparation for parents to exercise their rights and responsibilities concerning the education of their children in the school setting	FCP Unit Manager FP/PI Liaisons	Program Families	Parents will obtain knowledge on their rights and responsibilities concerning the education of their children in the school setting and will develop skills in exercising rights as parents in the school setting	FCP Unit Manager FCP Liaisons CDH Unit Manager	August – May	\$ 0	\$ 0
<b>4. 45 CFR 1310.21(a)</b> If the agency provides transportation, training for parents that includes vehicle and pedestrian safety	Operations Unit Manager Transportation Coordinator	Head Start Families	Parents and children will demonstrate knowledge and skill in vehicular safety methods and pedestrian safety methods	Transportation Coordinator FCP Unit Manager FCP Liaisons	August – May	\$ 0	\$ 0
<b>5. 45 CFR 1304.23</b> Family assistance with nutrition	University of Kentucky Cooperative Extension Service JCPS Nutrition Services Health Advisory Committee	Program Families	Parents will receive information on resources to assist with nutrition needs. Families will receive instruction on proper nutrition and meal planning	Health Coordinator District Nutrition Staff	September – May	\$ 0	\$ 0
<b>6. 45 CFR 1304.40(e)(3)</b> Opportunities to enhance parenting skills, knowledge and understanding of the educational and developmental needs and activities of their children	CDH Unit Manager Disabilities Coordinator EHS Specialist Health Coordinator FCP Unit Manager	Program Families	Parents will receive training in proper methods of parenting; develop an understanding of their child's educational and developmental needs; and develop skill in selecting appropriate educational and developmental activities for their children.	FCP Unit Manager Disabilities Coordinator Transition Specialist EHS Specialist FCP Liaisons	September – May	\$ 0	\$ 0
<b>7. 45 CFR 1304.24(a)</b> Parent education on mental health issues	Mental Health Consultant Disabilities Coordinator	Program Families	Parents will obtain knowledge of mental health issues in children, including characteristics/signs to watch for	Mental Health Consultant Disabilities Coordinator	September – May	\$ 0	\$ 0

Required Training for Parents							
Required Training (Including Size and Scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost	Estimated Cost
<b>8. SEC 642A – Head Start Transition and Alignment with K-12 Education:</b> This regulation requires the establishment of ongoing communications between the Head Start Agency and the LEA serving the community to promote continuity of services and effective transitions.	Performance Standards Transition Specialist Transition Committee	All Program Staff Program Families	To assist families and staff in enhancing educational and developmental continuity and continuity or parental involvement in activities between Head Start services and elementary school classes	Transition Specialist CDH Unit Manager	September – June	\$ 0	\$ 0
Required Trainings for Governing Body and Policy Council Members							
Required Training (Including Size and Scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost	Estimated Cost
<b>1. 45 CFR 1304.52(k)(4)</b> Training and orientation for Early Head Start and Head Start governing body members and Policy Council members to enable them to carry out their program governance responsibilities effectively.	Training Guides T/TAS Consultants Budget and Operations Specialist	Superintendent Asst. Superintendent Board of Education Policy Council Members Grantee Staff	Policy Council members and the Governing Board will have a better understanding of their functions, roles and responsibilities as a governing body of the Head Start/Early Head Start program The Policy Council will have a better understanding of the program's budget and allocation plans.	Director FCP Unit Manager Budget and Operations Specialist	September, October and November 2012 January 2013 February 2013	\$ 1,400	\$ 600

District and Commonwealth of Kentucky Required Trainings							
Required Training (Including Size and Scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost	Estimated Cost
<b>1. Blood Borne Pathogen Control</b> <ul style="list-style-type: none"> <li>➤ General explanation and symptoms of blood borne diseases</li> <li>➤ Modes of transmission</li> <li>➤ Exposure and control plans</li> </ul>	Health Department JCPS Health Services	All Staff	To minimize the risk of transmission of HIV, Hepatitis B and other blood borne pathogens to staff, volunteers, and children	Health Coordinator	July – May	\$ 0	\$ 0



<b>2. 922 KAR 2:120 – Health, Safety, and Sanitation:</b> This administrative regulation establishes minimum requirements intended to protect the health, safety, and welfare of children in childcare settings.	Commonwealth of Kentucky Childcare Licensure Orientation Materials	All Staff	To increase the knowledge of all staff with regard to health, safety, and sanitation of classrooms.	EHS Specialist Health Coordinator	July – May	\$ 0	\$ 0
<b>3. KRS 620.030 – Recognizing and Reporting Child Abuse:</b> Identification and reporting of child abuse and neglect including methods for identifying and reporting child abuse and neglect that comply with applicable state and local laws.	Commonwealth of Kentucky Childcare Licensure Orientation Materials JCPS Compliance and Investigations	All Staff	Cases of suspected child abuse and/or neglect will be identified and reported	Operations Manager EHS Specialist	August – May	\$ 0	\$ 0
<b>4. 704 KAR 4:020 Section 43G (3) (g) Medication Administration</b>	JCPS	Staff that administer medications	Proper procedures are followed	Health Coordinator Building Administrator	Ongoing	\$ 0	\$ 0

○ Note: Indirect cost paid to Grantee from T/TA allocation: Head Start = \$ 4,326 for a Total of \$ 137,826 and Early Head Start = \$ 1,924 for a total of \$ 61,266.