



Hidalgo County Head Start Program

Policy Council Agenda

DATE: May 21, 2008

SUBJECT: Discussion/Approval to Submit Supplemental Application for One-Time Training and Technical Assistance Funding

RATIONALE/NEED: This funding will assist the Program in complying with the new Head Start Act section 648(A) regarding staff qualification requirements.

RECOMMENDATION: Administration recommends approval.

COST:

RELATED INFORMATION INCLUDES: Memo and Federal Notice for One-Time Training and Technical Assistance Funding

INITIATED BY: Edmundo Garcia, Assistant Program Director

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: 



Hidalgo County Head Start Program

Memorandum

Date: May 16, 2008

To: The Hidalgo County Policy Council

From: Teresa Flores, Executive Director

Subject: One Time Funding

The Hidalgo County Head Start Program has been able to remain at the forefront of the staff development mandates proposed by the Department of Health and Human Services. We have implemented an aggressive planning strategy whereby we have been able to accomplish the following:

- Ensure that all **assistant teachers** are placed on an educational track that will help them obtain Child Development Associate (CDA) credential.
- Ensure that all education coordinators have a bachelor of arts (BA) or advanced degree in early childhood education or a related degree with experience teaching pre-school age children.
- Ensure that all teachers attend at least 15 hours of professional development each year.
- Ensure that all teachers who receive financial assistance from the Hidalgo County Head Start Program to enroll in college courses sign an agreement to work in Head Start for at least three years or repay a prorated amount of their financial assistance.
- Ensure that all full-time employees have a professional development plan.

This specific One-Time request will be targeted to assist the Program with the work that still remains to be done in complying with the new Head Start mandates. More specifically, the Hidalgo County Head Start Program will be able to accomplish the following:

1. Ensure that **50% of Head Start teachers, by September 30, 2013, have a BA** or advanced degree in early childhood education or a related field with experience teaching pre-school age children.
2. Ensure that **by September 30, 2013, all Head Start teacher assistants have acquired at least a CDA credential** or be enrolled in a program leading to an associate's or bachelor's degree or be enrolled in a CDA credential program which will be completed within two years.
3. Ensure that **by October 1, 2011, all Head Start teachers have at least an Associate of Arts (AA)** degree in early childhood education or a related field with pre-school teaching experience or have a BA degree and been admitted in a certification program such as the Teach for America program.

The Hidalgo County Head Start Program employs 192 teachers, 26 of which have already obtained their BA Degree. This One Time funding will assist us with the initial process of paying for the educational expenses of the remaining 70 teachers needed to meet the **50% BA mandate by 2013**.

We have just completed the CDA training for 31 Assistant Teachers, placing the Program in full compliance with the **2013 mandate for Assistant Teachers**. This funding will be utilized to pay for the one-time assessment fees of those currently credentialed and to assist all other Assistant Teachers to maintain the credential. The CDA is valid for 3

years after which it must be renewed every five years. Renewal of the CDA credential requires:

1. First Aid certification;
2. 4.5 Continuing Education units CEU's or a 3 college credit hour course in early childhood education/child development;
3. A minimum of 80 hours of work experience in early childhood;
4. Membership in an early childhood professional organization.

Currently 143 teachers have obtained an AA degree or higher. The remaining 49 teachers without an AA degree are enrolled in an early education curriculum, 31 of those teachers' expenses are paid by the Head Start Program. This funding will allow us to pay for their first semester expenses, thereby bringing the Program closer to complying with the goal of having **100% of our teachers with associates' degrees by 2011**

This funding will also make it possible for additional training in **Positive Behavior Support (PBS)** to address children with challenging behavior in the classroom. This is the second year that we are implementing the PBS Program. PBS is a positive research based approach for working with children of all ages with challenging behaviors. It is also a comprehensive program which offers classroom staff a systematic approach to teach social emotional development. All classroom staff and support staff will be trained.

Staff will be trained in using **PROMIS** as well. This software tracks family data and history for all children enrolled in Head Start. It tracks all critical information on education, overall health, nutrition, family partnership agreements and overall program statistics in order to create the Program Information Report (PIR).

In addition, these funds will allow the Hidalgo County Head Start Program to enhance the teachers' computer and technical skills by investing in a **Technical Resource Lab** for staff development/training, data entry and education. This lab will include computers, peripherals, and teleconference devices to establish remote learning satellite sites at designated head start facilities. Teachers will be able to register and participate in college courses over the internet, access support materials for teaching in the eight domains and to assist parents in working with their children. It will also be used to assist classroom and support staff to develop a higher level of proficiency in the entry and management of individual child's and family information and data in all areas of services, i.e., assessment data, family partnership agreements, health data, nutrition data, mental health and social/emotional data, data on children with disability data, etc. This effort will also assist in enhancing their computer and communication skills. Staff will receive instructions in the use of the Program Resources and Outcomes Management Information System (PROMIS), Microsoft Word, Microsoft Excel and various other applications.

Tentative One-Time Funding Request Total.

Associates Degree X 31 X \$827	\$25,637.00
Bachelors Degree X 70 X \$2,025	\$141,712.00
CDA Assessment fee \$325X31	\$10,075.00
CDA Renewal 65 X \$50	\$3,250.00
CEU's ,3 college classes, tuition, fees, books @ \$646 X 96	\$62,016.00
PBS Training @ \$125 per personX50	\$6,250.00
Promise Training\$ \$1,800 per day X 5	\$9,000.00
Computer Lab (MIS)	\$129,100.00
Total	\$387,040.00

Availability of FY 2008 One-time Training and Technical Assistance Funding

ACF-IM-HS-08-09

To help agencies meet the new staff qualifications requirements (Section 648A(a) of the new Head Start Act), the Office of Head Start is making available to grantees on a one-time basis a little more than \$5 million in Head Start T/TA funding (PA 20). Grantees may apply for a portion of these funds by submitting a supplemental funding application to their OHS Regional Offices by June 2, 2008.

Availability of FY 2008 One-time Training and Technical Assistance Funding

ACF Administration on Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families	
	1. Log No. ACF-IM-HS-08-09	2. Issuance Date: 4/16/08
	3. Originating Office: Office of Head Start	
	4. Key Word: One-time T/TA Funding	

INFORMATION MEMORANDUM

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: Availability of FY 2008 One-time Training and Technical Assistance Funding

INFORMATION:

As you know, on December 12, 2007, President Bush signed P.L. 110-134 reauthorizing the Head Start program. Section 640(a)(1)(C)(i)(II)(aa) of the new Head Start Act requires that at least 50% of Head Start's annual Training and Technical Assistance (T/TA) allocation be awarded directly to Head Start grantees. In order to comply with this requirement the Office of Head Start is, in FY 2008, making available to grantees on a one-time basis a little more than \$5 million in Head Start T/TA funding (PA 20) for the purpose of assisting agencies to meet the new staff qualifications requirements articulated in Section 648A(a) of the new Head Start Act.

Any grantee interested in applying for a portion of these funds should submit a supplemental funding application to its OHS Regional Office no later than June 2, 2008. This application should discuss why the grantee is requesting funding and how the training is necessary to assist the grantee in addressing the requirements of Section 648A(a); how many staff will be trained if the request is approved; the type of training that will be provided; which staff were selected to receive training and the basis for that selection, and any other information that will help your Regional Office better understand the nature of your request. Funding is not limited only to assisting staff with costs related to acquiring a college degree but may also be used to assist teacher assistants acquire a Child Development Associate (CDA) credential.

Those grantees selected to receive part of this funding will be notified by their Regional Office.

Please direct any questions on this instruction to your OHS Regional Office.

Patricia E. Brown
Acting Director
Office of Head Start

Availability of FY 2008 One-time Training and Technical Assistance Funding. ACF-IM-HS-08-09. HHS/ACF/OHS.
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