



Hidalgo County Head Start Program

Policy Council Agenda

DATE: August 17, 2011

SUBJECT: Discussion/Approval of 2011-2012 Training and Technical Assistant (T/TA) Plan

RATIONALE/NEED: The program plan must be approved annually to comply with Federal Performance Standards.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Training and Technical Assistance (T/TA) Plan

INITIATED BY: Sylvia C. Garza, Staff Development Director *SG*

REVIEWED BY: Nora S. Munoz, Assistant Program Director *NM*

EXECUTIVE DIRECTOR'S APPROVAL: *Teresa Flores*



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 the warning signs of child abuse/neglect and domestic violence and ensure that everyone understands "If you suspect-you report"	Participants will be provided with necessary training as required by the Texas Family Code 745.8551 and the Head Start Performance Standards.	Daniel Rodriguez, Education Specialist Rio Grande Valley Council, Inc.	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to identify the symptoms of alcohol and substance abuse.	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.	Guadalupe Trevino, Sheriff. County of Hidalgo	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>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"> -Civil Rights Act -Standards of Conduct -Confidentiality Policy -Reporting Child Abuse and Neglect Policy -Discipline and Guidance Policy -Dress Code Policy -Hidalgo County Drug and Alcohol Policy -Hidalgo County Sexual Harassment -Hidalgo County Absence Control Policy -Hidalgo County Ethics Policy -TB Questionnaire 	<p>Noelia Smith, Benefits Administrator</p> <p>Bertha Castillo, Personnel Officer</p>	<p>1. Computer</p> <p>2. Power Point Presentation</p>		<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 procedures outlined in 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 will also review procedures on reporting work related injuries.	<p>The presenter will discuss the following:</p> <ul style="list-style-type: none"> -Workers' Comp. Procedures -Accident Causes -General Safety Rules -Slips, Trips and Falls -Back Care and Safe Lifting -Ladder Safety -Using PPE -Fire Extinguisher -CPR/First Aid Training -Safe Driving -Vehicle Maintenance 	Noemi Flores, Risk Management Specialist	<ol style="list-style-type: none"> 1. Computer 2. Power Point Presentation 		Pre-Service	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
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.	<p>Noelia Smith, Benefits Administrator</p> <p>Bertha Castillo, Personnel Officer</p>	<ol style="list-style-type: none"> 1. Computer 2. Power Point Presentation 		Pre-Service	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



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Content Area: Administration						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to review options available to them on asset allocations and make decisions regarding their Head Start Retirement Plan.</p> <p>Participants will be able to identify and utilize preventive measures to promote a safer work environment.</p> <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 select investment options from a listing of Mainstay Fund allocations based on a review of all options by the presenter.</p> <p>Participants will be able to define and respond appropriately to work violence.</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>Tony De Leon, CLU, CFP, MSFS New York Life</p> <p>Armando Guzman, Hidalgo County Safety Officer Supervisor</p> <p>Bertha Castillo, Personnel Officer</p> <p>Helen Meave, Education Coordinator</p>	<p>1. Computer</p> <p>2. Power Point Presentation</p> <p>1. Computer</p> <p>2. Power Point Presentation</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>Pre-Service</p> <p>Pre-Service</p> <p>12-18 Months</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p> <p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p> <p>Training Calendar</p> <p>Syllabus</p> <p>Final CDA Assessment</p>



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Content Area: Administration						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<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. 24, 2011</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. 21-23, 2011</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 gain a better understanding of the PROMIS program to help manage the tracking of each child and their family</p>	<p>The presenter will review demographics and family development section of application, attendance reports, class reports and directory.</p>	<p>Erica Lara, Family Records Specialist</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 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>Elvira Segura, Family Services Coordinator</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>



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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 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>Azalia Rios, Family Services Coordinator</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey 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 involved 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. 30- Sept. 2, 2011</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. 18, 2011	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 9, 2012	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	Gilbert Silva, Interim Child Nutrition services 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.	Gilbert Silva, Interim Child Nutrition 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: Child Nutrition						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to identify and implement a childhood obesity proactive approach in Head Start children utilizing the TDA's Food and Nutrition Division recommendations.	Participants will receive instructions and guidance on how to implement and promote a healthy life style including healthy food choices and physical activity.	Gilbert Silva, Interim Child Nutrition services Director	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will receive Food Handler's Certification required by Hidalgo County Health and Human Services Department.	The presenter will receive information on how to maintain proper safety and sanitation on the workplace to prevent food safety errors.	Hidalgo County Health and Human Services Department	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will become familiar with the new My Plate Guide that has replaced My Pyramid Guide.	The presenter will provide updated information about My Plate Guide.	Gilbert Silva, Interim Child Nutrition 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: 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.	Lupita Valdez, 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.	Positive Behavior Support Trainers	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to write a behavior support plan and identify the components needed to carry out the plan.	An overview on how to develop a behavior plan as a team, utilize the prevention strategies replacement skills and monitor outcomes will be presented.	Positive Behavior Support Trainers	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: Mental Health						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will gain knowledge of how to build positive relations, identify preventive classroom practices and social emotional teaching strategies.	The presenter will provide an overview of positive classroom practices that promote social and emotional competence in young children	Positive Behavior Support Trainers	<ol style="list-style-type: none"> 1. Computer 2. Power Point Presentation 		Pre-Service	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	Lupita Valdez, Health Services Director Noe Hernandez, Mental Health Coordinator	<ol style="list-style-type: none"> 1. Appropriate place for the conference. 2. Computer 3. Power Point Presentation 	\$ 10,000	Feb. 23, 2012	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 25, 2011	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:
Participants will be able to access, utilize and interpret the Health Policies and Procedures in regards to the Performance Standards.	The Health Policies and Procedures will be discussed and how these apply to the Performance Standards.	Lupita Valdez, Health Services Director	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to read and understand local and state immunization requirements.	The presenter will provide and discuss local and state immunization requirements.	Delia Garza, TVFC Educator	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to describe the scope of asthma, asthma symptoms, most common triggers found in schools, types of medications, how to manage an asthma episode, how to respond to an emergency and the importance of Asthma Action Plan.	The presenter will discussed and present in detail the Asthma 101 curriculum for school environment.	Dr. Genny Carrillo, Texas A&M Health Science Center School of Rural Public Health McAllen Campus	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: 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:
<p>Fiscal staff will be able to utilize the computerized accounting software (MIP) to properly execute payroll and accounts payable functions for the program.</p>	<p>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.</p>	<p>MIP Consultant</p>	<ol style="list-style-type: none"> 1. Computer with MIP access. 2. Training Manual. 	<p style="text-align: center;">\$ 2,500</p>		<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>Fiscal staff will be able to properly account for all fixed assets and maintain proper inventory control records.</p>	<p>The training will assist fiscal staff in the proper classification of fixed assets following Hidalgo County and Head Start requirements.</p>	<p>Alvaro Chuc, Finance Assistant</p>	<ol style="list-style-type: none"> 1. Computer with MIP access. 2. Fixed assets inventory control records. 			<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: Disability						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<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>Luis Echeverria, Attorney Disability Rights Texas</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>



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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.	Luis Echeverria, Attorney Disability Rights Texas	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to identify and attach RTI documentation to the LEA referral packet.	The presenter will review LEA referral packet to ensure that all required RTI/Head Start documentation is included prior to submitting to LEA.	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.	Pat Doria, MA, CCC-SLP Melody Kids Care	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



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Content Area: Disability						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to properly complete an LEA referral packet.	The presenter will review key points of the referral packet. Handouts will be provided.	Special Education Dept. Edcouch-Elsa	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to implement a Plan of Action and Flow Chart and carry out strategies outlined in such plan.	The presenter will review the Action Plan and provide suggestions on how to implement it.	Connie Horta, Special Services Director Edna Snider, Special Services Coordinator Blanca Vela, Special Services Facilitator	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to properly complete required Special Services Reports	The presenter will provide an overview of the Special Services Program Reports	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 Janie Navarro, Education Area Directors	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will become acquainted with the revised Head Start Outcomes and be able to address the outcomes in the daily routine.	The presenter will have an open discussion with the audience about the Head Start Outcomes.	Janie Navarro Education Area Director	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will receive instruction and guidance on how to implement the Education Services Procedures, forms and documents at the center level.	The presenter will provide instructions on how to utilize the Education Services Procedures Manual to implement the Performance Standards.	Helen Meave & Eduarda Perez, Education Coordinator	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



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Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to use the Spanish language in the classroom more effectively to ensure a more effective language development.	The presenter will provide ideas and activities to enhance the development of Spanish oral language and literacy.	Ana Villarrutia, Center Manager Blanca Duarte, Teacher	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to develop phonemics and phonological awareness in the classroom	The presenter will provide participants with an opportunity to use their classroom laptop computer to access phonemic and phonological activities	Jesus Vela, Center Manager Mary Lou Soto, Teacher	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to implement strategies in the instructional day to comply with the most recent Head Start Program observation tool (C.L.A.S.S.)	The presenter will review the three C.L.A.S.S. domains and description and strategies under each domain.	Homero Carrera Sandra Rentería Susie Saenz, Education Area Directors	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



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Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to plan more intentionally for classroom instruction ensuring each child’s specific needs. They will also be able to apply and affective instructional design to ensure that we comply with program standards in education.</p>	<p>Presenter will review techniques and activities that will stimulate and enrich daily learning through proper implementation of data in planning curriculum, instruction and assessment.</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>
<p>Participants will be able to plan activities for the children to develop pre-writing skills.</p>	<p>The presenter will provide strategies to plan more effectively for pre-writing activities.</p>	<p>Noelia Gutierrez, PSJA ISD</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>



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Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will enhance their understanding of the “ <i>A Head Start on Picturing America</i> ” program to be able to integrate it into the classroom daily activities in a comprehensive way for the children.	The presenter will provide techniques and activities that will stimulate and enrich daily learning using <i>Picturing America</i> as a resource.	Janie Navarro, Education Area Director Eduarda Perez, Education Coordinator	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to teach math with everyday objects in the Early Childhood Classroom.	The presenter will provide participants with an understanding of teaching mathematics and activities to implement in the classroom.	Dr. Irasema Gonzalez, UTPA Professor	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to provide fun and engaging listening and oral activities through the use of storytelling.	The presenter will provide helpful strategies to make storytelling fun and promote positive social and cultural skills.	Xochitl Rocha, M. Ed.	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



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Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will become familiarized with the revised Head Start Positive Outcomes and be able to address the outcomes in the instructional process.</p>	<p>The presenter will explain the additional domains added to the Outcomes Framework and will provide strategies that relate specifically to Approaches to Learning.</p>	<p>Eduarda Perez, Education Coordinator</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will become acquainted with new ideas and techniques that can be used in the early childhood classroom to teach science.</p>	<p>The presenter will provide information on the following topics: -Scientific skills and method -Conceptual knowledge of the natural and physical world -Reasoning and problem solving -Symbolic representation</p>	<p>Homero Carrera, Education Area Director</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>



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Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will become acquainted with the revised Head Start Positive Outcomes and be able to address the outcomes in the instructional process.	The presented will provide information on the additional domains added to the Outcomes Framework and will learn strategies that relate specifically to Social Studies.	Janie Navarro, Education Area Director	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will become familiarized with the revised Head Start Positive Outcomes and be able to address the outcomes in the instructional process.	The presented will provide information on the additional domains added to the Outcomes Framework and will learn strategies that relate specifically to ELD.	Janie Navarro, Education Area Director	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will become familiarized with the revised Head Start Positive Outcomes and be able to address the outcomes in the instructional process.	The presented will provide information on the additional domains added to the Outcomes Framework and will learn strategies that relate specifically to Language Development/Literacy Knowledge and Skills	Sandra Renteria, Education Area Director	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



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Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will become acquainted with the revised Head Start Positive Outcomes and be able to address the outcomes in the instructional process.	The presented will provide information on the additional domains added to the Outcomes Framework and will learn strategies that relate specifically to Mathematic Knowledge & Skills/Creative Arts Expression.	Azucena Saenz, Education Area Director	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will become familiarized with the revised Head Start Positive Outcomes and be able to address the outcomes in the instructional process.	The presented will provide information on the additional domains added to the Outcomes Framework and will learn strategies that relate specifically Physical Development & Health and Social & Emotional Development.	Helen D. Meave, Education Coordinator	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to provide fun and engaging activities using dual language.	The presenter will provide strategies to plan more effectively for dual language use in the classroom.	Noelia Gutierrez, PSJA ISD Anabel Castillo, PSJA ISD	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 become familiar with entering assessments directly into the Red-e-Learner website. They will also have an opportunity to access their classroom information and enter a mock assessment.</p>	<p>The presenters will provide participants with an opportunity to use their classroom laptop computer to access the internet and enter assessments thru a website.</p>	<p>Helen D. Meave, Education Coordinator Conrad Cabrera, MIS Director</p>	<p>1. Computer 2. Internet Connection</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>
<p>The participants will become aware of revisions and changes on the Minimum Standards Manual.</p>	<p>The presenter will provide information about changes on the Minimum Standards Manual.</p>	<p>Child Care Licensing Staff</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will become acquainted with C.I.R.C.L.E. Preschool Early Language and Literacy/Mathematics to be able to implement researches based strategies in the cognitive, language and social emotional aspects of the children's development.</p>	<p>The presenter will provide useful strategies designed for the development of optimal learning experiences for the children.</p>	<p>NES Personnel</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>

