



Hidalgo County Head Start Program

Policy Council Agenda

DATE: September 16, 2009

SUBJECT: Discussion/Approval of Training and Technical Assistant Plan

RATIONALE/NEED: The Training and Technical Assistance Plan must be approved to comply with the Federal Performance Standards.

RECOMMENDATION: Administration recommends approval.

COST: N/A

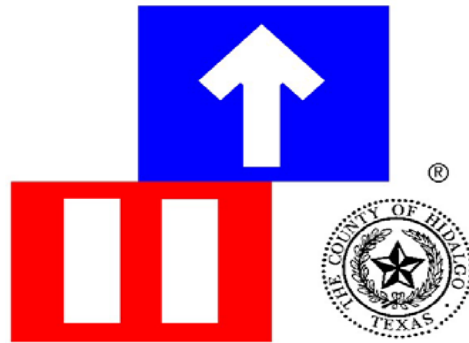
RELATED INFORMATION INCLUDES: Training and Technical Assistant Plan

INITIATED BY: Nora S. Munoz, Assistant Program Director

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL:

Hidalgo County Head Start Program



TRAINING and TECHNICAL ASSISTANCE PROGRAM PLAN 2009-2010

Training and Technical Assistance

Pre-Service Training and Staff Development Needs Assessment and Schedule of Sessions

Every year the Hidalgo County Head Start Program prepares and delivers training and staff development for all its staff. The topics are derived from the following sources:

- Needs assessment surveys completed by staff
- Review of information from the Self-Assessment
- Review of the staff appraisals, disciplinary notices or improvement plans
- The Offices of Head Start Monitoring Protocol
- Assessment of delivery of services for each department
- Feedback from monitoring of center and classroom activities
- Review of data submitted for each department
- Performance of children on the **Learning Accomplishment Learning Profile Diagnostic (LAP-D)**
- Performance of children on the **Devereux Early Childhood Assessment (DECA)**
- Feedback from Executive Team Members
- New Head Start requirements
- Changes in child care requirements
- Implementation of new policies
- Implementation of new curricula or new assessments
- Implementation of Program Plans
- Mandated Issues

**HIDALGO COUNTY HEAD START PROGRAM
PRE-SERVICE TRAINING PROGRAM YEAR 2009-2010**

DATE	PLACE	TIME	TOPIC (S)	PRESENTER (S)	AUDIENCE
July 28, 2009	MCALLEN CIVIC CENTER AUDITORIUM	7:30-8:00 AM	REGISTRATION		ALL STAFF
		8:00-8:15 AM	WELCOME	TERESA FLORES EXECUTIVE PROGRAM DIRECTOR	
		8:15-9:15 AM	Alcohol and Substance Abuse	DANIEL RODRIGUEZ RGV COUNCIL, INC.	
		9:15-10:15 AM	Child Abuse and Neglect/Family Violence	CAPT. ESPINOZA/SGT MORENO	
		10:15-10:30 AM	BREAK		
		10:30-11:30 AM	Americans with Disabilities Act (ADA)	CHANCE HEINSOHN ATTORNEY ADVOCACY, INC	
		11:30-1:00 PM	LUNCH		
		1:15-2:30 PM	Human Resources and Benefits <ul style="list-style-type: none"> • TB Questionnaire • Discipline and Guidance Policy • Reporting Child Abuse and Neglect Policy • Confidentiality Policy • Confidentiality Policy Notice • Dress Code Policy • Standards on Conducts • Civil Rights Act • Employee Vital Information Forms • County of Hidalgo Drug and Alcohol Policy • Absence Control Policy • Hidalgo County Ethics Policy 	BERTA CASTILLO PERSONNEL OFFICER NOELIA SMITH BENEFITS ADMINISTRATOR	
		2:30-2:45 PM	BREAK		
		2:45-3:45 PM	<ul style="list-style-type: none"> • Sexual Harassment 	RENE PARRAO	

**HIDALGO COUNTY HEAD START PROGRAM
PRE-SERVICE TRAINING PROGRAM YEAR 2009-2010**

DATE	PLACE	TIME	TOPIC (S)	PRESENTER (S)	AUDIENCE
July 29, 2009	MCALLEN CIVIC CENTER AUDITORIUM	8:00-8:30 AM	REGISTRATION		ALL STAFF
		8:30-9:15 AM	MENTAL HEALTH: Head Start Performance Standards and Program Plan	ELMA GARZA MENTAL HEALTH DIRECTOR	
		9:15-10:00 AM	SPECIAL SERVICES Head Start Performance Standards and Program Plan	CONNIE HORTA SPECIAL SERVICES DIRECTOR	
		10:00-10:15 AM	BREAK		
		10:15-11:00 AM	EDUCATION SERVICES: Head Start Performance Standards and Program Plan	JANIE NAVARRO SANDRA RENTERIA AZUCENA SAENZ HOMERO CARRERA EDUCATION AREA DIRECTORS	
		11:00-11:45 AM	FAMILY SERVICES: Head Start Performance Standards and Program Plan	IRMA PENA FAMILY SERVICES DIRECTOR	
		11:45-1:00 PM	LUNCH		
		1:00-1:45 PM	HEALTH SERVICES: Head Start Performance Standards and Program Plan	ROXANA ALVARADO RN	
		1:45-2:30 PM	CHILD NUTRITION SERVICES Head Start Performance Standards and Program Plan	SAN JUANITA RANGEL, RD/LD CHILD NUTRITION DIRECTOR	
		2:30-2:45 PM	BREAK		
2:45-3:30 PM	HUMAN RESOURCES Head Start Performance Standards and Program Plan	BERTA CASTILLO PERSONNEL OFFICER			

Hidalgo County Head Start Program Pre-Service Training 2009-2010

DATE: JULY 30, 2009								REGISTRATION 8:00							
GROUP 1		GROUP 2		GROUP 3		GROUP 4		GROUP 5		GROUP 6		GROUP 7			
8:30-9:15		Individuals With Disabilities Educational Act (IDEA) Eva Guerrero Belinda Garza	Interpreting Evaluation Reports Connie Horta	Intensive Individualized Intervention Part I Homero Carrera	Child Nutrition Program Mandatory Training San Juanita Rangel Christian Barajas	Slips, Trips and Falls Noemi Flores	Discipline and Guidance Child Care Licensing Inspectors	Education Procedures Manual Leonila Caballero							
9:15-10:00		Education Procedures Manual Leonila Caballero	Individuals With Disabilities Educational Act (IDEA) Eva Guerrero Belinda Garza	Interpreting Evaluation Reports Connie Horta	Intensive Individualized Intervention Part I Janie Navarro	Child Nutrition Program Mandatory Training San Juanita Rangel Christian Barajas	Slips, Trips and Falls Noemi Flores	Discipline and Guidance Licensing Rep							
BREAK 10:00-10:15															
10:15-11:00		Discipline and Guidance Licensing Rep	Education Procedures Manual Leonila Caballero	Individuals With Disabilities Educational Act (IDEA) Eva Guerrero Belinda Garza	Interpreting Evaluation Reports Connie Horta	Intensive Individualized Intervention Part I Nora Munoz	Child Nutrition Program Mandatory Training San Juanita Rangel Christian Barajas	Slips, Trips and Falls Noemi Flores							
11:00-11:45		Slips, Trips and Falls Noemi Flores	Discipline and Guidance Licensing Rep	Education Procedures Manual Leonila Caballero	Individuals With Disabilities Educational Act (IDEA) Eva Guerrero Belinda Garza	Interpreting Evaluation Reports Connie Horta	Intensive Individualized Intervention Part I Azucena Saenz	Child Nutrition Program Mandatory Training San Juanita Rangel Christian Barajas							
LUNCH 11:45-1:00															
1:00-1:45		Child Nutrition Program Mandatory Training San Juanita Rangel Christian Barajas	Slips, Trips and Falls Noemi Flores	Discipline and Guidance Licensing Rep	Education Procedures Manual Leonila Caballero	Individuals With Disabilities Educational Act (IDEA) Eva Guerrero Belinda Garza	Interpreting Evaluation Reports Connie Horta	Intensive Individualized Intervention Part I Elma Garza							
1:45-2:30		Intensive Individualized Intervention Part I Sandra Renteria	Child Nutrition Program Mandatory Training San Juanita Rangel Christian Barajas	Slips, Trips and Falls Noemi Flores	Discipline and Guidance Licensing Rep	Education Procedures Manual Leonila Caballero	Individuals With Disabilities Educational Act (IDEA) Eva Guerrero Belinda Garza	Interpreting Evaluation Reports Connie Horta							
BREAK 2:30-2:45															
2:45-3:30		Interpreting Evaluation Reports Connie Horta	Intensive Individualized Intervention Part I Teresa Flores	Child Nutrition Program Mandatory Training San Juanita Rangel Christian Barajas	Slips, Trips and Falls Noemi Flores	Discipline and Guidance Licensing Rep	Education Procedures Manual Leonila Caballero	Individuals With Disabilities Educational Act (IDEA) Eva Guerrero Belinda Garza							

Audience: Center Managers, Facilitators, Support Services Assistants, Teachers, Assistant Teachers, Disability Aides and Administrative Staff. Please Note: Seven (7) Repeat Sessions: Each staff will be assigned to a group in a specific room. The group will remain in the same room throughout the day. All Seven Sessions will be presented to each group.

Hidalgo County Head Start Program Pre-Service Training 2009-2010

DATE: JULY 31, 2009								REGISTRATION 8:00							
	GROUP 1		GROUP 2		GROUP 3		GROUP 4		GROUP 5		GROUP 6		GROUP 7		
8:30-9:15	Administration of Speech Screener Amy Cantu		Intensive Individualized Intervention Part II Homero Carrera		101 Ways of Utilizing your STEP/CIRCLE Manual Helen Meave		Knowing the Capabilities of your Hardware / Software In the Classroom Conrad Cabrera		Workplace Violence Armando Guzman		Abuse and Neglect Child Care Licensing Inspectors		Diffusing the Angry Child Tony Guzman		
9:15-10:00	Diffusing the Angry Child Tony Guzman		Administration of Speech Screener Amy Cantu		Intensive Individualized Intervention Part II Janie Navarro		101 Ways of Utilizing your STEP/CIRCLE Manual Helen Meave		Knowing the Capabilities of your Hardware / Software In the Classroom Conrad Cabrera		Workplace Violence Armando Guzman		Abuse and Neglect Child Care Licensing Inspectors		
BREAK 10:00-10:15															
10:15-11:00	Abuse and Neglect Child Care Licensing Inspectors		Diffusing the Angry Child Tony Guzman		Administration of Speech Screener Amy Cantu		Intensive Individualized Intervention Part II Nora Munoz		101 Ways of Utilizing your STEP/CIRCLE Manual Helen Meave		Knowing the Capabilities of your Hardware / Software In the Classroom Conrad Cabrera		Workplace Violence Armando Guzman		
11:00-11:45	Workplace Violence Armando Guzman		Abuse and Neglect Child Care Licensing Inspectors		Diffusing the Angry Child Tony Guzman		Administration of Speech Screener Amy Cantu		Intensive Individualized Intervention Part II Azucena Saenz		101 Ways of Utilizing your STEP/CIRCLE Manual Helen Meave		Knowing the Capabilities of your Hardware / Software In the Classroom Conrad Cabrera		
LUNCH 11:45-1:00															
1:00-1:45	Knowing the Capabilities of your Hardware / Software In the Classroom Conrad Cabrera		Workplace Violence Armando Guzman		Abuse and Neglect Child Care Licensing Inspectors		Diffusing the Angry Child Tony Guzman		Administration of Speech Screener Amy Cantu		Intensive Individualized Intervention Part II Elma Garza		101 Ways of Utilizing your STEP/CIRCLE Manual Helen Meave		
1:45-2:30	101 Ways of Utilizing your STEP/CIRCLE Manual Helen Meave		Knowing the Capabilities of your Hardware / Software In the Classroom Conrad Cabrera		Workplace Violence Armando Guzman		Abuse and Neglect Child Care Licensing Inspectors		Diffusing the Angry Child Tony Guzman		Administration of Speech Screener Amy Cantu		Intensive Individualized Intervention Part II Sandra Renteria		
BREAK 2:30-2:45															
2:45-3:30	Intensive Individualized Intervention Part II Teresa Flores		101 Ways of Utilizing your STEP/CIRCLE Manual Helen Meave		Knowing the Capabilities of your Hardware / Software In the Classroom Conrad Cabrera		Workplace Violence Armando Guzman		Abuse and Neglect Child Care Licensing Inspectors		Diffusing the Angry Child Tony Guzman		Administration of Speech Screener Amy Cantu		

Audience: Center Managers, Facilitators, Support Services Assistants, Teachers, Assistant Teachers, Disability Aides and Administrative Staff. Please Note: Seven (7) Repeat Sessions: Each staff will be assigned to a group in a specific room. The group will remain in the same room throughout the day. All Seven Sessions will be presented to each group.

Hidalgo County Head Start Program Pre-Service Training 2009-2010

DATE: AUG 3, 2009								REGISTRATION 8:00							
GROUP 1		GROUP 2		GROUP 3		GROUP 4		GROUP 5		GROUP 6		GROUP 7			
8:30-9:15		Special Services Procedures Manual Connie Horta		Intensive Individualized Intervention Part III Homer Carrera		Family Services Procedures Manual Part 1 Irma Pena		Family Services Procedures Manual Part 2 Azalia Rios Melba Coody		I'm Moving, I'm Learning San Juanita Rangel Christian Barajas		Pension Plan Tony De Leon		An Overview of CLASS Janie Navarro	
9:15-10:00		An Overview of CLASS Janie Navarro		Special Services Procedures Manual Connie Horta		Intensive Individualized Intervention Part III Janie Navarro's Team		Family Services Procedures Manual Part 1 Irma Pena		Family Services Procedures Manual Part 2 Azalia Rios Melba Coody		I'm Moving, I'm Learning San Juanita Rangel Christian Barajas		Pension Plan Tony De Leon	
BREAK 10:00-10:15															
10:15-11:00		Pension Plan Tony De Leon		An Overview of CLASS Janie Navarro		Special Services Procedures Manual Connie Horta		Intensive Individualized Intervention Part III Nora Munoz		Family Services Procedures Manual Part 1 Irma Pena		Family Services Procedures Manual Part 2 Azalia Rios Melba Coody		I'm Moving, I'm Learning San Juanita Rangel Christian Barajas	
11:00-11:45		I'm Moving, I'm Learning San Juanita Rangel Christian Barajas		Pension Plan Tony De Leon		An Overview of CLASS Janie Navarro		Special Services Procedures Manual Connie Horta		Intensive Individualized Intervention Part III Azucena Saenz		Family Services Procedures Manual Part 1 Irma Pena		Family Services Procedures Manual Part 2 Azalia Rios Melba Coody	
LUNCH 11:45-1:00															
1:00-1:45		Family Services Procedures Manual Part 2 Azalia Rios Melba Coody		I'm Moving, I'm Learning San Juanita Rangel Christian Barajas		Pension Plan Tony De Leon		An Overview of CLASS Janie Navarro		Special Services Procedures Manual Connie Horta		Intensive Individualized Intervention Part III Elma Garza		Family Services Procedures Manual Part 1 Irma Pena	
1:45-2:30		Family Services Procedures Manual Part 1 Irma Pena		Family Services Procedures Manual Part 2 Azalia Rios Melba Coody		I'm Moving, I'm Learning San Juanita Rangel Christian Barajas		Pension Plan Tony De Leon		An Overview of CLASS Janie Navarro		Special Services Procedures Manual Connie Horta		Intensive Individualized Intervention Part III Sandra Renteria	
BREAK 2:30-2:45															
2:45-3:30		Intensive Individualized Intervention Part III Teresa Flores		Family Services Procedures Manual Part 1 Irma Pena		Family Services Procedures Manual Part 2 Azalia Rios Melba Coody		I'm Moving, I'm Learning San Juanita Rangel Christian Barajas		Pension Plan Tony De Leon		An Overview of CLASS Janie Navarro		Special Services Procedures Manual Connie Horta	

Audience: Center Managers, Facilitators, Support Services Assistants, Teachers, Assistant Teachers, Disability Aides and Administrative Staff. Please Note: Seven (7) Repeat Sessions: Each staff will be assigned to a group in a specific room. The group will remain in the same room throughout the day. All Seven Sessions will be presented to each group.

Hidalgo County Head Start Program Pre-Service Training 2009-2010

DATE: AUG 4, 2009							
REGISTRATION 8:00							
	GROUP 1	GROUP 2	GROUP 3	GROUP 4	GROUP 5	GROUP 6	GROUP 7
8:30-9:15	Special Services Reports Connie Horta	Child Nutrition Services Reports/Documentation San Juanita Rangel Christian Barajas	Health Procedures Manual Roxana Alvarado	Civil Service Nereida Garza	Supplies Request Procedures Oscar Palacios	Early Literacy for Young Children Anabell Hoffman	Data-Driven Instruction Janie Navarro
9:15-10:00	Data-Driven Instruction Janie Navarro	Special Services Reports Connie Horta	Child Nutrition Services Reports/Documentation San Juanita Rangel Christian Barajas	Health Procedures Manual Roxana Alvarado	Civil Service Nereida Garza	Supplies Request Procedures Oscar Palacios	Early Literacy for Young Children Anabell Hoffman
BREAK 10:00-10:15							
10:15-11:00	Early Literacy for Young Children Anabell Hoffman	Data-Driven Instruction Janie Navarro	Special Services Reports Connie Horta	Child Nutrition Services Reports/Documentation San Juanita Rangel Christian Barajas	Health Procedures Manual Roxana Alvarado	Civil Service Nereida Garza	Supplies Request Procedures Oscar Palacios
11:00-11:45	Supplies Request Procedures Oscar Palacios	Early Literacy for Young Children Anabell Hoffman	Data-Driven Instruction Janie Navarro	Special Services Reports Connie Horta	Child Nutrition Services Reports/Documentation San Juanita Rangel Christian Barajas	Health Procedures Manual Roxana Alvarado	Civil Service Nereida Garza
LUNCH 11:45-1:00							
1:00-1:45	Civil Service Nereida Garza	Supplies Request Procedures Oscar Palacios	Early Literacy for Young Children Anabell Hoffman	Data-Driven Instruction Janie Navarro	Special Services Reports Connie Horta	Child Nutrition Services Reports/Documentation San Juanita Rangel Christian Barajas	Health Procedures Manual Roxana Alvarado
1:45-2:30	Health Procedures Manual Roxana Alvarado	Civil Service Nereida Garza	Supplies Request Procedures Oscar Palacios	Early Literacy for Young Children Anabell Hoffman	Data-Driven Instruction Janie Navarro	Special Services Reports Connie Horta	Child Nutrition Services Reports/Documentation San Juanita Rangel Christian Barajas
BREAK 2:30-2:45							
2:45-3:30	Child Nutrition Services Reports/Documentation San Juanita Rangel Christian Barajas	Health Procedures Manual Roxana Alvarado	Civil Service Nereida Garza	Supplies Request Procedures Oscar Palacios	Early Literacy for Young Children Anabell Hoffman	Data-Driven Instruction Janie Navarro	Special Services Reports Connie Horta

Audience: Center Managers, Facilitators, Support Services Assistants, Teachers, Assistant Teachers, Disability Aides and Administrative Staff. Please Note: Seven (7) Repeat Sessions: Each staff will be assigned to a group in a specific room. The group will remain in the same room throughout the day. All Seven Sessions will be presented to each group.

Hidalgo County Head Start Program Pre-Service Training 2009-2010

DATE: AUG 5, 2009		REGISTRATION 8:00					
	GROUP 1	GROUP 2	GROUP 3	GROUP 4	GROUP 5	GROUP 6	GROUP 7
8:30-9:15	Interpreting Individual Education Plans (IEP's) Connie Horta	Linking Head Start Outcomes to Individualization Homero Carrera	Linking Progress Notes to individualization Azucena Saenz	Linking Performance Standards to Individualization Sandra Renteria	Linking Lap-D to Individualization Helen Meave	Linking Lesson Plans to Individualization Janie Navarro	Interpretation of Individual and Classroom DECA Profiles Elma Garza
9:15-10:00	Interpretation of Individual and Classroom DECA Profiles Elma Garza	Interpreting Individual Education Plans (IEP's) Connie Horta	Linking Head Start Outcomes to Individualization Homero Carrera	Linking Progress Notes to individualization Azucena Saenz	Linking Performance Standards to Individualization Sandra Renteria	Linking Lap-D to Individualization Helen Meave	Linking Lesson Plans to Individualization Janie Navarro
BREAK 10:00-10:15							
10:15-11:00	Linking Lesson Plans to Individualization Janie Navarro	Interpretation of Individual and Classroom DECA Profiles Elma Garza	Interpreting Individual Education Plans (IEP's) Connie Horta	Linking Head Start Outcomes to Individualization Homero Carrera	Linking Progress Notes to individualization Azucena Saenz	Linking Performance Standards to Individualization Sandra Renteria	Linking Lap-D to Individualization Helen Meave
11:00-11:45	Linking Lap-D to individualization Helen Meave	Linking Lesson Plans to Individualization Janie Navarro	Interpretation of Individual and Classroom DECA Profiles Elma Garza	Interpreting Individual Education Plans (IEP's) Connie Horta	Linking Head Start Outcomes to Individualization Homero Carrera	Linking Progress Notes to individualization Azucena Saenz	Linking Performance Standards to Individualization Sandra Renteria
LUNCH 11:45-1:00							
1:00-1:45	Linking Performance Standards to Individualization Sandra Renteria	Linking Lap-D to Individualization Helen Meave	Linking Lesson Plans to Individualization Janie Navarro	Interpretation of Individual and Classroom DECA Profiles Elma Garza	Interpreting Individual Education Plans (IEP's) Connie Horta	Linking Head Start Outcomes to Individualization Homero Carrera	Linking Progress Notes to individualization Azucena Saenz
1:45-2:30	Linking Progress Notes to individualization Azucena Saenz	Linking Performance Standards to Individualization Sandra Renteria	Linking Lap-D to Individualization Helen Meave	Linking Lesson Plans to Individualization Janie Navarro	Interpretation of Individual and Classroom DECA Profiles Elma Garza	Interpreting Individual Education Plans (IEP's) Connie Horta	Linking Head Start Outcomes to Individualization Homero Carrera
BREAK 2:30-2:45							
2:45-3:30	Linking Head Start Outcomes to Individualization Homero Carrera	Linking Progress Notes to individualization Azucena Saenz	Linking Performance Standards to Individualization Sandra Renteria	Linking Lap-D to Individualization Helen Meave	Linking Lesson Plans to Individualization Janie Navarro	Interpretation of Individual and Classroom DECA Profiles Elma Garza	Interpreting Individual Education Plans (IEP's) Connie Horta

Audience: Center Managers, Facilitators, Support Services Assistants, Teachers, Assistant Teachers, Disability Aides and Administrative Staff. Please Note: Seven (7) Repeat Sessions: Each staff will be assigned to a group in a specific room. The group will remain in the same room throughout the day. All Seven Sessions will be presented to each group.

**HIDALGO COUNTY HEAD START PROGRAM
PRE-SERVICE TRAINING/STAFF DEVELOPMENT PROGRAM
2009-2010**

SMALL SESSIONS

DATE	TIME	AUDIENCE	PRESENTER	PLACE	TOPIC
8-3-09	8:30-3:30	Bus Drivers, Maintenance and Warehouse Staff	Noemi Flores	Conference Room	Safety Procedures
8-5-09	8:30-11:45	Child Nutrition Staff and Custodians	San Juanita Rangel Christian Barajas	Conference Room	Child Nutrition Program Mandatory Training
8-5-09	1:00-5:00	Child Nutrition Staff and Custodians	Noemi Flores	Conference Room	Risk Management
8-6-09	8:00-5:00	Center Managers, Facilitators and support Services Assistants	Irma Pena	Conference Room	Family Partnership Agreement Process and Exploring Parenting
8-6-09	8:30-10:00	Maintenance	Oscar Palacios	Small Conference Room	Overview of General Repair and Procedures
8-6-09	11:00-12:00	Warehouse	Oscar Palacios	Small Conference Room	Receiving Warehousing Inventories and Disbursements.
8-6-09	1:30-3:00	Field Operations Clerks	Oscar Palacios	Small conference Room	Requisitions, Purchase Orders and Record Keeping
8-6-09	3:30-5:00	Custodians	Oscar Palacios	Small Conference Room	Daily Work Schedule and Product Application
8-6-09 8-7-09	8:00-5:00	Teachers hired from Sept 06 to Present	Hatch Consultant	PSJA North	Journeys
8-7-09	8:30-3:30	Bus Drivers	Oscar Palacios	Conference Room	Certifications, Safe Driving, Routing and Procedures Mandate
8-10-09	8:30-3:30	Center Managers	Noemi Flores Janie Vernon	Conference Room	Workers Compensation Procedures FMLA
8-11-09	8:30-3:00	Center Managers, Facilitators and Service Asst.	Elma Garza	Conference Room	Writing Behavior Plans
8-11-09	8:30-10:30	Directors and Secretaries	Elma Keller	Small Conference Room	Purchase Order Process

The Following Staff: Center Managers, Facilitators, Support Services Assistants, Teachers, Assistant Teachers, Disability Aides and Administrative Staff. Please Note: Seven (7) Repeat Sessions: Each staff will be assigned to a group in a specific room. The group will remain in the same room throughout the day. All Seven Sessions will be presented to each group. Will report to:

PSJA NORTH HIGH SCHOOL
500 E. Nolana Loop
Pharr, Texas 78577

July 30, 2009- August 7, 2009

Grantee Board and Policy Council Training

Once all the members of the new Policy Council have been elected and appointed, they will participate in a governance training conference specifically planned for them and the members of the Grantee Board. The conference sessions are conducted for three days and include the following areas:

- Head Start Program Overview
 - Statistics
 - Philosophy
 - Management Systems
 - Administrative Structure

- Head Start Performance Standards
- Shared Governance Orientation
- Policy Council By-Laws
- The Budget Process
- Financial Responsibilities

Other training is provided during the year to assist them in their roles on the Policy Council or the Grantee Board. Many one-on-one meetings are for the purpose of individualizing the training to the needs of the governing board members and to support them as they perform tasks which are new or different.

Mandate for Teacher Degrees/Childhood Development Associate Credential (CDA)

There are a total of 192 teachers in our Program. Currently 146 or 76% have acquired an associate's degree (63%) or a bachelor's degree(14%) in early childhood education and the remaining have met the requirements for a Child Development Associate (CDA) credential.

For several years we have implemented a process whereby we are "growing our own" teachers. The Policy Council and the Grantee Board have been very supportive of this endeavor and it has been our most important source of new teachers for us. The process allows for our Program to pay for tuition and fees for any staff member who is pursuing an Associate's or a Bachelor's degree in early childhood education and who does not qualify for financial aid. A total of 4 hours of release time per week after 3:30 p.m. is provided to each employee going to college. More than 100 employees are attending school each semester. This year alone 40 employees completed either an associate's or a bachelor's degree. In addition, we have conducted and will continue to conduct CDA classes for the assistant teachers and 130 or 63% now meet this requirement.

We believe that this process will fully prepare our Program to make satisfactory progress every year toward meeting the 2013 deadline for 50% of our teachers to have a Bachelor's degree and for all assistant teachers to have a CDA. There is no doubt that the requirement can be accomplished, the concern is the Program's funding to compete with other educational institutions, namely school districts, to keep fully credentialed staff with a bachelor's degree in early childhood education.

All four Education Area Directors have a master's degree in education.

A characteristic of our Program is that our population is almost 100% Hispanic and our staff make up reflects this same characteristic. Many of our children come to Head Start speaking little or no English, thus there is a need for our staff to be fluent in Spanish. We are proud to report that all of our classroom and Center staff is bilingual.



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Administration						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to identify the warning signs of child abuse/neglect and domestic violence and ensure that everyone understands “If you suspect-you report”</p>	<p>Participants will be provided with necessary training as required by the Texas Family Code 745.8551 and the Head Start Performance Standards.</p>	<p>Guadalupe Trevino, Sheriff. County of Hidalgo</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will be able to identify the symptoms of alcohol and substance abuse.</p>	<p>Participants will be provided with the necessary training and orientation in the area of prevention of alcohol and substance abuse particularly in children and juveniles.</p>	<p>Daniel Rodriguez, Education Specialist Rio Grande Valley Council, Inc.</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Administration						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will receive, review and acknowledge the Hidalgo County Head Start mandated policies as required by federal, state and local regulations.</p>	<p>To comply with federal, state and local regulations participants will review and acknowledge the mandated policies listed below:</p> <ul style="list-style-type: none"> -T.B. Questionnaire -Discipline and Guidance -Reporting Child Abuse and Neglect Policy -Confidentiality Policy -Confidentiality Policy Notice Form -Dress Code Policy -Standards of Conduct Policy -Civil Rights Act -Employee Vital Information -County of Hidalgo Drug and Alcohol Policy -Absence Control Policy -Hidalgo County Ethics Policy -Sexual Harassment 	<p>Noelia Abrego-Smith, Benefits Administrator</p>	<ol style="list-style-type: none"> 1. Computer 2. Power Point Presentation 		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Administration						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to identify and address sexual harassment in the workplace.	The presenter will provide information to Head Start Employees on how to recognize and prevent incidents of sexual harassment.	Rene Parrao, Hidalgo County Safety Officer	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to access and implement the Human Resources Program Plan which supports the goals of the Hidalgo County Head Start Program	The presenter will provide a brief explanation on the Human Resources Program Plan Policies and Procedures, recruitment and employment of staff, organizational structure and lines of authority and communication.	Bertha Castillo, Personnel Officer	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Administration						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to identify how to prevent slip, trip and fall accidents and their causes.	The presenter will provide techniques to avoid injuries, the importance of safety shoes, ladders and similar equipment.	Noemi Flores, Risk Management Specialist	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to recognize the responsibilities of professionals in reporting suspected child abuse and will become familiar with cultural costumes which are often confused with child abuse.	The presenter will use a Power Point presentation to provide information of how to detect abuse/neglect of children. In addition, formal handouts will be distributed.	Child Care Licensing Inspectors	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will focus on the caregiver's appropriate discipline of children in a classroom setting.	The presenter will present appropriate discipline and guidance techniques to children's behavior.	Child Care Licensing Inspectors	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Administration						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to identify and utilize preventive measures to promote a safer work environment.	The presenter will provide information on how to define and respond appropriately to work violence.	Armando Guzman, Hidalgo county Safety Officer Supervisor	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to review options available to them on asset allocations and make decisions regarding their Head Start Retirement Plan.	Participants will select investment options from a listing of Mainstay Fund allocations based on a review of all options by the presenter.	Tony De Leon, CLU, CFP, MSFS New York Life	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to adhere to the Civil Service Commission Rules and Regulations.	The Hidalgo County Civil Service Commission Rules review will provide the participants information on personnel practices and the procedures governing disciplinary actions.	Nereida Garza	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Administration						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>The participants will be able to meet the specific needs of children and will work with parents and other adults to nurture the children's physical, social, emotional, and intellectual growth as described in the child development framework.</p>	<p>Participants will receive the required training as specified by the Council for Professional Recognition, the National Credentialing Program for the Child Development Associate (CDA).</p>	<p>Bertha Castillo, Personnel Officer</p> <p>Helen Meave, Education Coordinator</p>	<p>1. Caring for Pre-School Children Curriculum, Volumes I & II</p> <p>2. Power Point Presentation</p> <p>3. Essentials to complete course work.</p>	<p>\$500.00 per person</p>	<p>Sept. 10, 2009</p> <p>12-18 Months</p>	<p>Training Calendar</p> <p>Syllabus</p> <p>Final CDA Assessment</p>
<p>Participants will be provided with information and resources that will enable them to be part of the decision making process.</p>	<p>The Leadership Training is provided to prepare elected parents for their roles at the center committees and the Policy Council if elected.</p>	<p>Teresa Flores, Executive Program Director</p> <p>Irma Pena, Family Services Director</p>		<p>\$ 5, 300</p>	<p>Sept. 19, 2009</p>	<p>Training Calendar</p> <p>Evaluation</p>
<p>The Policy Council will be able to identify the major program functions and operations by participating in the Governance Institute.</p>	<p>Each major function/operations of each department will be presented by the Director/ Administrator supervising the department. Roles and responsibilities of the Policy Council will be emphasized.</p>	<p>Consultant</p>		<p>\$ 16, 000</p>	<p>Oct. 23-25, 2009</p>	<p>Training Calendar</p> <p>Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Family Services						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to follow the Head Start Performance Standards as it pertains to Family Partnerships, Parent Involvement and (ERSEA) Eligibility, Recruitment, Selection, Enrollment and Attendance Part I.</p>	<p>Participants will receive instructions and guidance on how to implement Family Services procedures, forms and documents at the center level.</p>	<p>Irma Pena, Family Services Director</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will be able to follow the Head Start Performance Standards as it pertains to Family Partnerships, Parent Involvement and (ERSEA) Eligibility, Recruitment, Selection, Enrollment and Attendance Part II.</p>	<p>Participants will receive instructions and guidance on how to implement Family Services procedures, forms and documents at the center level.</p>	<p>Melba Coody, Family Services Coordinator Azalia Rios, Family Services Coordinator</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Family Services						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to implement the case management system known as the FPA and implement the “Exploring Parenting Curriculum” that will be put into operation during the program year.</p>	<p>Participants will receive instructions and guidance on how to implement case management and document the progress into the FPA. Participants will also learn how to become trainers and execute the parent curriculum “Exploring Parenting”.</p>	<p>Irma Pena, Family Services Director Melba Coody, Family Services Coordinator Azalia Rios, Family Services Coordinator Veronica Garcia, Center Manager Julian Martinez, Facilitator Elvira Segura, Facilitator</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Evaluation</p>
<p>Participants will identify the different volunteer opportunities and the requirements to become a volunteer.</p>	<p>Participants will be encouraged to volunteer in any of the different areas of the Head Start Program and become more involve in the education of their children. Center staff and central office staff will inform parents of the many ways to participate in Head Start.</p>	<p>Head Start Executive Team Members</p>	<p>1. Computer 2. Power Point Presentation</p>	<p>\$ 5,600</p>	<p>Aug. 31- Sept. 2, 2009</p>	<p>Training Calendar Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Family Services						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will work collaboratively with other agencies to identify and access services and resources through direct services or referrals.	The Parent Fair will be organized for parents to participate and respond to family needs and assist in developing family goals.	Irma Pena, Family Services Director		\$ 2,400	Nov. 20, 2009	Training Calendar
Participants will be able to identify the eligibility criteria for children enrolling with the Hidalgo County Head Start Program.	The Recruitment Training is for the purpose of providing Head Start services to eligible children, three to five years of age regardless of sex, creed, color, national origin or disabling condition	Irma Pena, Family Services Director			March 3, 2010	Training Calendar



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Child Nutrition						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to implement Performance Standards and relate them to the Program Plan.	Participants will actively listen and review the Performance Standards and Program Plan	San Juanita Rangel, Child Nutrition Director	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to locate and utilize Child Nutrition Program required information.	The required information for the Child Nutrition Program will be presented and reviewed with staff. Copies of pertinent forms will be provided.	San Juanita Rangel, Child Nutrition Director Christian Barajas, Child nutrition Coordinator	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to implement the process and procedures for the required Child nutrition reports/documentation.	The presentation will focus on detailed steps to complete the required Child Nutrition reports/documentation	San Juanita Rangel, Child Nutrition Director Christian Barajas, Child nutrition Coordinator	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Child Nutrition						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to identify and implement a childhood obesity proactive approach in Head Start children.</p>	<p>Participants will receive instructions and guidance on how to implement and promote a healthy life style including healthy food choices and physical activity.</p>	<p>San Juanita Rangel, Child Nutrition Director Christian Barajas, Child nutrition Coordinator</p>	<ol style="list-style-type: none"> 1. Computer 2. Power Point Presentation 		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Mental Health						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to access and utilize the Mental Health Program Plan to implement the Performance Standards.	An overview of the Performance Standards and Mental Health Program Plan will be presented to the staff via power point presentation.	Elma Garza, Mental Health Services Director	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to identify the specifics of Challenging Behavior and to utilize prevention strategies to decrease inappropriate behavior.	An overview of Positive Behavior Support will be presented and the understanding of what triggers and reinforces problem behaviors.	Elma Garza, Mental Health Services Director	1. Computer 2. Power Point Presentation		Pre-Service 3 Sessions	Training Calendar Survey Evaluation
Participants will define the importance of responsible fatherhood.	The Fatherhood Conference for Hidalgo County Head Start Program was initiated to encourage fathers to support their positive involvement in the lives of their children. Sessions on parenting skills and promoting involvement of fathers in their children's schooling will be provided.	Elma Garza, Mental Health Services Director	1. Appropriate place for the conference. 2. Computer 3. Power Point Presentation	\$ 10,000	Feb. 26, 2010	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Transition and Community Partnership

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to follow the steps in the transition process.	The steps in the transition process will be reviewed. Guidance for appropriate documentation will be provided.	Ramiro Silva, Community Partnership and Transition Director	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to access Community Partnership services for children, families and pregnant women.	The Networking Meeting is designed to develop community partnership supported by interagency agreements to secure appropriate services for children and families.	Ramiro Silva, Community Partnership and Transition Director		\$ 3,000	Aug 27, 2009	Training Calendar Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Health						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to access, utilize and interpret the Health Policies and Procedures in regards to the Performance Standards.</p>	<p>The Health Policies and Procedures will be discussed and how these apply to the Performance Standards.</p>	<p>Roxana Alvarado, RN Paula Gonzalez, LVN Maria Villarreal, LVN</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Field Operations						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to review the policies and procedures in the area of transportation.	A detailed presentation of the Performance Standards including future mandates, if applicable, will be conducted.	Oscar Palacios, Field Operations/ Transportation Director			Pre-Service	Training Calendar Survey Evaluation
Participants will be able to review the policies and procedures for the operation of the warehouse.	A detailed presentation of the Performance Standards including future mandates will be conducted.	Oscar Palacios, Field Operations/ Transportation Director			Pre-Service	Training Calendar Survey Evaluation
Participants will be able to access and use local, state and federal standards relating to buildings and grounds.	An overview of the applicable standards will be presented and discussed as they apply to the requirements for facilities and playgrounds for children and staff.	Oscar Palacios, Field Operations/ Transportation Director			Pre-Service	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Field Operations						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to prepare cleaners and chemicals used for cleaning.</p>	<p>An overview of appropriate product application and applicable Performance Standards will be presented to the participants. The formulas for preparing cleaners and chemicals will be reviewed.</p>	<p>Oscar Palacios, Field Operations/ Transportation Director</p>			<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will be able to follow the required office procedures and processing of required documentation for purchases.</p>	<p>A comprehensive explanation of departmental operating procedures will be made.</p>	<p>Oscar Palacios, Field Operations/ Transportation Director</p>			<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Finance						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Staff will be able to effectively apply the purchase order process to ensure that proper procurement practices are adhered to.	The presentation will focus on the purchasing process and the required steps to complete a request.	Elma Keller, Finance Department Director Ambrosio Tovar, Procurement Director	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Fiscal staff will be able to utilize the computerized accounting software (MIP) to properly execute payroll and accounts payable functions for the program.	The training will focus on the payroll and accounts payable functions and capabilities of the software to ensure that effective and efficient practices are in place and properly executed.	MIP Consultant	1. Computer with MIP access. 2. Training Manual.	\$ 2,500		Training Calendar Survey Evaluation
Fiscal staff will be able to properly account for all fixed assets and maintain proper inventory control records.	The training will assist fiscal staff in the proper classification of fixed assets following Hidalgo County and Head Start requirements.	Alvaro Chuc, Finance Assistant	1. Computer with MIP access. 2. Fixed assets inventory control records.			Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Disability						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluatio n:
<p>Participants will be able to implement the Head Start Performance Standards in the area of disability.</p>	<p>An overview of the Performance Standards and Special Services Program Plan will be presented to the staff via a power point presentation. All centers are provided with the Performance Standards and the Program plan.</p>	<p>Connie Horta Special Services Director</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will be able to identify the federal law (ADA) and the accommodation services it provides to individuals with disabilities.</p>	<p>An overview of the federal law will be presented to the staff. Hand outs will be provided.</p>	<p>Chance Hainsohn, Attorney Advocacy, Inc.</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Disability						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to identify the federal law (IDEA) and the services it provides to individuals with disabilities.	An overview of the federal law will be presented to the staff. Handouts will be provided.	Eva Guerrero, Advocate Belinda Garza, Senior Advocate, Advocacy, Inc.	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to interpret a diagnostic evaluation report when a child is diagnosed with a specific disability.	An overview of a speech/language and a psychological evaluation report will be presented to the staff.	Connie Horta Special Services Director	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to administer the Speech Screening Tool to children in an effort to identify children who require further evaluation.	This tool screens children to find out if their sound acquisition, voice and fluency is reflective to their developmental age. Handouts will be provided to staff.	Amy Cantu, MA, CCC-SLP Step & Stride Rehab	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Disability						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to utilize the Procedures Manual as a guide when carrying out Special Services Department documentation requirements.	An overview of the Procedures Manual will be presented to the staff.	Connie Horta Special Services Director	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to complete Special Services Reports	An overview of the Special Services required program reports will be presented to the staff. Hand outs will be provided to the staff.	Connie Horta Special Services Director	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to access and utilize the Education Services Program Plan to implement the Performance Standards.	Participants will actively listen and review the Performance Standards and Program Plan.	Homero Carrera Sandra Renteria Susie Saenz, Education Area Directors	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to access and utilize the Education Services Procedures Manual to implement the Performance Standards.	Participants will receive instruction and guidance on how to implement Education Services Procedures, forms and documents to the center level.	Janie Navarro Susie Saenz Sandra Renteria, Education Area Directors	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to utilize the S.T.E.P.S./ C.I.R.C.L.E manual to maximize their resources for effective planning	Participants will receive hands on ideas on how to plan activities for Phonological Awareness, Written Expression, Language Development, Print and Book, Motivation to Read Aloud and Letter Knowledge.	Helen Meave, Education Coordinator	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to implement strategies in the instructional day to comply with the latest Head Start classroom observation tool.</p>	<p>Participants will be provided with an overview of the domains, dimensions and indicators that may be measured in classroom teacher/child interactions during the next federal review.</p>	<p>Janie Navarro, Education Area Director</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will be able to plan more effectively for classroom instruction ensuring each child's specific needs are met. Participants will also be able to apply an effective individualization design to ensure compliance with program standards on individualization.</p>	<p>Participants will play a part in an overview and discussion of an effective individualization design.</p>	<p>Janie Navarro, Education Area Director</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to apply the Head Start Outcomes indicators to individualization activities with children.	Presenter will guide participants and will provide new ideas on how to utilize the outcome framework indicators when preparing lesson plans and classroom activities.	Homero Carrera, Education Area Director	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to enhance progress notes documentation utilizing recommended samples.	Participants will discuss different techniques of acquiring information needed to properly document individual progress notes through observation, anecdotal notes and working samples.	Susie Saenz, Education Area Director	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will review and apply the Performance Standards as the pertain to individualization of the program.</p>	<p>Participants will receive guidance on the importance of individualization and how it is linked to the Performance Standards.</p>	<p>Sandra Renteria, Education Area Director</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will be able to document children’s individual information to meet performance standards and ensure that the individual needs of each child are met. Participants will utilize the Lap-D Classroom Report for small group instruction and for effective planning.</p>	<p>Participants will learn to align documentation by reviewing assessment data, using data for instruction and plan proper grouping instruction to meet the individual needs of each child.</p>	<p>Helen Meave, Education Coordinator</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to write comprehensive lesson plans addressing the unique needs of each child.</p>	<p>Participants will review the critical characteristics of lesson plans which reflect the individual needs of the children.</p>	<p>Janie Navarro, Education Area Director</p>	<ol style="list-style-type: none"> 1. Computer 2. Power Point Presentation 		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>