

# Jefferson County Board of Education

## Head Start / Early Head Start Program

2018-2019 Training / Technical Assistance Plan  
Grant # 04CH0280  
Funding Year 2018-19  
**TITA Plan Narrative**

### *Training Plan Preparation and Development*

A comprehensive approach was utilized to develop the training plan. The Performance Standards, Community Assessment, and Self-Assessment 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 will be communicated to Policy Council and in 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 2018. The corrective action plan was completed in April 1 2018.
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 2018.

### *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 four (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 Head Start monitoring reports, management team reports and meeting minutes 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 *TITA* 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, various stakeholders were consulted including; instructional staff, coaches, resource teachers, policy council, grantee leadership, Head Start Region 4 T/TA, behavior consultants, JCPS Board of Education and community partners. Strategies and contributing factors for goal attainment were discussed. Input was sought from all parties to develop our program's strategic plan. 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 The FY 2018-2019 document will be presented to the full Policy Council and Board of Education for discussion and approval.

## 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
Governing body members will increase their knowledge of the program to enhance the execution of their roles and responsibilities.	Jefferson County Board of Education members attend training session on HS/EHS program governance.	<ul style="list-style-type: none"> <li>● Training Agendas &amp; Materials (Annually)</li> <li>● Training Agendas &amp; Materials (Annually)</li> <li>● Sign-In Sheets (Annually)</li> <li>● .Policy Council minutes (Monthly)</li> </ul>
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.	Parents and community representatives and volunteers attend at least one training session during the school year.	

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
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 HAS	Board Members Policy Council Members Program Families Community Representatives Volunteers Staff	Director Unit Managers	Region IV Atlanta Conferences February 2-staff/parent <u>Registration/Travel</u> NHSA Conferences 15-Parents, 4-Staff	\$ 3,150  \$20,000  \$10,600	\$1,700  \$ 20,000  \$6736
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.						
Training from Western Kentucky T/TA						
Governor's Office Summer Institute/Deeper Learning Institute						

**Program Design and Management**

TITA Goal: *Increase the knowledge of Early Childhood Associate Principals/Principles 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
Leadership and staff will maintain compliance with laws, regulations, and standards	Compliance with laws, regulations, and standards Early Childhood Principal Handbook	<ul style="list-style-type: none"> <li>● Training schedule</li> <li>● Sign-in sheets and training evaluations.</li> <li>● Processes and procedures</li> <li>● Monitoring checklists</li> </ul>
Common processes and procedures across centers and locations will be implemented.		
Effective and consistent monitoring of program staff will result in compliance and continuous improvement		
Early Childhood Leadership and coaching staff will be trained on developmentally appropriate practice.		

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
Training will be provided Early Childhood Associate Principals and Principals on compliance with laws, regulations, and standards	Region 4 T/TA WKU T/TA ECKLC New Teacher Center's Leadership Development	Early Childhood Leadership	Management Team	July -May	\$ 0	\$ 0
Develop common processes and procedures across centers and locations						
Effective and consistent monitoring of program staff in ensuring compliance and continuous improvement						
Training Early Childhood Associate Principals and Early Childhood Leadership team on developmentally appropriate practice will be provided through New Teacher Center's Leadership Development initiative.						
Monthly meetings will be held to update knowledge of Early Childhood Associate Principals, Coaches and Resource teachers and periodic meetings with Principals and Early Childhood counselors will also be scheduled.						

**Child Development and Health Services**

**TITA Goal:** *To have staff work more closely with parents to increase compliance with EPSDT requirements.*

<b>Expected Outcomes (Short-Term and/or Long-Term)</b>	<b>Indicators</b>	<b>Documentation/Frequency of Measurement</b>
<p>Effective relationships with families through instructional staff and SHINE family advocates will result in increased Early and Periodic Screening, Diagnosis and Treatment for Head Start children.</p>	<ul style="list-style-type: none"> <li>● Increase in the number of exams</li> <li>● EPSDT Data</li> <li>● PIR</li> <li>● Parent Survey results</li> </ul>	<ul style="list-style-type: none"> <li>● Training schedules</li> <li>● Sign-in sheets and training evaluations.</li> <li>● SHINE reports</li> </ul>
<p>Instructional staff and SHINE family advocates will effectively collaborate and communicate health concerns with families.</p>		

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
Training will be provided for instructional staff on how to build and maintain effective relationships with families: Partnering Effectively with Families Training; Teaming to Support Families training; Partners to Practice training; Home Visitation training.	WKU T/TA Shine Early Learning PFCE Framework	Staff Books, Study Guides and Other Printed Materials	Health Coordinator Unit Managers	August -May	\$ 0	\$ 0
Training for family advocates and classroom staff on how to collaborate and effectively communicate health concerns with families will be provided.						
Training will be provided to school based administrative staff on how to monitor and communicate with families regarding health compliance.						



**Child Development and Education 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
<p>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.</p>	<ul style="list-style-type: none"> <li>● Increase use of higher level questions</li> <li>● Individualized goals that connect to the child's identified needs.</li> <li>● Action plans based on identified teacher needs.</li> </ul>	<ul style="list-style-type: none"> <li>● Individualized goals</li> <li>● Instructional coach walkthrough reports</li> <li>● Resource Teacher Site Visit Reports</li> <li>● Embedded PD documentation</li> <li>● CLASS results</li> <li>● Assessment results</li> </ul>
<p>Staff will use the CASCADE and Ounce Scale to record assessment results and utilize data to individualize instruction.</p>		
<p>Children will receive age and developmentally appropriate instruction with focused next steps based on assessment and CLASS feedback results-to meet students' individualized goals.</p>		

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
<p>Embedded professional developments on the CLASS instrument, and Ounce scale to provide classroom instructional support, and monitor child progress.</p>	<p>Early Childhood Leadership Team Resource Teachers Early Childhood Specialist National Centers Region IV TITA</p>	<p>Instructional Staff</p>	<p>CDH Unit Manager</p>	<p>August -May</p>	<p>\$ 4000</p>	<p>\$ 3000</p>
<p>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.</p>						
<p>CLASS Renewal Registration/Fees</p>						

**Child Development and Education Services and Family and Community Partnerships-School Readiness**

*TITA 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
<p>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.</p>	<ul style="list-style-type: none"> <li>● Reports on CLASS scores</li> <li>● Increase in parent engagement</li> <li>● Increased school readiness levels</li> </ul>	<ul style="list-style-type: none"> <li>● Lesson plans</li> <li>● CLASS reports</li> <li>● Training materials, agendas, sign-in sheets</li> <li>● Shine Insight Family Services reports</li> <li>● Child-level assessment data</li> </ul>
<p>Increased levels of instructional support, socio-emotional support and classroom organization.</p>		
<p>Increase staff and family knowledge of the Head Start Early Learning Outcomes Framework.</p>		
<p>Increase staff knowledge and ongoing use of the Parent, Family, and Community Engagement (PFCE) Framework and Markers of Progress for increased parent engagement.</p>		

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
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	\$ 0	
Implement CLASS training plan					\$0	
TO provide ongoing monitoring for instructional staff using the CLASS tool					\$0	
SHINE Early Learning team will use Family Success Roadmaps to monitor effectiveness of parent engagement strategies					\$3000	\$1000

**Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)**

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

Expected Outcomes (Short-Term and/or Long-Term)	Indicators	Documentation/Frequency of Measurement
Increase staff knowledge of the program's policies and procedures as they relate to ERSEA	<ul style="list-style-type: none"> <li>• Accurate documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Training agenda, materials and sign-in Sheets</li> </ul>

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
Provide staff training on the ERSEA policies and procedures.	Performance Standards Policies and Procedures, ERSEA Coordinators, T/TA Network	ERSEA Team	ERSEA Coordinators	August-May	\$ 0	\$0
Program staff will annually review the new and existing procedures for ERSEA and record keeping guidelines						
ERSEA staff will monitor records for accuracy and completion and review requirements monthly.						

**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
Efficient planning of departmental expenditures	<ul style="list-style-type: none"> <li>Unit managers will utilize the updated tool for budget analysis and monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Budget Reports (Monthly)</li> </ul>

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
Develop and implement a tool for unit managers to access budgets on a monthly basis for monitoring and review using Crystal Reports.	JCPS Grants and Awards, Crystal Reports, MUNIS	Leadership Team	Budget and Operations Specialist	August	\$ 0	\$0

**Transportation**

T/TA Goal: *Utilizing the school bus as an extension of the classroom.*

Expected Outcomes (Short-Term and/or Long-Term)	Indicators	Documentation/Frequency of Measurement
The bus ride will be a meaningful and educational experience for children.	<ul style="list-style-type: none"> <li>Ongoing monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Materials created and distributed</li> <li>Bus ride observation tools Lesson Plans</li> </ul>

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
Develop bus ride activities	Instructional Coaches, Behavior Specialists, Mental Health Consultant, Resource Teachers, National Centers ECKLC	Instructional Staff	Leadership Team	August-September	\$ 0	\$0
Provide implementation training to instructional staff						
Provide instruction to students on bus and pedestrian safety						

## Part 2: Required Head Start Training

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
Developing skills in working with children with non-English language backgrounds and children with disabilities as appropriate.	JCPS ELL Dept. JCPS ECE Department ECKLC Bilingual Instructor Planned Language Approach	Instructional Staff	Teaching staff will provide appropriate experiences for children with non-English language backgrounds and children with disabilities	Leadership Team	August - May	\$0	\$0
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	District Compliance and Investigations	All Head Start Staff	Cases of child abuse and/or neglect will be identified and reported	Leadership Team	August - May	\$0	\$0
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	Leadership Team	August - May	\$0	\$0
Orientation for new staff, consultants and volunteers	Leadership 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	Leadership Team	August - June	\$0	\$0



			philosophy of Early Head Start and/or Head Start and the ways in which they are implemented by the program				
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.	Leadership Team, Instructional Coaches, Resource Teachers	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.	Leadership Team	August - June	\$1,000 Parent Training	\$ 5,000 Four C's Training  \$ 3,000 Parent Training
Training on the goals of Head Start and the program options being implemented.	Leadership Team, Instructional Coaches, 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	Leadership Team	August - May	\$0	\$ 0 \$ 20,000 Infant and Toddler Training Institutes
<b>Required Training</b>	<b>T/TA</b>	<b>Target</b>	<b>Expected</b>	<b>Responsible</b>	<b>Timeline</b>	<b>Estimated Cost</b>	<b>Estimated Cost</b>

<b>(Including Size and Scope)</b>	<b>Resource</b>	<b>Audience</b>	<b>Outcomes</b>	<b>Manager</b>		<b>Head Start</b>	<b>Early 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 bachelor's degree	Jefferson Community and Technical College Kentucky State University Campbellsville University JCPS Career Pathways	Head Start Instructional Staff	Instructional staff will obtain the minimum of a Baccalaureate degree and have been trained in early childhood development	Human Resources Coordinator	August -May Tuition Books & Study Guides CDA Renewal Fees	\$ 70,000 \$ 4,396 Books & Study Guides \$ 5000 CDA License Renewals	\$ 0
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	Human Resources Coordinator	August - May Tuition Books and Study Guides	\$0	\$ 5955  \$ 2,000 Books & Study Guides
Parents receive training on how to be the primary teacher for their children and full partners in the education of their children	SHINE Early Learning, HSPFCEF	Head Start Program Families Expectant Parents	Parents will gain knowledge in how to guide their child's education	Compliance Specialist	August -May	\$ 700	\$ 300
Parent Orientation on the need to prevent	SHINE Early Learning	Head Start Program Families	Parents will obtain knowledge and	Compliance Specialist	August -May	\$0	\$0

abuse and neglect			skills needed to prevent abuse and neglect				
Preparation for parents to exercise their rights and responsibilities concerning the education of their children in the school setting	SHINE Early Learning, HSPFCEF	Head Start 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	Compliance Specialist	August - May	\$0	\$0
If the agency provides transportation , training for parents that includes vehicle and pedestrian safety	SHINE Early Learning, HSPFCEF	Head Start Program Families	Parents and children will demonstrate knowledge and skill in vehicular safety methods and pedestrian safety methods	Operations Manager	August - May	\$0	\$0
Family assistance with nutrition	University of Kentucky Cooperative Extension Service JCPS Nutrition Services Health Advisory Committee SHINE Early Learning	Head Start 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	August - May	\$0	\$0

Opportunities to enhance parenting skills, knowledge and understanding of the educational and developmental needs and activities of their children	SHINE Early Learning, HSPFCEF	Head Start 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.	Comprehensive Services Child Development Education Specialist	September - May	\$0	\$0
Parent education on mental health issues	SHINE Early Learning, HSPFCEF Mental Health Consultant	Head Start 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 Trainings for Governing Body and Policy Council Members

Required Training (Including Size and Scope)	<i>T/TA</i> Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost Head Start	Estimated Cost Early Head Start
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	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.	Leadership Team	August - October	\$1400	\$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 Head Start	Estimated Cost Early Head Start
Blood Borne Pathogen Control <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
922 KAR 2:120 - Health, Safety, and Sanitation: This administrative regulation establishes minimum requirements intended to protect the health, safety, and welfare of children in childcare settings.	Commonwealth of Kentucky Child Care Licensure Orientation Materials	All Staff	To increase the knowledge of all staff with regard to health, safety, and sanitation of classrooms	Health Coordinator	July-May	\$0	\$0
KRS 620.030 - Recognizing and Reporting Child Abuse: 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 Child Care Licensure Orientation Materials JCPS Compliance and Investigations	All Staff	Cases of suspected child abuse and/or neglect will be identified and reported	Compliance Specialist	August -May	\$0	\$0

704 KAR 4:020 Section 43G (3) (g) Medication Administration	Health Services	Staff that administer medications	Proper procedures are followed	Comprehensive Services	Ongoing	\$0	\$0
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**Note: Indirect cost paid to Grantee from T/TA allocation: Head Start = \$ 4,391 for a Total of \$ 127,637 and Early Head Start = \$ 2,458 for a total of \$71,455.**