

Hidalgo County Head Start Program

Policy Council Regular Meeting Agenda



Wednesday, May 17, 2023

5:45 p.m.-Meal/6:00 p.m.-Meeting



POLICY COUNCIL MEETING NOTICE

HIDALGO COUNTY HEAD START PROGRAM
POLICY COUNCIL REGULAR AGENDA
WEDNESDAY, MAY 17, 2023

AT	4:04	FILED	P.	M
		O'CLOCK		
MAY 11 2023				
ARTURO GUAJARDO, JR., COUNTY CLERK HIDALGO CO. TEXAS				
BY				DEPUTY

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a REGULAR MEETING of the Policy Council of the Hidalgo County Head Start Program will be held on Wednesday, May 17, 2023, at 6:00 P.M in the LBJ Head Start Administration Building Conference Room 2nd Floor located at 1901 West State Highway 107, McAllen, Hidalgo County, Texas. Discussion and possible action relating to the following business will be transacted.

In accordance with Section 551.127, NOTICE is hereby given that a physical quorum, including the presiding officer/member, will be present at the specified meeting location. Some members of the governing body and/or government officials may participate via videoconference.

Discussion and possible action relating to the following business will be transacted:

- I. Call Meeting to Order, Roll Call, Establish Quorum *Avelina Pena Segovia*
- II. Prayer/Pledge of Allegiance *Avelina Pena Segovia*
- III. Approval of Consent Agenda *Avelina Pena Segovia*
- IV. Public Comments *Avelina Pena Segovia*
- V. Executive Director’s Report *Irma E. Pena*
 - A. Visit by Monica Flores, Office of Head Start
 - B. UTRGV Meeting with Staff Regarding Certification Classes
- VI. Program Operations *Irma E. Pena*
 - A. Administration
 - 1. Discussion/Approval to Disburse Lump Sum Summer Paychecks to Staff Who Resign as of the Last Summer Leave Day/Last Working Day for Position Assigned
 - 2. Discussion/Approval of Program Year 2023-2024 Program Calendars
 - 3. Revision of the Following Job Descriptions (By Department)
 - a. Education
 - i. Education Area Director
(Revision of Job Responsibilities and Requirements)
 - ii. Education Coordinator
(Revision of Job Responsibilities and Requirements)
 - b. Human Resources
 - i. Staff Development Coordinator (Job Title Change to Staff Development Manager, Reclassification of Job Description, Revision of Responsibilities)
 - 4. Change in Scope Recommendation for Staff Development Manager

5. Discussion/Approval of the Hidalgo County Head Start Program
 Program Year 2023-2024 Program Plans

Irma E. Pena

Child Nutrition Services	Mental Health Services
Education Services	Special Services
Family Services	Transition and Community Partnership
Health Services	Transportation Services
Human Services	

B. Procurement

Ambrosio Tovar

1. Ratify Action Taken by Commissioners Court on May 16, 2023
 - A. Acceptance of the Sole and Qualified Response Received From Versidi, Inc., dba, Teach Us Texas for Award of RFP 23-003-05-05-AS "Educator Preparation Program"
 - B. Approval of Contract with Versidi, Inc., dba, Teach Us Texas (C-23-003-05-17AS) for "Educator Preparation Program"
2. Discussion/Approval for Hidalgo County Head Start Program to Exercise Option to Extend for an Additional Two-Year Term the Inter-local Agreements for Head Start Facilities and/or Land (Under same terms and conditions) with the following entities

Entity	Head Start Facility	Rent Facility/ Land	Monthly Rent
1. City of Alamo	Alamo HS	Land	\$1.00
2. City of Donna	Donna II HS	Land	\$1.00
3. Edcouch-Elsa ISD	Edcouch Kitchen	Facility	\$500
4. City of Hidalgo	Hidalgo HS	Land	\$1.00
5. City of La Joya	La Joya HS	Land	\$1.00
6. City of Pharr	Las Milpas I HS	Land	\$1.00
7. City of Pharr	Pharr HS	Land	\$1.00
8. City of Progreso	Progreso HS	Land	\$500
9. City of San Juan	San Juan I HS	Land	\$1.00

3. Presentation for Discussion, Consideration and Approval to Enter Into a Memorandum of Understanding (MOU) between Hidalgo County Head Start Program (HCHSP) and Pharr-San Juan-Alamo Independent School District (PSJA ISD) for Transition Services from Early Head Start
4. Request Approval of Application and Certificate for Payment for Invoice #20373 in the Amount of \$1,338.77 for Professional Services Submitted by B2Z Engineering, Construction Management Engineer, Through Contract C-21-004-09-21-AS for the Hidalgo County Head Start Program Outdoor Learning Environments and Discovery Classrooms
5. Discussion/Approval of Interlocal Cooperation Agreement between Hidalgo County Head Start Program and University of Texas Rio Grande Valley

- 6. A. Requesting Exemption from Competitive Bidding Requirements Under the Texas Local Government Code 262-024 (A)(4) A Professional Appraisal Service
- B. Presentation of the Scoring Grid (for the Purpose of Ranking by County Commissioners) of the Firms Graded and Evaluated through the County’s approved “Pool” of Appraisal Services for the Appraisal of the Head Start Leased Land and Facilities

	Leonel Garza, Jr. & Associates, LLC	CBRE, Inc.	Appraisal HAUS, LLC
Evaluator 1	97	87	79
Evaluator 2	98	89	92
Evaluator 3	96	83	74
Total Score	291	259	245
Ranking			

- C. Authority to Negotiate a Professional Contract with the No.1 Ranked Firm of _____, for the Appraisal of the Head Start Leased Land and Facilities

- VII. Programmatic Services *Avelina Pena Segovia*
- VIII. Closed Session: Policy Council may go into Closed Session Pursuant to Chapter 551, Texas Government Code, Sections 551.071, 551.672 and 551.074 – to discuss the following: *Avelina Pena Segovia*
 - 1. Personnel Report – New Hires, Resignations, Terminations
 - 2. Vacancies Report
 - 3. Employee ID#:4023
 - 4. Weslaco ISD Memorandum of Understanding (MOU)
 - 5. Chief Pre-K Collaboration Officer – New Position
 - 6. Family Services Coordinator (Vacant Position Replacement)
 - 7. Advertise for RFP 23-003-06-16-AS) “Professional Services for Legal Counsel”
- IX. Open Session *Avelina Pena Segovia*
 - 1. Personnel Report – New Hires, Resignations, Terminations
 - 2. Vacancies Report
 - 3. Employee ID#:4023
 - 4. Weslaco ISD Memorandum of Understanding (MOU)
 - 5. Chief Pre-K Collaboration Officer – New Position
 - 6. Family Services Coordinator (Vacant Position Replacement)
 - 7. Advertise for RFP 23-004-06-16-AS) “Professional Services for Legal Counsel”
- X. Policy Council *Avelina Pena Segovia*
 - 1. Next Policy Council Meeting Date and Time
- XI. Other Business *Avelina Pena Segovia*
- XII. Adjournment *Avelina Pena Segovia*


 Avelina Pena Segovia 5.12.23
 Chairperson Date



Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Call Meeting to Order, Roll Call,
Establish Quorum

Avelina Pena Segovia,
Chairperson



Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Prayer and
Pledge of Allegiance

Avelina Pena Segovia,
Chairperson



Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Approval of Consent Agenda

Avelina Pena Segovia,
Chairperson

Hidalgo County Head Start Program

Policy Council Consent Meeting Agenda



Wednesday, May 17, 2023

5:45 p.m.-Meal/6:00 p.m.-Meeting



HIDALGO COUNTY HEAD START PROGRAM
POLICY COUNCIL MEETING CONSENT AGENDA
WEDNESDAY, MAY 17, 2023

AT	4:04	FILED	O'CLOCK	P.	M
MAY 11 2023					
ARTURO GUAJARDO, JR., COUNTY CLERK HIDALGO CO. TEXAS					
BY					DEPUTY

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a REGULAR MEETING of the Policy Council of the Hidalgo County Head Start Program will be held Wednesday, May 17, 2023, at 6:00 P.M in the LBJ Head Start Administration Building Conference Room 2nd Floor located at 1901 West State Highway 107, McAllen, Hidalgo County, Texas on. Discussion and possible action relating to the following business will be transacted.

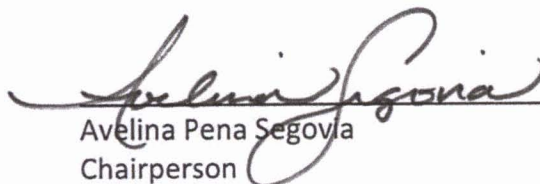
In accordance with Section 551.127, NOTICE is hereby given that a physical quorum, including the presiding officer/member, will be present at the specified meeting location. Some members of the governing body and/or government officials may participate via videoconference.

Discussion and possible action relating to the following business will be transacted.

NOTICE TO THE PUBLIC
CONSENT AGENDA

The following items are of a routine or administrative nature. The Policy Council Members have been furnished with background and support on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a Policy Council Member, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.

- I. Approval of Minutes: a. April 19, 2023
- II. Approval of Monthly Reports for April 2023:
 - 1. Program Information Summary (PIS) Report
 - 2. Financial and Credit Card Log Reports
 - 3. Enrollment – Average Daily Attendance Report
 - 4. Texas Department of Agriculture Meals/Snack Report

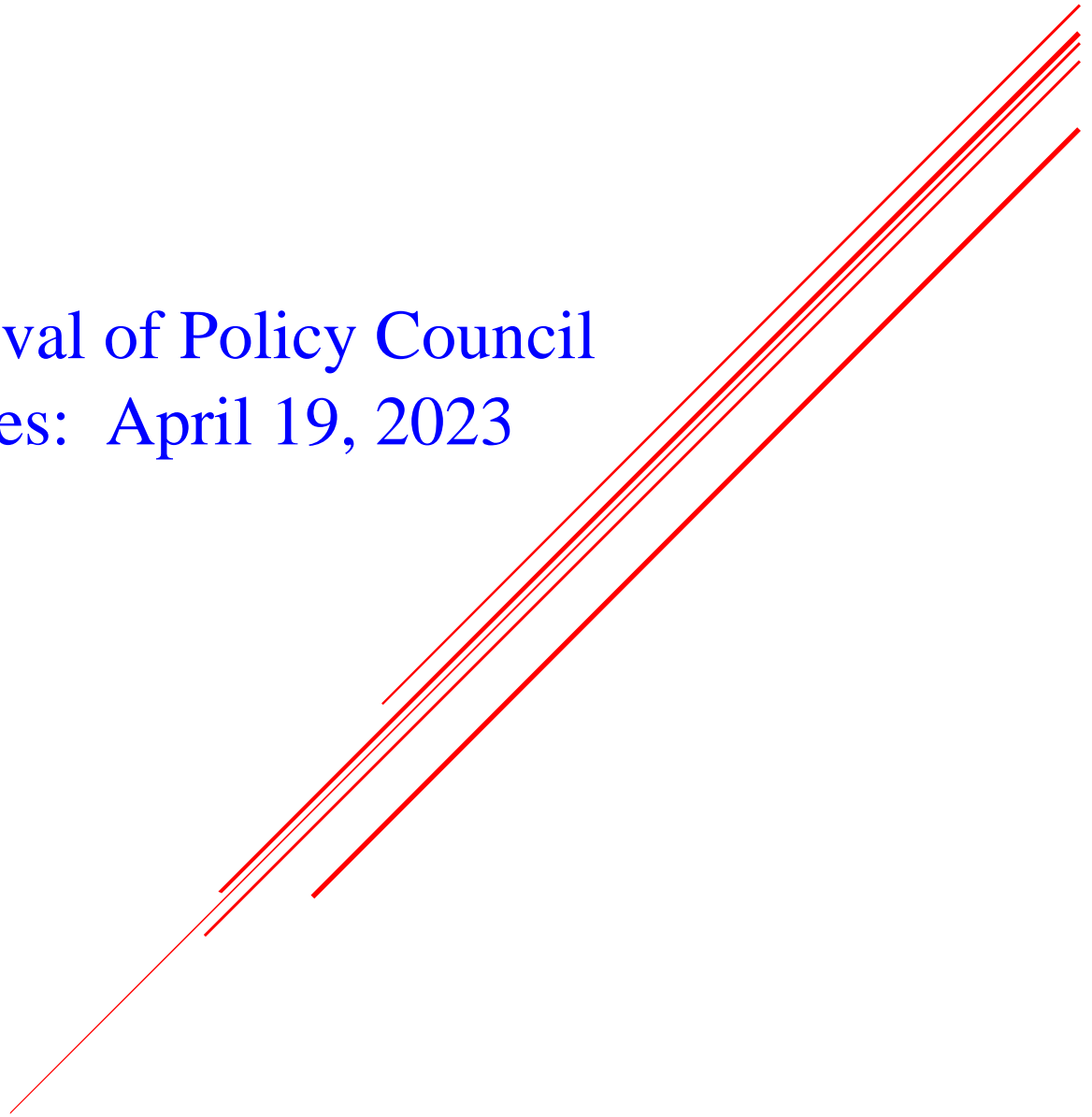
 5.12.23
 Avelina Pena Segovia Date
 Chairperson



Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Approval of Policy Council
Minutes: April 19, 2023





**Hidalgo County Head Start Program
Policy Council Regular Meeting Minutes Summary
Wednesday, April 19, 2023**

DRAFT

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a REGULAR MEETING of the Policy Council of the Hidalgo County Head Start Program was held on Wednesday, April 19, 2023, at approximately 6:01 P.M. in the LBJ Head Start Administration Building Conference Room, 2nd floor located at 1901 West State Highway 107, McAllen, Hidalgo County, Texas.

I. Call Meeting to Order, Roll Call, Establish Quorum

Avelina Pena Segovia, Policy Council Chairperson, called the meeting to order. Crystal Loredo, Secretary, called roll. Ric Gonzalez, Program Attorney, established a quorum. There was a quorum with six (6) members present.

Members Present:

Parent Reps

Lizette Munoz, Area I
Lynette Botello, Area II-****
Vanessa Reyna, Area III
Carlos Finol, Area IV
Jazmin Rubalcava, Area V-**
Crystal Loredo, Area VI

Community Reps

Avelina Pena Segovia
Rosa Perez-***
Adelita Figueroa Munoz-*
Azalia Rios
Abraham Padron -*****

*- Adelita Figueroa Munoz arrived at approximately 6:03 p.m.; the quorum increased to seven (7) members present.

** - Jazmin Rubalcava arrived at approximately 6:06 p.m.; the quorum increased to eight (8) members present.

*** - Rosa Perez arrived at approximately 6:14 p.m.; the quorum increased to nine (9) members present.

**** - Lynette Botello arrived at approximately 6:16 p.m.; the quorum increased to ten (10) members present.

***** - Abraham Padron arrived at approximately 6:26 p.m.; the quorum increased to eleven (11) members present.

II. Prayer/Pledge of Allegiance

Ric Gonzalez, Program Attorney, led the Policy Council members in the Prayer and Pledge of Allegiance.

III. Approval of Consent Agenda

1. Approval of Minutes

a. March 22, 2023

2. Approval of Monthly Reports for March 2023

a. Program Information Summary (PIS)

b. Financial and Credit Card Log

c. Enrollment – Average Daily Attendance (ADA)

d. Texas Department of Agriculture Meals/Snacks

Crystal Loredo made a motion to approve all items listed under the Consent Agenda. Carlos Finol seconded the motion. Motion carried, six (6) carried to zero (0).

NOTE: Adelita Figueroa Munoz arrived at approximately 6:03 p.m. The quorum increased to seven (7) members present.

IV. Public Comments - There were no public comments.

V. Executive Director's Report

1. Update Report by Crystal Lopez, Project Manager, The Warren Group; David Rivera and Julian Ybarra, Project Managers B2Z Engineering Re: Hidalgo County Head Start Program Discovery Learning Environments and Discovery Classrooms Project

The above-mentioned presenters called to let the Head Start staff and Policy Council members know that they were going to be late to the meeting, due to the traffic. The Policy Council Members continued with the agenda as posted. They returned this item when the presenters arrived.

The presenters arrived at approximately 6:24 p.m. and proceeded to make their presentation. Crystal Lopez, Project Manager, The Warren Group; David Rivera and Julian Ybarra, Project Managers, B2Z Engineering; reviewed an agenda which they had prepared for the meeting.

Below is the agenda prepared and presented by David Rivera and Julian Ybarra, Project Managers, B2Z Engineering.

Pre-Design Phase – Complete

- Design Phase

- Schematic Design – Complete
- Design Development – 05/02/2023
 - Deadline to turn in “permit use” to City of McAllen for review.
- Construction Documents – Deliverables to be ready by 05/30.2023

Procurement Phase – 30 Days 06/01/2023 thru 07/01/2023

Contract Phase – 07/15/2023 thru 07/30/2023

- This will take place once a contractor is selected, and the contract is reviewed by the owner's legal team.
- Construction – 210 Calendar Days
- NTP – 08/10/2023
- Groundbreaking Ceremony – TBA
- Substantial Completion – 03/17/2024

Discussion held by the Policy Council members on this item; Policy Council members asked questions regarding the construction progress of this project, which were answered by the architect's project manager or by the B2Z representatives. This item requires no action, it was an information progress update report on the Discovery Park.

2. Community Partnership Appreciation Assembly Invitation

Irma Pena, Executive Director, extended an invitation to the Policy Council Members, to the upcoming Community Partnerships Appreciation Assembly to be held Thursday, April 27, 2023, at the Fellowship Baptist Church Hall, 4811 W. University Drive, Edinburg, Tx from 11:30 a.m. to 1:00 p.m.

NOTE: Jazmin Rubalcava arrived at approximately 6:06 p.m., the quorum increased to eight (8) members present.

Rosa Perez arrived at approximately 6:14 p.m., the quorum increased to nine (9) members present.

VI. Program Operations

A. Administration

1. Discussion/Approval of Revisions to the Following Job Descriptions, Approve New Positions and Job Descriptions as Listed by Department

Department	Position	Proposed Job Description Revision(s)
1. Education	Campus Director	Obtain bachelor’s or master’s degree within one year
2. Family Services	Family Services Worker	Must have a bachelor’s degree
3. Field Operations	Field Operations Director	Must have a bachelor’s degree
4. Human Resources	Communications Coordinator	New Position and Job Description
5. Administration	Chief Pre-K Collaboration Officer	New Position and Job Description

Irma Pena, Executive Director, presented this item. She is recommending approval of job description revisions and two (2) new job positions and job descriptions as listed above. Discussion was held on this item. After discussion, Azalia Rios made a motion to approve the job description revisions and the two (2) new positions and job descriptions as recommended. Adelita Figueroa Munoz seconded the motion. Motion carried, nine (9) to zero (0).

2. Discussion/Approval of the Summer Work Calendar

Irma E. Pena, Executive Director, presented this item. She is recommending approval of the Summer Work Schedule. The administration office staff was presented with three (3) summer work schedule options to choose from, and Option 3 received the most votes. The administration staff voted for Option 3, working the four (4) day week with Fridays off this summer. This summer work schedule will be for the months of June and July and the workday will begin at 7:00 a.m. and end at 6:00 p.m., including an hour for lunch, with Fridays off. Carlos Finol made a motion to approve the Summer Work Schedule as recommended. Crystal Loreda seconded the motion. Motion carried, nine (9) to zero (0).

NOTE: Lynette Botello arrived at approximately 6:16 p.m. The quorum increased to ten (10) members present.

NOTE: Crystal Lopez, Project Manager, The Warren Group; David Rivera and Julian Ybarra, Project Managers, B2Z Engineering arrived at approximately 6:24 p.m. and proceeded to with their presentation at that time.

NOTE: Abraham Padron arrived at approximately 6:26 p.m. The quorum increased to eleven (11) members.

B. Procurement

1. Discussion/Approval on Request to Purchase a Play Structure with Safety Surface through the Hidalgo County’s Membership/Participation with the Buyboard Awarded Vendor Exerplay, Inc. (Contract #679-22)

Angelica Salinas, Procurement Manager, presented this item. She is recommending approval to purchase a play structure with a safety surface with the Buyboard awarded vendor Exerplay, Inc. This will allow the Program to obtain the best pricing under the Buyboard contract. This playground structure with a safety surface for the Donna I Head Start Center. The estimated cost of the play structure with a safety surface is \$218,483.04. Funds are available for this purchase. Discussion was held on this item. After discussion, Jazmin Rubalcava made a motion to approve purchasing the play structure with a safety surface in the amount of \$218,483.04 as recommended. Crystal Loreda seconded the motion. Motion carried, ten (10) to zero (0).

2. Ratify Action Taken by Commissioners' Court on April 18, 2023, on the Approval and Authority to Advertise the Procurement Package as Attached hereto for RFP 23-003-05-05-AS "Educator Preparation Program"

Angelica Salinas, Procurement Manager, presented this item. She is recommending approval to Ratify the Action Taken by Commissioners Court at the meeting held on April 18, 2023. This item was sent to Commissioners' Court first because the next Commissioners Court meeting date will be Tuesday, May 2, 2023, and this would delay the advertisement for RFP 23-003-05-05-AS "Educator Preparation Program". The Educator Preparation Program will prepare the Head Start Teachers to take the test for the State of Texas Teachers Certification exam. Discussion was held on this item. After discussion, Azalia Rios made a motion to approve ratifying the action taken by Commissioners' Court on April 18, 2023, on the approval to advertise for RFP 23-003-05-05-AS "Educator Preparation Program" as recommended. Crystal Loredó seconded the motion. Motion carried, ten (10) to zero (0).

3. Requesting Approval of Submitted Proposal and Award to 8/A Builders, LLC through The Interlocal Purchasing System (TIPS) Contract #200201 with Authority to Process Purchase Order

Angelica Salinas, Procurement Manager, presented this item. She is recommending approval of the Proposal Submitted and Award to 8/A Builders, LLC. This award will allow 8/A Builders LLC, to install new VCT Tile at the newly renovated Donna I Head Start Center, with a cost of \$30,852.63. Discussion was held on this item. After discussion, Azalia Rios made a motion to approve ratifying the action taken by Commissioners' Court on April 18, 2023, on the approval to advertise for RFP 23-003-05-05-AS "Educator Preparation Program" as recommended. Crystal Loredó seconded the motion. Motion carried, ten (10) to zero (0).

VII. Programmatic Services – No items listed under Programmatic Services.

VIII. Closed Session

Azalia Rios made a motion to go into Closed Session. Adelita Figueroa Munoz seconded the motion. Motion carried, eleven (11) to zero (0).

The Policy Council went into closed session at approximately 6:50 p.m.

NOTE: Lynette Botello left the meeting during closed session at approximately 7:14 p.m. The quorum decreased to ten (10) members present.

IX. Open Session

Azalia Rios made a motion to return to Open Session. Rosa Perez seconded the motion. Motion carried, ten (10) to zero (0).

The Policy Council returned to Open Session at approximately 8:57 p.m.

1. Personnel Report – New Hires, Resignations and Terminations

Two (2) Resignations: One (1) Family Services Coordinator; One (1) Bus Driver/Maintenance.

Carlos Finol made a motion to approve the Personnel Report as presented. Azalia Rios seconded the motion. Motion carried, ten (10) to zero (0).

2. Vacancies Report – No action required on this item.

3. Recommendation for Termination – Employee ID#:5155

Crystal Loredo made a motion to terminate Employee ID #:5155 as recommended. Lizette Munoz seconded the motion. Motion carried, ten (10) to zero (0).

4. Recommendation for Employment

a. Special Services Coordinator

Jazmin Rubalcava made a motion to approve the employment of Emmarlyn Villegas, Special Services Coordinator, as recommended. Lizette Munoz seconded the motion. Motion carried, ten (10) to zero (0).

5. Change of Scope Recommendations

Azalia Rios made a motion to approve the change of scope recommendations as presented. Lizette Munoz seconded the motion. Motion carried, ten (10) to zero (0).

6. Six (6) Months Performance Appraisal of the Executive Director

Ric Gonzalez, Program Attorney, Ric Gonzalez, Program Attorney, stated that performance appraisal overall performance assessments tally was “outstanding performance” for Irma Pena, Executive Director. Jazmin Rubalcava made a motion to approve the Six (6) Months Performance Appraisal of the Executive Director and to increase her salary to \$160,000 effective immediately, and to include the final evaluation in her personnel file. Crystal Loredo seconded the motion. Motion carried, six (6) to four (4).

Ric Gonzalez, Program Attorney, stated that he and Avelina Pena Segovia, Chairperson, will meet later, with Mrs. Pena to review with her the overall performance appraisal assessment.

X. Policy Council – The next Policy Council meeting date will be Wednesday, May 17, 2023, at 6:00 p.m.

XI. Other Business – There was no other business.

XII. Adjournment

Adelita Figueroa Munoz made a motion to adjourn the meeting at approximately 9:01 p.m. Azalia Rios seconded the motion. Motion carried, ten (10) to zero (0).

Crystal Loredo
Secretary

Avelina Pena Segovia
Chairperson



Hidalgo County Head Start Program

Policy Council Consent Meeting Agenda

Approval of Monthly Reports for April

1. Program Information Summary (PIR)
2. Financial Report/Credit Card Log
3. Enrollment – ADA
4. TDA – Meals/Snacks



Hidalgo County Head Start Program

Policy Council Consent Meeting Agenda

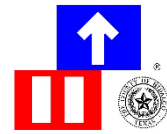
Program Information Summary
(PIS) Report

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Program Information Summary

Date: May 17, 2023-PC and May 30, 2023-HCCC

Presented by: Irma Peña, Head Start Executive Director/Head Start Director



April 2023 Data

DEPARTMENT	STATUS	PENDING/WITHIN COMPLIANCE MEASURES																		
Family Services	ERSEA/Volunteers/Parent Committees	Funded Enrollment Slots: 3690 Actual Enrollment: [3072] YTD ADA Percentage-Funded enrollment: [47.66] % YTD ADA Percentage-Actual enrollment: [82] % # Volunteers: [178] # Referrals: [20] From referrals, # Families that received services: [5]																		
Community Partnerships Transition	Agencies/Transition Activities	# Community agencies with MOUs: [44] # Transition activities: [17] # Father engagement activities: [150]																		
Human Resources	Vacancies Staff Development	Funded Employee Slots-HCHSP: 722 Funded Employee Slots-TDA: 27 # Vacancies-Centers: [137] # Vacancies-Admin: [5] # Staff development activities: [11] # Staff that attended staff development activities: [25]																		
Program Compliance	Licensing Visits/Ongoing Monitoring	Licensing Visits: <table border="1"> <thead> <tr> <th>Center</th> <th>Date</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>Mercedes</td> <td>4/5/2023</td> <td>In Compliance</td> </tr> <tr> <td>Edinburg II</td> <td>4/18/2023</td> <td>In Compliance</td> </tr> <tr> <td>Sequin</td> <td>4/24/2023</td> <td>Deficiency – Pending (CPR Certification)</td> </tr> <tr> <td>San Carlos</td> <td>4/24/2023</td> <td>In Compliance</td> </tr> <tr> <td>Marcia Garza</td> <td>4/26/2023</td> <td>In Compliance</td> </tr> </tbody> </table>	Center	Date	Outcome	Mercedes	4/5/2023	In Compliance	Edinburg II	4/18/2023	In Compliance	Sequin	4/24/2023	Deficiency – Pending (CPR Certification)	San Carlos	4/24/2023	In Compliance	Marcia Garza	4/26/2023	In Compliance
Center	Date	Outcome																		
Mercedes	4/5/2023	In Compliance																		
Edinburg II	4/18/2023	In Compliance																		
Sequin	4/24/2023	Deficiency – Pending (CPR Certification)																		
San Carlos	4/24/2023	In Compliance																		
Marcia Garza	4/26/2023	In Compliance																		
Education/Staff Development	CLI Screening-Assessments Home Visits/Parent Conferences Teachers/Coaching Hours CLASS	CLI percent complete: Pre [97.28] %; Mid [92.3] %; Post [Pending 05/2023] % Home visits complete: 1 st [95.01] %; 2 nd [79.48] % - Ongoing Parent/Teacher conferences complete: 1 st [94.56] %; 2 nd [81.09] % # CLASS observations: [134] # CLASS observers: [41] # Staff that received coaching: [162] # Staff that provided coaching: [2] # Coaching hours: [41]																		
Health	Immunizations/Hearing & Vision/Physicals & Dentals/IHPs	Immunizations complete: [98.01] % Hearing/Vision screenings complete: [99.6] % Hearing/Vision screenings overdue/late: [0.03] % Physicals: [99.62] % for newly enrolled (90 day) Dentals: [98.18] % for newly enrolled (90 day) # Children with chronic health issues: [213] # Individual health plans (IHP): [213]																		
Disability	IEPs/Staffings/Referrals	# of Children with Disabilities (IDEA Eligible): [489] # of ARD/IEPs Percentage of Actual Enrollment: [15.9] % # of Staffings: [17] # of Referrals: [113]																		
Mental Health	Consultation/Staffings/Referrals/Mental Wellness	# Teaching staff that received mental health consultation: [7] # Mental health classroom observations: [12] # Staffings: [3] # Referrals: [3] # Mental health wellness activities for staff: [1]																		
Nutrition	Therapeutic Menus/Referrals	# Children with special diets: [240] # Referrals [236]																		
Field Operations/Warehouse	Workorders/Inventory/Vehicle Maintenance	# Workorders initiated: [76] # Workorders completed: [58] # Repairs to vehicles: [0]																		
Transportation	HCHSP and ISD Transportation	# Children with HCHSP transportation: [343]																		

		# Children with ISD transportation: [138] # Buses in operation: [15] # Routes: [27] # Repairs of buses: [12]
Procurement	Requisitions/Purchase Orders/Contracts MOUs	# Requisitions: [214] # Purchase Orders: [HS/174 & TDA/40] # Contracts: [0] # MOUs: [3]
MIS	Work Orders/Trainings/Cameras	# Workorders initiated: [91] # Workorders completed: [37] # MIS trainings: [0] # Staff participating in trainings: [0]

GOVERNANCE/PROGRAM DESIGN AND MANAGEMENT/FISCAL – April thru May 2023

DEPARTMENT	STATUS	PENDING/WITHIN COMPLIANCE MEASURES
Policy Council	Full PC membership in place and regular meetings held as per bylaws	Within compliance measures
Board of Directors	Full HCCC membership in place and regular meetings held as per bylaws	Within compliance measures
PDM	One issue reported to OHS as required by §1302.102(d) on 2/16/2023	TDFPS Childcare Licensing Investigation Completed. Report submitted to OHS. Pending PC Action 04/19/2023
Fiscal	Non-Federal Match (ISD Teachers): \$1,471,759.38; Federal Financial Reports on Submitted on 04/11/2023; Pending Certified Property Appraisal Report on Real Property	Within compliance measures

OPPORTUNITIES – April thru May 2023

ISSUES-OPPORTUNITIES	CORRECTIVE ACTION ASSIGNED TO	COMPLIANCE DATE
Children with Challenging Behaviors: 112 (In-Process) Previously identified: 137-Reduction of 25 Children Attendance: Oct ADA-73.67%; Nov ADA-79.96%; Dec ADA-80.49%; Jan ADA-81.21%; Feb ADA-82.48% (Increase of 8.81%); March ADA-82.44% (slight decrease of .04%); April ADA-82% (slight decrease of .44%) Staff Vacancies: 18% Vacancy Rate/129 125-Centers and 4-Admin	Asst Program Directors/Mental Health, Disability, Education, Family Services Directors Ex Director/Asst Program Directors/Family Services Director/Education Area Directors/Center Managers Ex Director/Asst Program Directors/CHRO	May 2023 (Ongoing) May 2023 (Ongoing) May 2023 (Ongoing)

CURRENT UPDATES – March thru April 2023

TOPIC	DATE
Exec Team Meetings: Full Meetings/1 st Friday of month; Touchpoint Meetings/3 rd Wednesday of month Center Manager Meetings: 4 th Wednesday of month Administrative Team Meetings: Every Monday	April – May 2023
Meetings with ISD Partnerships: PJSA ISD, McAllen ISD, Edcouch-Elsa ISD, Donna ISD, Weslaco ISD	April – May 2023
Meetings with OHS-Region VI, Program Specialist (Virtual)	May 9-11, 2023
Meetings with Community Partners: UTRGV Education Department	April – May 2023

*PC – Policy Council

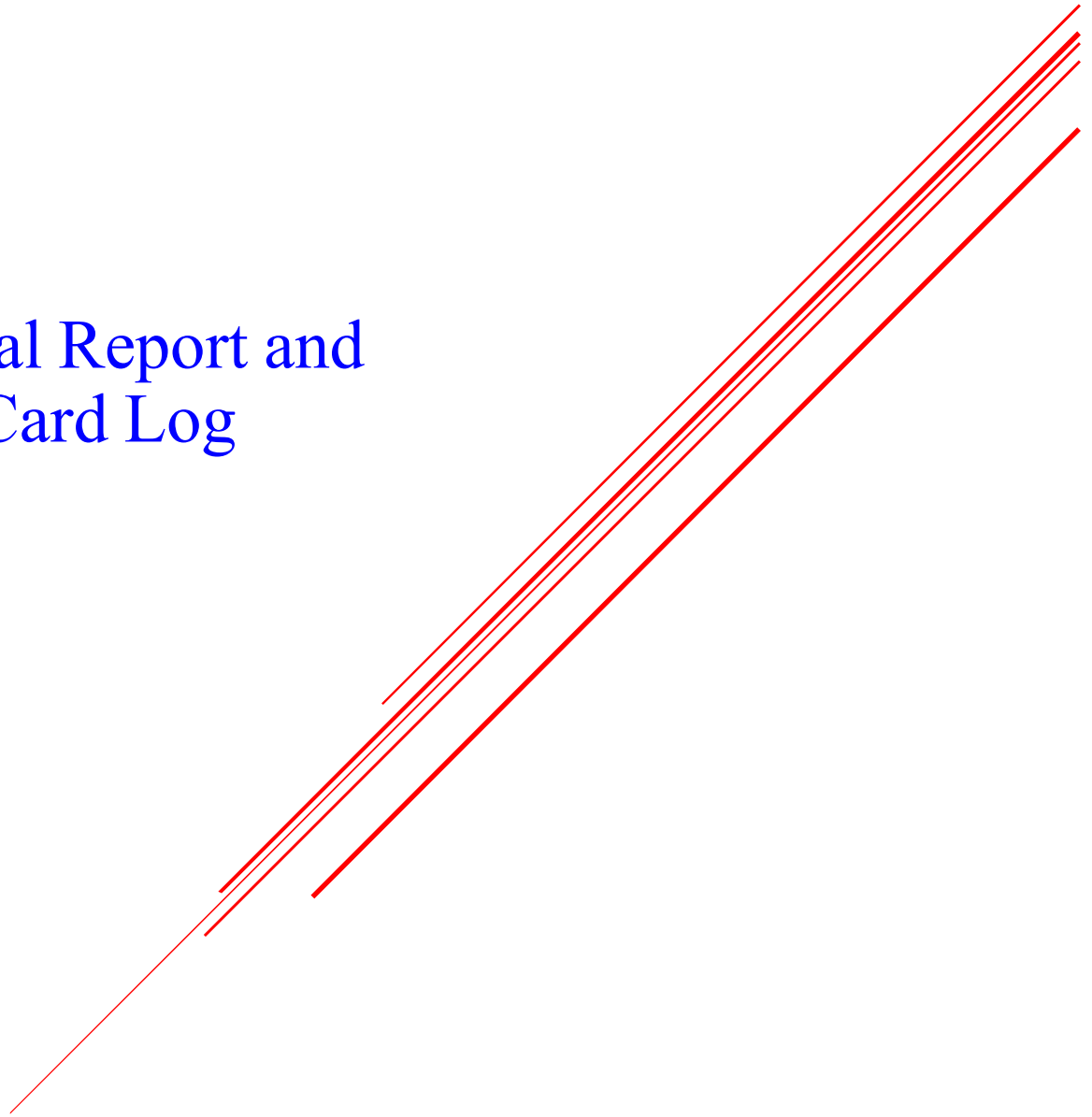
*HCCC – Hidalgo County Commissioners' Court



Hidalgo County Head Start Program

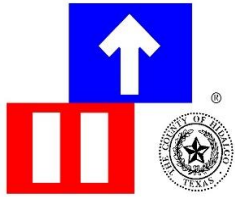
Policy Council Consent Meeting Agenda

Financial Report and
Credit Card Log



Hidalgo County Head Start Program
 Budget Report
 Fund - 19
 From 01/01/2023 - 12/31/2023

Account Title	Total Budget	YTD Expenditures	YTD Encumbrances	Budget Balance	Budget Remaining	April Expenditures
SALARIES	19,539,117.47	4,992,751.04	0.00	14,546,366.43	74.44%	1,332,360.49
FRINGE BENEFITS	8,874,648.68	2,360,323.08	0.00	6,514,325.60	73.40%	597,930.98
OUT OF TOWN TRAVEL	20,892.00	2,515.26	0.00	18,376.74	87.96%	0.00
EQUIPMENT	79,304.00	0.00	0.00	79,304.00	100.00%	0.00
OFFICE SUPPLIES	67,104.05	36,610.05	14,054.88	16,439.12	24.49%	8,675.79
CLASSROOM SUPPLIES	240,091.00	176,229.43	19,390.76	44,470.81	18.52%	93,804.93
MAINTENANCE SUPPLIES	162,236.85	316,636.51	103,413.81	(257,813.47)	(158.78)%	87,686.89
MEDICAL SUPPLIES	7,398.00	404.65	0.00	6,993.35	94.53%	0.00
OPERATIONAL SUPPLIES	63,483.00	37,201.44	7,242.53	19,039.03	29.99%	3,373.38
RENT	27,124.00	11,374.00	0.00	15,750.00	58.06%	2,250.00
UTILITIES	166,528.21	48,155.98	0.00	118,372.23	71.08%	19,808.21
TELEPHONE	235,739.74	110,600.16	0.00	125,139.58	53.08%	24,209.14
LOCAL TRAVEL	48,250.00	9,412.85	0.00	38,837.15	80.49%	3,559.32
VEHICLE MAINT/REPAIRS	180,000.00	85,102.23	51,698.98	43,198.79	23.99%	20,843.55
HEALTH SERVICES	2,000.00	1,905.00	600.00	(505.00)	(25.25)%	0.00
DENTAL SERVICES	1,050.00	0.00	400.00	650.00	61.90%	0.00
MENTAL HEALTH	28,500.00	0.00	0.00	28,500.00	100.00%	0.00
PRINTING	30,100.00	3,130.84	0.00	26,969.16	89.59%	553.50
INSURANCE	271,000.00	13,165.00	0.00	257,835.00	95.14%	0.00
SMALL EQUIPMENT/REPAIRS	31,160.00	8,894.96	950.00	21,315.04	68.40%	1,923.00
T&TA	301,694.00	101,686.20	43,757.66	156,250.14	51.79%	30,603.12
PROFESSIONAL SERVICES	72,550.00	12,916.50	3,000.00	56,633.50	78.06%	5,065.00
DISABILITY SERVICES	4,000.00	1,796.31	0.00	2,203.69	55.09%	495.00
Total 19 - HEAD START	30,453,971.00	8,330,811.49	244,508.62	21,878,650.89	71.84%	2,233,142.30



Hidalgo County Head Start Program

P.O. Box 0117
 Edinburg, TX 78504
 (956)383-0706

Credit Card Log

Billing Cycle: March 25, 2023 - April 25, 2023

Date	Merchant Name	Amount	Balance	Description	Department
	Balance Forward		\$0.00		
April 4, 2023	American Airlines	\$9,117.91	\$9,117.91	Flight Reservations to Phoenix, Arizona NHTSA Conference	Administration
April 4, 2023	Kimpton Hotel	\$6,129.20	\$15,247.11	Hotel Reservations to Phoenix, Arizona NHTSA Conference	Administration
April 19, 2023	NHTSA	\$884.00	\$16,131.11	NHTSA Conference registration	Administration
	Balance Paid on April 12, 2023	\$16,131.11	\$0.00	Check #177506 & 177507	
	Balance as of April 12, 2023		\$0.00		



Hidalgo County Head Start Program

Policy Council Consent Meeting Agenda

Enrollment – Average Daily
Attendance (ADA)

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Hidalgo County Head Start Program

Average Monthly Attendance and Enrollment-April 2023

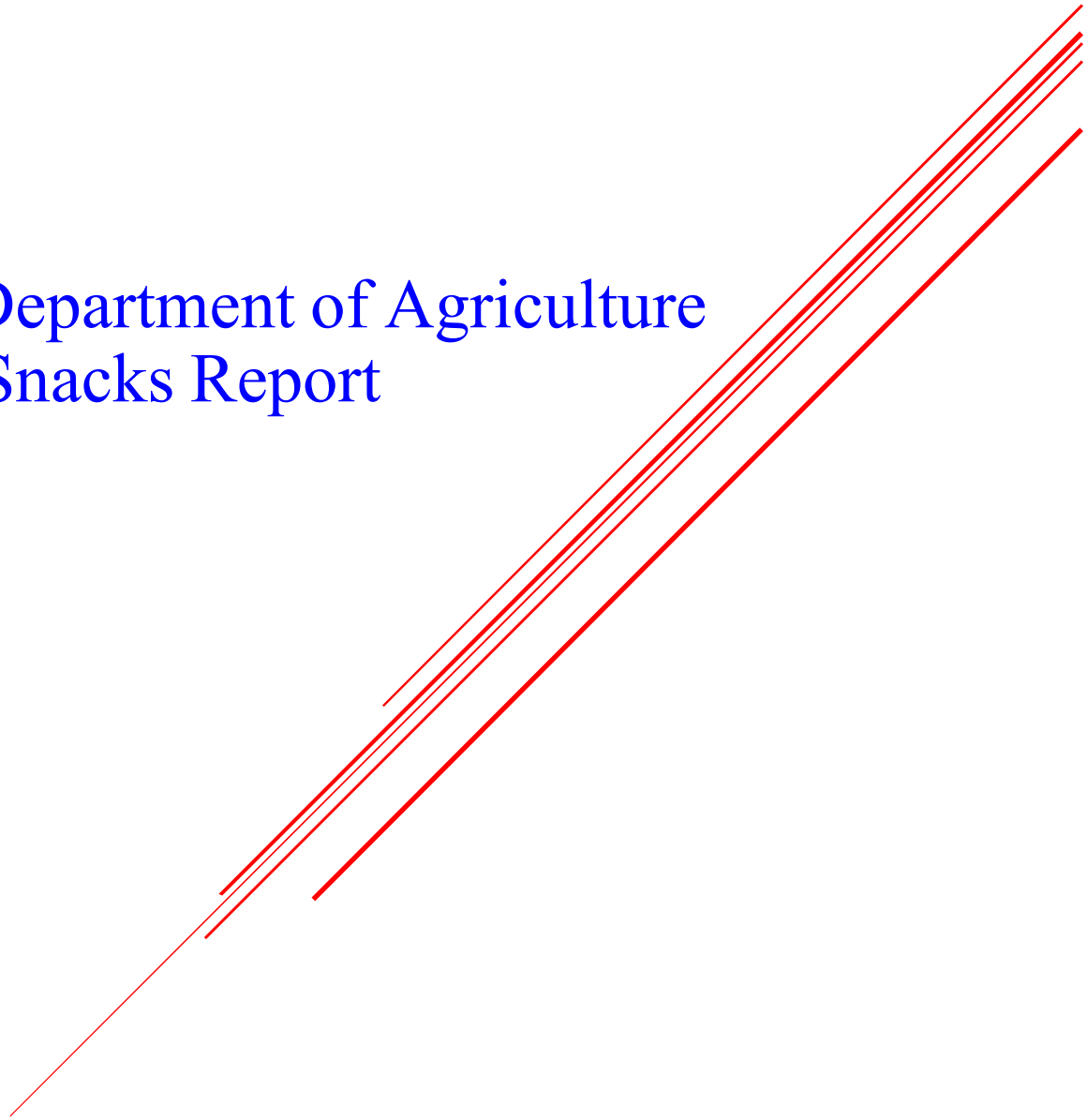
Center Name	Funded Enrollment	Current Enrollment	Attendance%
Alvarez	120	123	85.95%
Salinas	153	132	83.00%
Carmen Anaya	74	35	83.16%
Donna I	140	115	77.81%
Donna II	60	46	83.45%
Edinburg II	60	59	79.80%
Edinburg III	51	47	84.21%
Edinburg IV	148	129	79.63%
EdinburgV	172	127	81.53%
Escandon	120	120	88.55%
Farias	110	109	88.34%
Hidalgo	40	35	87.26%
JRG Edcouch	138	113	80.51%
La Joya	82	70	78.41%
Longoria	88	31	86.25%
Marcia Garza	140	110	79.74%
Margo Elem.	92	93	85.08%
Mercedes	160	147	84.25%
Mission II	160	140	81.97%
Mission III	51	51	87.90%
Mission IV	60	57	86.02%
Monte Alto	41	41	90.38%
Northbridge	145	127	85.55%
Palacios	122	89	86.39%
Palmview II	159	125	80.37%
Palmview III	102	80	82.11%
Pharr	100	61	77.81%
Progreso	60	60	84.72%
Sam Fordyce	100	66	83.03%
San Carlos	88	83	85.94%
San Juan I	60	37	85.29%
San Juan II	140	111	74.04%
Seguin	100	83	80.85%
Silva	100	67	80.27%
UTRGV	34	34	89.38%
Zavala	120	126	86.59%
HCHSP	3690	3079	83.11%
Date: 05-02-2023 01:59pm			



Hidalgo County Head Start Program

Policy Council Consent Meeting Agenda

Texas Department of Agriculture
Meals/Snacks Report



Texas Department of Agriculture
Hidalgo County Head Start Program
Meals and Snack Report

	May.22'	June/July. 22'	Aug.22'	Sept.22'	Oct.22'	Nov.22'	Dec.22'	Jan.23'	Feb.23'	Mar. 23'	APR. 23'*	Meal Totals
Breakfast	44,583	1,268	23,267	50,658	46,687	40,699	32,129	47,082	47,225	44,825	42,927	421,350
Lunch	44,672	1,285	23,324	50,789	46,764	40,862	31,872	47,380	47,457	44,899	43,329	422,633
PM Snack	41,704	1,172	21,160	46,256	42,896	37,121	29,022	43,183	43,310	41,016	40,471	387,311
Monthly Totals	130,959	3,725	67,751	147,703	136,347	118,682	93,023	137,645	137,992	130,740	126,727	1,231,294

*Preliminary

Amended Meal claim

Rates for Free Meal Reimbursement Effective July 1, 2022 to June 30, 2023

Breakfast: \$ 2.21

Lunch: \$ 4.03

Cash in Lieu of Commodities (Lunch): \$0.3000

Snack: \$1.18

*Current Preliminary numbers are calculated based on 85% estimated meal participation.

Submitted by: Gilbert Silva, Child Nutrition Director



Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Public Comments

Avelina Pena Segovia,
Chairperson



Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Executive Directors Report

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Irma E. Pena,
Executive Director



Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Visit by Monica Flores, Program Specialist,
Office of Head Start, ACF, DHHS

Irma Pena,
Executive Director



Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

UTRGV Meeting w Head Start Staff
Re: Degree Certification Classes

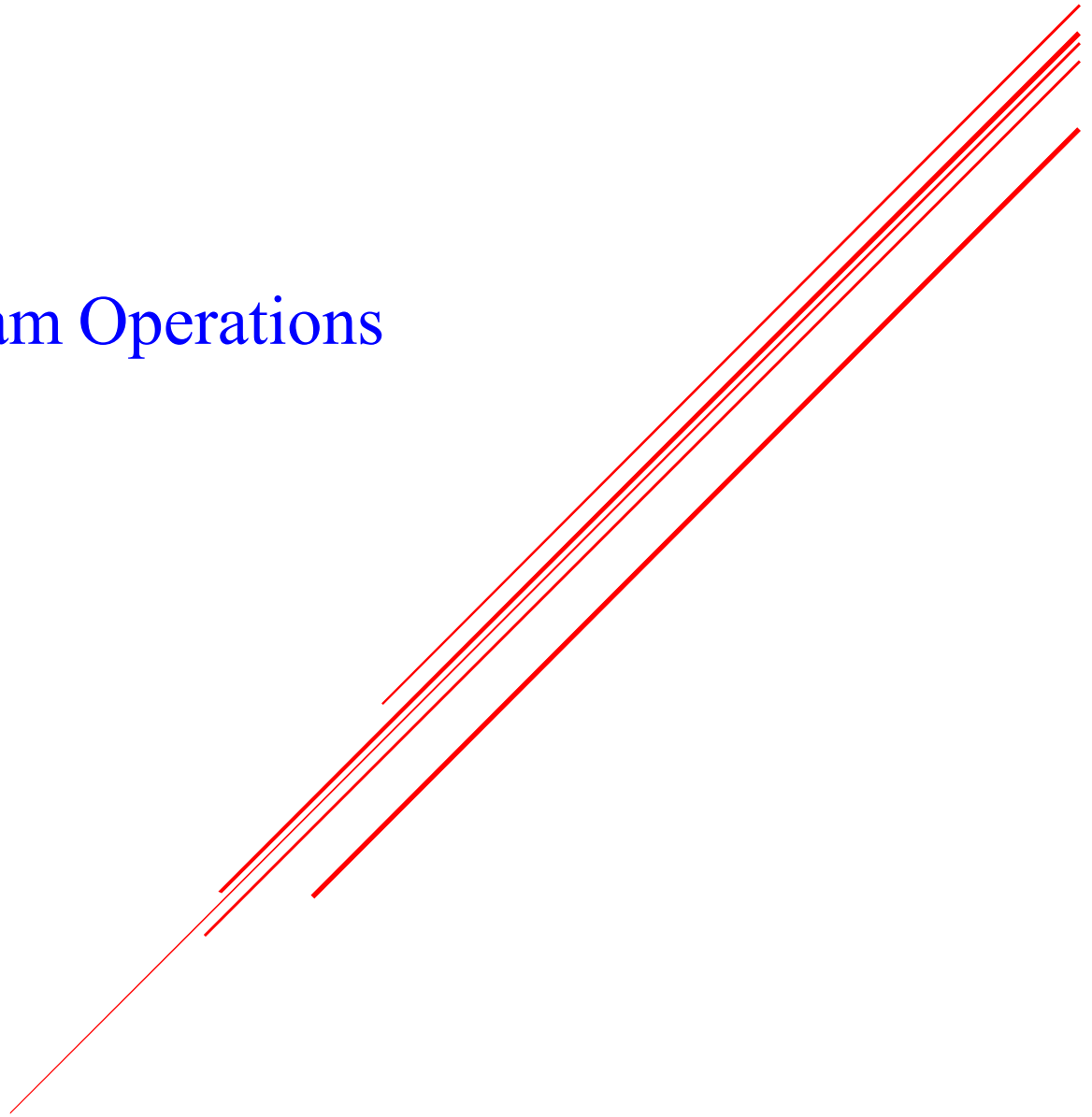
Irma Pena,
Executive Director



Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Program Operations





Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Disburse Lump Sum
Summer Paychecks

Irma E. Pena,
Executive Director



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: May 17, 2023

SUBJECT: Discussion/Approval to Disburse Lump Sum Summer Paychecks to Staff Who Resign as of the Last Summer Leave Day/Last Working Day for Position Assigned

RATIONALE/NEED: Each staff member has worked all the days corresponding to their position by the end of their Summer Leave. Staff intending to resign as of the last summer leave day/last working day for position assigned will be allowed to be paid for the summer leave in a lump sum. Employee benefits coverage will continue to the resignation date.

RECOMMENDATION: Administration recommends approval.

COST:

RELATED INFORMATION INCLUDES: N/A

INITIATED BY: Irma E. Pena, Executive Director

REVIEWED BY: Irma E. Pena, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL:

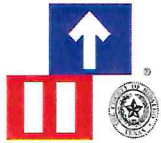


Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

2023-2024
Program Calendars

Nora S. Munoz,
Assistant Program Director



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: May 17, 2023

SUBJECT: Discussion/Approval of the 2023-2024 Program Calendars

RATIONALE/NEED: Administration has worked collaboratively with the partnering school districts to align their instructional days with our Program Calendar.

RECOMMENDATION: Administration recommends approval.

COST: N/A

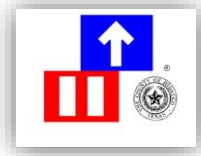
RELATED INFORMATION INCLUDES: 2023-2024 Program Calendars

INITIATED BY: Nora S. Munoz, Assistant Director for Programmatic Services

REVIEWED BY: Irma E. Pena, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: _____

Hidalgo County Head Start Program 2023-2024 Program Calendar



Administration

2023

July					August					September				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7		1	2	3	4					1
10	11	12	13	14	7	8	9	10	11	4	5	6	7	8
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
31					28	29	30	31		25	26	27	28	29

October					November					December				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6			1	2	3					1
9	10	11	12	13	6	7	8	9	10	4	5	6	7	8
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15
23	24	25	26	27	20	21	22	23	24	18	19	20	21	22
30	31				27	28	29	30		25	26	27	28	29

July

August

- 08/1-11/2023 Annual Training
- 08/7-10/2023 Parent Orientation Mtg.
- 08/14/2023 First Day of School
- 08/31/2023 Networking Meeting

September

- 09/12-14/2023 Volunteer Training Conf.
- 09/30/2023 Parent Leadership Conf.

October

- 10/04/2023 Open House 1
- 10/21/2023 Gov. Leadership Inst.

November

- 11/16/2023 Parent Fair

December

January

- 01/22/2024-02/02/2024 Self-Assessment

February

- 02/22/2024 Fatherhood Conf.

March

- 03/04-07/2024 Nutrition Awareness

April

- 04/01-05/2024 Week of Young Child
- 04/25/2024 Partnership Assembly

May

- 05/09/2024 Volunteer Assembly

June

- 06/07/2024 Staff Assembly
- 06/07/2024 Last Day of School
- Last Day for Center Staff: 06/07/2024

Service Days: 188

P.C. Approval:

C.C. Approval:

2024

January					February					March				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5				1	2					1
8	9	10	11	12	5	6	7	8	9	4	5	6	7	8
15	16	17	18	19	12	13	14	15	16	11	12	13	14	15
22	23	24	25	26	19	20	21	22	23	18	19	20	21	22
29	30	31			26	27	28	29		25	26	27	28	29

April					May					June				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5			1	2	3					
8	9	10	11	12	6	7	8	9	10	3	4	5	6	7
15	16	17	18	19	13	14	15	16	17	10	11	12	13	14
22	23	24	25	26	20	21	22	23	24	17	18	19	20	21
29	30				27	28	29	30	31	24	25	26	27	28

Holidays

07/04/2023	09/04/2023	10/09/2023
11/10/2023	11/20-24/2023	12/25-29/2023
01/01-05/2024	01/15/2024	02/19/2024
03/11-15/2024	03/29/2024	05/27/2024

Legend

First/Last Day of School	Weather Day	Staff Dev. Day
Holiday/Non School Days	Staff Workday	Policy Council Mtgs.
Program Activities	Early Release Day	

Hidalgo County Head Start Program

2023-2024 Program Calendar



PSJA

*Marcia Garza/Carmen Anaya
Farias/Longoria/Palacios
San Juan/Sotomayor*

2023

July					August					September				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7		1	2	3	4					1
10	11	12	13	14	7	8	9	10	11	4	5	6	7	8
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
31					28	29	30	31		25	26	27	28	29

October					November					December				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6			1	2	3					1
9	10	11	12	13	6	7	8	9	10	4	5	6	7	8
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15
23	24	25	26	27	20	21	22	23	24	18	19	20	21	22
30	31				27	28	29	30		25	26	27	28	29

July

August

08/1-11/2023 Annual Training
08/21-24/2023 Parent Orientation Mtg.
08/28/2023 First Day of School
08/31/2023 Networking Meeting

September

09/12-14/2023 Volunteer Training Conf.
09/30/2023 Parent Leadership Conf.

October

10/04/2023 Open House 1
10/21/2023 Gov. Leadership Inst.

November

11/16/2023 Parent Fair

December

January

01/22/2024-02/02/2024 Self-Assessment

February

02/22/2024 Fatherhood Conf.

March

03/04-07/2024 Nutrition Awareness

April

04/01-05/2024 Week of Young Child
04/25/2024 Partnership Assembly

May

05/09/2024 Volunteer Assembly

June

06/07/2024 Staff Assembly
06/07/2024 Last Day of School

Last Day for Center Staff: 06/07/2024

Service Days: 180

P.C. Approval:

C.C. Approval:

2024

January					February					March				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5				1	2					1
8	9	10	11	12	5	6	7	8	9	4	5	6	7	8
15	16	17	18	19	12	13	14	15	16	11	12	13	14	15
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April					May					June				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5			1	2	3					
8	9	10	11	12	6	7	8	9	10	3	4	5	6	7
15	16	17	18	19	13	14	15	16	17	10	11	12	13	14
22	23	24	25	26	20	21	22	23	24	17	18	19	20	21
29	30				27	28	29	30	31	24	25	26	27	28

Holidays

11/20-24/2023	02/12/2024	03/29/2024
12/25 - 01/05/2024	03/11-15/2024	05/27/2024

Legend

First/Last Day of School	Staff Workday	Staff Dev. Day
Holiday/Non School Days	Weather Day	Policy Council Mtgs.
Program Activities	Early Release Days	

Hidalgo County Head Start Program

2023-2024 Program Calendar



Educouch

JRG

2023

July					August					September				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7		1	2	3	4					1
10	11	12	13	14	7	8	9	10	11	4	5	6	7	8
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
31					28	29	30	31		25	26	27	28	29

October					November					December					
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	
	2	3	4	5	6			1	2	3					1
9	10	11	12	13	6	7	8	9	10	4	5	6	7	8	
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15	
23	24	25	26	27	20	21	22	23	24	18	19	20	21	22	
30	31				27	28	29	30		25	26	27	28	29	

July

August

- 08/1-11/2023 Annual Training
- 08/21-24/2023 Parent Orientation Mtg.
- 08/28/2023 First Day of School
- 08/31/2023 Networking Meeting

September

- 09/12-14/2023 Volunteer Training Conf.
- 09/30/2023 Parent Leadership Conf.

October

- 10/04/2023 Open House 1
- 10/21/2023 Gov. Leadership Inst.

November

- 11/16/2023 Parent Fair

December

January

- 01/22/2024-02/02/2024 Self-Assessment

February

- 02/22/2024 Fatherhood Conf.

March

- 03/04-07/2024 Nutrition Awareness

April

- 04/01-05/2024 Week of Young Child
- 04/25/2024 Partnership Assembly

May

- 05/09/2024 Volunteer Assembly
- 05/31/2024 Last Day of School

June

- 06/07/2024 Staff Assembly

Last Day for Center Staff: 06/07/2024

Service Days: 172

P.C. Approval:
C.C. Approval:

2024

January					February					March				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5				1	2					1
8	9	10	11	12	5	6	7	8	9	4	5	6	7	8
15	16	17	18	19	12	13	14	15	16	11	12	13	14	15
22	23	24	25	26	19	20	21	22	23	18	19	20	21	22
29	30	31			26	27	28	29		25	26	27	28	29

April					May					June				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5			1	2	3					
8	9	10	11	12	6	7	8	9	10	3	4	5	6	7
15	16	17	18	19	13	14	15	16	17	10	11	12	13	14
22	23	24	25	26	20	21	22	23	24	17	18	19	20	21
29	30				27	28	29	30	31	24	25	26	27	28

Holidays

10/09/2023	11/20-24/2023	12/25/2023-01/05/2024
02/12/2024	03/11-15/2024	03/29/2020-04/01/2024

Legend

Red	First/Last Day of School	Blue	Staff Workday	Light Blue	Staff Dev. Day
Yellow	Holiday/Non School Days	Dark Blue	Weather Day	Green	Policy Council Mtgs.
Purple	New Teacher Orientation	Pink	Early Release Days		

Hidalgo County Head Start Program

2023-2024 Program Calendar



McAllen

*Alvarez / Escandon
Thigpen-Zavala / Wilson*

2023

July					August					September				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7		1	2	3	4					1
10	11	12	13	14	7	8	9	10	11	4	5	6	7	8
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
31					28	29	30	31		25	26	27	28	29

October					November					December				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6			1	2	3					1
9	10	11	12	13	6	7	8	9	10	4	5	6	7	8
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15
23	24	25	26	27	20	21	22	23	24	18	19	20	21	22
30	31				27	28	29	30		25	26	27	28	29

July

August

- 08/1-11/2023 Annual Training
- 08/21-24/2023 Parent Orientation Mtg.
- 08/28/2023 First Day of School
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September

- 09/12-14/2023 Volunteer Training Conf.
- 09/30/2023 Parent Leadership Conf.

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- 10/21/2023 Gov. Leadership Inst.

November

- 11/16/2023 Parent Fair

December

January

- 01/22/2024-02/02/2024 Self-Assessment

February

- 02/22/2024 Fatherhood Conf.

March

- 03/04-07/2024 Nutrition Awareness

April

- 04/01-05/2024 Week of Young Child
- 04/25/2024 Partnership Assembly

May

- 05/09/2024 Volunteer Assembly
- 05/31/2024 Last Day of School

June

- 06/07/2024 Staff Assembly

Last Day for Center Staff: 06/07/2024

Service Days: 174

P.C. Approval:

C.C. Approval:

2024

January					February					March				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5				1	2					1
8	9	10	11	12	5	6	7	8	9	4	5	6	7	8
15	16	17	18	19	12	13	14	15	16	11	12	13	14	15
22	23	24	25	26	19	20	21	22	23	18	19	20	21	22
29	30	31			26	27	28	29		25	26	27	28	29

April					May					June				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5			1	2	3					
8	9	10	11	12	6	7	8	9	10	3	4	5	6	7
15	16	17	18	19	13	14	15	16	17	10	11	12	13	14
22	23	24	25	26	20	21	22	23	24	17	18	19	20	21
29	30				27	28	29	30	31	24	25	26	27	28

Holidays

09/04/2023	10/09/2023	11/20-24/2023
12/25/2023-01/04/2024	03/11-15/2024	03/29/2024
05/27/2024		

Legend

First/Last Day of School	Staff Workday	Staff Dev. Day
Holiday/Non School Days	Weather Day	Policy Council Mtgs.
New Teacher Orientation	Early Release Days	

Hidalgo County Head Start Program

2023-2024 Program Calendar



Mercedes

Mercedes

2023

July					August					September				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7		1	2	3	4					1
10	11	12	13	14	7	8	9	10	11	4	5	6	7	8
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
31					28	29	30	31		25	26	27	28	29

October					November					December				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
							1	2	3					1
2	3	4	5	6	6	7	8	9	10	4	5	6	7	8
9	10	11	12	13	13	14	15	16	17	11	12	13	14	15
16	17	18	19	20	20	21	22	23	24	18	19	20	21	22
23	24	25	26	27	27	28	29	30		25	26	27	28	29
30	31													

July

August

- 08/1-11/2023 Annual Training
- 08/21-24/2023 Parent Orientation Mtg.
- 08/28/2023 First Day of School
- 08/31/2023 Networking Meeting

September

- 09/12-14/2023 Volunteer Training Conf.
- 09/30/2023 Parent Leadership Conf.

October

- 10/04/2023 Open House 1
- 10/21/2023 Gov. Leadership Inst.

November

- 11/16/2023 Parent Fair

December

January

- 01/22/2024-02/02/2024 Self-Assessment

February

- 02/22/2024 Fatherhood Conf.

March

- 03/04-07/2024 Nutrition Awareness

April

- 04/01-05/2024 Week of Young Child
- 04/25/2024 Partnership Assembly

May

- 05/09/2024 Volunteer Assembly
- 05/31/2024 Last Day of School

June

- 06/07/2024 Staff Assembly

Last Day for Center Staff: 06/07/2024

Service Days: 175

P.C. Approval:

C.C. Approval:

2024

January					February					March				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5				1	2					1
8	9	10	11	12	5	6	7	8	9	4	5	6	7	8
15	16	17	18	19	12	13	14	15	16	11	12	13	14	15
22	23	24	25	26	19	20	21	22	23	18	19	20	21	22
29	30	31			26	27	28	29		25	26	27	28	29

April					May					June				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5			1	2	3					
8	9	10	11	12	6	7	8	9	10	3	4	5	6	7
15	16	17	18	19	13	14	15	16	17	10	11	12	13	14
22	23	24	25	26	20	21	22	23	24	17	18	19	20	21
29	30				27	28	29	30	31	24	25	26	27	28

Holidays

10/16/2023	11/20-24/2023	12/25/2023-01/05/2024
02/12/2024	03/11-15/2024	03/29/2024
05/27/2024		

Legend

First/Last Day of School	Weather Day	Staff Dev. Day
Holiday/Non School Days	Staff Workday	Policy Council Mtgs.
Early Release Days	Instructional Planning Days	

Hidalgo County Head Start Program

2023-2024 Program Calendar



La Joya

Chapa/Sam Fordyce
Palmview/Tabasco/Seguin

2023

July					August					September				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7		1	2	3	4					1
10	11	12	13	14	7	8	9	10	11	4	5	6	7	8
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
31					28	29	30	31		25	26	27	28	29

October					November					December				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
							1	2	3					1
9	10	11	12	13	6	7	8	9	10	4	5	6	7	8
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15
23	24	25	26	27	20	21	22	23	24	18	19	20	21	22
30	31				27	28	29	30		25	26	27	28	29

July

August

- 08/1-11/2023 Annual Training
- 08/7-10/2023 Parent Orientation Mtg.
- 08/14/2023 First Day of School
- 08/31/2023 Networking Meeting

September

- 09/12-14/2023 Volunteer Training Conf.
- 09/30/2023 Parent Leadership Conf.

October

- 10/04/2023 Open House 1
- 10/21/2023 Gov. Leadership Inst.

November

- 11/16/2023 Parent Fair

December

January

- 01/22/2024-02/02/2024 Self-Assessment

February

- 02/22/2024 Fatherhood Conf.

March

- 03/04-07/2024 Nutrition Awareness

April

- 04/01-05/2024 Week of Young Child
- 04/25/2024 Partnership Assembly

May

- 05/09/2024 Volunteer Assembly
- 05/24/2024 Last Day of School

June

- 06/07/2024 Staff Assembly

Last Day for Center Staff: 06/07/2024

Service Days: 172

P.C. Approval:

C.C. Approval:

2024

January					February					March				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5				1	2					1
8	9	10	11	12	5	6	7	8	9	4	5	6	7	8
15	16	17	18	19	12	13	14	15	16	11	12	13	14	15
22	23	24	25	26	19	20	21	22	23	18	19	20	21	22
29	30	31			26	27	28	29		25	26	27	28	29

April					May					June				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5			1	2	3					
8	9	10	11	12	6	7	8	9	10	3	4	5	6	7
15	16	17	18	19	13	14	15	16	17	10	11	12	13	14
22	23	24	25	26	20	21	22	23	24	17	18	19	20	21
29	30				27	28	29	30	31	24	25	26	27	28

Holidays

09/04/2023	10/09/2023	11/20-24/2023
12/18/2023-01/02/2024	02/12/2024	03/11-15/2024
03/29/2024		

Legend

First/Last Day of School	Weather Day	Staff Dev. Day
Holiday/Non School Days	Staff Workday	Policy Council Mtgs.
Wellness Inservice Day	Early Release Days	

Hidalgo County Head Start Program

2023-2024 Program Calendar



Mission

Mission / Salinas

2023

July					August					September				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7		1	2	3	4					1
10	11	12	13	14	7	8	9	10	11	4	5	6	7	8
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
31					28	29	30	31		25	26	27	28	29

October					November					December				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6			1	2	3					1
9	10	11	12	13	6	7	8	9	10	4	5	6	7	8
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15
23	24	25	26	27	20	21	22	23	24	18	19	20	21	22
30	31				27	28	29	30		25	26	27	28	29

July

August

- 08/1-11/2023 Annual Training
- 08/7-10/2023 Parent Orientation Mtg.
- 08/16/2023 First Day of School
- 08/31/2023 Networking Meeting

September

- 09/12-14/2023 Volunteer Training Conf.
- 09/30/2023 Parent Leadership Conf.

October

- 10/04/2023 Open House 1
- 10/21/2023 Gov. Leadership Inst.

November

- 11/16/2023 Parent Fair

December

January

- 01/22/2024-02/02/2024 Self-Assessment

February

- 02/22/2024 Fatherhood Conf.

March

- 03/04-07/2024 Nutrition Awareness

April

- 04/01-05/2024 Week of Young Child
- 04/25/2024 Partnership Assembly

May

- 05/09/2024 Volunteer Assembly
- 05/24/2024 Last Day of School

June

- 06/07/2024 Staff Assembly

Last Day for Center Staff: 06/07/2024

Service Days: 173

P.C. Approval:
C.C. Approval:

2024

January					February					March				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5				1	2					1
8	9	10	11	12	5	6	7	8	9	4	5	6	7	8
15	16	17	18	19	12	13	14	15	16	11	12	13	14	15
22	23	24	25	26	19	20	21	22	23	18	19	20	21	22
29	30	31			26	27	28	29		25	26	27	28	29

April					May					June				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5			1	2	3					
8	9	10	11	12	6	7	8	9	10	3	4	5	6	7
15	16	17	18	19	13	14	15	16	17	10	11	12	13	14
22	23	24	25	26	20	21	22	23	24	17	18	19	20	21
29	30				27	28	29	30		24	25	26	27	28

Holidays

09/04/2023	10/16/2023	11/20-24/2023
12/21/2023-01/03/2024	02/12/2024	03/11-15/2024
03/29/2024	04/01/2024	

Legend

First/Last Day of School	Weather Day	Staff Dev. Day
Holiday/Non School Days	Staff Workday	Policy Council Mtgs.
Early Release Days		

Hidalgo County Head Start Program

2023-2024 Program Calendar



Monte Alto

Monte Alto

2023

July					August					September				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7		1	2	3	4					1
10	11	12	13	14	7	8	9	10	11	4	5	6	7	
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
31					28	29	30	31		25	26	27	28	29

October					November					December				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
							1	2	3					1
2	3	4	5	6	6	7	8	9	10	4	5	6	7	8
9	10	11	12	13	13	14	15	16	17	11	12	13	14	15
16	17	18	19	20	20	21	22	23		18	19	20	21	22
23	24	25	26	27	27	28	29	30		25	26	27	28	29
30	31													

Month	Event
July	
August	
08/08-11/2023	Annual Training
08/07-10/2023	Parent Orientation Mtg.
08/14/2023	First Day of School
08/31/2023	Networking Meeting
September	
09/12-14/2023	Volunteer Training Conf.
09/30/2023	Parent Leadership Conf.
October	
10/09/2023	Open House 1
10/24/2023	Gov. Leadership Inst.
November	
11/16/2023	Parent Fair
December	
January	
01/24/2024-02/04/2024	Self-Assessment
February	
02/22/2024	Fatherhood Conf.
March	
03/04-07/2024	Nutrition Awareness
April	
04/02-05/2024	Week of Young Child
04/25/2024	Partnership Assembly
May	
05/09/2024	Volunteer Assembly
05/31/2024	Last Day of School
June	
06/07/2024	Staff Assembly
Last Day for Center Staff:	
Service Days:	
P.C. Approval: June 00, 2023	
C.C. Approval: June 00, 2023	

2024

January					February					March					
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	
1	2	3	4	5					1	2					1
8	9	10	11	12	8	9	10	11	12	4	5	6	7	8	
15	16	17	18	19	15	16	17	18	19	11	12	13	14	15	
22	23	24	25	26	22	23	24	25	26	18	19	20	21	22	
29	30	31			29	30	31			25	26	27	28	29	

April					May					June				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5			1	2						
8	9	10	11	12	6	7	8	9	10	3	4	5	6	7
15	16	17	18	19	13	14	15	16	17	10	11	12	13	14
22	23	24	25	26	20	21	22	23	24	17	18	19	20	21
29	30				27	28	29	30		24	25	26	27	28

Holidays

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Legend

First/Last Day of School	Recruitment Day	Staff Dev. Day
Holiday/Non School Days	Staff Workday	Policy Council Mtgs.
Program Activities	Weather Day	Early Release Days

Hidalgo County Head Start Program

2023-2024 Program Calendar



Edinburg

*Edinburg II / III / IV / V
San Carlos / UTRGV*

2023

July					August					September				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7		1	2	3	4					1
10	11	12	13	14	7	8	9	10	11	4	5	6	7	8
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
31					28	29	30	31		25	26	27	28	29

October					November					December					
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	
	2	3	4	5	6			1	2	3					1
9	10	11	12	13	6	7	8	9	10	4	5	6	7	8	
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15	
23	24	25	26	27	20	21	22	23	24	18	19	20	21	22	
30	31				27	28	29	30		25	26	27	28	29	

July	
07/11-12/2023	Annual Training
08/03/2023	Parent Orientation Mtg.
08/14/2023	First Day of School
08/31/2023	Networking Meeting

September	
09/12-14/2023	Volunteer Training Conf.
09/30/2023	Parent Leadership Conf.

October	
10/04/2023	Open House 1
10/21/2023	Gov. Leadership Inst.

November	
11/05/2023	Parent Fair

2024

January					February					March				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5			1	2						1
8	9	10	11	12	5	6	7	8	9	4	5	6	7	8
15	16	17	18	19	12	13	14	15	16	11	12	13	14	15
22	23	24	25	26	19	20	21	22	23	18	19	20	21	22
29	30	31			26	27	28	29		25	26	27	28	29

April					May					June				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5			1	2	3					
8	9	10	11	12	6	7	8	9	10	3	4	5	6	7
15	16	17	18	19	13	14	15	16	17	10	11	12	13	14
22	23	24	25	26	20	21	22	23	24	17	18	19	20	21
29	30				27	28	29	30		24	25	26	27	28

December	
01/24/2024-02/04/2024	Self-Assessment

February	
02/22/2024	Fatherhood Conf.

March	
03/04-07/2024	Nutrition Awareness

April	
04/02-05/2024	Week of Young Child
04/25/2024	Partnership Assembly

May	
05/09/2024	Volunteer Assembly
05//2024	Last Day of School

June	
06/07/2024	Staff Assembly
Last Day for Center Staff: 06/07/2024	

Holidays

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Legend

■ First/Last Day of School	■ Recruitment Day	■ Staff Dev. Day
■ Holiday/Non School Days	■ Staff Workday	■ Policy Council Mtgs.
■ Program Activities	■ Weather Day	■ Early Release Days

Service Days:
 P.C. Approval: June 00, 2023
 C.C. Approval: June 00, 2023

Hidalgo County Head Start Program

2023-2024 Program Calendar



Donna

Donna / Singleterry / Salinas

2023

July					August					September				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7		1	2	3	4					1
10	11	12	13	14	7	8	9	10	11	4	5	6	7	8
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
31					28	29	30	31		25	26	27	28	29

October					November					December				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6			1	2	3					1
9	10	11	12	13	6	7	8	9	10	4	5	6	7	8
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15
23	24	25	26	27	20	21	22	23	24	18	19	20	21	22
30	31				27	28	29	30		25	26	27	28	29

July

August

- 08/1-11/2023 Annual Training
- 08/7-10/2023 Parent Orientation Mtg.
- 08/14/2023 First Day of School
- 08/31/2023 Networking Meeting

September

- 09/12-14/2023 Volunteer Training Conf.
- 09/30/2023 Parent Leadership Conf.

October

- 10/04/2023 Open House 1
- 10/21/2023 Gov. Leadership Inst.

November

- 11/16/2023 Parent Fair

December

January

- 01/22/2024-02/02/2024 Self-Assessment

February

- 02/22/2024 Fatherhood Conf.

March

- 03/04-07/2024 Nutrition Awareness

April

- 04/01-05/2024 Week of Young Child
- 04/25/2024 Partnership Assembly

May

- 05/09/2024 Volunteer Assembly
- 05/23/2024 Last Day of School

June

- 06/07/2024 Staff Assembly

Last Day for Center Staff: 06/07/2024

Service Days: 176

P.C. Approval:

C.C. Approval:

2024

January					February					March				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5				1	2					1
8	9	10	11	12	5	6	7	8	9	4	5	6	7	8
15	16	17	18	19	12	13	14	15	16	11	12	13	14	15
22	23	24	25	26	19	20	21	22	23	18	19	20	21	22
29	30	31			26	27	28	29		25	26	27	28	29

April					May					June				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5			1	2	3					
8	9	10	11	12	6	7	8	9	10	3	4	5	6	7
15	16	17	18	19	13	14	15	16	17	10	11	12	13	14
22	23	24	25	26	20	21	22	23	24	17	18	19	20	21
29	30				27	28	29	30	31	24	25	26	27	28

Holidays

11/20-24/2023	12/22-01/03/2024	03/11-15/2024
03/29/2024	05/27/2024	

Legend

First/Last Day of School	Weather Day	Staff Dev. Day
Holiday/Non School Days	Staff Workday	Policy Council Mtgs.
New Teacher Orientation	Early Release Day	



Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

2023-2024
Program Plans

Nora S. Munoz,
Assistant Program Director



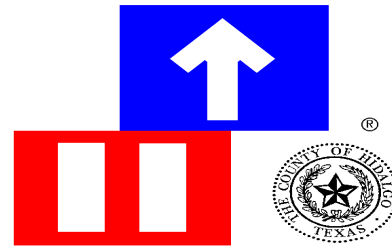
Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Child Nutrition Services Program Plan

Gilbert Silva,
Child Nutrition Director

HIDALGO COUNTY HEAD START PROGRAM



CHILD NUTRITION PROGRAM PLAN 2023-2024

Policy Council Approval Date: 00.00.00
Commissioners' Court Approval Date: 00.00.00

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan**

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM will design and implement a nutrition program that meets the nutritional needs and feeding requirements of each child.

OBJECTIVE: To implement a plan that addresses children’s cultural and developmental needs, and accommodates feeding requirements of each child with special dietary needs, and children with disabilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The menus developed will reflect:</p> <ol style="list-style-type: none"> 1. Culture and ethnic preferences, which will broaden the child’s nutritional experience. Menus shall include foods that are familiar to children and also introduce new foods on an ongoing basis. 2. Food preference surveys will be completed by parents and staff and reviewed by Child Nutrition Department staff. 3. A nutrition care plan for children with disabilities will be prepared and will include menu changes, special feeding equipment, and food modification. 	<ul style="list-style-type: none"> -Child Nutrition Director -Education Area Directors -Health Services Director -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -All of the Above and -Special Services Director 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Campus Directors -Family Services Workers -Teachers -All of the Above and -Special Services Director -Special Services Coordinator -Disability Aides 	<ul style="list-style-type: none"> -Ongoing monitoring -As needed -As needed -Yearly Self Assessment -Ongoing monitoring 	<ul style="list-style-type: none"> -Menus -Food Menu Survey -Therapeutic Diet Menus

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets the nutritional needs and feeding requirements of each child.

OBJECTIVE: To provide meals to each enrolled child to meet 1/2 to 2/3 of the child's daily nutritional needs.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will prepare, provide, and serve breakfast, lunch, and PM snacks utilizing USDA meal pattern amounts and sizes, thus ensuring the children will receive the recommended 1/2 to 2/3 of their daily nutritional needs.</p> <p>2. Staff will implement the following meal/snack schedule:</p> <p style="margin-left: 40px;">Breakfast 7:45 AM Lunch 11:30 AM PM Snack 2:30 PM</p> <p>Changes/modifications in meal times accommodated for children with disabilities where necessary.</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Food Production Staff -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians 	<p>-August thru May (Daily)</p>	<ul style="list-style-type: none"> -USDA Meal Patterns (3-5 years old) -Menus -TDA Form 1530 (Daily Meal Production Record)
<p>3. Menus will reflect one vitamin C source daily and one vitamin A source three times per week along with the Texas Department of Agriculture recommended modifications (August 14, 2009) initiative "Promoting Healthy Eating and Physical Activity for a Healthier Lifestyle". The parent/guardian will be encouraged to follow the child's daily nutritional needs during off-school days.</p>	<p>-All of the above</p>	<p>-All of the above</p>	<p>-August thru May (Daily)</p>	<ul style="list-style-type: none"> -Menus -TDA Form 1530 (Daily Meal Production Record)

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets the nutritional needs and feeding requirements of each child.

OBJECTIVE: To serve quantities and kinds of food which must conform to recommended serving sizes and minimum standards for meal patterns recommended in the USDA meal pattern or nutrient standard menu planning requirements outlined in 7 CFR parts 210, 220, and 226.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will ensure that the required serving size and quantity of foods be served. Menus will reflect as follows:</p> <p>Breakfast: Select 3 of 5 components (milk 6 oz., vegetable ½ c., fruit ½ c., grains/bread ½ sl. serving., meat/meat alternate 1 ½ oz)</p> <p>Lunch: Select 5 of 5 components (milk 6 oz., vegetable ½ c., fruit ½ c., grains/bread ½ sl. serving., meat/meat alternate 1 ½ oz)</p> <p>PM Snack: Select 2 of 5 components (milk 6 oz., vegetable ½ c., fruit ½ c., grains/bread ½ sl. serving., meat/meat alternate 1 ½ oz)</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians 	<p>-August thru May (Daily)</p>	<ul style="list-style-type: none"> -USDA Meal Patterns (3-5 years old) -Menus -TDA Form 1530 (Daily Meal Production Record) -TDA Form H1606 (Child Care Center Review)

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan**

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets the nutritional needs and feeding requirements of each child.

OBJECTIVE: To serve food that is high in nutrients and low in fat, sugar, and salt.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Meat: Lean (90/10 ground beef, 90/10 top boneless sirloin, Ground Turkey, Boneless/skinless chicken breast). Milk: Unflavored, fluid, 1% fat. Vegetable: Frozen or fresh (no canned vegetables). Fruit: Canned fruit is packed in its natural juice or is fresh. Grains/Bread: Must be whole grain.	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Procurement Director	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Procurement Director	-August thru May (Daily) -On-going monitoring	-Menus -Food orders -Requisitions -Purchase orders -Invoices -Food labels -TDA Form 1530 (Daily Production Record)

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan**

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets the nutritional needs and feeding requirements of each child.

OBJECTIVE: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will serve a nourishing breakfast to all children who have not received breakfast at arrival time at the Campus.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will serve a complete and nourishing breakfast every day. In addition, the campuses will stock a few grain/bread items, juice, and milk to provide to all late arrivals breakfast as well.</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinator -Head Cooks -Campus Directors -Family Services Workers -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Campus Directors -Family Services Workers -Teachers -Assistant Teachers 	<p>-August thru May (Daily)</p>	<p>-TDA Form H1606 (Child Care Center Review)</p>

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan**

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets the nutritional needs and feeding requirements of each child.

OBJECTIVE: To make safe drinking water available to children during the program day.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<ol style="list-style-type: none"> 1. Staff will dispense safe drinking water to children upon request during the program day. 2. Each Campus Classroom will have water readily available in containers/fountains and served during all meal times. 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Health Director -Health Department Staff -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians -Volunteers 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Health Director -Health Department Staff -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians -Volunteers 	<ul style="list-style-type: none"> -On-going monitoring 	<ul style="list-style-type: none"> -TDA Form H1606 (Child Care Center Review Notes)

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan**

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets the nutritional needs and feeding requirements of each child.

OBJECTIVE: To utilize funds from the USDA Food and Consumer Services Child Nutrition Program as the primary source of payment for meal services. Head Start and Early Head Start funds may be used to cover those allowable costs not covered by the USDA.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. The Finance Department Assistant Bookkeeper will produce a monthly-computerized listing of all TDA expenditures reflecting vendors and dollar amounts to the Child Nutrition Director for verification.</p>	<ul style="list-style-type: none"> -Executive Program Director -Assistant Program Director -Child Nutrition Director -Finance Director -Assistant Bookkeeper -Procurement Director 	<ul style="list-style-type: none"> -Child Nutrition Director -Finance Director -Procurement Director 	<ul style="list-style-type: none"> -Monthly -October thru September fiscal year -On-going monitoring 	<ul style="list-style-type: none"> -Requisitions -Purchase Orders -Budget -TDA Form 4502 (Claim for Reimbursement Worksheet)

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: §1302.31 Teaching and the Learning Environment

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will implement snack and meal time in ways that support development and learning.

OBJECTIVE: To organize and structure learning opportunities for children during meal service and distribution during **Covid-19**.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<ol style="list-style-type: none"> 1. Teachers will complete our HCHSP Covid-19 Health Screening Checklist before entering the campus classroom 2. Teachers will disinfect all classrooms and provide a clean sanitary environment in which children will consume their meals before and after each meal. 3. Teachers will sit with children during family-style meal service. 4. Conversations will be related to the meal provided. 5. Provide a forum for children to talk to each other. 6. Allow children sufficient time to consume a meal 7. Arrange and facilitate the socialization of children during meal time while establishing social distancing guidelines. 8. Extend learning unit activities during meal times. 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Education Area Directors -Health Services Director -Special Services Director -Campus Directors -Family Services Workers -Teachers -Assistant Teachers - Custodians 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Disability Aides -Custodians 	<ul style="list-style-type: none"> -August thru May (Daily) -Annual Self-Assessment -On-going monitoring 	<ul style="list-style-type: none"> - Cycle Menu -TDA Form 1606 (Child Care Campus Review) -Therapeutic Diet Menus as applicable

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan**

PERFORMANCE STANDARD: §1304.2 Monitoring

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will identify areas of noncompliance/deficiencies

OBJECTIVE: To monitor all nutrition outcomes to ensure compliance with all Performance Standards

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Nutrition staff will monitor all nutrition-related activities using the following tools a. TDA Form H1606 b. Electronic Daily Meal Count Attendance Record-Alternate form H-1535 c. Special Diet Log d. Classroom Meal Observation e. Children’s Records Monitoring Tool (Child Nutrition Services) f. Daily Kitchen Self-Inspection Checklist g. Campus Monitoring Worksheet h. Child Nutrition Monitoring Notes	-Child Nutrition Director -Child Nutrition Coordinator -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians	-Child Nutrition Director -Child Nutrition Coordinators -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians	-August thru May (Daily) -Annual Self-Assessment -On-going monitoring	- Cycle Menu -TDA Form 1606 (Child Care Campus Review) -Therapeutic Diet Menus as applicable



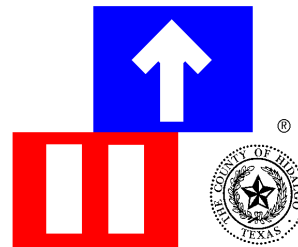
Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Education Services
Program Plan

Connie Casas,
Chief Early Education Officer

HIDALGO COUNTY HEAD START PROGRAM



EDUCATION SERVICES PROGRAM PLAN 2023-2024

POLICY COUNCIL APPROVAL DATE:

COMMISSIONERS' COURT APPROVAL DATE:



Hidalgo County Head Start Program
Education Department Program Plan
2023-2024

Subpart C – Education and Child Development Program Services

1302.30 Purpose

All programs must provide high-quality early education and child development services, including for children with disabilities that promote children’s cognitive, social, and emotional growth for later success in school. A center-based or family child care program must embed responsive and effective teacher-child interactions. A home-based program must promote secure parent-child relationships and help parents provide high-quality early learning experiences.

All programs must implement a research-based curriculum, and screening and assessment procedures that support individualization and growth in the areas of development described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five (HSELOF) and support family engagement in children’s learning and development. A program must deliver developmentally, culturally, and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills, and creative arts. To deliver such high-quality early education and child development services, a center-based or family child care program must implement, at a minimum, the elements contained in:

- 1302.31 Teaching and the Learning Environment
- 1302.32 Curricula
- 1302.33 Child Screenings and Assessment
- 1302.34 Parent and Family Engagement in Education and Child Development Services
- 1302.92 Training and Professional Development
- 1304.11 Classroom Assessment Scoring System (CLASS)

1302.31
**Teaching and the Learning
Environment**



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

1302.31 Teaching and the Learning Environment

Performance Standard: 1302.31 (a)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), 2022 Pre-K Guidelines and Dual Language Program to serve all children including children with disabilities.

Objective: (a) To provide children with developmentally appropriate educational activities that address each child’s individual needs, including children with disabilities and dual language learners (DLLs).

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher receives training and guidance on the proper implementation of curriculum and instruction. In addition, the classroom teacher makes modifications, as necessary, to ensure activities are developmentally appropriate to help children achieve success.</p>	<p>Chief Early Education Officer Education Area Director Education Coordinator Campus Director Campus Principal or Designee Disability Classroom Aide</p>	<p>Campus Director Chief Early Education Officer Education Area Director Education Coordinator Campus Principal or Designee</p>	<p>June 2024</p>	<p>Training Agendas Training Sign-in Rosters Training and Technical Assistance (T/TA) Form Monitoring Lesson Plans</p>



Hidalgo County Head Start Program
Education Department Program Plan
2023-2024

Performance Standard: 1302.31 (b) (1) (i)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), 2022 Pre-K Guidelines and Dual Language Program to serve all children including children with disabilities.

Objective: (b)(1)(i) To encourage development of trust, independence and self-control that enhances each child’s individual strengths.

Task to be Accomplished	Person(s) Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher builds a trusting relationship with each child by:</p> <ul style="list-style-type: none"> • Warm greetings • Using the child’s name at all times • Communicating with the children in their primary language • Providing an environment that is safe and nurturing • Creating positive adult/child interaction • Promoting critical thinking and problem solving • Developing social emotional skills • Encouraging the use of language to express feelings 	<p>Teacher Assistant Teacher Campus Staff</p>	<p>Campus Director Education Area Director Education Coordinator Campus Principal or Designee or Designee</p>	<p>June 2024</p>	<p>Campus/Classroom Observation Form CLASS</p>



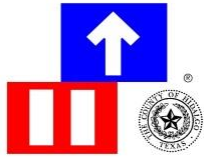
**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.31 (b) (1) (i)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), 2022 Pre-K Guidelines and Dual Language Program to serve all children including children with disabilities.

Objective: (b)(1)(i) To encourage development of trust, independence and self-control that enhances each child’s individual strengths.

Task to be Accomplished	Person(s)(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher encourages self-control by setting clear, consistent limits, and establishing realistic expectations by:</p> <ul style="list-style-type: none"> • Involving children in establishing classroom rules • Providing positive guidance and reinforcement • Establishing high expectations • Giving positive praise and encouragement • Engaging in positive interactions as outlined in the Classroom Assessment Scoring System (CLASS) and the 2022 Pre-K Guidelines 	<p>Teacher Assistant Teacher Disability Classroom Aide</p>	<p>Campus Director Education Area Director Education Coordinator Campus Principal or Designee</p>	<p>June 2024</p>	<p>Campus/Classroom Observation Form CLASS 2022 Pre-K Guidelines</p>



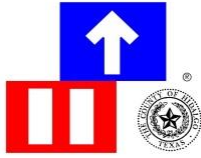
**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.31 (b) (1) (i)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), 2022 Pre-K Guidelines, including children with disabilities.

Objective: (b)(1)(i) To encourage development of trust, independence and self-control that enhances each child’s individual strengths.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher encourages children to respect the feelings and rights of others by:</p> <ul style="list-style-type: none"> • Showing respect to each child by listening and responding to individual needs • Providing children with the opportunity to come together as a group (circle time, outdoor play) to enhance their social emotional skills • Being positive role models by using kind words such as please, thank you and excuse me • Targeting the domain of Emotional Support in CLASS and 2022 Pre-K Guidelines 	<p>Teacher Assistant Teacher Disability Classroom Aide</p>	<p>Campus Director Education Area Director Education Coordinator Campus Principal or Designee</p>	<p>June 2024</p>	<p>Campus/Classroom Observation Form CLASS 2022 Pre-K Guidelines</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.31 (b) (1) (i)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), 2022 Pre-K Guidelines, and Dual Language Program to serve all children including children with disabilities.

Objective: (b)(1)(i) To encourage development of trust, independence and self-control that enhances each child’s individual strengths.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher respects home language, culture, and family composition of each child in ways that support the child’s mental health and well- being by:</p> <ul style="list-style-type: none"> • Ensuring that all materials and activities in the classroom reflect acceptance and support of the different compositions and ethnic backgrounds of families enrolled in the program • Supporting Cross-Cultural Responsiveness and Ethnic backgrounds 	<p>Teacher Assistant Teacher Disability Classroom Aide</p>	<p>Campus Director Education Area Director Campus Principal or Designee</p>	<p>June 2024</p>	<p>Campus/Classroom Observation Form Lesson Plans Home Language Survey (HLS) Oral Language Proficiency Test (OLPT)</p>



Hidalgo County Head Start Program
Education Department Program Plan
2023-2024

Performance Standard: 1302.31 (b) (1) (ii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), 2022 Pre-K Guidelines, and Dual Language Program to serve all children including children with disabilities.

Objective: (b)(1)(ii) To provide children with developmental progressions described in the Head Start Early Learning Outcomes Framework: Ages birth to five and the School Readiness Goals, including children with special needs.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher provides a well-balanced program of instruction for all children including children with disabilities by:</p> <ul style="list-style-type: none"> • Planning and implementing appropriate daily activities • Using effective teaching practices addressing all 5 Domains in HSELOF and the 10 Domains in 2022 Pre-K Guidelines • Using research-based curriculum and resources 	<p>Teacher Assistant Teacher</p>	<p>Campus Director Education Area Director Education Coordinator Campus Principal or Designee</p>	<p>June 2024</p>	<p>Curriculum and Resources Alignment Guides HSELOF 2022 Pre-K Guidelines Campus/Classroom Observation Form Lesson Plans Campus/Classroom Observation Form</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.31 (b) (1) (ii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), 2022 Pre-K Guidelines, including children with disabilities.

Objective: (b)(1)(ii) To provide children with developmental progressions described in the Head Start Early Learning Outcomes Framework: Ages birth to five and the School Readiness Goals, including children with special needs.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>To enhance the quality of instruction, the Program has provided the following resources:</p> <ul style="list-style-type: none"> • State Research-Based Pre-K Curriculum • Progress Monitoring Assessment Lessons/Activities • HSELOF • Pre-K Guidelines • Research-Based Supplemental Resources <ul style="list-style-type: none"> -Oral Language Development -Phonemic Awareness Programs -Online Education Applications (Apps) <p>School Readiness Goals are established based on most recent available data to meet the needs of the program and aligned with the HSELOF.</p>	<p>Teacher Assistant Teacher Disability Classroom Aides</p>	<p>Chief Early Education Officer Campus Director Campus Principal or Designee Education Area Director Education Coordinator</p>	<p>June 2024</p>	<p>Curriculum and Resources Pacing Guides Pre-K Guidelines Oral Language & Phonemic Awareness Program Resources HSELOF Online Apps</p>



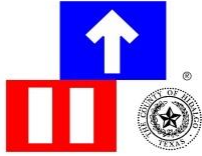
**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.31 (b) (1) (iii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), 2022 Pre-K Guidelines, and Dual Language Program to serve all children including children with disabilities.

Objective: (b)(1)(iii) To analyze and aggregate data to continuously ensure children’s progress and to meet the School Readiness Goals designated by the Head Start Early Learning Outcomes Framework: Ages birth to five.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The program analyzes and aggregates data through:</p> <ul style="list-style-type: none"> • Informal Assessments based on observations • Formal Assessments using Progress Monitoring Instruments • Utilization of Data from Educational Researched Applications • Informal Progress Monitoring Forms <p>With parent input, a Children’s Individual Plan (CIP) is developed to individualize experiences, instructional strategies, and services to meet the needs of each child.</p>	<p>Chief Early Education Officer Education Area Director Education Coordinator Campus Director Teacher Disability Classroom Aide</p> <p>Classroom Staff</p>	<p>Chief Early Education Officer Assistant Program Directors Campus Director Campus Principal or Designee</p> <p>Education Staff Campus Director</p>	<p>June 2024</p> <p>June 2024</p>	<p>Progress Monitoring Platforms</p> <p>GoEngage</p> <p>Online Education Applications</p> <p>Parent/Teacher Conference Form/CIP</p> <p>Informal Progress Monitoring Forms</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.31 (b) (1) (iv)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), 2022 Pre-K Guidelines and Dual Language Program to serve all children including children with disabilities.

Objective: (b)(1)(iv) To provide for the development of cognitive skills of children by encouraging each child to organize their experiences, understand concepts, and develop appropriate skills in literacy, numeracy, reasoning, problem solving and decision making.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher uses:</p> <ul style="list-style-type: none"> • Developmentally appropriate strategies • Effective teaching practices <p>The children will learn concepts and skills in the areas of:</p> <ul style="list-style-type: none"> • Cognition – (science, social studies) • Language and Literacy • Math • Creative Arts • Perceptual, Motor and Physical Development • Social and Emotional Development 	<p>Teacher Assistant Teacher Disability Classroom Aide</p>	<p>Chief Early Education Officer Campus Director Campus Principal or Designee Education Area Director Education Coordinator</p>	<p>June 2024</p>	<p>Lesson Plans CLASS Progress Monitoring Tool Curriculum and Resources Engaging Interactions and Environments National Center for Quality Teaching and Learning (NCQTL) Online Educational Apps</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.31 (b) (2) (ii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), 2022 Pre-K Guidelines, and Dual Language Program to serve all children including children with disabilities.

Objective: (b)(2)(ii) To implement research-based effective teaching practices that support the development of bilingualism and bi-literacy.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher supports and respects home language, culture, and family composition of each child by:</p> <ul style="list-style-type: none"> • Teaching activities and concepts to children in their primary language • Ensuring that all materials and activities in the classroom reflect acceptance and support of the different composition and ethnic background of the families • Supporting Cross-Cultural Responsiveness and Ethnic backgrounds • Implementing the Dual Language Program with fidelity 	<p>Teacher Assistant Teacher Disability Classroom Aide</p>	<p>Chief Early Education Officer Education Area Director Education Coordinator Campus Director Campus Principal or Designee</p>	<p>June 2024</p>	<p>Campus/Classroom Observation Form Home Language Survey Lesson Plans Dual Language Model</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.31 (b) (2) (ii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), 2022 Pre-K Guidelines, and Dual Language Program to serve all children including children with disabilities.

Objective: (b)(2)(ii) To implement research-based teaching practices that support the development of bilingualism and bi-literacy.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher provides a print rich environment by labeling furniture and items in the classroom in English and Spanish.</p> <p>The classroom teacher uses the language experience approach to provide opportunities for children to write and see their spoken words (chart tablets, writing center, labeling of children’s work/creations, daily news, and journals).</p>	<p>Teacher Assistant Teacher Disability Classroom Aide</p> <p>Teacher Assistant Teacher Disability Classroom Aide</p>	<p>Chief Early Education Officer Education Area Director Education Coordinator Campus Director Campus Principal or Designee</p>	<p>Fall and Spring</p> <p>June 2024</p>	<p>Classroom Compliance Checklists</p> <p>Campus/Classroom Observation Form</p> <p>Lesson Plans</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.31 (b) (2) (iii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), 2022 Pre-K Guidelines, and Dual Language Program to serve all children including children with disabilities.

Objective: (b)(2)(iii) To provide bilingual services to all the children including children with disabilities.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Staff is selected and screened to ensure they are highly qualified, nurturing, and sensitive to cultural differences.	ISD and HS Human Resources Staff Campus Director/Principal Head Start Policy Council ISD School Board Education Department Policy Council	Program Director Chief Early Education Officer HS & ISD Human Resources Education Area Directors	June 2024 (As positions are needed)	Job Application Resume Human Resources Forms



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.31 (d)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), 2022 Pre-K Guidelines, and Dual Language Program to serve all children including children with disabilities.

Objective: (d) To provide age-appropriate equipment, materials, supplies and physical space for indoor and outdoor learning environments, including functional space and accessible to children with special needs.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The recommended Learning Centers are:</p> <ul style="list-style-type: none"> • Math/Science • Pretend and Learn • Construction • Writing Center • Creative Arts • Library • ABC <p>Note: Learning Center must be print rich and equipped with reading and writing materials.</p>	<p>Teacher Assistant Teacher Disability Classroom Aide</p>	<p>Campus Principal or Designee Campus Director Campus Principal or Designee Education Area Director Education Coordinator</p>	<p>June 2024</p>	<p>Lesson Plans Daily Schedule Campus/Classroom Observation Form Classroom Compliance Checklists</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.31 (d)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), 2022 Pre-K Guidelines, and Dual Language Program to serve all children including children with disabilities.

Objective: (d) To provide age-appropriate equipment, materials, supplies and physical space for indoor and outdoor learning environments, including functional space and accessible to children with special needs.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher plans and provides developmentally appropriate activities to:</p> <ul style="list-style-type: none"> • Encourage the use of fine and gross motor skills • Develop eye/hand coordination • Promote tactile/kinesthetic participation <p>Note: These activities/interactions are outlined in CLASS Domains/Dimensions and 2022 Pre-K Guidelines</p> <p>The classroom teacher is allowed to adapt activities to maintain an inclusive classroom environment for children with special needs.</p>	<p>Teacher Assistant Teacher</p>	<p>Campus Director Campus Principal or Designee Education Area Director Education Coordinator</p>	<p>June 2024</p>	<p>Lesson Plans CLASS 2022 Pre-K Guidelines T-TESS</p>



Hidalgo County Head Start Program
Education Department Program Plan
2023-2024

Performance Standard: 1302.31 (e)(1)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework, (HSELOF), 2022 Pre-K Guidelines, and Dual Language Program to serve all children including children with disabilities.

Objective: (e)(1) To implement an age-appropriate approach to accommodate children’s need to nap or rest.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program provides a nap or rest period with alternative quiet learning activities.	Classroom Staff	Education Area Directors Campus Director Campus Principal or Designee	June 2024	Lesson Plans Daily Schedule



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.31 (e)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), 2022 Pre-K Guidelines, and Dual Language Program to serve all children including children with disabilities.

Objective: (e)(2) To implement mealtimes in ways that support development and learning.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Mealtimes are structured and used as learning opportunities that support teaching Adult-Child interactions by:</p> <ul style="list-style-type: none"> • Family style serving where local health departments allow • Using the “Helper’s Chart” to assign duties for children • Providing sufficient time for children to eat • Encouraging children to develop healthy eating habits <p>Note: Food is not used as a reward or punishment and children are never forced to eat and/or finish their meal.</p>	Classroom staff	Campus Director Campus Principal or Designee Education Area Director Education Coordinator	June 2024	Weekly Menu Lesson Plans Discipline and Guidance Policy Helper’s Chart



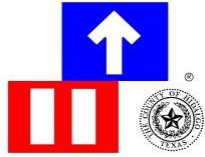
**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.31 (e)(3)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), 2022 Pre-K Guidelines, and Dual Language Program to serve all children including children with disabilities.

Objective: (e)(3) To provide routines and transitional activities that strengthen developmental learning, and skill growth.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher follows a daily schedule and provides consistent routines in the classroom. A daily schedule with pictures is posted at children’s eye level in each classroom.</p>	<p>Teacher Assistant Teacher Disability Classroom Aide</p>	<p>Campus Director Campus Principal or Designee Education Area Director Education Coordinator</p>	<p>June 2024</p>	<p>Daily Schedule</p>
<p>The classroom teacher continuously implements cognitive transitional activities based on the theme of study to help children recognize signs of preparing for or completing a task.</p> <p>Note: These activities/interactions are outlined in CLASS Domains</p>	<p>Teacher Assistant Teacher Disability Classroom Aide</p>		<p>June 2024</p>	<p>Lesson Plans</p> <p>CLASS</p> <p>2022 Pre-K Guidelines</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.31 (e)(4)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), 2022 Pre-K Guidelines, and Dual Language Program to serve all children including children with disabilities.

Objective: (e)(4) To allocate time for indoor and outdoor space, equipment, materials, and adult guidance for active play and movement.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>. The daily schedule includes:</p> <ul style="list-style-type: none"> • Guided and independent indoor and outdoor activities with active supervision at all times • Active play for both indoor and outdoor activities <p>The classroom teacher plans for developmentally appropriate activities and the use of outdoor/indoor equipment.</p> <p>The classroom teacher is actively involved with the children during games and motor development activities to ensure safe and active learning.</p>	<p>Teacher Assistant Teacher Disability Classroom Aide</p>	<p>Campus Director Campus Principal or Designee Education Area Director Education Coordinator</p>	<p>June 2024</p>	<p>Lesson Plans Campus/Classroom Observation Form Daily Schedule</p>

1302.32

Curricula



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

1302.32 Curricula

Performance Standard: 1302.32 (a)(1)(i)

Goal: The HIDALGO COUNTY HEAD START PROGRAM implements a developmentally appropriate researched-based early childhood curricula, including additional curricular enhancement as appropriate.

Objective: (a)(1)(i) To provide a scientific valid research-based curricula and have standard training procedures and curriculum materials to support implementation.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher plans and implements daily lessons/activities using developmentally appropriate teaching strategies from research-based curriculum and resources to provide a well-balanced program of instruction.</p> <p>To enhance the quality of instruction the program provides the following resources:</p> <ul style="list-style-type: none"> • State Researched-Based Pre-K Curriculum • HSELOF/2022 Pre-K Guidelines • Pacing Guide • Oral Language Program • Phonemics Awareness Curriculum • Online Instructional Applications • Progress Monitoring Platform • Progress Monitoring Activities • National Center on Quality Teaching and Learning (NCQTL) and the TEA Early Childhood Education Department 	<p>Teacher Assistant Teacher Classroom Disability Aide</p>	<p>Campus Director Education Area Director Education Coordinator</p>	<p>June 2024</p>	<p>Campus/Classroom Observation Form</p> <p>Lesson Plan</p> <p>Language and Literacy Checklist</p> <p>Curriculum and Resources</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.32 (a)(1)(ii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM implements a developmentally appropriate researched-based early childhood curricula, including additional curricular enhancement as appropriate.

Objective: (a)(1)(ii) To align the School Readiness Goals with the Head Start Early Learning Outcomes Framework (HSELOF) document specified by office of Head Start and communicate the purpose and rationale to the staff.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Campus staff receives training and an up-dated alignment document consisting of:</p> <ul style="list-style-type: none"> • 2022 Pre-K Guidelines • HSELOF • State Research-Based Pre-K Curriculum • Progress Monitoring Tool • Alignment of Online apps, Pre-K Guidelines, and Progress monitoring tool • Other Resources <p>School Readiness Goals are established based on the most recent available data to meet the needs of the program.</p>	<p>Chief Early Education Officer Education Area Director Education Coordinator Staff Development Coordinator Chief Human Resource Officer</p>	<p>Program Director Assistant Program Directors Education Area Directors Staff Development Coordinator Chief Early Education Officer</p>	<p>June 2024</p>	<p>Curriculum and Resources Alignment and/or Pacing Guide Progress Monitoring Tools</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.32 (a)(1)(iii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM implements a developmentally appropriate researched-based early childhood curricula, including additional curricular enhancement as appropriate.

Objective: (a)(1)(iii) To provide an organized developmental scope and sequence/pacing guide that includes plans and materials for learning experiences based on developmental progressions and how children learn.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The program implements State research-based Pre-K Curriculum which contains an organized scope and sequence/pacing guide and integrates instruction across developmental domains and early learning disciplines.</p>	<p>Teacher Assistant Teacher Disability Classroom Aide</p>	<p>Campus Director Education Area Director Education Coordinator Chief Early Education Officer</p>	<p>June 2024</p>	<p>State Adopted Manual and Resources</p>
<p>Teachers are provided with resources that include lesson plans, Pacing Guide, activities, and materials aligned with the State Adopted Pre-K Curriculum & HSELOF.</p>	<p>Campus Director</p>	<p>Campus Director Education Area Director Chief Early Education Officer</p>	<p>June 2024</p>	<p>State Curriculum Scope and Sequence</p>
<p>Note: State Research-Based Pacing Guide is aligned to 2022 Pre-K Guidelines, HSELOF, Progress Monitoring Tool, and Phonemics Awareness Curriculum.</p>				<p>Supplemental Resources</p> <p>2022 Pre-K Guidelines</p> <p>HSELOF</p> <p>Progress Monitoring Tool</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.32 (a)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM implements a developmentally appropriate researched-based early childhood curricula, including additional curricular enhancement as appropriate.

Objective: (a)(2) To support staff to effectively implement curricula with fidelity and provide support, feedback, and supervision for continuous improvement.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Teachers are provided with Professional Development in the following areas:</p> <ul style="list-style-type: none"> • HSELOF • CLASS/T-TESS • Progress Monitoring Tool • State Researched-Based Curriculum • Dual Language Model • Effective Teaching Practices/Strategies in Early Childhood Classrooms • Special Needs Children • Developmentally appropriate lessons and activities • Online Apps • Supplemental Resources • Needs of Dual Language Learners <p>Campus Directors monitor teachers on a daily basis to ensure. Implementation of curriculum with fidelity, consistency, frequency, and intensity to ensure children’s mastery of skills</p>	<p>Chief Early Education Officer Education Area Director Education Coordinator Campus Director Campus Principal and/or Designee</p>	<p>Chief Early Education Officer Staff Development Coordinator Education Area Director Campus Director Campus Principal and/or Designee</p>	<p>June 2024</p>	<p>Training Sign-in Roster Training Handouts Training Evaluations Certificates Staff Development Training/Questionnaire Campus/Classroom Observation Form CLASS/T-TESS</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.32 (a)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM implements a developmentally appropriate researched-based early childhood curricula, including additional curricular enhancement as appropriate.

Objective: (a)(2) To support staff to effectively implement curricula with fidelity and provide support, feedback, and supervision for continuous improvement.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>New and experienced classroom staff in need of assistance are provided with training, technical assistance, and support to ensure a high quality of instruction. The following training opportunities are provided throughout the year:</p> <ul style="list-style-type: none"> • Beginning Teacher Series • Pre-Service Training-New Employees • Annual Training-Current Employees • NCQTL – Engaging Interactions and Environments In-service Suites • Practice Based Coaching (PBC) <ul style="list-style-type: none"> - Mentoring and Coaching Program • Curriculum fidelity implementation is monitored by reviewing lesson plans, daily classroom visits and providing feedback as needed. 	<p>Staff Development Coordinator Chief Human Resource Officer Chief Early Education Officer</p>	<p>Chief Early Education Officer Staff Development Coordinator Chief Human Resource Officer Education Area Directors Campus Directors</p>	<p>June 2024</p>	<p>Training Sign-in Roster Training Handouts Certificate Staff Development Training/Questionnaire Campus/Classroom Observation Form Lesson Plans</p>

1302.33

Child Screenings and Assessment



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

1302.33 Child Screenings and Assessment

Performance Standard: 1302.33 (a)(1)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child’s developmental skills within 45 days of enrollment.

Objective: (a)(1) To use all available resources and methods to ensure that quality services are provided to each child.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher, parents/guardians and professional consultants meet to identify any developmental concerns.</p> <ul style="list-style-type: none"> • Parent Interviews • Assessments / Screening data • Teacher observations • Progress Reports/Report Cards • Parent/Teacher Conference/CIP 	<p>Teacher Parent Educational Consultant Disability Classroom Aide</p>	<p>Campus Director Education Area Director Education Coordinator Chief Early Education Officer</p>	<p>Within 45 days of enrollment</p>	<p>Parent/Teacher Conference Form/CIP Progress Report/ Report Card Observations Assessment Results Progress Monitoring Reports Data Reports</p>



**Hidalgo County Head Start Program
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Performance Standard: 1302.33 (a)(3)(i)(ii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child’s developmental skills within 45 days of enrollment.

Objective: (a)(3)(i)(ii) To utilize information from developmental, sensory, and behavioral screening, ongoing observations, medical and dental evaluations, and insight from parents to determine if a child needs further evaluation from local agency responsible for implementing IDEA.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom staff engages parents in discussing information gathered from observations, physicals, screenings, assessments, etc. to plan for individual needs.</p>	<p>Teacher Assistant Teacher Disability Classroom Aide</p>	<p>Campus Director Education Area Director Education Coordinator</p>	<p>Upon Enrollment (Within 45 or 90 days)</p>	<p>Physical Exams Classroom Observation Progress Monitoring</p>
<p>The classroom staff observes the children during classroom activities and records progress and or changes. The data gathered is shared with parents during parent conferences, home visits, etc.</p>	<p>Teacher Assistant Teacher Disability Classroom Aide</p>	<p>Campus Director Education Area Director Education Coordinator</p>	<p>June 2024</p>	<p>Progress Reports/Report Cards Parent/Teacher Conference Form</p>
<p>The classroom staff and other relevant staff partner with the child’s parents and the Local Education Agency (LEA) to support families through the formal evaluation process.</p>	<p>Teacher Assistant Teacher Family Service Worker Campus Director Disability Classroom Aide</p>	<p>Special Services Department</p>	<p>June 2024</p>	<p>Referral Form</p>



Hidalgo County Head Start Program
Education Department Program Plan
2023-2024

Performance Standard: 1302.33 (b)(1)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child’s developmental skills within 45 days of enrollment.

Objective: (b)(1) To individualize activities of all children, including children with disabilities and plan according to their individual needs and strengths.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher groups children based on data gathered from assessments according to specific needs and levels of development aligned to the goals described in the HSELOF and 2022 Pre-K Guidelines.</p>	<p>Teacher Assistant Teacher Disability Classroom Aide</p>	<p>Campus Director Education Area Director Education Coordinator Chief Early Education Officer</p>	<p>June 2024</p>	<p>Progress Monitoring Results Lesson Plans Individual Educational Plan (IEP)</p>
<p>The teacher provides activities to help children grow and respond to their individual needs and strengths.</p>	<p>Teacher Assistant Teacher Disability Classroom Aide</p>	<p>Campus Director Education Area Director Education Coordinator Chief Early Education Officer</p>	<p>June 2024</p>	<p>Parent/Teacher Conference/CIP Online Data</p>
<p>The classroom teacher provides children with individualized assistance during small group instruction, Learning Centers and throughout the day as needed to meet their specific needs.</p>	<p>Teacher Assistant Teacher Disability Classroom Aide</p>	<p>Campus Director Education Area Director Education Coordinator Chief Early Education Officer</p>	<p>June 2024</p>	



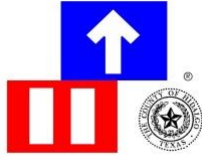
**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.33 (b)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child’s developmental skills within 45 days of enrollment.

Objective: (b)(2) To support each child’s individual patterns of development and learning.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The children are grouped according to their developmental level and are provided with activities to help them meet their educational needs.</p>	<p>Teacher Assistant Teacher Disability Classroom Aide</p>	<p>Campus Director Education Area Director Education Coordinator</p>	<p>June 2024</p>	<p>Lesson Plans Progress Monitoring Reports Online App Reports Take-home Activities</p>
<p>Parents are provided with home activities for their child to reinforce skill development.</p>	<p>Teacher Assistant Teacher Disability Classroom Aide</p>	<p>Campus Director Education Area Director Education Coordinator</p>	<p>June 2024</p>	<p>Educational Activity</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.33 (b)(3)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child’s developmental skills within 45 days of enrollment.

Objective: (b)(3) To support each child’s individual patterns of development and learning.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>With parent input, a CIP is developed to individualize experiences, instructional strategies, and services to meet the needs of each child.</p>	<p>Teacher Assistant Teacher Disability Classroom Aide</p>	<p>Campus Director Education Area Director Education Coordinator</p>	<p>June 2024</p>	<p>Progress Monitoring Reports Parent/Teacher Conference/CIP IEP</p>
<p>Data from screenings and assessments are gathered to make informed decisions on children’s progress.</p>	<p>Teacher Assistant Teacher Disability Classroom Aide</p>	<p>Campus Director Education Area Director Education Coordinator</p>	<p>June 2024</p>	<p>Online App Results</p>



Hidalgo County Head Start Program

Education Department Program Plan

2023-2024

Performance Standard: 1302.33 (b)(3)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child’s developmental skills within 45 days of enrollment.

Objective: (b)(3) To provide children with activities and experiences to enhance their growth and development.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher uses a variety of screening/ assessment instruments, progress notes, observation notes, and individual plans to support children’s learning and developmental progress.</p>	<p>Teacher Assistant Teacher Disability Classroom Aide</p>	<p>Campus Director Education Area Director Education Coordinator Campus Principal and/or Designee</p>	<p>Within 45 Days of Enrollment</p>	<p>Progress Monitoring Results Parent/Teacher Conference/CIP Progress Report/Report Cards</p>
<p>If warranted, a child is referred to local agencies responsible for implementing Individuals with Disabilities Education Act (IDEA) for a formal evaluation.</p>	<p>Teacher Assistant Teacher Campus Director Disability Classroom Aide</p>	<p>Special Services Dept. Campus Director Campus Principal and/or Designee</p>	<p>June 2024</p>	<p>Inter-Agency Referral Form</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.33 (c)(1)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child’s developmental skills within 45 days of enrollment.

Objective: (c)(1)(2) To provide children with developmentally appropriate screenings and assessments that address each child’s individual needs including language and cultural backgrounds.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher administers Progress Monitoring assessment tool three times a year in the language of instruction to establish a baseline and to measure a child’s growth throughout the year.</p>	<p>Teacher</p>	<p>Campus Director Education Area Director Education Coordinator Chief Early Education Officer Campus Principal and/or Designee</p>	<p>Within 45 days of enrollment</p>	<p>Progress Monitoring Tool</p>



Hidalgo County Head Start Program
Education Department Program Plan
2023-2024

Performance Standard: 1302.33 (c)(3)(4)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child’s developmental skills within 45 days of enrollment.

Objective: (c)(3)(4) To provide children with developmentally appropriate educational resources that address each child as an individual with different rates of development, interests, temperaments, languages, cultural backgrounds, and learning styles.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Progress Monitoring Parent Report/PTC/Child’s Individual Plan will be shared with parents after each assessment in their dominant language.</p> <p>The program will hire an interpreter to conduct screening and assessments in conjunction with a qualified staff to accurately administer assistance to children whose dominant language is not English and Spanish including sign language.</p>	<p>Teacher Assistant Teacher Disability Classroom Aide</p> <p>Disability Classroom Aide Family Services Department Special Services Department Campus Director Campus Principal and/or Designee</p>	<p>Campus Director Education Area Director Education Coordinator</p> <p>Campus Director Education Area Director Education Coordinator Family Services Director Special Services Director Campus Principal and/or Designee</p>	<p>After each assessment</p> <p>June 2024</p>	<p>Progress Monitoring Parent Teacher Conference/CIP</p>

1302.34

**Parent and Family Engagement in
Education and Child Development
Service**



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

1302.34 Parent and Family Engagement in Education and Child Development Services

Performance Standard: 1302.34 (a)(b)(1)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

Objective: (a)(b)(1) To recognize parents as children's lifelong educators and to encourage them to become involved in their child's education and in the program's policies, procedures, and educational services.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Parents have accessibility to our services and are encouraged to visit our facilities during hours of operation following campus guidelines	Teacher Assistant Teacher Campus Director	Education Area Director Education Coordinator Family Services Staff Campus Director Principal and/or Designee	June 2024	Sign-in logs Parent Handbook Parent Handbook Acknowledgment Form
Parent handbook is distributed during Parent's orientation and posted at the Center's Parent's Corner Bulletin area.	Teacher Assistant Teacher Campus Director	Campus Director Compliance Director	June 2024	Sign-In Logs



**Hidalgo County Head Start Program
Education Department Program Plan
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Performance Standard: 1302.34 (a)(b)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child’s education.

Objective: (a)(b)(2) To recognize parents as children’s lifelong educators and encourage them to become involved in their child’s education and the program’s policies, procedures, and educational services.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Parents are provided with a monthly Parent, Family and Community Engagement Framework (PFCEF) calendar of activities to enhance learning experiences at home.</p>	<p>Teacher Assistant Teacher</p>	<p>Family Services Staff Campus Director Principal and/or Designee</p>	<p>June 2024</p>	<p>PFCEF Calendar of Activities</p>
<p>The classroom teacher and the parents communicate regularly to discuss routines, children’s behavior, and developmental progress.</p>	<p>Teacher Assistant Teacher</p>	<p>Campus Director Education Area Director Education Coordinator Chief Early Education Officer</p>	<p>June 2024</p>	<p>Home Visit Form Parent/ Teacher Conferences/CIP Progress Reports/Report Cards</p>



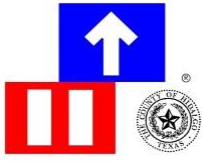
**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.34 (a)(b)(3)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

Objective: (a)(b)(3) To recognize parents as children's lifelong educators and encourage them to become involved in their child's education and the program's policies, procedures, and educational services.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher conducts parent / teacher conferences three times a year and as needed to:</p> <ul style="list-style-type: none"> • Inform parents of their child's progress and discuss the results of any screening and assessment. • Engage them in the development of their Child's Individual Plan 	<p>Teacher Assistant Teacher</p>	<p>Education Area Director Campus Director Campus Principal and/or Designee</p>	<p>June 2024</p>	<p>Parent/Teacher Conference/CIP Progress Report/Report Cards Progress Monitoring Parent Report</p>



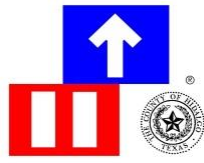
**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.34 (a)(b)(4)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

Objective: (a)(b)(4) To recognize parents as children's lifelong educators and encourage them to become involved in their child's education and the program's policies, procedures, and educational services.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Parents are encouraged to participate in the Education Department Program Planning Process by being part of the Advisory Committee.</p>	<p>Campus Director Teacher</p>	<p>Education Area Directors Chief Early Education Officer Campus Director Principal and/or Designee</p>	<p>June 2024</p>	<p>Advisory Committee Minutes</p>
<p>Parents are encouraged to share their ideas, books, music, and foods that are relevant to their culture through interviews by:</p> <ul style="list-style-type: none"> • Parents have opportunities to provide feedback and place in the "Suggestion Box" at the campus • Parents participate by reviewing and signing the lesson plans • Parents actively participate in the Annual Nutrition Contest • Monthly Parent Meetings 	<p>Campus Director Teacher</p>	<p>Education Area Directors Campus Director Campus Principal and/or Designee</p>	<p>June 2024</p>	<p>Home Visit Form Parent /Teacher Conferences/CIP Suggestion Box Lesson Plans Monthly Meeting Sig-in/Agenda</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.34 (a)(b)(5)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

Objective: (a)(b)(5) To recognize parents as children's lifelong educators and encourage them to become involved in their child's education and the program's policies, procedures, and educational services.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Classroom Teacher encourages parents to participate in classroom activities such as: <ul style="list-style-type: none"> • Special celebrations (Fall, Winter, or Spring) • Preparing ethnic foods (Nutrition Contest) • Sharing music, stories, traditions, etc. • Art projects • Volunteering at the campus and/or field trips 	Campus Director Teacher Assistant Teacher	Education Area Director Campus Director	June 2024	Volunteer Sign In Logs Lesson Plans



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.34 (a)(b)(6)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

Objective: (a)(b)(6) To recognize parents as children's lifelong educators and encourage them to become involved in their child's education and the program's policies, procedures, and educational services.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Teachers inform parents about the purpose and results from screenings and assessments.</p> <p>The child's progress is discussed after each assessment three times a year.</p>	<p>Teacher</p> <p>Teacher</p>	<p>Education Area Director Chief Early Education Officer Campus Director Campus Principal and/or Designee</p>	<p>June 2024</p>	<p>Parent/Teacher Conference/CIP</p> <p>Progress Monitoring Parent Report</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.34 (a)(b)(7)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

Objective: (a)(b)(7) To recognize parents as children's lifelong educators and encourage them to become involved in their child's education and the program's policies, procedures, and educational services.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher conducts two home visits during the school year. Additional home visits are done as needed throughout the program year.	Teacher Assistant Teacher	Education Area Director Chief Early Education Officer Campus Director Campus Principal and/or Designee	June 2024	Home Visit Form
If feasible, first home visits are done before the beginning of the school year.	Teacher Assistant Teacher	Education Area Director Chief Early Education Officer Campus Director Campus Principal and/or Designee	June 2024	Home Visit Form

1302.92
**Training and Professional
Development**



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

1302.92 Training and Professional Development

Performance Standard: 1302.92 (c)(1)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must implement a researched based, coordinated coaching strategy for classroom staff.

Objective: (c)(1)(2) To provide an intensive mentoring/coaching program to assist teachers to improve their effective teaching practices.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Assess all classroom staff to identify strengths and areas of support.	Campus Director Education Area Director	Chief Early Education Officer Education Area Directors Staff Development Coordinator Chief Human Resource Officer	June 2024	Professional Development Plan/Update Needs Assessment Progress Monitoring Tool
Provide opportunities for intensive mentoring/coaching to staff who have been identified as needing additional support in the following areas as outlined in the HSELOF, 2022 Pre-K Guidelines, and the School Readiness Goals: <ul style="list-style-type: none"> • Approaches to Learning • Social and Emotional Development • Language and Literacy • Cognition • Perceptual, Motor and Physical Development 	Education Area Director Chief Early Education Officer	Chief Early Education Officer Education Area Directors	June 2024	CLASS T/TA Form PBC Forms Surveys



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.92 (c)(3)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must implement a researched based, coordinated coaching strategy for classroom staff.

Objective: (c)(3) To provide opportunities for the staff to receive training to further enhance their skills in effective teaching practices.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The program will provide opportunities for all staff to receive training through research based professional development aligned with program goals.</p>	<p>Campus Director Education Area Director Staff Development Coordinator Chief Early Education Officer Campus Principal and/or Designee</p>	<p>Chief Early Education Officer Education Area Directors</p>	<p>June 2024</p>	<p>T/TA Form Surveys</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.92 (c)(4)(5)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must implement a researched based, coordinated coaching strategy for classroom staff.

Objective: (c)(4)(5) To provide an intensive mentoring/coaching program to assist teachers to improve their skills in effective teaching practices.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Intensive coaching opportunities are provided for Coachees aligned with the program school readiness goals, curricula, and professional development.</p> <ul style="list-style-type: none"> • Practice-Based Coaching (PBC) model will be utilized • PBC is a cyclical process for supporting teacher's use of effective teaching practices that lead to positive outcomes for children 	<p>Chief Early Education Officer Education Coordinator</p>	<p>Chief Early Education Officer Education Coordinators</p>	<p>June 2024</p>	<p>T/TA Form PBC Forms</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1302.92 (c)(4)(5)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must implement a researched based, coordinated coaching strategy for classroom staff.

Objective: (c)(4)(5) To provide an intensive mentoring/coaching program to assist teachers to improve their skills in effective teaching practices.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The program implements two types of coaching formats:</p> <ul style="list-style-type: none"> • Expert Coaches - Provide intensive coaching to Teacher identified as Priority 1 and Priority 2 • Peer Coaches – assist Teacher needing additional support identified as Priority 3 when applicable <p>Priority Teacher will be identified based on End of Year needs assessment.</p> <p>Provide on-going monitoring and communication between Coach, Area Director, and any other relevant staff.</p> <p>Ensure coaching model process and assessment results are not used to determine punitive actions for staff identified as needing support</p> <p>-Implement TSR Coaching Model if applicable</p>	<p>Campus Director Education Area Director Education Coordinator Chief Early Education Officer</p> <p>Chief Early Education Officer Education Coordinator Campus Directors</p> <p>Education Area Director Education Coordinator Chief Early Education Officer</p>	<p>Chief Early Education Officer Education Area Director</p> <p>Chief Early Education Officer Education Area Director</p> <p>Chief Early Education Officer Education Area Director</p>	<p>June 2024</p> <p>June 2024</p> <p>June 2024</p> <p>June 2024</p>	<p>Progress Monitoring Report</p> <p>CLASS</p> <p>PBC Model</p> <p>Plan of Action</p> <p>T/TA Form</p> <p>PBC Forms</p> <p>Online portal</p>

1304.11
Classroom Assessment Scoring
System (CLASS)



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1304.11 (c)(1) (2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM engages in ensuring that an average score across all classrooms do not fall below the minimum thresholds on any of the CLASS domains.

Objective: (c)(1)(2) To communicate to all parties involved in the CLASS observation tool and classroom strategies ensuring that the program does not fall below the minimum threshold on any of the three CLASS domains.

Task to be Accomplished	Person(s) Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms								
<p>CLASS training on domains dimensions, indicators and behavior markers is provided to all staff throughout the year.</p> <p>The program will ensure that it does not fall below the High-Quality (HQ) threshold score across all domains.</p> <table border="1" data-bbox="113 870 789 1101"> <thead> <tr> <th style="background-color: #a0c0ff;">Domains</th> <th style="background-color: #a0c0ff;">HQ Threshold Score</th> </tr> </thead> <tbody> <tr> <td style="background-color: #ffff00;">Emotional Support</td> <td style="background-color: #ffff00;">6</td> </tr> <tr> <td style="background-color: #c0ffc0;">Classroom Organization</td> <td style="background-color: #c0ffc0;">6</td> </tr> <tr> <td style="background-color: #ffc000;">Instructional Support</td> <td style="background-color: #ffc000;">3</td> </tr> </tbody> </table>	Domains	HQ Threshold Score	Emotional Support	6	Classroom Organization	6	Instructional Support	3	<p>Education Area Director Campus Director Classroom Staff Chief Early Education Officer</p>	<p>Program Director Assistant Program Director Education Area Directors Chief Early Education Officer</p>	<p>June 2024</p>	<p>CLASS CLASS Observation Form T/TA Form NCQTL Engaging Interactions and Environments OHS National Report</p>
Domains	HQ Threshold Score											
Emotional Support	6											
Classroom Organization	6											
Instructional Support	3											



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

Performance Standard: 1304.11 (c) (1) (2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM engages in ensuring that an average score across all classrooms do not fall below the minimum thresholds on any of the CLASS domains.

Objective: (c)(2) To communicate to all parties involved in the CLASS observation tool and classroom strategies ensuring that the program does not fall below the Standards of Excellence.

Task to be Accomplished	Person(s) Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>To reach Standards of Excellence, the Hidalgo County Head Start Program will:</p> <ul style="list-style-type: none"> • Continues to monitor using aggregated data assuring success in all systems and programs being implemented. • Staff Development planning will be utilized based on analysis results. Teacher training will be focused and intentional. • Utilize the in-service 15-minute suites and the crosswalk to provide continuous professional development (PD). 	<p>Campus Director Education Area Directors Staff Development Coordinator Chief Early Education Officer</p>	<p>Chief Early Education Officer Education Area Directors Campus Directors</p>	<p>June 2024</p>	<p>T/TA Form</p>



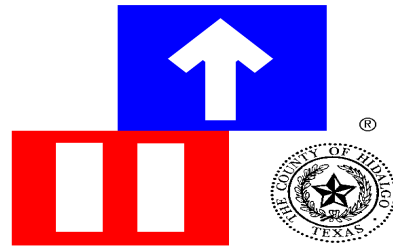
Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Family Services
Program Plan

Elvira Segura,
Family Services Director

HIDALGO COUNTY HEAD START PROGRAM



FAMILY SERVICES PROGRAM PLAN 2023-2024

Policy Council Approval Date: 00.00.00
Commissioners' Court Approval Date: 00.00.00

**HIDALGO COUNTY HEAD START PROGRAM
 FAMILY SERVICES DEPARTMENT PROGRAM PLAN
 Subpart E- Family and Community Engagement Program Services
 2023 – 2024**

Performance Standard: 1302.50 Family Engagement.

Goal: To integrate parent and family engagement strategies into all systems and program services to support family well-being and promote children’s learning and development including environment.

Objective: To develop approaches that address prevalent needs and challenges of families across the program that may leverage community partnerships or other funding sources.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The program will ensure that systems, supports and resources are in place to address professional development, continuous improvement, program environment and partnerships related to family well-being.	All Head Start Staff	Area Directors Family Services Director	Ongoing	Program Plans for all services
The Program will incorporate goals related to family well-being into agency work plans and strategic planning.	Teachers Campus Directors Family Services Workers	Area Directors Family Services Director Executive Team	Ongoing	Family Partnership Agreements Self-Assessment Head Start Parent Surveys
The Program will develop relationships with community members and community organizations that support families’ interests and needs.				PFCE Framework
The Program will implement the PFCE Framework Self-Assessment, the Monitoring Protocol, the Family Engagement Survey (FES), CLI and the C.L.A.S.S. Assessment to identify and understand the effectiveness of family-staff relationships with respect to teaching and learning.	Teachers Campus Directors Family Services Workers	Family Services Director Executive Team	Ongoing	GoEngage Reports

**HIDALGO COUNTY HEAD START PROGRAM
 FAMILY SERVICES DEPARTMENT PROGRAM PLAN
 Subpart E- Family and Community Engagement Program Services
 2023 – 2024**

Performance Standard: 1302.50 (b) (1) Family Engagement Approach

Goal: To recognize parents as their children’s primary teachers and nurturers

Objective: To implement intentional strategies to engage parents in their children’s learning and development.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p>The Program will provide parents with in person and/or virtual ongoing training such as Abriendo Puertas/Opening Doors Parent Curriculum, monthly parent meetings, parent conferences, etc. that also foster the development of being life-long educators.</p> <p>The Program will incorporate goals related to families as life-long educators into agency work plans and strategic planning.</p> <p>The Program will collaborate with school systems to support and empower families in their continued role as their child’s life-long educators.</p> <p>Include teacher/teacher’s assistants in parenting education sessions so parents and teachers can share information about child learning and development, and program curriculum to include Readiness Goals take home activities. Engage and train parents with program technology beginning at application process.</p>	<p>Teachers</p> <p>Campus Directors</p> <p>Family Services Workers</p> <p>Teachers</p> <p>Family Services Workers</p> <p>Family Services Workers</p> <p>Teachers</p>	<p>Family Services Coordinators</p> <p>Education Area Directors</p> <p>Family Services Director</p> <p>Executive Team</p> <p>Education Area Directors</p> <p>Education Area Directors</p> <p>Family Services Director</p> <p>Family Services Coordinators</p>	<p>Daily/Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Abriendo Puertas/Opening Doors Agenda</p> <p>Monthly Parent Committee Meetings/Reading Initiative Program</p> <p>Family Partnership Agreements</p> <p>PFCE Framework</p> <p>Take Home Activities</p> <p>Automated application and forms</p>

**HIDALGO COUNTY HEAD START PROGRAM
 FAMILY SERVICES DEPARTMENT PROGRAM PLAN
 Subpart E- Family and Community Engagement Program Services
 2023 – 2024**

Performance Standard: 1302.50 (b) (2) Family Engagement Approach

Goal: To develop relationships with parents and structure services to encourage trust and respect

Objective: To identify and implement parent activities to focus on trust and respect.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p>Opportunities for sharing information with parents to discuss needs will be provided throughout the year, such as...</p> <ul style="list-style-type: none"> Family Partnership Agreement Meetings Parent Committee Meetings Parent Workshops Volunteer Training Parent Conference Abriendo Puertas/Opening Doors Parent Curriculum Training Parent Fair Fatherhood Conference 	<p>Campus Directors</p> <p>Family Services Workers</p>	<p>Family Services Director</p> <p>Education Area Directors</p> <p>Family Services Coordinators</p>	<p>Within 90 days of enrollment</p>	<p>Family Strengths and Needs Assessment</p> <p>Family Partnership Agreement</p> <p>Abriendo Puertas / Opening Doors Parent Curriculum</p>
<p>The Family Partnership Agreement and other meetings with families will take place in the language of their choice. Special emphasis will be placed on respecting each family’s diversity, and cultural and ethnic background.</p>	<p>Family Services Workers</p>	<p>Family Services Director</p> <p>Family Services Coordinators</p>	<p>Follow-up Ongoing</p>	<p>Sign in Sheets</p>

**HIDALGO COUNTY HEAD START PROGRAM
 FAMILY SERVICES DEPARTMENT PROGRAM PLAN
 Subpart E- Family and Community Engagement Program Services
 2023 – 2024**

Performance Standard: 1302.50 (b) (4) Family Engagement Approach

Goal: To enable parents the opportunities to participate in the program as employees or volunteers

Objective: To engage parents in volunteer activities, training opportunities, leadership roles etc, and facilitate employment process.

Task To Be Accomplished	Person Responsible	Person Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p>The Program will assist parents to volunteer in Advisory Committees for all program departments comprised of parents and community members to assist in the development and review of the program.</p> <p>Parents will be provided access to job placement notices posted at all Head Start Centers. The interview and selection rating system specifically will provide additional points for prospective applicants if they are Head Start parents.</p> <p>Parents will be trained as volunteers during the Volunteer Training.</p> <p>Parents will be recruited to volunteer at the center, in different areas including the classroom, the office or as center committee officers and/or Policy Council Parent members.</p>	<p>Executive Director</p> <p>Department Directors</p> <p>Campus Directors</p> <p>Family Services Workers</p> <p>Family Services Department</p>	<p>Department Directors</p> <p>Family Services Department</p> <p>Human Resources</p> <p>Family Services Department</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Program Plans</p> <p>Department Procedures Manual</p> <p>Advisory Committee Minute Report</p> <p>Interview Rating Form</p> <p>Volunteer Training Conference Program</p>

**HIDALGO COUNTY HEAD START PROGRAM
 FAMILY SERVICES DEPARTMENT PROGRAM PLAN
 Subpart E- Family and Community Engagement Program Services
 2023 – 2024**

Performance Standard: 1302.50 (b) (5) Family Engagement Approach

Goal: To provide family engagement services which address language and security needs

Objective: To develop process to address individual family challenges.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p>The program will utilize the family’s primary language and culture diversity to share information in a safe environment.</p> <p>All information will be distributed to parents in the family’s preferred language in person and/or electronically.</p> <p>Monthly parent meetings, home visits, workshops, and trainings will be conducted in family’s preferred language, to include a sign-language interpreter if needed.</p>	<p>Campus Directors</p> <p>Teachers</p> <p>Family Services Workers</p> <p>Campus Directors</p> <p>Family Services Workers</p>	<p>Department Directors</p> <p>Family Services Department</p> <p>Family Services Department</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Parent Meeting Information</p> <p>Family Partnership Agreement</p> <p>Workshop/Training Sign-In</p> <p>PFCE Framework Go Engage Reports</p>

**HIDALGO COUNTY HEAD START PROGRAM
 FAMILY SERVICES DEPARTMENT PROGRAM PLAN
 Subpart E- Family and Community Engagement Program Services
 2023 – 2024**

Performance Standard: 1302.50 (b) (6)

Goal: To implement procedures for teachers, home visitors, and family services workers to share information using a coordinated approach

Objective: To share information and plan engagement strategies collaboratively for parents.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The Program staff will conduct staffings, parent/teacher conferences, home visits, and other parent interviews throughout the year to share information.	Family Services Workers Teachers Campus Directors	Department Directors Family Services Coordinators	August thru June	Staffing Documentation Parent/Teacher Conference Info
The Program will share information with parents during home visits and when reviewing assessments, and Deca Surveys as well as health and nutrition information.	Teachers Family Services Workers	Department Directors Campus Directors	Ongoing	PFCE Framework and Outcomes GoEngage Reports

**HIDALGO COUNTY HEAD START PROGRAM
 FAMILY SERVICES DEPARTMENT PROGRAM PLAN
 Subpart E- Family and Community Engagement Program Services
 2023 – 2024**

Performance Standard: 1302.51 (a) Parent Activities to Promote Child Learning and Development

Goal: To share responsibility with parents for their children’s early learning and development goals and implement family engagement strategies to foster parental confidence and skills.

Objective: To develop activities to support child/parent relationship, attendance and bilingualism.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p>The program will offer opportunities for parents to engage in their child’s daily learning, acknowledging parents as lifelong educators. To include: Nutrition Contest Read Aloud Literacy Program School Readiness Goals-Take Home Activities Graduation Ceremonies Volunteering at Centers The program will develop strategies and activities in the classrooms for consistent attendance by providing incentives. Parents will participate as advocates and leaders for their children’s attendance.</p> <p>The program will provide training and resources for parents about the benefits of bilingualism and biliteracy. Such as: Training Parents to Read Language of the Day Lending Library Abriendo Puertas/Opening Doors, Parent Curriculum</p>	<p>Teachers Assistant Teachers</p> <p>Family Services Workers</p> <p>Teachers Assistant Teachers Family Services Workers</p>	<p>Campus Directors Family Services Workers Department Directors</p> <p>Campus Directors Family Services Coordinators</p> <p>Family Services Coordinators</p>	<p>Ongoing</p> <p>Ongoing</p> <p>As Needed Ongoing</p>	<p>PFCE Framework Daily Attendance Reports Take-home Activities</p> <p>Family Services Readiness Goals Activities</p> <p>AbriendoPuertas/ Opening Doors Curriculum</p>

**HIDALGO COUNTY HEAD START PROGRAM
 FAMILY SERVICES DEPARTMENT PROGRAM PLAN
 Subpart E-Family and Community Engagement Program Services
 2023 – 2024**

Performance Standard: 1302.52 (b) Identification of Family Strengths and Challenges

Goal: To identify family strengths and challenges

Objective: To implement a process to assess strengths and challenges that include: family well-being, positive parent-child relationships, families as lifelong educators, families as learners, family engagement in transitions, family connections to peers and community and families as advocates and leaders.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p>The Program will implement the Family Partnership Agreement as soon as possible after enrollment. The Family Partnership Agreement offers parents the opportunity to develop family goals and outline responsibilities, timetables and intentional strategies for the progress and achievement of these goals.</p> <p>The program will utilize the Abriendo Puertas Parent curriculum to support parenting strategies to address family challenges.</p> <p>The program will conduct periodic follow-up to verify timely and effectiveness of services.</p> <p>The program will provide training for parents as advocates and leaders for their centers.</p> <ul style="list-style-type: none"> • Volunteer Training • Leadership Conference • Governance Institute • Advisory Committees • Presenters at Parent Meetings(Specific Topics) 	<p>Campus Directors</p> <p>Family Services Worker</p> <p>Campus Directors</p> <p>Family Services/Transition Director</p>	<p>Family Services Director</p> <p>Family Services Coordinators</p> <p>Family Services Coordinators</p> <p>Family Services Director</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Family Partnership Agreement</p> <p>AbriendoPuertas/ Opening Doors Curriculum</p> <p>Referral forms and Follow-up forms</p> <p>HCHS Program Calendar</p>

**HIDALGO COUNTY HEAD START PROGRAM
 FAMILY SERVICES DEPARTMENT PROGRAM PLAN
 Subpart E-Family and Community Engagement Program Services
 2023 – 2024**

Performance Standard: 1302.52 (c) Individualized Family Partnership Services

Goal: To individualize family partnership services

Objective: To address family interests and challenges, achieve family engagement outcomes and jointly develop process to share and review individual goals.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p>The Program’s Family Partnership Agreement process will be initiated as early as possible after enrollment, taking into account the family’s readiness and willingness to participate in the process.</p> <p>The Program’s Family Partnership Agreement will offer parents opportunities to develop family goals and outline responsibilities, time tables, and strategies for the progress and achievement of these goals using the PFCE Framework.</p> <p>Emergency and/or crisis assistance will be made accessible & available to all families in need through referrals or other resources and services.</p>	<p>Campus Directors Family Services Worker</p> <p>Teachers</p> <p>Family Services Worker</p>	<p>Family Services Department</p> <p>Family Services Coordinators</p> <p>Family Services Department</p>	<p>Upon entering enrollment status</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Confidentiality Policy</p> <p>Personnel File</p> <p>Annual Training</p> <p>Staff Development Workshops</p> <p>Program Calendar</p> <p>PFCE Framework</p>



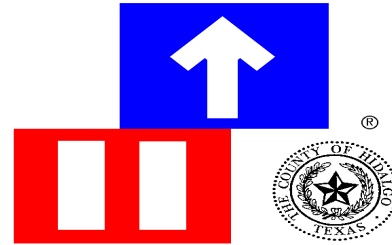
Hidalgo County Head Start Program

Policy Council Regular Meeting Agenda

Health Services
Program Plan

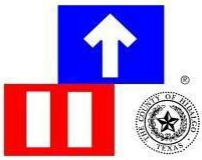
Yesenia Quintanilla,
Health Services Director

HIDALGO COUNTY HEAD START PROGRAM



HEALTH SERVICES PROGRAM PLAN 2023-2024

Policy Council Approval Date: 00.00.00
Commissioners' Court Approval Date: 00.00.00



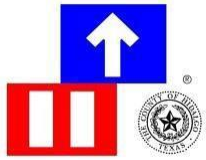
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.40 (a) Purpose.

Goal: To provide high-quality health, oral health, mental health, and nutrition services that are developmentally, culturally, and linguistically appropriate.

Objective: To appraise the healthy growth of the Head Start children.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>1. The program will refer the parent/guardian to local clinics and health professionals who provide services at reduced fees, based on income, or that accept Medicaid to provide comprehensive health services that include the following:</p> <p>Exam/Screens: Vision/Hearing/Strabismus **</p> <p>Physical Examination: Head to toe assessment performed by U.S. Licensed/Certified Professional</p> <p>Vitals: Temperature, pulse, respiration, blood pressure, height, weight, BMI (body mass index)</p> <p>Immunizations: Immunization record card to be up-to-date</p> <p>TB/Lead: Tuberculin Skin Test or TB Questionnaire / Lead Test results or Lead Questionnaire.</p> <p>Dental Exam/Evaluation: Periodic and comprehensive dental exam/evaluation every six months.</p>	<p>Parents, Campus Directors, Facilitators, Family Services Workers</p>	<p>Campus Director, Executive team, Health Services Nurses, Health Services Director</p>	<p>As needed, Exam/Test/Screens within 45 days of enrollment, Annual Exam or every twelve months, Immunizations before the first day of school.</p>	<p>Physical Exam/Screens, Child Health Summary, Child Immunization Record.</p>
<p>2. Health Services Advisory Committee (HSAC) along with staff will inform all health providers including managed care organizations about full scope of services provided to Head Start children.</p> <ul style="list-style-type: none"> • Includes T.B. Skin Test with Date, Results, Signature – of a U.S. Licensed/Certified Professional. • Certified Center staff will provide vision/hearing exams/screens as needed. 	<p>Campus Directors, Facilitators, Family Services Workers</p>	<p>Campus Director, Executive team, Health Services Nurses, Health Services Director</p>	<p>Annual</p>	<p>Provider Contracts</p>



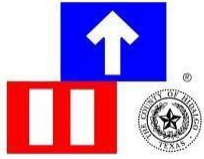
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.40 (b) Purpose.

Goal: To establish and maintain a Health Services Advisory Committee.

Objective: To associate Head Start parents, community professionals, and volunteers in decision-making.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Health Services Staff will maintain a relationship with the Health Services Advisory Committee members.	Health Services Nurses & Director Health Services Advisory Committee Members	Health Services Nurses, Health Services Director.	Ongoing	Health Services Procedures Manual.
2. Health Services Staff will collaborate with Health Services Advisory Committee as needed.	Health Services Nurses & Director Health Services Advisory Committee Members	Health Services Nurses, Health Services Director.	As needed, Ongoing	Health Services Procedures Manual.
3. Health Services Staff will communicate any changes to the Health Services Advisory Committee as needed.	Health Services Nurses & Director Health Services Advisory Committee Members	Health Services Nurses, Health Services Director.	As needed, Ongoing	Health Services Procedures Manual.
4. Health Services Staff will work together by supporting each other's goals.	Health Services Nurses & Director Health Services Advisory Committee Members	Health Services Nurses, Health Services Director.	As needed, Ongoing	Health Services Procedures Manual.
5. Health Services Advisory Committee will meet at a minimum of once a year.	Health Services Nurses & Director Health Services Advisory Committee Members	Health Services Nurses, Health Services Director.	As needed, Ongoing, Yearly	Health Services Procedures Manual, Head Start Performance Standards.



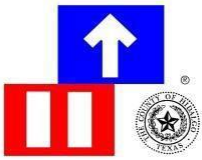
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.41 (a) Collaboration and communication with parents.

Goal: To collaborate with parents as partners in all actions for the health and well-being of their children.

Objective: To collaborate with parents in a linguistically appropriate manner and communicate with them about their child's health needs and development concerns in a timely and effective manner.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will encourage the parent/guardian to participate in health lessons.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	At enrollment, Parent Orientation, As needed	Health Lesson, Parent meeting
2. The program will encourage the parent/guardian to participate in all related health activities.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	At enrollment, Parent Orientation, As needed	Health Lesson, Daily Schedule
3. The program will encourage the parent/guardian to accompany their child during the exams/tests/screening procedures.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	At enrollment, Parent Orientation, As needed	Health Lesson, Daily Schedule
4. The program will inform, educate and explain to the parent/guardian of the purpose and benefit of health procedures, exams/tests/screens the child will receive throughout the school year.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	At enrollment, Parent Orientation, As needed	Health lesson, Daily Schedule, Staffing's



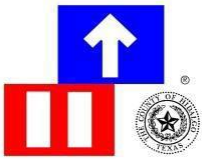
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.41 (b) (1) Collaboration and communication with parents.

Goal: To obtain advance authorization from the parent or legal guardian for all health and developmental procedures administered through the program.

Objective: To encourage the parent/guardian to allow the program to provide health services for their child.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will obtain consent from the parent/guardian before exams/tests/screening procedures. All exams/tests/screens and immunizations needed for their child will be explained to the parent/guardian.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	At enrollment, As needed	Consent for: Exam, Test or Screens, Referrals – Standard, Non-Standard Results. Anaphylaxis, Asthma or Seizure Action Plans.
2. A copy of all results will be given and explained to the parent/guardian.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	At enrollment, As needed	Consent for: Exam, Test or Screens, Referrals – Standard, Non-Standard Results. Anaphylaxis, Asthma or Seizure Action Plans.
3. The program will obtain documentation when the parent/guardian refuses authorization for services.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	At enrollment, As needed	Refusal of Medical and Dental Services, Family contact notes.
4. The program will explain to the parent/guardian the importance of the health services offered and the risks a child may experience if refused.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	At enrollment, As needed	Refusal of Medical and Dental Services, Family contact notes.



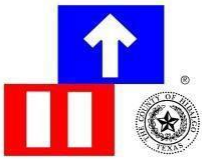
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.41 (b) (2) Collaboration and communication with parents.

Goal: To share with parents the policies for health emergencies.

Objective: To notify the parent/guardian of all the emergencies involving their child.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>1. In case of an emergency involving a Head Start child, the program will notify the parent/guardian immediately. If the parent/guardian is unavailable, the staff will notify the emergency contact. A notice of illness or injury will be sent home with the child. Documentation will also be written in the family contact notes, and an incident report will be sent to the administration office.</p> <ul style="list-style-type: none"> • Medical Emergency Procedures will be followed and reviewed/updated by the Health Advisory Committee every year. • Staff trained in First Aid/CPR will administer First Aid/CPR as necessary. • Staff will seek medical assistance from 911 and the preferred physician listed on the child's emergency form. • Staff will notify Health Services Director within 24 hours of an emergency. • Health Services Director and nurses will be called for guidance as necessary. 	<p>Parents, Campus Directors, Facilitators, Family Services Workers</p>	<p>Campus Director, Executive team, Health Services Nurses, Health Services Director</p>	<p>As needed</p>	<p>Notice of injury/illness, Family contact notes, Accident/Incident report</p>



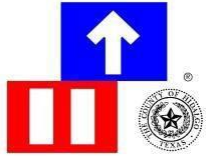
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.42 (a) Child health status and care.

Goal: To consult with parents and determine whether each child has continuous and accessible health care within 30 days after the child first attends.

Objective: To determine a child’s source of healthcare.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will ask the parent/ guardian which medical insurance the child has. If a child has no insurance, the program will assist families in accessing a source of care and health insurance.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Within 30 Days of Enrollment & Ongoing	Medical insurance form, Community Health Directory.
2. The program will inform parents/guardians about the availability of health resources as needed.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Ongoing, as Needed	Community Health Directory.
3. The program will initiate referrals for health services for children/families when needed.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Ongoing, as Needed	Referrals
4. The program will empower parents/guardians to follow up on referrals made for health services.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Ongoing, as Needed	Referrals



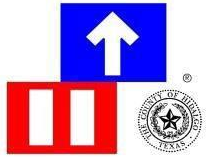
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.42 (b) (1) Child health status and care.

Goal: To ensure up-to-date health status.

Objective: To obtain determinations from health care and oral health care professionals as to whether or not the child is up-to-date on a schedule of age-appropriate preventive and primary medical and oral health care.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will collaborate with the parent/guardian to secure information from the primary health care provider regarding the child's health status (immunization record, current treatments, etc.). <ul style="list-style-type: none"> • Collaboration with parents will be done through meetings, telephone conferences, home visits, and health notices as needed. 	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Before the first day of school, As needed	Physical Exam, Dental Exam, Immunization Records ImmTrac2 Registry, Vision/Hearing - Exam/Test/Screens
2. The program will assist parents in following the requirements of child wellness used by the Early and Periodic Screening Diagnosis and Treatment (EPSDT) program of the Medicaid agency in Texas.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Before the first day of school, As needed	Physical Exam, Dental Exam, Immunization Records ImmTrac2 Registry, Vision/Hearing - Exam/Test/Screens
3. The program will assist parents in following the immunizations issued by the Centers for Disease Control and Prevention and the recommendations of the Health Services Advisory Committee (HSAC) or community health providers.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Before the first day of school, As needed	Physical Exam, Dental Exam, Immunization Records ImmTrac2 Registry, Vision/Hearing - Exam/Test/Screens



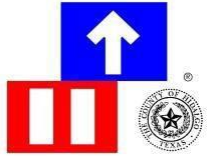
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.42 (b) (2) Child health status and care.

Goal: To obtain or perform evidence-based vision and hearing screenings.

Objective: To obtain or perform vision and hearing screenings within 45 days after the child first attends the program.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff certified by The Texas Department of State Health Services will provide Vision/Hearing - Exam/Test/Screen within 45 calendar days after the child first attends the program and as needed.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Before the first day of school. Within 45 days after the child first attends the program. As needed. Annually	Physical Exam Form Record: Vision/Hearing - Exam/Test/Screen results



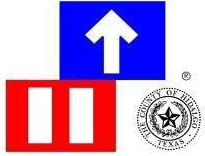
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.42 (b) (4) Child health status and care.

Goal: To identify each child's nutritional health needs.

Objective: To coordinate and assess any nutritional needs from health records.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>1. The program will identify any special dietary requirements or food allergies and address them accordingly. Food allergies will require an anaphylaxis plan and a special menu signed by a U.S. board- certified physician, Physician Assistant or Nurse Practitioner.</p> <ul style="list-style-type: none"> • Health Services will collaborate with Nutrition Department to ensure all plans and special menus are in place. 	<p>Campus Directors, Facilitators, Family Services Workers, Health Services Staff, Nutrition Department Staff.</p>	<p>Campus Director, Nutrition Coordinators, Nutrition Director, Health Services Nurses, Health Services Director.</p>	<p>Before the first day of school, As needed</p>	<p>Physical Exam, Anaphylaxis - Action plan</p>



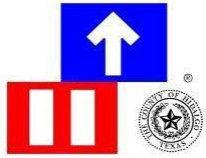
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.42 (c) Child health status and care.

Goal: To ensure every child has ongoing care.

Objective: To help parents follow recommended schedules of well-child and oral health care by implementing periodic observations to identify any new or recurring developmental, medical, oral, or mental health concerns.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will regularly monitor the children's health records to ensure that they are complying with their recommended schedule of well-child care. If the health records need actualization, measures will be taken to update them.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	At enrollment Monthly As needed	Appointment letters Parent Notices Referrals GoEngage.com Tracking
2. The program will discuss with the parents/guardians the importance of prevention and well-child care via letters, parent conferences, appointments, monthly parent meetings, etc.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	At enrollment Monthly As needed	Appointment letters Parent Notices Referrals GoEngage.com Tracking
3. The program will educate the parent/guardian on Medicaid services and how to advocate for the delivery of quality health services by asking the parent to attend health appointments with the child and ask questions about services.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	At enrollment Monthly As needed	Appointment letters Parent Notices Referrals GoEngage.com Tracking



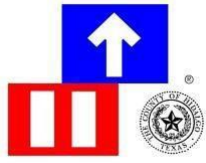
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.42 (d) Child health status and care.

Goal: To ensure every child has extended follow-up care.

Objective: To facilitate further diagnostic testing, evaluation, treatment, and follow-up plan by a licensed or certified professional for each child with a health problem or developmental delay by tracking referrals and monitoring follow-up plans.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will inform the parent/guardian of health concerns and referrals made by the Head Start provider during a physical and dental exam.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed	Physical Exam, Dental Exam, Results, Family Contact Notes, Action plan for Asthma, Anaphylaxis, or seizure.
2. The parent/guardian will inform the staff of any health concerns expressed during the exam done by their primary physician.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed	Physical Exam, Dental Exam, Results, Family Contact Notes, Action plan for Asthma, Anaphylaxis, or seizure.
3. The program will refer to and follow up on any abnormal conditions or suspected health problems. The referral will be initiated immediately, and the follow-up within 30 days of the referral date.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed	Physical Exam, Dental Exam, Results, Family Contact Notes, Action plan for Asthma, Anaphylaxis, or seizure.
4. Staff/Nurses will develop and implement an (IHP) Individualized Health Plan for those children with identified health needs.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed	Physical Exam, Dental Exam, Results, Family Contact Notes, Action plan for Asthma, Anaphylaxis, or seizure Staffing meetings.



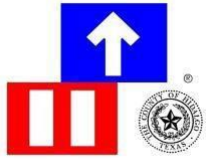
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.42 (e) Child health status and care.

Goal: To use program funds for professional medical and oral health services when no other funding source is available.

Objective: To arrange for the use of program funds if needed and provide written documentation of the efforts to access other available funding sources.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will refer non-Medicaid parents/guardians to community health resources for assistance.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed, At enrollment	Denial Letter, Approval for payment, Family Contact Notes
2. The Hidalgo County Head Start Program will require a denial letter for assistance from the community resource. For example, a Medicaid letter stating the reason for services denial before agreeing to pay.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed, At enrollment	Denial Letter, Approval for payment, Family Contact Notes
3. If no insurance is available, the parent/guardian will be instructed that they must apply for public assistance before the Hidalgo County Head Start program disburses a payment.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed, At enrollment	Denial Letter, Approval for payment, Family Contact Notes



**Hidalgo County Head Start
Program
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Performance Standard: 1302.43 Oral health practices.

Goal: To promote effective oral health hygiene.

Objective: To enforce that all children with teeth are assisted by appropriate staff or volunteers in brushing their teeth with toothpaste containing fluoride once daily.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. After lunch, children will brush their teeth, using fluoride toothpaste.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Daily Ongoing	Consents Form for the use of Toothpaste. Daily Health Checks
2. The dental curriculum will reinforce the importance of brushing their teeth after meals.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Ongoing	Consents Form for the use of Toothpaste. Daily Health Checks
3. The parent/guardian will be provided with information on dental care.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Ongoing	Consents Form for the use of Toothpaste. Daily Health Checks
4. The parent/guardian will sign consent for daily tooth brushing.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Ongoing	Consents Form for the use of Toothpaste. Daily Health Checks



**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.46 Family support services for health, nutrition, and mental health.

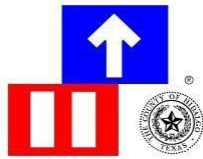
Goal: To collaborate with parents to promote children’s health and well-being.

Objective: To conduct medical, oral, nutrition, and mental health education support services that are understandable to individuals.

To recommend opportunities for parents/guardians to learn about preventive medical and oral health care, emergency first aid, environmental hazards, and health and safety practices.

To assist the parent/guardian’s navigation through health systems to meet their children's general health and specifically identified needs.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will review health records regularly to ensure medical and dental concerns are addressed and completed promptly.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Monthly As needed Parent Orientation	Family Contact Notes Referral Follow up Parent Conference
2. The program will encourage the parent/guardian to become active partners thru the following: <ul style="list-style-type: none"> • Promote preventive health care via newsletters and conferences. • Inform the parent/guardian of local community health resources. • Encourage the parent/guardian to take their child for medical and dental appointments. • Encourage and remind the parent/guardian to keep a copy of all health records in a safe place for transitional purposes. • Encourage the parent/guardian to participate on the Health Services Advisory Committee. 	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Monthly As needed Parent Orientation	Family Contact Notes Referral Follow up Parent Conference



**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.47 (b) (1) (vi) Safety practices.

Goal: To establish, train staff on, implement, and enforce a system of health and safety practices to ensure children are kept safe at all times.

Objective: To enforce that the facilities where children are served are equipped with safety supplies readily accessible to staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will make sure that a well-stocked first-aid kit is available continuously.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	August through May, as needed	First-Aid Monitor Check List.
2. The program will monitor first-aid supplies inventory.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	August through May, as needed	First-Aid Monitor Check List.
3. The program will carry a first-aid kit any time the children and staff are away from the campus/center.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	August through May, as needed	First-Aid Monitor Check List.



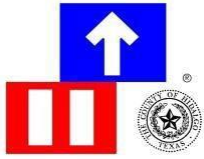
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.47 (b) (4) (i) (c) Safety practices.

Goal: To provide all staff with regular child contact with initial orientation training and ongoing training in health, safety, and child care requirements.

Objective: To enforce children’s safety by providing staff with training in medication administration.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will administer, handle, and store all medication according to the program’s policy and procedures.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed	Consent for Administration of Medication Observation Notes Procedures Manual Technical / Training Form Delegation of Tasks Action Plan for Asthma, Anaphylaxis, or Seizure
2. The program will provide two (2) mandatory medication administration training cycles throughout the school year.	Health Services Department	Health Services Department - Health Services Nurses, Health Services Director	Two (2) times a school year	Training, Presentation Handouts, Medication Administration Test.



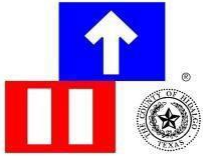
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.47 (b) (5) Safety practices.

Goal: To provide all staff with regular child contact with initial orientation training and ongoing training in health, safety, and child care requirements.

Objective: To enforce that all staff and consultants follow appropriate practices to keep children safe during all activities.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will receive training on SAFETY PRACTICES in the program setting by community agencies and during annual and pre-service training.	Campus Directors, Facilitators, Family Services Workers.	Campus Director, Executive team, Health Services Nurses, Health Services Director	Ongoing, as needed	Technical Training Sign in form Newsletter Lesson Plan Emergency Policies Classroom Safety
2. Children will be involved in safety practices through classroom activities, outdoor play, and field trips, etc.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed	Technical Training Sign in form Newsletter Lesson Plan Emergency Policies Classroom Safety



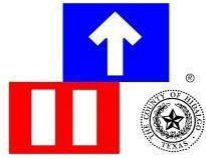
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.47 (b) (5) (i) Safety practices.

Goal: To provide all staff with regular child contact with initial orientation training and ongoing training in health, safety, and child care requirements.

Objective: To report suspected or known child abuse and neglect.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will immediately report all suspected abuse and neglect cases to the appropriate agency.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director, Mental Health Coordinator	As needed	Suspected Abuse and Neglect Form
2. Staff will fill out the suspected abuse and neglect form and write a summary of what occurred.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director, Mental Health Coordinator	As needed	Suspected Abuse and Neglect Form
3. All information will be kept strictly confidential and under lock and key.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director, Mental Health Coordinator	As needed	Suspected Abuse and Neglect Form
4. Staff will receive annual training from local agencies and the health department on reporting suspected abuse and neglect.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director, Mental Health Coordinator, Compliance Director	Annual Training, Pre-Service training, As needed	Presentation and Handouts, Suspected Abuse and Neglect Form



**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.47 (b) (6) (i) Safety practices.

Goal: To ensure all staff systematically and routinely implement hygiene practices.

Objective: To decrease the exposure of blood and body fluids consistently with Occupational Safety Health Administration standards.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff and volunteers will read the sign and abide by the Sanitation and Infection Control Policy. This form will be filed in the employee's record or volunteer folder.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	August through May as needed	Sanitation and Control Policy
2. Staff will ensure that a copy of the Sanitation and Infection Control Policy is posted on the Health Bulletin Board located in every classroom.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	August through May as needed	Sanitation and Control Policy
3. Staff will receive training on Universal Precautions.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	August through May, as needed	Sanitation and Control Policy



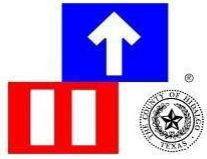
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.47 (b) (6) (i) Safety practices.

Goal: To ensure all staff systematically and routinely implement hygiene practices.

Objective: To enforce appropriate toileting, hand washing, and diapering procedures.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will do the following when diapering: <ul style="list-style-type: none"> • Ensure child’s safety at all times. • Change diaper on an elevated, non-porous surface used only for changing diapers. • Talk to infant/toddler/child while diapering. • Note anything unusual in the child’s diaper, or the condition of the child’s diaper region (buttocks, thighs and genitals) etc. • Change diapers at regular intervals and as needed. • Always use Universal Precautions. 	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As Needed	Diapering Policy



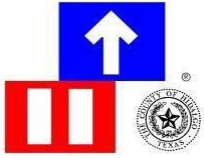
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.47 (b) (6) (iii) Safety practices.

Goal: To ensure all staff systematically and routinely implement hygiene practices.

Objective: To decrease the exposure of blood and body fluids consistently with Occupational Safety Health Administration standards.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Gloves are made available to all staff and will be worn in contact with spills or other visible bodily fluids (i.e. blood, feces, urine, vomit, saliva, secretions). <ul style="list-style-type: none"> • Centers are provided with biohazard kits for proper clean-up of such incidents. 	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed	Sanitation and Infection Control Policy
2. Bodily fluids, spills or equipment used to clean such spills, will be cleaned and disinfected immediately as per established guidelines (Standards of Occupational Safety Health Administration). Other blood-contaminated materials will be disposed of in a plastic bag with a secure tie.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed	Sanitation and Infection Control Policy
3. Hands will be washed after every given use.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed	Sanitation and Infection Control Policy



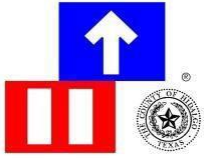
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.47 (b) (7) (i) & (vi) Safety practices.

Goal: To ensure the program establishes, follows, and practices administrative safety procedures.

Objective: To provide staff with policies and plans of action for emergency care.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will post policies and plans of action for emergencies that require a rapid response from the staff (e.g., a child choking) or immediate medical and dental attention. This information will be posted on the health bulletin boards in every center classroom. This includes the parent/guardian’s room, literacy room, and administration sites.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Before enrollment Daily	Health Safety Procedures How to handle medical/dental emergency Action Plan for Asthma, Anaphylaxis, or Seizure.
2. The Health Advisory Committee will help establish emergency policies and procedures by revising the “Health Emergency Bulletin” annually.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Before enrollment Daily	Health Safety Procedures How to handle medical/dental emergency Action Plan for Asthma, Anaphylaxis, or Seizure
3. Emergency policies and procedures are posted in both Spanish and English.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Before enrollment Daily	Health Safety Procedures How to handle medical/dental emergency Action Plan for Asthma or Anaphylaxis, or Seizure.



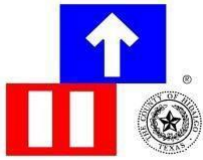
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.47 (b) (7) (iii) Safety practices.

Goal: To ensure the program establishes, follows, and practices administrative safety procedures.

Objective: To sequence a plan to protect children and staff from contagious diseases and infectious disease outbreaks/pandemics.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>1. When the parent/guardian presents a child at the center with an acute or short-term contagious illness, the parent/guardian will be notified that the child cannot stay. The staff will refer to the communicable disease chart and minimum standards for assistance.</p>	<p>Parents, Campus Directors, Facilitators, Family Services Workers</p>	<p>Campus Director, Executive team, Health Services Nurses, Health Services Director</p>	<p>As needed</p>	<p>Exclusion Guidelines for a Sick Child</p>
<p>2. If the child has a short-term injury that prohibits them from participating in the center-based activities or group experiences, the staff will ask the parent/guardian for a doctor's order stating the child may or may not participate. If the child cannot participate, the parent/guardian will be notified that the center cannot accommodate the child while injured. All measures should be taken to accommodate the child at home.</p>	<p>Parents, Campus Directors, Facilitators, Family Services Workers</p>	<p>Campus Director, Executive team, Health Services Nurses, Health Services Director</p>	<p>As needed</p>	<p>Exclusion Guidelines for a Sick Child</p>
<p>3. Staff will explain to the parent/guardian the significant health and safety risks of the child or anyone in contact with the child if allowed to stay at the center.</p>	<p>Parents, Campus Directors, Facilitators, Family Services Workers</p>	<p>Campus Director, Executive team, Health Services Nurses, Health Services Director</p>	<p>As needed</p>	<p>Exclusion Guidelines for a Sick Child</p>



**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.47 (b) (8) Safety practices.

Goal: To ensure a disaster preparedness plan is in place.

Objective: To enforce the program has all-hazards emergency management/disaster preparedness and response plans.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will post all emergency response systems as part of the Health Bulletin Board.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent for Emergency Transportation Emergency Contact
2. The parent/guardian will sign consent for emergency treatment, dental treatment, and transportation. This will be located in each child's folder.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent for Emergency Transportation Emergency Contact
3. Staff will have current emergency contacts for each child, including the parent/guardian's physical address, home and work telephone number, physician's name, and telephone number in every classroom and at all telephone stations. (Emergency Plan II)	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent for Emergency Transportation Emergency Contact
4. All consent forms for emergency treatment will accompany the child to every field trip and outdoor activity.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent for Emergency Transportation Emergency Contact



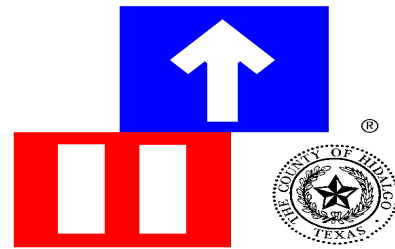
Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Human Resources Program Plan

Marissa Reyes,
Chief Human Resources Officer

HIDALGO COUNTY HEAD START PROGRAM



HUMAN RESOURCES PROGRAM PLAN 2023 - 2024

Policy Council Approval: 00.00.00
Commissioners' Court Approval: 00.00.00



**Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024**

Performance Standard: 1302.90 (a) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm the Program management functions are formally assigned to and adopted by staff within the program.

Objective: (a) To establish written personnel policies and procedures that is approved by the governing body and policy council and is available to all staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<ul style="list-style-type: none"> The Program will maintain the lines of communication with Policy Council and key management to be clear and well established in assisting such with their responsibilities in developing, reviewing, and approving or disapproving policies dealing with the following: all funding applications and amendments; shared decision making; selection and enrollment priorities; personnel policies and changes related to; hiring and terminating the Head Start Director and Program staff. This will be accomplished by providing Program trainings and opportunities to attend Local, State, Regional and National Head Start conferences. 	Executive Director	Executive Director	August 1, 2023	Program By laws Training Agendas Governance Leadership Institute Conference Binder
<ul style="list-style-type: none"> The Program will confirm that the Policy Council serves as a link between parent committees and Grantee Board, public/private organizations and committees they serve. 	Executive Director	Executive Director	August 1, 2023	Policy Council Meeting Minutes



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.90 Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm the Program management functions are formally assigned to and adopted by staff within the program.

Objective: (a) To establish written personnel policies and procedures that is approved by the governing body and policy council and is available to all staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<ul style="list-style-type: none"> An Organizational Chart will reflect organization structure and define line and staff relationships. 	Executive Director Assistant Program Directors	Executive Director Assistant Program Directors	As deemed necessary	Organizational Chart
<ul style="list-style-type: none"> Development and revisions of the Organizational Chart will be reviewed and approved by the Policy Council and Grantee Board (Commissioners Court) 	Executive Director	Executive Director Assistant Program Directors	As deemed necessary	Organizational Chart
<ul style="list-style-type: none"> The Organizational Chart will illustrate staff positions and proper chain of command. 	Executive Director	Executive Director Assistant Program Directors	As deemed necessary	Organizational Chart
<ul style="list-style-type: none"> A job description that will be developed and maintained for all staff positions. 	Executive Director	Chief Human Resources Officer	As deemed necessary	Organizational Chart



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.90 (b)(1)(i)(ii) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm the Program management functions are formally assigned to and adopted by staff within the program.

Objective: (b)(1)(i)(ii) The program must establish procedures for background check for employees, volunteers, School district partnership staff consultants or contractors.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Before a person is hired, directly or through contract, the program staff will conduct an interview, verify references, conduct a sex offender registry check and obtain one of the following:</p> <ul style="list-style-type: none"> (i) State criminal history records, including Fingerprint checks; or, (ii) Federal Bureau of Investigation criminal history records, including fingerprint checks. 	Executive Director	Chief Human Resources Officer Assistant Chief Human Resources Officer	Prior to Employment	Applications Request for Background Checks Child Maltreatment Policy Background Check DPS Criminal History FBI Fingerprint Background Check *Sex Offender Tracking Background Check



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.90 (2)(i)(ii) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm the Program management functions are formally assigned to and adopted by staff within the program.

Objective: (2)(i)(ii) The program must establish procedures for background check for employees, volunteers, School district partnership staff consultants or contractors.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Human Resources(HR) staff will complete the background check process for each applicant to be hired by obtaining, within 90 days of employment:</p> <ul style="list-style-type: none"> (i) Whichever check listed in paragraph (b)(1) of this subsection was obtained prior to the date of hire; and, <ul style="list-style-type: none"> a. Conduct an Interview b. Reference Verification c. Conduct a Sex Offender Registry Check d. FBI Criminal History Check e. DPS Name Based Criminal History Check (ii) Child abuse and neglect state registry check. 	Executive Director	Chief Human Resources Officer	Prior to Employment	Applications Request for Background Checks Child Maltreatment Policy Background Check DPS Criminal History FBI Fingerprint Background Check *Sex Offender Tracking Background Check



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.90 (b)(5) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm the Program management functions are formally assigned to and adopted by staff within the program.

Objective: (5) The program must establish procedures for background check for employees, volunteers, School district partnership staff, consultants or contractors.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(5) HR staff will conduct the complete background check for each employee, consultant, or contractor at least once every five years which must include each of the four checks listed in paragraphs (b)(1) and (2) of this section, and review and make employment decisions based on the information as described in paragraph (b)(3) of this section, unless the program can demonstrate to the responsible HHS official that it has a more stringent system in place that will ensure child safety.</p>	<p>Executive Director Chief Human Resources Officer</p>	<p>Chief Human Resources Officer</p>	<p>As Deemed Necessary</p>	<p>Applications Request for Background Checks Child Maltreatment Policy Background Check DPS Criminal History FBI Fingerprint Background Check *Sex Offender Tracking Background Check</p>



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.90 (b)(6) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm the Program management functions are formally assigned to and adopted by staff within the program.

Objective: (6) The Program will confirm that Head Start parents, if qualified, are given employment preference with Head Start with the purpose to fulfill the Program’s missions and goals.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<ul style="list-style-type: none"> • HR staff will provide priority consideration to current and former program parents for employment vacancies for which such parents apply and are qualified. • Staff will encourage Head Start parents to participate in Program activities, such as classrooms volunteering, parent committees, workshops and trainings. 	Executive Director Chief Human Resources Officer	Chief Human Resources Officer Assistant Chief Human Resources Officer Assistant Program Directors Education Area Directors	As deemed necessary	Applications



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(vi)(2) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, substitutes, volunteers and district partnership teachers abide by the Program's Standards of Conduct

Objective: (1) The Program will confirm that the Standards of Conduct Policy will support and reinforce appropriate professional behavior for staff, consultants, contractors, District partnership teachers, and volunteers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(c) All employees, staff, consultants, substitutes, volunteers and district partnership teachers will follow the Standards of Conduct required of County/Program employees.	Executive Director Chief Human Resources Officer	Chief Human Resources Officer Chief Early Education Officer	New Hire Pre-Service Training Annual Training	HC Civil Service Commission Rules Acknowledgement of Policy in Personnel File Staff File



**Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024**

Performance Standard: 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(vi)(2) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, substitutes, volunteers and district partnership teachers abide by the Program's Standards of Conduct

Objective: (1)(i)(ii) The Program will confirm that the Standards of Conduct Policy will support and reinforce appropriate professional behavior for staff, consultants, contractors, District partnership teachers, and volunteers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(i-ii) Ensure staff, consultants, contractors, and volunteers must follow all Child Care Licensing requirements and Program Policies, including the following: <ul style="list-style-type: none"> • Discipline and Guidance Policy • Release of Children Policy • Child Maltreatment Policy • Dress Code Policy • Confidentiality Policy • Standards of Conduct Policy • Civil Rights Act Policy • County of Hidalgo Drug and Alcohol Policy • Hidalgo County Ethics Policy • Sexual Harassment Awareness Policy 	Executive Director Chief Human Resources Officer	Assistant Program Directors Chief Human Resources Officer Program Directors Education Area Directors	New Hire Pre-Service Training Annual Training	Acknowledgement of Policy



**Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024**

Performance Standard: 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(vi)(2) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, substitutes, volunteers and district partnership teachers abide by the Program's Standards of Conduct.

Objective: (iii) The Program will ensure that children of all races, religions, cultures and family backgrounds are treated with respect and consideration.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(iii) Staff, consultants, contractors, and volunteers will demonstrate respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, of family composition by:</p> <ul style="list-style-type: none"> • Providing boys and girls with equal opportunities to participate in playing activities that promote independent learning. • Organizing the educational classrooms with materials in the learning centers and decorations that reflect the diversity of all children. • Offering engaging environment that exhibits the diversity of all children. 	Executive Director	Assistant Program Directors Chief Human Resources Officer Program Directors Education Area Directors	New Hire Pre-Service Training Annual Training	Acknowledgement of Policy



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(vi)(2) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, substitutes, volunteers and district partnership teachers abide by the Program's Standards of Conduct.

Objective: (iv) The Program will conform with Federal, State, Tribal and local laws. Staff and consultants will follow the Confidentiality Policy concerning information about children, families and other staff members.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(iv) Will require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subject C of part 103 of this chapter and applicable federal, state, local, and tribal laws; and,</p> <ul style="list-style-type: none"> • Confidential information will be seen and discussed only with staff members who have the need for information to perform their job (children's records and family records) • Staff personnel records will not be disclosed without a written consent by the staff member submitted to the Administrator for Human Resources (Custodian of Records) • Staff has the right to examine their own personnel files and to respond to the contents of those files. 	<p>Executive Director Executive Team Chief Human Resources Officer</p>	<p>Assistant Program Directors Chief Human Resources Officer Program Directors Education Area Directors Campus Directors</p>	<p>New Hire Pre-Service Training Annual Training As requested</p>	<p>Acknowledgement of Policy Children Records Family Records Personnel File</p>



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(vi)(2) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, substitutes, volunteers and district partnership teachers abide by the Program's Standards of Conduct.

Objective: (v) The Program will comply with child/staff ratio to maintain adult supervision at all times.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(v) Campus Directors and campus staff will verify that child/staff ratio is maintained at all times and that no child is ever left alone or unattended. <ul style="list-style-type: none"> • (15 to 1 – 3 years old) • (18 to 1 – 4 years old) 	Education Area Directors Campus Directors	Campus Director Executive Team Family Service Worker	On-going	Classroom Roster Staff Roster Substitute Pool Volunteers



**Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024**

Performance Standard: 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(vi)(2) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm that all staff and consultants follow appropriate practices to keep children safe during activities.

Objective: (vi) The Program will verify that all staff and consultants follow appropriate practices to keep children safe during activities.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(vi) Masking, using masks recommended by CDC, for all individuals 2 years of age or older when there are two or more individuals on a vehicle owned, leased, or arranged by the Head Start program; indoors in a setting when Head Start services are provided; and for those not fully vaccinated, outdoors in crowded settings or during activities that involve sustained close contact with other people, except:</p> <p>(A) Children or adults when they are either eating or drinking;</p> <p>(B) Children when they are napping;</p> <p>(C) When a person cannot wear a mask, or cannot safely wear a mask, because of a disability as defined by the Americans with Disabilities Act; or</p> <p>(D) When a child's health care provider advises an alternative face covering to accommodate the child's special health care needs.</p>	<p>Chief Human Resources Officer</p>	<p>Chief Human Resources Officer Program Directors Campus Directors</p>	<p>Not applicable at this time</p>	<p>Not applicable at this time</p>



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(vi)(2) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, substitutes, volunteers and district partnership teachers abide by the Program's Standards of Conduct.

Objective: (2) The Program will verify that all staff, consultants and volunteers are accountable for meeting the agency's Standards of Conduct.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(2) Personnel policies and procedures will include appropriate penalties for staff, consultants, and volunteers who violate the standards of conduct</p> <ul style="list-style-type: none"> • The Program will verify that Policies and Procedures include provisions for appropriate penalties for violating the Standards of Conduct. • Misconduct and/or breach of the Standards of Conduct will be grounds for disciplinary action, which may include dismissal in accordance to the Hidalgo County Civil Service Commission Rules and Policies. 	Executive Director	Chief Human Resources Officer	Review Annually and As Needed	Civil Service Personnel Policies and Procedures Personnel File Standards of Conduct Policy Form



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.90(d) Personnel Policies (continued)

Goal: The Hidalgo County Head Start Program will hire Program staff and consultants that are familiar with the ethnic background and heritage of families in the Program and must be able to communicate effectively in the family’s primary language.

Objective: (d)(1)(2) The Program will establish an atmosphere of recognition and respect for the beliefs and practices of families and children that the Program serves.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<ul style="list-style-type: none"> The Program will employ staff and recruit parents from the community to use as resources for understanding different cultures 	Executive Director Assistant Program Directors Chief Human Resources Officer	Administrator for Human Resources Assistant Administrator for Human Resources	As deemed necessary	Job Announcement Job Description Personnel File Interview Questionnaire
<ul style="list-style-type: none"> The Program will provide staff development trainings to develop skills in culture differences and conflict resolutions 	Chief Early Education Officer Staff Development Coordinator	Executive Team	As deemed necessary As deemed necessary	Teacher Lesson Plans Training Calendar
<ul style="list-style-type: none"> The Program will encourage the use of community resources to help staff and parents appreciate and enjoy diverse cultures 	Chief Early Education Officer	Executive Team	As deemed necessary	Curriculum Program Calendar Teacher Lesson Plans
<ul style="list-style-type: none"> The Program will conduct staff trainings together with local organizations to get familiarized with cultural diversity 	Staff Development Coordinator	Staff Development Coordinator	Pre-Service Training On-going training	Program Training Agendas Training Calendar



**Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024**

Performance Standard: 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) Staff Qualifications and Competency Requirements

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly.

Objective: (a) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(a) The Hidalgo County Head Start Program will recruit highly qualified staff by advertising through the Hidalgo County Website, internal and open job announcements, or recruitment at UTRGV, and STC. In addition, the program highly considers Head Start parents who qualify for positions within the Program.</p> <ul style="list-style-type: none"> • Qualified staff will be hired accordingly for each position within the Hidalgo County Head Start Program • Qualified staff must be sensitive to the cultural differences of low income children and families 	<p>Executive Director Chief Human Resources Officer Staff Development Coordinator</p> <p>Executive Director Executive Team</p>	<p>Chief Human Resources Officer</p> <p>Assistant Program Directors Chief Human Resources Officer Chief Early Education Officer Executive Team</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>Hidalgo County Website Job Announcement (Website, internally)</p> <p>Requisitions Job Announcement Interviews Questionnaire Employee Performance Review Forms</p>



**Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024**

Performance Standard: 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) **Staff Qualifications and Competency Requirements**

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly.

Objective: (b) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(b) A program will ensure HS director hired after November 7, 2016 , have, at a minimum, a baccalaureate degree and experience in supervision of staff, fiscal management, and administration.	Grantee Board (Commissioner's Court) Policy Council Civil Service	Policy Council	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



**Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024**

Performance Standard: 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) Staff Qualifications and Competency Requirements)

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly.

Objective: (c) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(c) Fiscal Officer. A program will ensure the fiscal officer hired after November 7, 2016 , is a certified public accountant or has , at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field.	Executive Director Assistant Program Directors	Chief Human Resources Officer	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



**Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024**

Performance Standard: 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) Staff Qualifications and Competency Requirements)

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly.

Objective: (d)(1)(2) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(1) Program will ensure staff responsible for management and oversight of family services, health services, and services to children with disabilities hired after November 7, 2016 will have, at a minimum, a baccalaureate degree, preferably to one of more of the disciplines they oversee.</p> <p>(2) Program will ensure staff and consultants that serve as education managers or coordinators, including those that serve as curriculum specialists, have a baccalaureate or advanced degree in early childhood education or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience.</p>	<p>Executive Director Assistant Program Directors</p>	<p>Chief Human Resources Officer</p>	<p>As deemed necessary</p>	<p>Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks Staff Reports</p>



**Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024**

Performance Standard: 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) **Staff Qualifications and Competency Requirements**

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly.

Objective: (1)(2)(i)(ii) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(1) Early Head Start center-based teacher qualification requirements.</p> <p>(2) Head Start center-based based teacher qualifications requirements.</p> <ul style="list-style-type: none"> • The Secretary must ensure on less than fifty percent of all Head Start teachers, nationwide, have a baccalaureate in child development, early childhood education, or equivalent coursework. • Program will ensure all center based teachers have at least an associate's or bachelor's degree in child development or early childhood education, equivalent coursework, or otherwise meet the requirements of section 648(a)(3)(B) of the Act 	<p>N/A</p> <p>Executive Director</p>	<p>N/A</p> <p>Assistant Program Directors Chief Human Resources Officer Chief Early Education Officer</p>	<p>N/A</p> <p>As deemed necessary</p>	<p>N/A</p> <p>Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks</p> <p>Staff Reports</p>



**Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024**

Performance Standard: 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) Staff Qualifications and Competency Requirements

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly

Objective: (3) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(3) Program will ensure Head Start assistant teachers, at a minimum, have a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, or enrolled in a CDA credential program to be completed within two years of the time of hire.	Executive Director	Chief Human Resources Officer Chief Early Education Officer Education Area Directors	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) **Staff Qualifications and Competency Requirements**

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly

Objective: (4)(i)(ii) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(4) Family child care provider qualification requirements. (i) Program will ensure family child care providers have a previous child care experience and, at a minimum, are enrolled in a Family Child Care CDA program or state equivalent, or an associate's or baccalaureate degree or are enrolled in a CDA credential program to be completed with two years of the time of hire. (ii) By August 1, 2018 , a child development specialist, will have, at a minimum, a required baccalaureate degree in child development, early childhood education, or related field	Executive Director	Chief Human Resources Officer Family Service Director	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) **Staff Qualifications and Competency Requirements**

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly

Objective: (5)(6)The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(5) Center-based teachers, assistant teachers, and family child care provider competencies.</p> <ul style="list-style-type: none"> Program will ensure center-based teachers, assistant teachers, and family child care providers demonstrate, competency to provide effective and nurturing teacher child interactions, plan and implement learning experiences that ensure effective curriculum implementation and use of assessment and promote children’s progress across the standards described in the <u>Head Start Early Learning Outcomes Framework: Ages Birth to Five</u> and applicable state early learning and development standards, including for children with disabilities and dual language learners, as appropriate. 	Executive Director	Chief Human Resources Officer Chief Early Education Officer Education Area Directors	As deemed necessary	Staff Training Record Departmental Appropriate Reports
<p>(6) Home Visitors. A program will ensure home visitors providing home-based education services.</p>	N/A			



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) **Staff Qualifications and Competency Requirements**

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly

Objective: (7) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(7) Family services staff qualification requirements. <ul style="list-style-type: none"> • Program will ensure staff who work directly with families on the family partnership process hired after November 7, 2016, have within eighteen month of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field. 	Executive Director	Chief Human Resources Officer Family Service Director	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



**Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024**

Performance Standard: 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) **Staff Qualifications and Competency Requirements**

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly

Objective: (8)(i)(ii)(iii) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(8) Health professional qualification requirements.</p> <p>(i) A program will ensure health procedures are performed only by a licensed or certified health professional.</p> <p>(ii) A program will ensure all mental health consultants are licensed or certified mental health professionals. A program must use mental health consultants with knowledge or experience in serving young children and their families, if available in the community.</p> <p>(iii) A program will use staff or consultants to support nutrition services who are registered dietitians or nutritionists with appropriate qualifications.</p>	Executive Director	Chief Human Resources Officer Assistant Program Directors	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



**Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024**

Performance Standard: 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) **Staff Qualifications and Competency Requirements**

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly

Objective: (f) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(f) Coaches. A program will ensure coaches providing the services described in 1302.92(c) have a minimum of a baccalaureate degree in early childhood education or a related field.	Executive Director	Chief Human Resources Officer Chief Early Education Officer Assistant Program Directors	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



**Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024**

Performance Standard: 1302.92(a)(b)(1)(2)(3)(4)(5) Training and professional development

Goal: The Hidalgo County Head Start Program will confirm that orientation to all new staff, consultants, volunteers and district partnership teachers include the goals and underlying philosophy of Head Start and the manner the Program is implemented.

Objective: (a) The Program will assist staff, volunteers, district partnership teachers and consultants in acquiring or increasing the knowledge and skills required to fulfill their job responsibilities.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(a) A program will provide to all new staff, consultants, and volunteers an orientation that focuses on, at a minimum, the goals and underlying philosophy of the program and on the ways they are implemented.</p> <ul style="list-style-type: none"> All new staff, consultants, and volunteers will receive orientation training on the goals and philosophy of Head Start through the Parent Volunteer and Fatherhood Conferences. 	<p>Chief Human Resources Officer Staff Development Coordinator</p>	<p>Staff Development Coordinator Chief Human Resources Officer Chief Early Education Officer</p>	<p>On-going</p>	<p>Pre-Service and Annual Training Agendas</p>



**Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024**

Performance Standard: 1302.92(a)(b)(1)(2)(3)(4)(5) Training and professional development

Goal: The Hidalgo County Head Start Program will establish and implement a structured approach to staff training and development, with a designed purpose to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities.

Objective: (b) (1) The Program will maintain a standard of excellence by having well trained and qualified staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(b) A Program will establish and implement a systematic approach to staff training and professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services within the scope of their job responsibilities, and attached to academic credit as appropriate. At a minimum, the system will include:</p> <ul style="list-style-type: none"> Staff completing a minimum of 15 clock hours of professional development per year. For teaching staff, such professional development must meet the requirements described in sections 648A(a)(5) of the Act. 	<p>Chief Early Education Officer Chief Human Resources Officer Staff Development Coordinator Executive Team</p>	<p>Chief Early Education Officer Staff Development Coordinator Education Area Directors Executive Team</p>	<p>On-going</p>	<p>Staff Development Files Training Calendars Agendas</p>



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.92(a)(b)(1)(2)(3)(4)(5) Training and professional development (continued)

Goal: The Hidalgo County Head Start Program will establish and implement a structured approach to staff training and development, with a designed purpose to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities.

Objective: (b)(2) The Program will maintain a standard of excellence by having well trained and qualified staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<ul style="list-style-type: none"> • Training on methods to handle suspected or known child maltreatment cases that comply with applicable federal, state, local, and tribal laws. • The Program will provide staff and district partnership teachers with the policies and guidelines on how to identify and report child maltreatment. • Staff and district partnership teachers will sign on a yearly basis, a statement of acknowledgment on how to identify and report child maltreatment. • Staff and district partnership teachers are provided annual training on identifying and reporting child maltreatment during Pre-Service. 	Chief Early Education Officer Chief Human Resources Officer Staff Development Coordinator Executive Team Compliance Monitoring Director Health Services Director	Chief Early Education Officer Assistant Chief Human Resources Officer Staff Development Coordinator Education Area Directors Executive Team Compliance Monitoring Director	On-going	Staff Development Files Training Calendars Agendas



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.92(a)(b)(1)(2)(3)(4)(5) Training and professional development (continued)

Goal: The Hidalgo County Head Start Program will establish and implement a structured approach to staff training and development, with a designed purpose to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities.

Objective: (b)(3)(4) The Program will maintain a standard of excellence by having well trained and qualified staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<ul style="list-style-type: none"> • Training for child and family services staff on best practices for implementing family engagement strategies in a systemic way, as described throughout this part • Training for child and family services staff, including staff that work on family services, health, and disabilities, that builds their knowledge, experience, and competencies to improve child and family outcomes 	Chief Early Education Officer Chief Human Resources Officer Staff Development Coordinator Executive Team	Chief Human Resources Officer Staff Development Coordinator Education Area Directors Executive Team	On-going	Staff Development Files Training Calendars Agendas



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.92(a)(b)(1)(2)(3)(4)(5) Training and professional development (continued)

Goal: The Hidalgo County Head Start Program will establish and implement a structured approach to staff training and development, with a designed purpose to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities.

Objective: (b)(5) The Program will maintain a standard of excellence by having well trained and qualified staff

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Research-based approaches to professional development for education staff, that are focused on effective curricula implementation, knowledge of the content in <u>Head Start Early Learning Outcomes Framework: Ages Birth to Five</u> , partnering with families, supporting children with disabilities and their families, providing effective and nurturing adult-child interactions, supporting dual language learners as appropriate, addressing challenging behaviors, preparing children and families for transitions (as described in subpart G of this part), and use data to individualize learning experiences to improve outcomes for all children.	Chief Early Education Officer Chief Human Resources Officer Staff Development Coordinator Executive Team Campus Directors Teachers	Chief Early Education Officer Staff Development Coordinator Education Area Directors Executive Team Campus Directors Teachers	On-going	Staff Development Files Training Calendars Agendas



**Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024**

Performance Standard: 1302.93 (a)(1)(i)(ii)(iii)(2)(b) Staff Health and Wellness

Goal: The Hidalgo County Head Start Program will confirm that all staff has an initial Health Appraisals that includes screening for tuberculosis and a periodic re-examination.

Objective: (a) The Program will endorse a safe and healthy environment for children and staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(a) Will ensure each staff member has an initial health examination and periodic re-examination as recommended by their health care provider in accordance with state, tribal, or local requirements that include screeners or tests for communicable diseases, as appropriate. The program will ensure staff do not, because of communicable diseases, pose a significant risk to the health and safety of others in the program that cannot be eliminated or reduced by reasonable accommodation, in accordance with the Americans with Disabilities Act and section 504 of the Rehabilitation Act.	Chief Human Resources Officer	Chief Human Resources Officer Assistant Chief Human Resources Officer	On-going	Health Appraisal Tuberculosis Form



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.93 (a)(1)(i)(ii)(iii)(2)(b) Staff Health and Wellness (continued)

Goal: The Hidalgo County Head Start Program will confirm that all staff has an initial Health Appraisals that includes screening for tuberculosis and a periodic re-examination.

Objective: (a) The Program will endorse a safe and healthy environment for children and staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<ul style="list-style-type: none"> Upon employment, the employee will complete an initial health appraisal no later than thirty (30) working days after employment; thereafter, screened every three (3) years (includes tuberculosis screening). The Tuberculosis Questionnaire will be mandated annually. 	Chief Human Resources Officer	Chief Human Resources Officer Assistant Chief Human Resources Officer	On-going	Health Appraisal Tuberculosis Form
<ul style="list-style-type: none"> Bus Drivers (CDL): Once hired, the bus driver will submit a Health Appraisal and Medical Examiner Certificate (Required by DOT); thereafter, will be screened every two (2) years (includes tuberculosis screening). Bus drivers will not drive the bus until the Health Appraisal and Medical Certificate is received at the Human Resources Department 	Chief Human Resources Officer Field Operations Director	Chief Human Resources Officer Assistant Chief Human Resources Officer	On-going	Medical Examiner Certificate Health Appraisal



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.93 (a)(1)(i)(ii)(iii)(2)(b) Staff Health and Wellness (continued)

Goal: The Hidalgo County Head Start Program will confirm that all staff has an initial Health Appraisals that includes screening for tuberculosis and a periodic re-examination.

Objective: (a) The Program will endorse a safe and healthy environment for children and staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<ul style="list-style-type: none"> • Employees will be given a 1st, 2nd and Final Notice to comply with the health examination requirements • Upon the final notice, employees will be given five (5) working days, to comply with the health examination requirements • After five (5) working days employees will be subject to disciplinary action constituting leave without pay until the Health Appraisal as provided in Civil Service Policy Standards of Conduct • Staff, volunteers, substitutes, and District partner Teachers must comply with acknowledgement of the vaccine-preventable diseases control and prevention policy to protect the health and safety of children, employees to comply with standards and state law. 	Chief Human Resources Officer Health Services Director	Chief Human Resources Officer Assistant Chief Human Resources Officer Health Services Director	On-going	Health Appraisal Tuberculosis Form Vaccine Preventable Disease Policy Sanitation and Infection Control Policy



**Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024**

Performance Standard: 1302.93 (a)(1)(i)(ii)(iii)(2)(b) Staff Health and Wellness (continued)

Goal: The Hidalgo County Head Start Program will confirm vaccination status with all staff and review vaccine exemptions and testing requirements.

Objective: (1)(i)(ii)(iii)(2) The Program will endorse a safe and healthy environment for children and staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(1) All Staff, and those contractors whose activities involve contact with or providing direct services to children and families, must be fully vaccinated for COVID-19, other than those employees:</p> <ul style="list-style-type: none"> (i) For whom a vaccine is medically contraindicated; (ii) For whom medical necessity requires a delay in vaccination; or (iii) Who are legally entitled to an accommodation with regard to the COVID-19 vaccination requirements based on an applicable Federal law. <p>(2) Those granted an accommodation outlined in paragraph (a)(1) of this section must undergo SARS-CoV-2 testing for current infection at least weekly with those who have negative test results to remain in the classroom or working directly with children. Those with positive test results must be immediately excluded from the facility, so they are away from children and staff until they are determined to no longer be infectious.</p>	<p>Chief Human Resources Officer</p>	<p>Chief Human Resources Officer Assistant Chief Human Resources Officer</p>	<p>Not applicable at this time</p>	<p>Not applicable at this time</p>



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.93 (a)(1)(i)(ii)(iii)(2)(b) Staff Health and Wellness (continued)

Goal: The Hidalgo County Head Start Program will confirm that all staff receives mental health and wellness information with concerns that may affect their job performance.

Objective: (b) The Program will verify that the complexity of challenges in caring for children and families will not generate problems of “burnout” to staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(b) Will make mental health and wellness information available to staff regarding health issues that may affect their job performance, and must provide regularly scheduled opportunities to learn about mental health, wellness, and health education.</p> <ul style="list-style-type: none"> • Providing information on job related stress, mental health and wellness training • Sponsoring mental and physical wellness programs such as exercise groups or staff support groups • Making confidential referrals to community agencies such as mental health centers and/or alcohol and drug counseling centers 	<p>Chief Early Education Officer Chief Human Resources Officer Health Services Director Mental Health Director</p>	<p>Health Services Director Mental Health Director</p>	<p>On-going</p>	<p>Training Agendas Referrals</p>



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.94 (a)(1)(i)(ii)(iii)(2)(b) Volunteers

Goal: The Hidalgo County Head Start Program will confirm that regular volunteers be screened for tuberculosis

Objective: (a) The Program will endorse regular volunteers have been screened for appropriate communicable diseases in accordance with state, tribal or local laws. In the absence of state, tribal or local laws, the Health Services Advisory Committee must be consulted regarding the need for such screenings.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(a) A program will ensure regular volunteers have been screened for appropriate communicable diseases in accordance with state, tribal or local laws. In the absence of state, tribal or local laws, the Health Services Advisory Committee must be consulted regarding the need for such screenings.</p> <ul style="list-style-type: none"> • TB Screening at Parent/Volunteer training; and thereafter, whenever necessary 	<p>Chief Human Resources Officer Family Services Director Campus Directors</p>	<p>Campus Director</p>	<p>On-going</p>	<p>Volunteer File</p>



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.94 (a)(1)(i)(ii)(iii)(2)(b) Volunteers

Goal: The Hidalgo County Head Start Program will confirm vaccination status with all volunteers and review vaccine exemptions and testing requirements.

Objective: (1)(i)(ii)(iii)(2) The Program will endorse a safe and healthy environment for children and staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(1) All volunteers in classrooms or working directly with children other than their own must be fully vaccinated for COVID-19, other than those volunteers:</p> <p style="padding-left: 40px;">(i) For whom a vaccine is medically contraindicated;</p> <p style="padding-left: 40px;">(ii) For whom medical necessity requires a delay in vaccination; or</p> <p style="padding-left: 40px;">(iii) Who are legally entitled to an accommodation with regard to the COVID-19 vaccination requirements based on an applicable Federal law.</p> <p>(2) Those granted an accommodation outlined in paragraph (a)(1) of this section must undergo SARS-CoV-2 testing for current infection at least weekly with those who have negative test results to remain in the classroom or work directly with children. Those with positive test results must be immediately excluded from the facility, so they are away from children and staff until they are determined to no longer be infectious.</p>	<p>Chief Human Resources Officer</p>	<p>Chief Human Resources Officer Assistant Chief Human Resources Officer</p>	<p>Not applicable at this time</p>	<p>Not applicable at this time</p>



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.94 (a)(1)(i)(ii)(iii)(2)(b) Volunteers

Goal: The Hidalgo County Head Start Program will conform that staff supervises the outdoor and indoor play areas in such a way that children’s safety can be easily monitored and secured.

Objective: (b) The Program must ensure children are never left alone with volunteers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(b) The Program will verify that staff: <ul style="list-style-type: none"> • Make regular inspections of safety and cleanliness of indoor and outdoor play areas • Monitor outdoor equipment will be monitored on regular basis • Comply with daily schedule for outdoor play, which will ensure proper staff/ratio supervision 	Chief Human Resources Officer Field Operations Director Program Directors Campus Directors Teachers	Education Area Directors Campus Directors HS Campus staff	On-going	Monitoring Checklist Daily Schedule Daily playground inspection



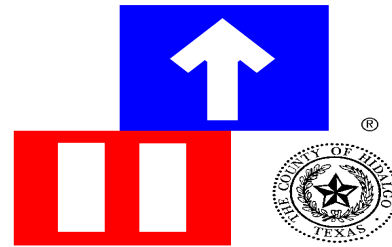
Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Mental Health Services Program Plan

Martha Rodriguez,
Mental Health Director

HIDALGO COUNTY HEAD START PROGRAM



MENTAL HEALTH SERVICES PROGRAM PLAN 2023-2024

Policy Council Approval Date: 00.00.00
Commissioners' Court Approval Date: 00.00.00



Hidalgo County Head Start Program
Mental Health Services Department Program Plan
2023-2024

Performance Standard: 1302.45 (a) (1)

Goal: The HIDALGO COUNTY HEAD START PROGRAM will support a program-wide culture that promotes children’s mental health, social and emotional well-being.

Objective: To provide support for effective classroom management and positive learning environments.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Mental Health Department will provide program staff with ongoing consultation and strategies on Positive Behavior Support.</p> <p>Mental Health Department will provide training for teachers and program staff on responsive classroom behavior interventions and supportive strategies to work with children who are exhibiting challenging behaviors.</p> <p>The Mental Health Process will be followed after the teacher has identified, documented and implemented developmentally appropriate prevention strategies and there has been no change in a child’s behavior.</p> <p>Positive Behavior Support strategies will be utilized in daily lessons and used to support social and emotional intelligence and cognitive performance.</p> <p>FLIP IT will be used to target social and emotional skills during centers, play time, and/or outside activities which include sharing, taking turns, making choices, play and exploration.</p>	<p>Teachers,</p> <p>Teacher Assistants,</p> <p>Family Services Workers,</p> <p>Campus Directors</p> <p>Mental Health Counselors</p> <p>Teachers Assistant Teacher</p>	<p>Mental Health Director</p> <p>Mental Health Counselors</p> <p>Education Area Directors</p>	<p>Ongoing</p>	<p>PBS Plan</p> <p>Staff Development Binder</p> <p>Consultation with Staff Form</p> <p><i>Mental Health Process Go Engage</i></p> <p>Positive Behavior Support,</p> <p>Conscious Discipline, FLIP IT!</p>



Hidalgo County Head Start Program
Mental Health Services Department Program Plan
2023-2024

Performance Standard: 1302.45 (a) (2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM will support a program-wide culture that promotes children’s mental health, social and emotional well-being.

Objective: To ensure that mental health consultation is available to all staff and families in a timely and effective manner.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Mental Health Counselors will submit a Fall and Spring Classroom Observation calendar.</p> <p>Mental Health Counselor will conduct an onsite classroom observation which will focus on: Classroom Environment, Classroom Management, Learning Conditions, and Interpersonal and Intrapersonal Considerations.</p> <p>Mental Health Services department will consult and discuss Classroom Observation Report with on-site Campus Directors.</p> <p>Mental Health Services department will consult with parent as needed to provide guidance and address Mental Health services, Crisis Intervention and Trauma Informed Approaches</p> <p>Mental Health Services department staff will attend monthly parent meetings to collaborate with families to offer support and guidance related to mental health services.</p> <p>Mental Health Services department staff will attend scheduled program staffing meetings as needed to address the needs of each individual child.</p> <p>Mental Health Dept. will promote family engagement activities to enhance parent/child relationships.</p>	<p>Mental Health Director</p> <p>Mental Health Counselors</p> <p>On site Campus Director,</p> <p>Teachers</p> <p>Family Service Workers</p>	<p>Mental Health Director, Mental Health Counselors.</p>	<p>Ongoing (Fall and Spring)</p>	<p>Mental Health Counselors.</p> <p>Fall and Spring Classroom Observation Calendar</p> <p>Mental Health Classroom Observation Report</p> <p>Mental Health On Site Observation Checklist</p> <p>Parent Consultation electronic</p> <p>Go Engage</p> <p>* Confidential</p> <p>Agency to Agency Referral electronic</p> <p>*Go Engage</p> <p>Child records</p> <p>Parent Sign-In Forms</p>



Hidalgo County Head Start Program
Mental Health Services Department Program Plan
2023-2024

Performance Standard: 1302.45 (a) (3)

Goal: The HIDALGO COUNTY HEAD START PROGRAM will support a program-wide culture that promotes children’s mental health, social and emotional well-being.

Objective: To obtain parental consent for mental health consultation services during enrollment.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Center Staff will obtain parental consent for the administration of e-DECA Assessment and Mental Health Onsite Observation services.	Teachers Teacher Assistant Family Services Workers Campus Directors.	Mental Health Director, Mental Health Counselors, Campus Directors.	Ongoing	Electronic Consent for Assessments/ Screenings and Activities.



Hidalgo County Head Start Program
Mental Health Services Department Program Plan
2023-2024

Performance Standard: 1302.45 (a) (4)

Goal: The HIDALGO COUNTY HEAD START PROGRAM will support a program-wide culture that promotes children’s mental health, social and emotional well-being.

Objective: To build community partnerships and facilitate access to additional mental health resources and services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Mental Health Services department will make community resources available to program staff by providing guidance on resources, organizations and programs.</p> <p>Mental Health Services department will provide each Head Start center with a list of mental health resources to post on the Parent Corner bulletin board.</p> <p>Mental Health Services department will network with community agencies to facilitate services for children, families and staff.</p> <p>Mental Health Services department staff will assist parents and families to access community resources through Agency to Agency referrals.</p> <p>Mental Health Services department will work in collaboration with: Behavioral Health Solutions of South Texas, Buckner Children and Families Services, Inc., Tropical Texas Behavioral Health, RGV Empowerment Zone Inc. and the Local Education Agency to assist in providing appropriate interventions for Head Start children and their families.</p>	<p>Family Services Workers,</p> <p>Campus Directors,</p> <p>Mental Health Counselors</p>	<p>Mental Health Director</p> <p>Mental Health Counselors</p>	<p>Ongoing</p>	<p>HCHSP</p> <p>Community Resource Directory,</p> <p>Agency to Agency Referral /Go Engage</p> <p>Inter-Agency Electronic Referral,</p> <p>Program Information Report,</p> <p>BOY Network Meeting,</p> <p>Memorandum of Understanding</p>



Hidalgo County Head Start Program
Mental Health Services Department Program Plan
2023-2024

Performance Standard: 1302.45 (b) (1) (2) (3) (4) (5) (6)

Goal: The HIDALGO COUNTY HEAD START PROGRAM will ensure that Mental Health Consultants assist in addressing the needs of children with challenging behaviors.

Objective: To ensure Mental Health Services department assist in identifying and supporting children with mental, social and emotional concerns.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>An Individualized Positive Guidance Plan will be implemented for children with challenging behaviors. Strategies are aligned with school and home connections.</p> <p>Parents are encouraged to participate in trainings, meetings and conferences to strengthen supportive environment and relationship in the home, to promote the social emotional development of their children.</p> <p>A newsletter will be available for parents twice a year with information on topics related to Mental Health well-being.</p> <p>Provide center staff with training on responsive classroom behavior interventions and ongoing supportive strategies.</p> <p>Mental Health Counselors will engage children in a Learning activity to promote Social-Emotional Development.</p>	<p>Teachers</p> <p>Assistant Teachers</p> <p>Family Services Workers</p> <p>Campus Directors</p> <p>Mental Health Counselor</p>	<p>Mental Health Director</p> <p>Mental Health Counselors</p> <p>Education Area Directors</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Devereux Early Childhood Assessment Individual Child Profile (e-DECA Child rating report)</p> <p>Classroom Behavior Observation.</p> <p>Positive Guidance Plan</p> <p>Behavior Intervention Plan</p> <p>Consultation with Staff Electronic /Go Engage</p> <p>Social Stories Safe Place Harmony Essentials Kit.</p> <p>Conscious Discipline</p>



Hidalgo County Head Start Program
Mental Health Services Department Program Plan
2023-2024

Performance Standard: 1302.45 (b) (1) (2) (3) (4) (5) (6)

Goal: The HIDALGO COUNTY HEAD START PROGRAM will ensure that Mental Health Consultants assist in addressing the needs of children with challenging behaviors.

Objective: To ensure Mental Health Services staff assists in identifying and supporting children with mental, social and emotional concerns.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Children will be assessed for behavioral concerns and identified within the first 45 days of enrollment using DECA.</p> <p>The results for DECA will be discussed with parents or guardians during home visits/PTC</p> <p>Mental Health Counselors will provide feedback, recommendations and strategies to all classroom staff. These strategies will be implemented with children who are exhibiting challenging behaviors.</p> <p>Mental Health Services department will refer children and families to outside community agencies for mental health services.</p>	<p>Campus Directors</p> <p>Teachers</p> <p>Family Services Workers</p> <p>Mental Health Counselors</p>	<p>Mental Health Director</p> <p>Mental Health Counselors</p> <p>Education Area Directors</p> <p>Administrator for Education</p>	<p>Ongoing</p>	<p>Devereux Early Childhood Assessment (e-DECA)</p> <p>Individual Child Profile</p> <p>Classroom Behavior Observation Electronic</p> <p>Positive Guidance Plan</p> <p>Mental Health Progress Notes</p> <p>Parent Teacher Conference/Consultation with staff -Electronic.</p>



Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Special Services
Program Plan

Sonia Balderas,
Special Services Director

Hidalgo County Head Start Program



**Special Services
Program Plan
2023 - 2024**

NARRATIVE

Hidalgo County Head Start Program believes that the early years of life are critical for learning and growth. During this time, children's cognitive, language, social and emotional development can be most influenced. If special needs are recognized and met during these years, children with disabilities will have an opportunity to reach their full potential and become independent adults.

Hidalgo County Head Start Program believes that children with disabilities benefit from inclusion in a regular preschool setting. The benefits of inclusion are enhanced by teachers who can adapt their teaching techniques and activities. In an inclusive preschool program, children with disabilities will truly have a "Head Start" in achieving their fullest potential.

The Americans with Disabilities Act (ADA) and the Individuals with Disabilities Education Act (IDEA) support the right of young children with disabilities to participate in natural environments such as the Hidalgo County Head Start Program that serve young children without disabilities.

Young children with disabilities require a variety of services to ensure that their developmental needs are appropriately addressed. Hidalgo County Head Start Program believes that appropriate intervention includes addressing the needs of the entire family and that parents need to be actively involved with every phase of their child's program. To provide these comprehensive services, integration, and collaboration between content areas within the agency and among other community resource agencies are essential.

At Hidalgo County Head Start Program, the overall purpose of the special services effort is to ensure that children with suspected or diagnosed disabilities receive comprehensive services and are included in the full range of activities within the child development program. This effort will continue, though there have been some changes in the identification process of children with disabilities:

Children that will be counted towards the 10% are those children that are referred to the Special Education Department of the local school district (IDEA eligible) and are evaluated and qualified for services. The school district will provide the services to these children through their Individual Education Plan (IEP) with parental consent. The Hidalgo County Head Start Program will continue to assist the parents in arranging to secure services from private providers for our children in need of such services whether we can count them towards our 10% or not. The staff will attempt to secure evaluation reports for record keeping. Therefore, in striving to meet the overall purpose of the Hidalgo County Head Start Program Special Services effort we are committed to the following major goals:

- Recruiting and enrolling a minimum of 10% (IDEA eligible) of the total funded enrollment slots which are for children with disabilities with particular emphasis on providing enrollment opportunities to children with more significant disabilities.
- Providing support to assist parents in the acceptance of, and learning about, their child's special needs.
- Establishing a collaborative effort between Hidalgo County Head Start Program and other agencies and organizations serving children with disabilities to identify and to facilitate a continuity of services necessary to meet the child's developmental needs.
- Promoting content area coordination to ensure the delivery of comprehensive program services for every Hidalgo County Head Start Program child with a disability and their families.
- Enhancing Hidalgo County Head Start Program staff's understanding of disabilities related issues through a proactive staff development program.

Hidalgo County Head Start Program is in a primarily rural community with a significant Hispanic, Spanish speaking population. Hidalgo County Head Start is funded to serve 3200 children ages 3-4 in the 2023-2024 program year; a minimum of 10% of the total funded enrollment slots are for children with disabilities (IDEA eligible). A Special Services Director and three (3) staff are designated to implement the Special Services Plan. Disability Aide/Floaters at the campus level are assigned to classrooms that have children with significant disabilities to assist with instruction in small and large group activities. The Health Advisory Committee, which includes parents from all content service areas of the program and community representatives, will review the Special Services Plan for approval. The Policy Council will approve the Special Services Plan.

To provide services collaboratively, Hidalgo County Head Start Program has signed agreements with Local Education Agencies (LEAs), Early Childhood Intervention Programs (ECIs), Child Find and Community Resources Agencies.

HIDALGO COUNTY HEAD START PROGRAM

Special Services

ACRONYMS

ADA	Americans with Disabilities Act	IEP	Individual Education Plan (for children aged 3 and over)
ARD	Admissions, Review, and Dismissal	IFSP	Individual Family Services Plan (for ages 0-3)
CLI	Children's Learning Institute	LEA	Local Education Agency
DA	Disability Aide/Floater	MH	Mental Health
DECA	Deveraux Early Childhood Assessment	MOU	Memorandum of Understanding
ECI	Early Childhood Intervention (Serve Children 0-3)	OT	Occupational Therapy
ECSE	Early Childhood Special Education	POC	Plan of Care
EPSDT	Early Periodic Screening Development Test	PSA	Public Service Announcement
ESC	Education Service Center	PT	Physical Therapy
FIE	Full Individual Evaluation	SLP	Speech Language Pathologist
FPA	Family Partnership Agreement	SSI	Supplemental Security Income
HIPPA	Health Insurance Portability Accountability Act	TEA	Texas Education Agency
HR	Human Resources	T/TA	Training and Technical Assistance
HS	Head Start		
IDEA	Individuals with Disabilities Education Act		

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance standard: 45 CFR Part 1302.13

Goal: The Hidalgo County Head Start Program will develop and implement a recruitment process which will include children with disabilities.

Objective: To recruit and assist eligible children with disabilities to apply for admission to the program, to ensure a minimum of 10% of the total funded enrollment of children with significant disabilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Contact Early Childhood Intervention (ECI) agencies, Child Find, WIC, local health clinics, private rehabilitations, LEAs and any other community organizations that may have contact with families that have 0-5 year old children with disabilities and provide them with information on Head Start Program. Mail outreach letters to such agencies.	Family services Director Special Services Director Campus Director Teacher Family Services Worker	Compliance Director Special Services Director Family Services Director Campus Director Education Area Director	Ongoing	-Flyers -Advertisement Poster -Community Assessment -Outreach letters
Develop and distribute Public Service Announcements (PSAs) for TV, radio, and newspaper, post flyers, and issue brochures on Head Start inviting families of children 0-5 with disabilities as well as those with significant disabilities to apply.	Family Services Director Special Services Director Campus Director Family Services Worker Teacher	Family Services Director Special Services Director	Ongoing	-Child Find posters -Recruitment documentation -Brochures -PSAs
The Head Start Program will actively recruit children with Disabilities, to include children with severe disabilities.	Head Start Staff	Family Services Staff	Ongoing	Recruitment flyers, Public Service Announcements, Head Start Application
The Head Start Program will assist parents, guardians in completing the application process and ensuring the required documents are in place.	Family Services Worker Campus Director	Family Services Staff	Ongoing	HCHSP Application

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance standard: 45 CFR Part 1302.14 (b) (1-2)

Goal: The Hidalgo County Head Start Program will enroll a minimum of 320 children (10% of the total funded enrollment) who are eligible for services under IDEA, only those IDEA eligible children will count towards the 10%.

Objective: Will ensure non-discrimination of children with disabilities in the selection process in meeting 10% provided they meet age and income requirements. After 10% enrollment is met, children will compete equally. Assure that no child is denied enrollment due to severity of disability, staff attitudes, facility inaccessibility, staff unfamiliarity with disabling conditions, nor need for personalized services or specialized equipment. Children previously identified as having a disability will not be excluded in the recruitment process.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The Head Start Program will ensure that a minimum of 10% of total funded enrollment slots are made available for IDEA eligible children, who also meet its eligible criteria. Also, coordination with LEAs to provide services to children in the least restrictive environment in accordance with the child's IEP.</p> <p>All age-appropriate children with disabilities, to include those previously identified, (regardless of severity) will be granted equal opportunity in applying for enrollment, if Head Start is the appropriate placement. Children will be placed on a waiting list after 10% is met unless slots are still available; all will compete equally; all must be age and income eligible.</p>	<p>Family Services Director Special Services Director Campus Director Family Services Worker</p>	<p>Special Services Director/Staff Family Services Director/Staff Education Area Director Compliance Director</p>	<p>Ongoing</p>	<p>-Enrollment application -Waiting list -Community Assessment -PIR -ECI documentation</p>

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance standard: 45 CFR Part 1302.30

Goal: The Hidalgo County Head Start Program will provide high quality early education and child development services including children with disabilities, that promote children’s cognitive, social, and emotional growth.

Objective: Assist with departmental area coordination in the provision of services to children with disabilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Research-based curriculum, screening and assessment procedures that support individualization and growth in the areas of development will be utilized.	Teacher Campus Director Special Services Staff Family Services Worker	Compliance Director Education Area Director Special Services Director/Staff	Ongoing	-Curriculum -Screening -Assessment -Progress Report
Individualized accommodations and instructional supports will be used to ensure the participation of children with disabilities.	Teacher Campus Director	Special Services Director/Staff Education Area Director Campus Director	Ongoing	-Progress Report -Ongoing monitoring -Special material purchases

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance standard: 45 CFR Part 1302.31 (2)(d), 1302.31 (3)

Goal: The Hidalgo County Head Start Program will include children with disabilities in the full range of services provided to all Head Start children and ensure that all services on the IEP are provided.

Objective: To assist with departmental area coordination in the provision of services to children with disabilities. Make needed adaptations/accommodations to the environment to help the child benefit fully from the program.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>Individualized accommodations and instructional supports are used to ensure participation of disabled children. Some of these accommodations for children with disabilities will include assigning volunteers, and/or a Disability Aide/Floater to provide extra instruction in small and large group activities; provide adequate special utensils, materials, equipment, facility accessibility, and anything else required by the child as per IEP. Provide assistive technology as required by the child's IEP. Assure facility accessibility for any individual with a disability.</p>	<p>Special Services Director Campus Director Family Services Worker Teacher Field Operations Director</p>	<p>Compliance Director Special Services Director/Staff Family Services Director Campus Director Family Services Worker</p>	<p>Ongoing</p>	<p>-All forms and progress reports on file. -Ongoing Monitoring -Requisitions and POs on special material purchases/ADA accommodations.</p>
<p>Develop a schedule for children who need diapering to set up a routine.</p>	<p>Teacher Assistant Teacher Disability Aide/Floater</p>	<p>Teacher Campus Director Special Services Director/Staff Family Services Worker</p>		<p>Diaper Change log</p>

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance standard: 45 CFR Part 1302.33 (a)(1)(2)(3)(i)(ii) (4) (5)(i)(ii) (A) (B)(b)(3)

Goal: The Hidalgo County Head Start Program will document progress and plan program activities that are developmentally appropriate and individualized for children with disabilities.

Objective: To collect ongoing information on child's functioning in gross and fine motor skills, perceptual discrimination, cognition, attention skills, self-help, social, receptive and expressive language. Notify parents of assessment results and provide parents with information on developmental milestones and the 5 Domains of Learning.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>With parental consent, each child will be given a research-based standardized health and developmental assessment screening. Also, the DECA, in addition to any required screening instruments for children 0-5. LEA (Local Education Agencies) will administer screenings as needed upon referral.</p> <p>Children who require further specialized assessment to determine whether they have a disability will be referred to LEA for appropriate evaluation/assessment which will assess all areas related to the suspected disability. These cases will count towards 10% if qualified.</p> <p>If LEA does not provide the evaluation, the parents will be assisted in arranging services through other resources outside Head Start hours. Rehab will assure certified staff for evaluations. A follow-up will take place. The identified case will be monitored but will not count towards the 10%.</p>	<p>Teacher Family Services Worker Campus Director LEA Special Education</p> <p>Special Services Director Family Services Worker Campus Director Parent LEA Special Education</p> <p>Special Services Director Family Services Worker Campus Director</p>	<p>Special Services Director/Staff Health Services Director Education Area Director Mental Health Director Compliance Director</p> <p>LEA Special Services Director/Staff Education Area Director Compliance Director</p> <p>Special Services Director/Staff Campus Director Compliance Director</p>	<p>-Forty-five (45) days after enrollment -LEA ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>-Copy of assessment screenings -Ongoing Monitoring -LEA documentation</p> <p>-Head Start referral -LEA Referral -Ongoing monitoring -Data Collection form -Parental Consents -Case Notes</p>

**HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024**

Performance standard: 45 CFR Part 1302.33 (a)(1-3) (i)(ii), (4)(5)(i)(ii)(A)(B)(b)(3)

Goal: The Hidalgo County Head Start Program will identify through a systemic process and meet the eligibility criteria for all identified disabilities to ensure services are adequately and professionally provided for children with special needs.

Objective: Ensure that eligibility criteria are met when classifying children with an identified disability, per performance standards. The eligibility criteria are as follows: Autism; Deaf or hard of hearing; Deaf-blindness; Emotional Disturbance; Intellectual Disability; Multiple Disabilities; Noncategorical Early Childhood; Orthopedic Impairment; Other Health Impairment; Specific Learning Disability; Speech or Language Impairment; Traumatic Brain Injury; or Visual Impairment.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Attend staffings on children whose needs may be unique/specific (Autism, Syndromes, etc.)	Content Area Director Family Services Worker Campus Director/Teacher	Compliance Director Special Services Director/Staff Education Director	Ongoing	-Staffing Notice -Staffing Notes -Community assessment
Develop Plan of Care to monitor medical health condition/development. (504 plan)	Family Services Worker Campus Director/Teacher Mental Health/Health Director	Compliance Director Health Services Director Special Services Director/Staff Education Director	-As needed	-Plan of Care (504)
Review classroom observation reports and all screening tools for follow-up on possible suspected disabilities. Meet with parent for possible further evaluations (speech, hearing, vision, other impairments, etc.)	Family Services Worker Campus Director/Teacher Special Services Director Mental Health/Health Director	Mental Health/Health Director Education Area Director Special Services Director/Staff Compliance Director	-Within 45 days of enrollment -Ongoing	-Information on file -Ongoing monitoring
Follow-up on child’s challenging behavior by utilizing the Mental Health Process/Positive Behavior Support (PBS (Positive Behavior Support)) which includes the development of Behavioral Plans.	Family Services Worker Campus Director Mental Health/Health Director/Coordinator Mental Health Consultant	Mental Health Director/ Coordinator Campus Director	As needed	-PBS/Mental Health Process -Ongoing monitoring -Cameras

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance standard: 45 CFR Part 1302.44 (a)(i)

Goal: The Hidalgo County Head Start Program will establish a process to ensure that staff and the Content Area Directors work together to ensure that provisions for the nutritional needs of children are met.

Objective: Consult with appropriate professionals on ways to assist the staff with problems of chewing, swallowing, and feeding our children with significant disabilities. Include activities to assist children with disabilities; participate in meals with classmates.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Schedule trainings/workshops by the appropriate professionals, on specific nutrition needs for children with disabilities for staff to ensure that proper procedures are learned and followed when caring for children with special nutritional needs.	Special Services Director Health Director Nutrition Director	Compliance Director Family Services Worker Campus Director Special Services Director/Staff Education Area Director	Ongoing	-Training agendas -Sign-ins -Pre-service training topics -Nutrition training agendas
Encourage children with special needs to participate in meal/snack time interactions and weekly nutrition activities.	Family Services Worker Teacher Campus Director	Compliance Director Special Services Director Education Area Director Campus Director	Ongoing	-Classroom observation notes -Teacher weekly plan reflects nutrition activities
Provide special diets for children with chewing, swallowing and feeding problems.	Nutrition Director	Health/Mental Health Director Special Services Director Nutrition Director Education Area Director	Ongoing	-Cameras -Special Diet menus
Hold staffings to ensure that children with special nutrition needs are identified are appropriate delivery of services as a means of prevention.	Family Services Worker Campus Director Special Services Director Teacher Nutrition Director	Nutrition Director Health Director Special Services Director/Staff Education Area Director	Ongoing	-Notice of staffing -Staffing notes

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance standard: 45 CFR Part 1302.52 (a)

Goal: The Hidalgo County Head Start Program will include children with disabilities and their families in the full range of services provided to all children enrolled in Head Start and ensure that all services on the IEP are provided.

Objective: Arrange for, provide, or procure services which may include, but are not limited to special education and related services (audiology, physical and occupational therapy, speech therapy, psychological services, transportation, and assistive technology).

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>In conjunction with Family Services and other content areas, a Link and Refer Families system will be utilized to assure that needed services, to include special education and related services are addressed and delivered in a timely manner. Referrals to LEA will be initiated accordingly.</p> <p>Link and Refer families to disability support group meetings. A support group list will be made available to parents at the campus.</p>	<p>Special Services Director Mental Health Director Family Services Director Family Services Worker Campus Director</p> <p>Teacher Campus Director Family Services Worker</p>	<p>Family Services Director Family Services Worker Campus Director Special Services Director Health/Mental Health Director Special Services Staff</p> <p>Special Services Director/Staff Campus Director</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>-Referrals /GoEngage -Follow-up -Progress reports -Self Assessment -Ongoing Monitoring</p> <p>Support Group List</p>

**HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024**

Performance standard: 45 CFR Part 1302.53 (a) (2) (ii) (b) (1)

Goal: The Hidalgo County Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start Children and ensure that all services on the IEP are provided.

Objective: Memorandums of Understanding will be developed to address, Child Find, joint staff and parent education training, link and refer to Special Education, IEP meetings, placement, joint transition training and planning, resource sharing, and any other jointly agreed upon item.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Memorandum of Understanding will be secured with LEA and other agencies to provide services for children with disabilities and families.	Special Services Director Transition/Community Partnership Director	Special Services Director Transition/Community Partnership Director	April - August 2023	-Agreements on file -PIR
Attend Child Find meetings, workshops, fairs, for recruitment purposes. Special Services Director or Disability Coordinator participate in Child Find Advisory Committee meeting with Region One ESC	Special Services Director	Special Services Director Special Services Staff	As scheduled by LEAs and Region One ESC	-Agendas information on file
Coordinate and collaborate in resource sharing and joint training with LEA.	Family Services Worker Campus Director Special Services Director Special Services Staff	Compliance Director Special Services Director Special Services Staff Education Area Director	Ongoing	-Referral training
Memorandum of Understanding will address all the above mentioned objectives.	Special Services Director Transition/Community Partnership Director	Special Services Director Transition/Community Partnership Director	April - August 2023	-Referral training -Interagency Agreements -Ongoing monitoring

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance standard: 45 CFR Part 1302.60

Goal: The Hidalgo County Head Start Program will enroll a minimum of 320, (10%) of the total funded enrollment, children with disabilities as diagnosed by LEA. Only LEA diagnosed children will be counted towards 10%.

Objective: Will ensure non-discrimination of children with disabilities in the selection process in meeting 10% provided they meet age and income requirements. After 10% enrollment is met, children will compete equally. Assure that no child is denied enrollment due to severity of disability, staff attitudes, facility inaccessibility, staff unfamiliarity with disabling conditions, nor need for personalized services or specialized equipment. Children previously identified as having a disability will not be excluded in the recruitment process.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>All age-appropriate children with disabilities; to include those previously identified, (regardless of severity) will be granted equal opportunity in applying for enrollment if Head Start is the appropriate placement. Children will be placed on a waiting list after 10% is met unless slots are still available; all will compete equally; all must be age and income eligible.</p>	<p>Family Services Director Special Services Director Campus Director Family Services Worker</p>	<p>Special Services Director/Staff Family Services Director/Staff Education Area Director Compliance Director</p>	<p>Ongoing</p>	<p>-Enrollment application -Waiting list -Community assessment -PIR -ECI documentation</p>

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance standard: 45 CFR Part 1302.60

Goal: The Hidalgo County Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start children and ensure that all services on the IEP are provided.

Objective: To ensure departmental area coordination in the provision of services to children with disabilities and their families. To link children with disabilities and their families to community resources available to provide special education and related services. Make needed adaptations for small and large group activities to help the child benefit fully from the program.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Maintain open communication with all content areas regarding services being provided or required for children with disabilities and their families. A link and referral system is maintained to assist families in receiving services. Needs will also be identified through use of Family Partnership Agreement (FPA).	Special Services Director Family Services Worker Campus Director	Compliance Director Special Services Director Family Services Director Family Services Worker Campus Director	Ongoing	-FPA on file -Child's disability Reflected on FPA
A community resource directory will be provided to families to ensure maximum use of the local resources. LEA Special Education Department will be included.	Special Services Director Family Services Director Family Services Worker Campus Director	Special Services Director Family Services Director Family Services Worker Campus Director Compliance Director	Ongoing	-Resource Directory on file
A Social Services Network Meeting will be hosted by Head Start where local agencies will present an overview of their services.	Transition/Community Partnership Director	Transition/Community Partnership Director	Ongoing	-Sign in agenda of network meeting -Agreements on File

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance standard: 45 CFR Part 1302.60

Goal: The Hidalgo County Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start Children and ensure that all services on the IEP are provided.

Objective: To ensure departmental area coordination in the provision of services to children with disabilities and their families. To link children with disabilities and their families to community resources available to provide special education and related services. Make needed adaptations for small and large group activities to help the child benefit fully from the program.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>A Social Services Network Meeting will be hosted by Head Start where local agencies will present an Overview of their services.</p> <p>Accommodations for children with disabilities will include assigning volunteers, and/or Disability Aide/Floater to provide extra instruction in small and large group activities, provide adequate special utensils, materials, equipment, facility accessibility, and anything else required by the child as per IEP. Provide Assistive Technology as required by the child's IEP. Assure facility accessibility for any individual with a disability.</p>	<p>Transition/Community Partnership Director</p> <p>Teacher Special Services Director Family Services Worker Campus Director Field Operations Director</p>	<p>Transition/Community Partnership Director</p> <p>Compliance Director Special Services Director Family Services Director Family Services Worker Campus Director</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>-Sign in agenda of network meeting -Agreements on file</p> <p>-All forms and Progress reports on file. -Ongoing monitoring -Requisitions and POs on special material purchases/ADA accommodations -DA observation notes</p>

**HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024**

Performance standard: 45 CFR Part 1302.61 (a)

Goal: The Hidalgo County Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start Children and ensure that all services on the IEP are provided.

Objective: To ensure departmental area coordination in the provision of services to children with disabilities and their families. To link children with disabilities and their families to community resources available to provide special education and related services. Make needed adaptations for small and large group activities to help the child benefit fully from the program.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>Individualized accommodations and instructional Supports are used to ensure participation of disabled children some of these accommodations for children with disabilities will include assigning volunteers, and/or a Disability Aide/Floater to provide extra instruction in small and large group activities; provide adequate special utensils, materials, equipment, facility accessibility, and anything else required by the child as per IEP. Provide Assistive Technology as required by the child's IEP. Assure facility accessibility for any individual with a disability.</p> <p>Staff will be trained to feel competent in working comfortably with children with different disabilities to ensure that staff attitudes and unfamiliarity with a particular disability are addressed. A session on the ADA (Americans with Disabilities Act) is held during Annual Training and as needed.</p>	<p>Special Services Director Campus Director Family Services Worker Teacher Field Operations Director</p>	<p>Compliance Director Special Services Director/Staff Family Services Director Campus Director Family Services Worker</p>	<p>Ongoing</p>	<p>-All forms and progress reports on file. -Ongoing monitoring -Requisitions and POs on special material purchases/ADA accommodations</p>

**HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024**

Performance Standard: 45 CFR Part 1302.61 (b)

Goal: The Hidalgo County Head Start Program includes children with disabilities and their families who are eligible for services under IDEA and all other children, ensuring they all receive appropriate individualized services based on their needs.

Objective: Arrange for, provide, or procure services which may include, but are not limited to special education and related services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
While waiting for the LEAs Special Ed staff to evaluate a child, Parents will be assisted in arranging services through other resources outside of Head Start with Dr. referral. The same procedure will be followed such as securing consents etc....	Finance Director Assistant Program Director Special Services Director	Finance Director Executive Director Compliance Director Special Services Director	Beginning to end of fiscal year	-Budget copy -Monthly budget reports -PIR -Community Assessment
Ensure families are given information regarding the referral, evaluation, and other services process, as well as information on inclusion.	Special Services Director Campus Director Family Services Worker	Special Services Director/Staff Campus Director	Ongoing	-IDEA Law -Special Ed Process -Special Ed brochures

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance Standard: 45 CFR Part 1302.61(b)

Goal: The Hidalgo County Head Start Program includes children with disabilities and their families who are eligible for services under IDEA and all other children, ensuring they all receive appropriate individualized services based on their needs.

Objective: Arrange for, provide, or procure services which may include, but are not limited to special education and related services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>In conjunction with other content areas, a Link and Refer system will be utilized to assure needed services, to include special education and related services are addressed and delivered in a timely manner. Referrals to LEA will be initiated accordingly.</p> <p>Secure lists from Campus Directors on any children who failed the development screening instrument for follow-up purposes to avoid missing any child in need of further evaluation.</p>	<p>Special Services Director Family Services Director Mental Health Director Campus Director Family Services Worker</p> <p>Family Services Worker Education Area Director Campus Director</p>	<p>Special Services Director/Staff Family Services Director Health Director Mental Health Director Campus Director Family Services Worker</p>	<p>Ongoing</p>	<p>-Referral/ GoEngage -Follow-up -Progress reports -Self-Assessment -Ongoing monitoring</p>
<p>Support classroom staff with children who do not have an IEP but may require modifications or accommodations.</p>	<p>Family Services Worker Education Area Director Campus Director</p>	<p>Special Services Director Compliance Director Education Area Director Campus Director Family Services Worker</p>	<p>Ongoing</p>	<p>-CLI -Child Assessment</p>
<p>Review lesson plans to ensure modifications are being made to support children with suspected disabilities for referral.</p>	<p>Family Services Worker Education Area Director Campus Director</p>			<p>-Ongoing Monitoring - GoEngage</p>

**HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024**

Performance Standard: 45 CFR Part 1302.61(b)

Goal: The Hidalgo County Head Start Program includes children with disabilities and their families who are eligible for services under IDEA and all other children, ensuring they all receive appropriate individualized services based on their needs.

Objective: Arrange for, provide, or procure services which may include, but are not limited to special education and related services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Allowable budget expenses include children’s evaluations and treatment, if needed, special equipment/materials, eating utensils, manipulatives, walkers, special scissors, and T/TA for substitutes, and facility accessibility (ramps, etc.).	Special Services Director Assistant Program Director Finance Director	Special Services Director Assistant Program Director Executive Director Compliance Director	Ongoing	-Monthly budget reports -Ongoing monitoring on budget expenditures

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance Standard: 45 CFR Part 1302.61 (c) (1) (i-v)

Goal: The Hidalgo County Head Start Program through LEAs will develop IEP (Individual Education Plan) that meets the needs of children with disabilities and enables them to be included fully in classroom activities.

Objective: Participate and provide input into the LEA IEP. When LEA develops the IEP, a Head Start representative will attempt to attend IEP meeting to include teacher, parents, evaluator, interpreter for parents will be provide if needed. IEPs will be in parent’s dominant language; encourage parents to attend IEP meetings; have meeting without parents if necessary; implement IEP soon after meeting. Monitor implementation of IEPs and child’s progress. Encourage interaction between classroom teachers, service providers, and parents.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
MOUs will be secured with LEAs and other agencies to provide services for children with disabilities and their families. Details of the agreement will be Specified and listed on the MOU.	Community Partnerships Director Special Services Director LEA Staff	Special Services Director/ Staff Compliance Director Education Area Director Campus Director	Within thirty (30) days of evaluation or ASAP	-MOU(Agreements) -PIR
Ensure attendance of required Head Start Staff and parents when LEA schedule ARD/IEP meetings upon completion of assessment to discuss eligibility results.	Special Services Director LEA Staff Parent Teacher Campus Director Family Services Worker	Special Services Director LEA Staff Compliance Director Education Area Director	Ongoing	
The multi-disciplinary team will provide input into developing an appropriate IEP to meet the special needs of children.	Special Services Director LEA Staff Parent Teacher Campus Director Family Services Worker	Special Services Director LEA Staff Compliance Director Education Area Director	Within 30 days of evaluation or ASAP	-ARD/IEP

**HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024**

Performance Standard: 45 CFR Part 1302.61 (c) (1) (i-v)

Goal: The Hidalgo County Head Start Program through LEAs, will develop IEP that meet the needs of children with disabilities and enables them to be included fully in classroom.

Objective: Participate and provide input into the LEA IEP. When LEA develops the IEP, a Head Start representative will attempt to attend IEP meeting to include teacher, parents, evaluator, interpreter for parents will be provide if needed. IEPs will be in parent’s dominant language; encourage parents to attend IEP meetings; have meetings without parents if necessary; implement IEP soon after meeting. Monitor implementation of IEPs and child’s progress. Encourage interaction between classroom teachers, service providers, and parents.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Child’s unique needs, strengths and developmental potential will be documented through various sources-IEP six-week progress report, case notes. Teachers reflect IEP objectives in weekly lesson plans and reinforce them daily.	Special Services Director Teacher Campus Director Family Services Worker	Compliance Director Special Services Director/ Staff Family Services Worker Education Director Campus Director	Ongoing	-IEP -Progress reports -Case Notes -Teacher Notes
Special Education services can be provided in the child’s Head Start classroom.	Special Education Staff Teacher Campus Director Special Services Director/Staff	Compliance Director Special Services Director/ Staff Family Services Worker Campus Director	Ongoing	-Requisitions -Invoices -ARD/IEP -Case Notes

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance Standard: 45 CFR Part 1302.61 (c) (1) (i-v)

Goal: The Hidalgo County Head Start Program through LEAs will develop IEPs that meet the needs of children with disabilities which enables them to be included fully in classroom activities.

Objective: Participate and provide input into the LEA IEP. When LEA develops the IEP, a Head Start representative will attend the IEP meeting to include teacher, parents, evaluator, interpreter for parents will be provided if needed. IEPs will be in parent's dominant language; encourage parents to attend IEP meetings; have meeting without parents if necessary; implement IEP soon after meeting. Monitor implementation of IEPs and child's progress. Encourage more interaction between classroom teachers and services providers, and parents.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Involve the different content areas when monitoring the child's IEP if needed to ensure that every area of need is satisfied, (nutrition, mental health etc.) Children with disabilities will be included in the full range of activities within the child development program, while being served in the Head Start classroom by the Specialists.	Special Services Director Education Area Director Teacher/LEA Campus Director Family Services Worker	Compliance Director Special Services Staff Education Director Campus Director	Ongoing	-Reflect IEP objectives in weekly lesson plan -Cameras
Encourage more interaction between teacher and service providers through IEP meetings, face-to-face contact, periodic telephone calls, classroom material sharing, child/parent home activities etc. Schedule visits and observe children during implementation of IEP in therapy session; LEAs and other special services providers usually accommodate such request.	Special Services Director Teacher Campus Director Family Services Worker	Campus Director Education Director Family Services Worker Compliance Director Special Services Staff	Ongoing	-Case notes -Teacher notes -Take home activities -Cameras -Teacher/Parent Conference -IEP meeting

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance Standard: 45 CFR Part 1302.61 (c) (2) (i-ii)

Goal: The Hidalgo County Head Start Program will ensure the smooth joint transition training and planning of children with disabilities into Head Start and from Head Start to the next placement.

Objective: In collaboration with Early Childhood Intervention (ECI) and LEAs, transition 3-year-old Head Start eligible children with disabilities into Head Start. In collaboration with LEAs, transition children exiting Head Start into the public school. Provide parents and staff with information and training on the transition process.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Maintain coordination and collaboration with ECI agencies and LEAs through use of faxes, e-mail, telephone, mailings, and ARD meetings to ensure a smooth joint transition training and planning on children with possible disabilities to enroll in Head Start.	Special Services Director Transition/Community Partnership Director Transition Specialist (ECI)	Special Services Director Compliance Director Campus Director Family Services Worker	Ongoing	-ECI documentation on file -Ongoing monitoring
Maintain documentation on ECI transition meetings attended by Transition Director/ Family Services Worker	Special Services Director Transition/Community Partnership Director Campus Director Family Services Worker	Special Services Director Campus Director Family Services Worker	Ongoing	-ECI Notice of Transition Meeting -Transition paperwork -Ongoing monitoring -ARD minutes on file -Community Assessment MOU
Maintain coordination and collaboration with LEAs regarding 3- & 4-year-old Head Start eligible children with disabilities who may benefit from enrollment. Secure documentation on any type of communication.	Special Services Director Campus Director Family Services Worker	Special Services Director Compliance Director Campus Director	Ongoing	

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance Standard: 45 CFR Part 1302.61 (c) (2) (i-ii)

Goal: The Hidalgo County Head Start Program will ensure the smooth joint transition training and planning of children with disabilities into Head Start and from Head Start to the next placement.

Objective: In collaboration with Early Childhood Intervention (ECI) and LEAs, transition 3-year-old Head Start eligible children with disabilities into Head Start in collaboration with LEAs, transition children exiting Head Start into the public school. Provide parents and staff with information and training on the transition issues and process.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Provide all LEA Special Education Departments with a list of children with disabilities exiting Head Start and transitioning to public school.	Special Services Director Campus Director Family Services Worker	Special Services Director Transition/Community Compliance Director	June 2024	-Transition List to Sp. Ed. Dept.
Schedule training workshops or meetings in conjunction with LEAs, Region One ESC and ECI agencies to provide parents and Head Start Staff with information on joint transition training and planning on what procedures to follow.	Special Services Director/Staff Transition/Community Partnership Director Campus Director Family Services Worker	Special Services Director Transition/Community Partnership Director Compliance Director	Ongoing	-Transition meeting agenda and sign-in on file. -Child Find Advisory agenda
Provide transition letter to parents with information on Special Education contacts to ensure a smooth transition for their children with special needs.	Transition/Community Partnership Director Campus Director Family Services Worker	Special Services Director Transition/Community Partnership Director Compliance Director	May 2024	-Parent transition letter on file.
Attend Parent Committee Meetings and educate parents on transition/IDEA for children with disabilities transitioning to LEA.	Special Services Staff	Special Services Director Transition/Community Partnership Director Campus Director Compliance Director	Aug-May 2023-2024	-Agenda -Meeting sign-ins -Notice of meeting

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance Standard: 45 CFR Part 1302.61 (c) (2) (i-ii)

Goal: The Hidalgo County Head Start Program will allow for parent and family engagement throughout the disability effort and meet the family’s needs when relating to joint transition training and planning.

Objective: Assist the parents in the transition of children from Head Start to public school or other placement/options. Notify the school of the child’s planned enrollment prior to date of enrollment.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Provide parents with information on special education services available in the public school system as a guide to parents on joint transition training and planning.	Special Services Director Transition/Community Partnership Director Teacher Family Services Worker Campus Director Special Services Director	Special Services Director/Staff Transition/Community Partnership Director Compliance Director Campus Director	May 2024	-Transition Information -Training Sign-In IDEA/ADA/504
Provide parents with transition brochures to facilitate joint transition training and planning.	Family Services Worker Transition/Community Partnership Director Campus Director Teacher	Special Services Director Transition/Community Partnership Director Compliance Director Campus Director	Ongoing	-Transition brochures
With parent consent, transfer children’s records to LEA. Provide LEA Special Education Department with a list of all transitioning children with disabilities.	Special Services Director Transition/Community Partnership Director Campus Director Family Services Worker	Special Services Director/Staff Transition/Community Partnership Director Compliance Director Education Area Director Campus Director	May 2024	-Copies of consent on file -Transition list to LEA Special Education Dept

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance Standard: 45 CFR Part 1302.61 (c) (2) (i-ii)

Goal: The Hidalgo County Head Start Program will allow for parent and family engagement throughout the disability effort and meet the family’s needs when relating to joint transition training and planning.

Objective: Assist the parents in the transition of children from Head Start to public school or other placement/options. Notify the school of the child’s planned enrollment prior to date of enrollment.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>With parent consent, transfer children’s records to LEA. Provide LEA Special Education Department with a list of all transitioning children with disabilities.</p>	<p>Special Services Director Transition Partnership Director Campus Director Family Services Worker</p>	<p>Special Services Director/Staff Transition/Community Partnership Director Compliance Director Education Area Director Campus Director</p>	<p>May 2024</p>	<p>-Copies of consent on file -Transition list to LEA Special Education Dept.</p>
<p>Allow for communication with parent by providing a transition letter that lists special education staff contacts, phone numbers, campus assignment etc. to provide a smooth transition.</p>	<p>Special Services Director Transition/Community Partnership Director Campus Director Teacher Family Services Worker</p>	<p>Special Services Director/Staff Transition/Community Partnership Director Compliance Director Education Area Director Campus Director</p>	<p>May 2024</p>	<p>-Transition Letter to Parents</p>

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance Standard: 45 CFR Part 1302.62 (a) (1-2)

Goal: The Hidalgo County Head Start Program will collaborate with parents of children with disabilities, to include, but not limited to children who are eligible for services under IDEA.

Objective: Provide information to parents on fostering the development of their children with disabilities, to include siblings. Provide opportunities to parents to observe large and small group and individual activities to include program activities as per IEP; inform parents of their rights under IDEA; inform parents of available resources (i.e., SSI, EPSDT); provide parents with support group information. Provide follow-up assistance and activities to reinforce program activities at home. Build parent confidence, skill, and knowledge to advocate for their children’s special needs.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>A resource directory and Parent Handbook is provided at the first parent orientation meeting for information on parent education programs. Parents and staff will be provided opportunity to learn about first aid, principals of preventative health, safety measures and any information on disabilities that may assist parents with their family’s disability needs, thus promoting family well-being.</p>	<p>Transition/Community Partnership Director Family Services Director Campus Director Family Services Worker Teacher</p>	<p>Transition/Community Partnership Director Compliance Director Family Services Director Special Services Director Campus Director</p>	<p>Ongoing</p>	<p>-Training Documentation -Resource Directory -Flyers -Disability Brochures -ARD -Parent handbook</p>
<p>A Family Partnership Agreement (FPA) will be used to help families identify basic life support needs, including siblings’ needs related to disabilities. HS will link and refer families to community agencies to assist them in receiving services, including securing equipment/devices to assist the child as needed,</p>	<p>Family Services Director Campus Director Family Services Worker Teacher</p>	<p>Family Services Director Special Services Director/Staff Compliance Director Education Area Director Campus Director</p>	<p>Ongoing</p>	<p>-FPA/Follow ups -GoEngage -PIR -Referral</p>

**HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024**

Performance Standard: 45 CFR Part 1302.62 (a) (1-2)

Goal: The Hidalgo County Head Start Program will collaborate with parents of children with disabilities, to include, but not limited to children who are eligible for services under IDEA.

Objective: Provide information to parents on fostering the development of their children with disabilities, to include siblings. Provide opportunities to parents to observe large and small group and individual activities to include program activities as per IEP; inform parents of their rights under IDEA; inform parents of available resources (i.e., SSI, EPSDT); provide parents with support group information. Provide follow-up assistance and activities to reinforce program activities at home. Build parent confidence, skill, and knowledge to advocate for their children’s special needs.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Link and refer families to disability support group meetings. A support group list will be made available to parents through Campus Directors. Cross cultural responsiveness will be considered.	Special Services Director Teachers Family Services Worker Campus Director	Special Services Director/Staff Compliance Director Education Area Director Campus Director	Beginning of school year Ongoing	-Support group list at campus
Encourage parent and family engagement participation for trainings, workshops, conferences on IDEA/Section 504, ADA to promote families as advocates and leaders. Develop honest dialogue with families regarding ARD meetings to promote participation.	Family Services Worker Campus Director Special Services Director Teacher	Special Services Director/Staff Compliance Director Family Services Director Education Area Director Campus Director	Ongoing	-Training agendas/sign-in -Flyers -Brochures -ARD/IEP

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance Standard: 45 CFR Part 1302.62 (b) (1-4)

Goal: The Hidalgo County Head Start Program will allow for parent and family engagement throughout the disability effort to meet needs of the child and the family.

Objective: Provide information to parents on fostering the development of their children with disabilities, to include siblings. Provide opportunities to parents to observe large and small group and individual activities to include program activities as per IEP; inform parents of their rights under IDEA; inform parents of available resources (i.e., SSI, EPSDT); provide parents with support group information. Provide follow-up assistance and activities to reinforce program activities at home. Build parent confidence, skill, and knowledge to advocate for their children's special needs.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>Parent Consent will be obtained, and the referral and evaluation process will be explained to the parent. Also, should the child qualify, the services will be explained to the parent at the ARD meeting.</p>	<p>Special Services Director LEA Special Ed Staff Campus Director Family Services Worker Teacher</p>	<p>Special Services Staff Compliance Director Campus Director Family Services Worker</p>	<p>Ongoing</p>	<p>-Referral/Go Engage -LEA Referral -Ongoing monitoring -Data Collection Form -Parent Consent</p>
<p>A multidisciplinary approach will be utilized for children evaluated by LEA to determine eligibility for services under IDEA upon completion of the evaluation.</p>	<p>Special Services Director LEA Special Ed Staff Campus Director Family Services Worker Teacher</p>	<p>Special Services Staff Compliance Director Campus Director Family Services Worker</p>	<p>Ongoing</p>	<p>-Referral/Go Engage -LEA Referral -Ongoing monitoring -Data Collection Form -Parent Consent</p>
<p>A multidisciplinary team to include the parent and Head Start staff will provide input in the development of the IEP to meet the child's special needs. Head Start Staff will ensure parent attendance.</p>	<p>Special Services Director LEA Special Ed Staff Campus Director Family Services Worker Teacher</p>	<p>Special Services Staff Compliance Director Campus Director Family Services Worker</p>	<p>Ongoing</p>	<p>-Referral/Go Engage -LEA Referral -Ongoing monitoring -Data Collection Form -Parent Consent</p>
<p>Interpreters at ARD/IEP meeting will be provided by its program for non-English speaking parents; also sign language interpreter will be provided as needed.</p>	<p>Special Services Director Campus Director Family Services Worker</p>	<p>Special Services Staff Compliance Director</p>	<p>Ongoing</p>	<p>Sign Language Contracts</p>

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance Standard: 45 CFR Part 1302.63 (a)

Goal: The Hidalgo County Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start children and ensure that all services on the IEP are provided.

Objective: MOUs (Memorandum of Understanding) are developed to address, Child Find, joint staff and parent education training, link, and refer to Special Ed., IEP meetings, placement, joint transition training, and planning, resource sharing, PEIMS Fall snapshot child count and any other jointly agreed upon items.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Memorandum of understanding will be secured with LEA and other agencies to provide services for children with disabilities and families.	Special Services Director Transition/Community Partnership Director	Special Services Director Transition/Community Partnership Director Compliance Director	May 2023-August 2024	-Agreements on file -PIR
Attend Child Find meetings, workshops, and fairs for recruitment purposes. Special Services Director/Coordinators participate in Child Find Advisory meetings with Region One ESC.	Special Services Director Special Services Coordinator Transition/Community Partnership Director	Special Services Director Special Services Staff Compliance Director	-As scheduled by LEAs -Region One ESC -Easter Seals	-Agendas -Information on file -Parent sign-in
Coordinate and collaborate in resource sharing and joint training with LEA.	Family Services Worker Campus Director Special Services Director Special Services Coordinator	Compliance Director Special Services Director Special Services Staff Education Area Director	Ongoing	-Referral training sign-in
The Memorandum of Understanding will identify all the above-mentioned objectives.	Special Services Director Transition/Community Partnership Director	Special Services Director Transition/Community Partnership Director	May 2023-August 2024	-Referral training -MOU -Ongoing monitoring

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance Standard: 45 CFR Part 1302.63 (b)

Goal: The Hidalgo County Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start children and ensure that all services on the IEP are provided.

Objective: Arrange for options with LEA to meet the needs of each child to include joint placement, shared services, or shared personnel and strategies to check that special needs are met.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>Memorandums of Understanding will be secured with LEA and other agencies to provide services for children with disabilities and their families.</p> <p>Through the MOU and LEA children with significant disabilities from the ECSE classroom of LEA are allowed opportunity to dual enroll with Head Start and participate in an inclusive educational setting. The MOU allows for a Special Education Teacher to provide instruction in the Head Start classroom and implement the IEP.</p> <p>Strategies to be used to ensure that special needs are met include using substitutes, volunteers, and disability aides who provide extra instruction and assistance for children with disabilities. Also utilize special equipment/materials/transportation/sign language interpreters etc.</p>	<p>LEA Special Ed. Director LEA Special Ed. Teacher LEA Paraprofessionals HS Teacher/Assistant Campus Director Special Services Director/Staff</p> <p>Special Services Director Education Area Director Teacher Family Services Worker Campus Director</p>	<p>Special Services Director/Staff Campus Director Education Area Director Compliance Director</p> <p>Special Services Director/Staff Education Area Director</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>-MOU -Teacher Notes -Case Notes</p> <p>- Case notes -Progress notes -Ongoing monitoring</p>

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance Standard: 45 CFR Part 1302.63 (b)

Goal: The Hidalgo County Head Start Program will allow for parent and family engagement throughout the disability effort and meet the family’s needs when relating to joint transition training and planning.

Objective: Assist in the transition of children from Head Start to public school.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Provide parents with information on special education services available in the public school system as a guide to parents on joint transition training and planning.	Transition/Community Partnership Director Family Services Worker Campus Director Special Services Director Teacher	Compliance Director Special Services Director Transition/Community Partnership Director Campus Director Education Area Director	Ongoing	-Transition information -Training sign-in on IDEA/ADA/504
Provide parents with transition brochures to facilitate joint transition training and planning.	Family Services Worker Campus Director/Teacher Transition/Community Partnership Director	Special Services Director Transition/Community Partnership Director Compliance Director Campus Director	Ongoing	-Transition brochures
With parent consent, transfer children’s records to LEA. Provide LEA Special Education Department with a list of all transitioning children with disabilities.	Family Services Worker Transition/Community Partnership Director Campus Director Special Services Director	Compliance Director Special Services Director/Staff Transition/Community Partnership Director Education Area Director Campus Director	May 2024	-Copies of consent on file -Transition list to LEA Special Education Dept.

**HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024**

Performance Standard: 45 CFR Part 1302.63 (b)

Goal: The Hidalgo County Head Start Program will allow for parent and family engagement throughout the disability effort and meet the family's needs when relating to joint transition training and planning. [OBJ]

Objective: Assist in the transition of children from Head Start to public school.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>Allow for communication with parent by providing a transition letter that lists special education staff contacts, phone numbers, campus assignment etc. to provide a smooth transition.</p>	<p>Family Services Worker Transition/Community Partnership Director Campus Director Special Services Director Teacher</p>	<p>Compliance Director Special Services Director/Staff Transition/Community Partnership Director Education Area Director Campus Director</p>	<p>May 2024</p>	<p>-Transition Letter to parents</p>

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance Standard: 45 CFR Part 1302.63 (c) (1-2)

Goal: The Hidalgo County Head Start Program through LEAs will develop IEPs that meet the needs of children with disabilities and enable them to be included fully in the classroom.

Objective: Participate /provide input into the IEP; interpreter for parents; IEPs in parent's dominant language; encourage IEP attendance; have meeting without parents if necessary; implement IEP as soon after the meeting.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>Ensure attendance of required Head Start Teacher, staff, parent, and other required team members of scheduled IEP meeting upon completion of assessment to discuss LEA eligibility results. IEP meeting may be held without the parent, provided parent consented to it and every effort was made to include parent, document efforts.</p>	<p>Special Services Director Family Services Worker Campus Director Teacher LEA Special Education Staff</p>	<p>Special Services Director Family Services Worker Campus Director</p>	<p>Within 45 school days of consent for evaluation</p>	<p>-ARD/IEP Notice -PIR</p>
<p>Interpreters at ARD/IEP meeting will be provided for non-English speaking parents. Sign Language interpreters will also be provided if needed. IEP will be in the parent's dominant language.</p>	<p>Special Services Director Family Services Worker Campus Director Teacher</p>	<p>Special Services Director/Staff</p>	<p>On-going</p>	<p>ARD/IEP Notice P/O Requisition for Sign Language Interpreters</p>
<p>The multi-disciplinary team will provide input into developing an appropriate IEP to meet the special needs of children. The team will include Head Start representatives/teachers who will also provide input on child's progress.</p>	<p>Special Services Director Family Services Worker Campus Director Teacher LEA Special Education Staff</p>	<p>Compliance Director Special Services Director/Staff Education Area Director Campus Director</p>	<p>Within 45 school days of consent for evaluation</p>	<p>-ARD/IEP -PIR</p>

**HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024**

Performance Standard: 45 CFR Part 1302.63 (d)

Goal: The Hidalgo County Head Start Program will maintain a working file of children who are eligible for services under IDEA while enrolled. [OBJ]

Objective: To include all information relevant to assist in the child's instruction and success.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Maintain current documentation of enrolled children who receive services under IDEA, such as Consent for Evaluation, Evaluation Reports (FIE) ARD/IEP, Progress Reports, Therapy Sign-in forms.	Special Services Director Campus Director Family Services Worker	Special Services Director/Staff Education Area Director Compliance Director	Ongoing	-FIE -ARD/IEP -Progress Reports -Consent for Evaluation -Therapy Sign-In

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance Standard: 45 CFR Part 1302.71(3)(e)

Goal: The Hidalgo County Head Start Program will allow for parent and family engagement throughout the disability effort and meet the family’s needs when relating to joint transition training and planning.

Objective: Assist the parents in the transition of children from Head Start to public school or other placement/options. Notify the school of the child’s planned enrollment prior to date of enrollment.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Provide parents with information on special education services available in the public school system as a guide to parents on joint transition training and planning.	Transition/Community Partnership Director Family Services Worker Campus Director Special Services Director Teacher	Compliance Director Special Services Director Transition/Community Partnership Director Campus Director Education Area Director	May 2024	-Transition information
Provide parent with transition brochures to facilitate joint transition training and planning.	Family Services Worker Campus Director/Teacher Transition/Community Partnership Director	Special Services Director Transition/Community Partnership Director Compliance Director Campus Director	May 2024	-Transition brochures
With parent consent, transfer children’s records LEA. provide LEA special education with a list of all transitioning children with disabilities.	Family Services Worker Transition/Community Partnership Director Campus Director Special Services Director	Compliance Director Special Services Director/Staff Transition/Community Partnership Director Education Area Director Campus Director	May 2024	-Copies of consents on file -Transition list to LEA Special Education Dept.

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance Standard: 45 CFR Part 1302.71(3)(e)

Goal: The Hidalgo County Head Start Program will allow for parent and family engagement throughout the disability effort and meet the family’s needs when relating to joint transition training and planning.

Objective: Assist the parents in the transition of children from Head Start to public school or other placement/options. Notify the school of the child’s planned enrollment prior to date of enrollment.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Allow for communication with parent by providing a transition letter that lists special education staff contacts, phone numbers, campus assignment etc. to provide a seamless transition.	Family Services Worker Transition/Community Partnership Director Campus Director Special Services Director Teacher	Monitoring Director Special Services Director/Staff Transition/Community Partnership Director Education Area Director Campus Director	May 2024	
Administrative staff will meet with the Campus Directors and Family Services Worker to prepare and involve children and parents with transition to the public school.	Transition/Community Partnership Director Area Directors	Transition/Community Partnership Director	Ongoing As scheduled in May	Field Trip Request Form
The program will meet with the Local Education agencies (school districts) to discuss and deliver Head Start children’s transition packages.	Transition/Community Partnership Director	Transition/Community Partnership Director	Ongoing	Agendas Sign-In forms

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance Standard: 45 CFR Part 1303.75 (a)(b)

Goal: The Hidalgo County Head Start Program will include children with disabilities in the full range of services provided to all Head Start children and ensure that all services on the IEP are provided.

Objective: Arrange for options with LEA to meet the needs of each child to include joint placement, shared services, or shared personnel and strategies to check that special needs are met.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>Transportation is an allowable expense for those children that require transport to and from home or to therapy treatments. When transportation to services can be accessed from other agencies such as the LEA it should be used, otherwise, transportation will be provided.</p>	<p>Family Services Worker Campus Director Special Services Director Transportation Coordinator</p>	<p>Monitoring Director Special Services Director Special Services Staff Campus Director</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> -Request for transportation -Parent consent -Bus route schedules -Community Assessment -Self Assessment -Ongoing monitoring
<p>Provide specially equipped buses with lifts to transport children with physical disabilities for compliance with ADA.</p>	<p>Family Services Worker Campus Director Special Services Director Transportation Coordinator</p>	<p>Special Services Director Transportation Coordinator Education Area Director</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> -Transportation Plan -Ongoing monitoring -Transportation Schedules
<p>Staff will be provided with training on how to use equipment. Supervision is always provided.</p>				



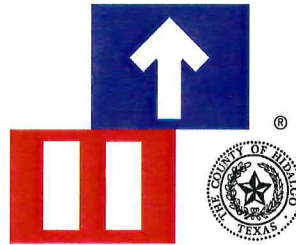
Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Community Partnerships & Transition Program Plans

Ramiro Silva, Community
Partnerships/Transition Director

HIDALGO COUNTY HEAD START PROGRAM



COMMUNITY PARTNERSHIPS PROGRAM PLAN 2023 – 2024

ADVISORY COMMITTEE APPROVAL:
POLICY COUNCIL APPROVAL:
COMMISSIONERS' COURT APPROVAL:

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2023 – 2024**

Performance Standard C.F. Regulation: 1302.53(a) (1) *Partnerships*

Goal: *To collaborate with partners in our communities in order to provide the highest level of services to children and families.*

Objective: *The program will foster the development of a continuum of family centered services and to advocate for communities that share responsibility for the healthy development of children and families.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The program will facilitate community partnerships by developing formal and informal networks with a wide range of community organizations. The program will sponsor a networking meeting to encourage community cooperation and develop linkages. Program staff will also participate in networking meetings hosted by other agencies and organizations.	Department Directors	Community Partnerships/ Transition Director Family Services Director	December	Family Services Procedures Manual Networking Meeting Agenda & Listing
Confidentiality policies are established and maintained to ensure that privileged information is shared in a manner that improves service delivery. Partnership Agreements that required the sharing of child and/or family information will include appropriate confidentiality clauses.	Department Directors	Community Partnerships/ Transition Director Human Resource Director	Ongoing	Community Partnership Agreements Confidentiality Policy
The program will establish agreements and will supplement them by building upon existing agreements with the LEA'S.	Department Directors	Community Partnerships/ Transition Director	Ongoing	Partnership Agreements

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2023 – 2024**

Performance Standard C.F. Regulation: 1302.53 Community partnerships and coordination with other early childhood and education programs.

Goal: *To enable parents to become involved in community advocacy that best responds to their needs and interests.*

Objective: *To provide parents with opportunities to collaborate and work alongside with community members on activities that enhances resources and services.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p>1. (i) Parents are provided with opportunities to meet with agencies and community members to discuss issues regarding social climate, community services, and to influence the character of their community.</p> <p><u>Networking Meeting</u> - Community agencies, cities, and schools are invited to provide information regarding the referrals systems, collaboration and partnership strategies, tracking systems, and improvement of services are items discussed during this meeting.</p> <p><u>Parent Fair/Conference</u> - Community agencies, businesses, advocacy groups, school districts, municipalities, etc., are invited to set up information booths. Parents have an opportunity to meet on an individual basis with agency representatives and receive information and link with those agencies.</p>	<p>Department Directors</p> <p>Campus Directors,</p> <p>Family Service Workers</p>	<p>Family Services Director</p> <p>Community Partnerships/ Transition Director</p>	<p>October</p> <p>November</p> <p>August thru May</p>	<p>HCHS Program Calendar</p> <p>Family Services Procedures Manual</p> <p>Parent Notices of Activities</p>
<p>1. Parents are provided a Community Resource Directory. Parents are provided with individualized and group training on how to utilize the directory. The Community Resource Directory is in both English and Spanish. Training is provided at the...</p> <ul style="list-style-type: none"> • Parent Workshops • Family Partnership Agreement Visit 	<p>Campus Directors</p> <p>Family Service Workers</p>	<p>Community Partnerships/ Transition Director</p> <p>Family Services Director</p>	<p>September</p> <p>Ongoing</p>	<p>Community Resource Directory</p> <p>Family Services Procedures Manual</p>

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2023 – 2024**

Performance Standard C. F. Regulation: 1302.53 (a) Community partnerships (1)

Goal: *To collaborate with partners in the communities in order to provide the highest level of services to children and families.*

Objective: *The program will establish and maintain collaborative relationships with organizations to recruit volunteers to participate in the program.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p>Collaboration and partnership agreements will be established with organizations to promote community members to volunteer in the Head Start program. They include the following:</p> <p>Youth Programs TANF - Welfare to Work Program Winter Texan Groups School Districts STC – Students doing internship hours University of Texas Rio Grande Valley</p>	<p>Family Services Director</p> <p>Campus Directors</p>	<p>Family Services Director</p> <p>Community Partnerships/ Transition Director</p>	<p>Ongoing</p>	<p>Partnership Agreements with Community Organizations</p>

**FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2023 – 2024**

Performance Standard C.F. Regulation: 1302.53 (a) Community partnerships. (ii)

Goal: *To collaborate with partners in the communities in order to provide the highest level of services to children and families*

Objective: *The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
Collaboration and partnership agreements will be established with nutritional services providers. They include the following: Texas A & M AgriLife Extension Program Texas Agricultural Extension Service University of Texas-Rio Grande Valley: Dietetic Department Rio Grande Valley Food Bank WIC	Nutrition Director	Nutrition Director Community Partnerships/ Transition Director	November	Partnership Agreements with Nutrition Service Providers and Agencies
Collaboration and /or partnership agreements will be established with providers and agencies that provide services to children with disabilities and their families. All agreements include (IDEA) requirements and consideration for children needing services through the summer months. They include the following: LEA's Local Education Agencies Region I/Easter Seals - ECI Program	Special Services Director Health Services Director Mental Health Director	Special Services Director Community Partnerships/ Transition Director	November Ongoing	IDEA Partnership Agreements with Providers & Agencies That Provide Services to Children with Disabilities & their Families

**HIDALGO COUNTY HEAD START PROGRAM
 FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
 PROGRAM YEAR 2023 – 2024**

Performance Standard C.F. Regulation: 1302.53 Community partnerships and coordination with other early childhood and education programs. (a) Community partnerships. (ii)

Goal: *To collaborate with partners in the communities in order to provide the highest level of services to children and families.*

Objective: *The program will establish and maintain collaborative relationships with organizations and agencies that are responsive to Head Start children with disabilities and their families' needs and interests.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
Review 1302.53 (a) (2) (ii): Family and Community Partnerships Program Plan - Page FS #29				

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2023 – 2024**

Performance Standard C.F. Regulation: 1302.53 Community partnerships and coordination with other early childhood and education programs. (a) Community partnerships. (iii)(iv)(v)(vii)

Goal: *To collaborate with partners in the communities in order to provide the highest level of services to children and families.*

Objective: *The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
(v) Collaboration and /or partnership agreements will be established with family preservation and support services. They include the following: Attorney General's Office - Child Support Division Texas Health and Human Services Department- TANF Salvation Army Woman Together/Mujeres Unidas- Battered Women's Shelter & Counseling Center Hidalgo County Community Service Agency Hidalgo County Indigent Services American Red Cross	Family Services Director	Family Services Director Community Partnerships/ Transition Director	November Ongoing	Partnership Agreements with Family Preservation and Support Services Providers & Agencies
(iii) Collaboration and partnership agreements will be established with Child Protective Agencies and other agencies that child abuse can be reported under state law. They include following: Texas Dept. of Protective & Regulatory Services - CPS Division Hidalgo County Sheriff's Department	Health Services Director	Health Services Director Community Partnerships/ Transition Director	November Ongoing	Partnership Agreements with Agencies that Deal with Child Abuse & Neglect

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2023 – 2024**

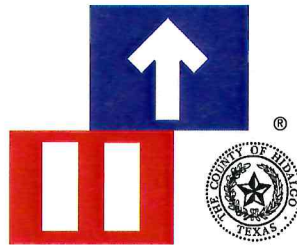
Performance Standard C.F. Regulation: 1302.53 (a) Community partnerships. (iv) (viii)

Goal: *To collaborate with partners in the communities in order to provide the highest level of services to children and families.*

Objective: *The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Document or Forms
(iv) Collaboration and /or partnership agreements will be established with local elementary schools, cultural institutions, libraries, and other organizations. They include: McAllen International Museum Museum of South Texas History City Libraries Local Elementary Schools	Community Partnership Director Campus Director	Community Partnership/ Transition Director	December Ongoing	Partnership Agreements with Cultural and Educational Institutions
(viii) Collaboration and partnership agreements will be established with child care providers. They include..... CCS - Child Care Systems TMC – Teaching and Mentoring Communities	Community Partnership Director Campus Director	Community Partnerships/ Transition Director	November Ongoing	Partnership Agreements with Child Care Providers
Collaboration and partnership agreements will be established with other organizations and businesses that provide support and resources to families. They include.... Local Chamber of Commerce Rio Grande Valley Chamber of Commerce Knights of Columbus Lions Club US Border Patrol	Family Services Director Campus Director	Family Services Director Community Partnerships/ Transition Director	December Ongoing	Partnership Agreements with Organizations and Businesses Provide Support & Resources To Head Start Children & Families

HIDALGO COUNTY HEAD START PROGRAM



TRANSITION SERVICES PROGRAM PLAN 2023 – 2024

ADVISORY COMMITTEE APPROVAL:
POLICY COUNCIL APPROVAL:
COMMISSIONERS' COURT APPROVAL:



Hidalgo County Head Start Program
 Transition Services Program Plan
 2023-2024

Performance Standard C. F. Regulation: 1302.71 (c) (2) (i) (ii) (iii), and 1302.72 (2) (i) (a) (b) Transition Services

Goal: To communicate and coordinate with the local education agencies through networking meetings to plan for transition services.

Objective: To maintain and establish procedures that will facilitate the transition process for children enrolled in the Head Start program.

Task To Be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The parents will be notified of necessary records and information that are required for enrollment for their designated local education agency. Activities: <ul style="list-style-type: none"> a. On-site online registration for children transitioning to the school district b. Registration documents and forms c. School Tours 	Campus Directors Family Service Workers ISD Teachers, Parent Liaison	Community Partnership/Transition Director	August – 2023 thru June - 2024	Confidentiality Statement – Child Record Field Trip Request Form Permission Slip Transition / Application packet
2. The Program will maintain on-going coordination and collaboration between the Head Start staff and their counterparts in the schools and community programs. Activities: <ul style="list-style-type: none"> a. Memorandum of Understanding (MOU) b. Partnership c. Non-competitive collaboration MOU 	Campus Directors	Community Partnership/Transition Director	August – 2023 thru June- 2024	Networking Meeting Record MOU's



Hidalgo County Head Start Program
 Transition Services Program Plan
 2023-2024

Performance Standard C. F. Regulation: 1302. 71 (c) (2)(i)(ii)(iii), and 1302.72 (2) (i)(a)(b) Transition Services

Goal: To communicate and coordinate with the local education agencies through networking meetings to plan for transition services.

Objective: To maintain and establish procedures that will facilitate the transition process for children enrolled in the Head Start program.

Task To Be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<ul style="list-style-type: none"> d. Collaboration with 10 school districts <ul style="list-style-type: none"> a. Center-Based b. School-Based <ul style="list-style-type: none"> i. Access special program ii. Access to the campus iii. Dual enrollment c. ISD Bilingual Certified Teachers <ul style="list-style-type: none"> i. Full-Day d. Use state adopted research-based Curriculum e. Use of Progress Monitoring Tools <ul style="list-style-type: none"> for: <ul style="list-style-type: none"> i. Program Planning ii. Data sharing using the collaboration worksheet iii. Individualization Process iv. Share data with Parents, Policy Council and Community f. Use District Calendar g. Collaboration meetings <ul style="list-style-type: none"> a. 3 times a year and/or as needed 	<p>Campus Directors Education Department Community Partnership/ Transition Director</p>	<p>Community Partnership/ Transition Director</p> <p>Community Partnership/ Transition Director</p>	<p>August - 2023 thru June- 2024</p>	<p>Curriculum Instructional and Resources Lesson Plans</p> <p>Progress Monitoring data Agendas Sign-In Sheets Academic Calendars</p>



Hidalgo County Head Start Program
 Transition Services Program Plan
 2023-2024

Performance Standard C. F. Regulation: 1302. 71 (c) (2)(i)(ii)(iii), and 1302.72 (2) (i)(a)(b) Transition Services

Goal: To communicate and coordinate with the local education agencies through networking meetings to plan for transition services.

Objective: To maintain and establish procedures that will facilitate the transition process for children enrolled in the Head Start program.

Task To Be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
3. Administrative Staff will meet with the Campus Directors and Family Service Workers to facilitate preparing and involving children and parents in joint transition training and planning. Activities: <ul style="list-style-type: none"> a. School Tours b. Dual Enrollment <ul style="list-style-type: none"> i. Attendance Policies and Procedures c. Transition Parent Meetings <ul style="list-style-type: none"> i. Day ii. Evening d. Meet the Principal and campus staff 	Community Partnership/ Transition Director Area Directors	Community Partnership/ Transition Director	August – 2023 thru June - 2024	Field Trip Request Form Agendas Sign-In's
4. The Program will encourage community participation through community wide events to allow parents, staff, community organizations, and children to meet, visit the program, and ask questions. Activities: <ul style="list-style-type: none"> a. Network Meeting b. Parent Fair c. Monthly Parent Meetings d. Child Find Fairs 	Community Partnership/ Transition Director Family Services Director	Community Partnership/ Transition Director	August – 2023 thru June- 2024	Sign-In's Parent Meeting Information Agendas Flyers



Hidalgo County Head Start Program
 Transition Services Program Plan
 2023-2024

Performance Standard C. F. Regulation: 1302. 71 (c) (2)(i)(ii)(iii), and 1302.72 (2) (i)(a)(b) Transition Services

Goal: To communicate and coordinate with the local education agencies through networking meetings to plan for transition services.

Objective: To maintain and establish procedures that will facilitate the transition process for children enrolled in the Head Start program.

Task To Be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
5. The Program will assist & support transitions for families and children who move out of the community to include homeless families and foster children. Activities: <ul style="list-style-type: none"> a. Childs Transition-packet consent for release form b. Referral Data Form c. Tracking Log d. Progress Monitoring Data 	Campus Directors Community Partnership/ Transition Director	Community Partnership/ Transition Director	August – 2023 thru June -2024	Sign-In's HS Locator Referrals



Hidalgo County Head Start Program
 Transition Services Program Plan
 2023-2024

Performance Standard C. F. Regulation: 1302.60, 1302.61 (a), 1302.62(a) and 1302.70 (e) Transition Services

Goal: To encourage and involve parents in the transition of their child into Head Start.

Objective: To schedule and conduct meetings / activities to engage parents in the transition of their children into the Head Start Program; including transition of children with disabilities into the Head Start Program.

Task To Be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>1. The Program will coordinate and collaborate with ECI Early Childhood Intervention agencies on children who are being referred to the Head Start Program. The Program will conduct "face to face" transition meetings with the parents, ECI agency, and the local education agency.</p> <p>Activities:</p> <ul style="list-style-type: none"> a. Established written MOU's b. ECI Referrals 	<p>Campus Directors Family Service Workers</p>	<p>Community Partnership/ Transition Director</p>	<p>August – 2023 thru June -2024</p>	<p>Referral Data Confidentiality Statement ECI Transition Pkt. ECI Tracking Log</p>
<p>2. The Program will ensure that appropriate placement of children enrolled with developmental programs, are provided with the steps necessary to participate and enroll in the Head Start Program.</p> <p>Activities:</p> <ul style="list-style-type: none"> a. Staff will assist the parent in completing the application process as needed b. Children will receive instruction in an inclusive setting c. Assign DCA to assist in the classroom 	<p>Community Partnership/ Transition Director Special Services Director</p>	<p>Community Partnership/ Transition Director Special Services Director</p>	<p>August – 2023 thru June -2024</p>	<p>Confidentiality Statement HS Application ARD/Dr. Recommendation Form PO-s for materials and equipment ADA checklist</p>



Hidalgo County Head Start Program
 Transition Services Program Plan
 2023-2024

Performance Standard C. F. Regulation: 1302.60, 1302.61 (a), 1302.62(a) and 1302.70 (e) Transition Services

Goal: To encourage and involve parents in the transition of their child into Head Start.

Objective: To schedule and conduct meetings / activities to engage parents in the transition of their children into the Head Start Program; including transition of children with disabilities into the Head Start Program.

Task To Be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<ul style="list-style-type: none"> d. Provide adequate materials/equipment for the child to be successful e. Ensure the facility is accessible to all persons with a disability f. Maintain coordination/collaboration with the district's special education department g. Special Education services will be provided at the center by Sp. Ed. Staff h. Provide sign language interpreters as needed for the application process/ARD meetings/parent meeting/etc. i. Provide transportation services for special needs children such as a bus with a lift. j. Assist/support the parent from the transition into HCHSP in order for them to feel this is the best placement for their child. 	Community Partnership/ Transition Director Special Services Director	Community Partnership/ Transition Director Special Services Director	August – 2023 thru June -2024	MOU's Therapy Sign In's Professional Contracts Transportation Applications Transition Meeting Documents



Hidalgo County Head Start Program
Transition Services Program Plan
2023-2024

Performance Standard C. F. Regulation: 1302.70 (a) (b) (c) Transition Services

Goal: To ensure that the Transition Services are successfully implemented.

Objective: To develop and implement schedules of activities to facilitate parent participation in the transition of children in and out of the program.

Task To Be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>1. The Program will ensure implementation and compliance of the Head Start Performance Standards in the areas of Joint Transition Training and Planning. Activities:</p> <ul style="list-style-type: none"> a. Annual Training b. Recruitment Training c. FPA Tracking d. Joint Advisory Committee 	<p>Department Directors</p>	<p>Community Partnership/ Transition Director</p>	<p>August – 2023 thru June -2024</p>	<p>Referral Data Form Information Packet Agendas Minutes Sign In's</p>
<p>2. The Program will provide joint in-service opportunities and cross-program visitations for staff and parents to increase the understanding of early childhood development and assist in placing practices which assures developmental continuity across the different programs. Activities:</p> <ul style="list-style-type: none"> a. Dual Language Model b. Pre-K Daily Schedule c. Early Childhood Domains <ul style="list-style-type: none"> i. State ii. Federal 	<p>Community Partnership/ Transition Director Education Director Family Services Director</p>	<p>Chief Early Education Officer</p>	<p>August – 2023 thru June-2024</p>	<p>Classroom Observation Form Professional Development Lesson Plans Daily Schedule Dual Language Model</p>



Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

2023-2024 Transportation Services Program Plan

**Oliver Solis,
Transportation Coordinator**



Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Programmatic Services

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Avelina Pena Segovia,
Chairperson



Hidalgo County Head Start Program Policy Council Agenda

DATE: May 17, 2023

SUBJECT: Ratify Action Taken by Commissioners’ Court on 05/16/23;
A. Acceptance of the “Sole and Qualified Response received from Versidi, Inc., dba, Teach Us Texas for award of RFP 23-003-05-05-AS “Educator Preparation Program”
B. Approval of contract with Versidi, Inc., dba, Teach us Texas (C-23-003-05-17 AS) for Educator Preparation Program

RATIONALE/NEED: This Program will prepare the Head Start teachers to test for the State of Texas Teachers Certification exam.

RECOMMENDATION: Administration recommends approval

COST: Head Start Funds are Available

RELATED INFORMATION INCLUDED: Service Contract, Evaluation, Form 1295

INITIATED BY: Ambrosio Tovar, Procurement Director *A. Tovar*

REVIEWED BY: Mr. Edmundo Garcia, Assistant Director *[Signature]*

PROGRAM DIRECTOR’S APPROVAL: *[Signature]*

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

**CONTRACT FOR SERVICE
C-23-003-05-17 AS**

THIS CONTRACT is made and entered into this 17th day of May 2023, by and between the of **Hidalgo County Head Start Program**, ("HCHSP"), and Versidi, Inc. dba Teach Us Texas ("Company").

WHEREAS, HCHSP requested responses to notices for: “ Educator Preparation Program **Services**” on an as needed basis for the HCHSP (the “Services”). A copy of the procurement packet, including applicable specifications, is attached hereto as **Exhibit “A”**, and is incorporated herein by reference for all purposes (“Procurement Packet”); and

WHEREAS, Company submitted a bid to provide services in accordance with the specifications as bid, a copy of the Company’s response to the Procurement Packet is attached hereto as **Exhibit “B”**, (“Response”) and is incorporated herein by reference for all purposes; and;

WHEREAS, Company represents that it is qualified and desires to perform such services; and;

WHEREAS, in recognition of and in consideration of Company's agreement to perform the services in accordance with the Procurement Packet, the Policy Council of Hidalgo County Head Start Program

NOW, THEREFORE, in mutual consideration of the foregoing and the further consideration of the following, the parties hereto agree as follows:

1. HCHSP and Company hereby agree that this Contract is entered into in order to provide the Services to **Hidalgo County Head Start Program**. This Contract does not extend to any third parties any duties or benefits conferred in any manner hereunder or otherwise.

2. During the term of this Contract, Company shall be obligated and hereby promises and agrees to render and provide the Services in accordance with specifications and terms contained in Exhibit “A” Procurement Packet and Company’s Response. Services shall be performed within **Hidalgo County** following a request for Services by the **Program** or its designated agent. Company agrees in performing the Services that it will use proper professional standards, comply with any and all appropriate laws and regulations in providing the Services, and devote such time as is necessary to safely and efficiently provide the Services. Further, Hidalgo County Head Start Program reserves the right to request these services from other sources other than the successful vendor and shall not be

in violation of any terms or conditions of said contract.

3. **Term.** This Contract shall be for a period of two (2) year(s), commencing on May 18, 2023 and expiring on May 17, 2025, and may be extended at the sole discretion of Hidalgo County Head Start Program for an additional **one (1) year** term under the same rates, terms and conditions unless this Contract is

terminated pursuant to the provisions herein, whichever occurs first. Hidalgo County Head Start Program also reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay of award for the next term and under the same rates, terms and conditions.

4. **Licenses.** As a condition of this Contract, Company shall hold and maintain throughout the term of this Contract all licenses and permits required, or which may be required by any authority during the term hereof to provide the Services. If such license or permit is suspended or revoked, this Agreement shall automatically be terminated and Company shall immediately notify HCHSP.

5. Company shall provide a sufficient number of trucks, vehicles, personnel and equipment available to safely and efficiently provide the Services, if applicable.

6. All trucks or vehicles operated by the Company to perform the Services shall contain all equipment required by any authority to operate on streets and roads and all persons in the employ of Company who operate such trucks or vehicles shall have the required licenses, qualifications, skill and expertise to perform such Services and shall comply with all laws, rules and regulations prescribed by any agency or authority having jurisdiction with regard to the operation of such trucks or vehicles in providing the Services.

7. **Consideration.** As consideration for rendering the Service provided for in this Contract, HCHSP agrees to pay Company the amounts specified in Exhibit "B" attached hereto payable against written invoice submitted by Company in accordance with the Texas Prompt Payment Act, Tex. Govt. Code Ch. 2251.

8. **Insurance:** Consistent with its status as an independent contractor and at its sole expense, Company agrees that throughout the duration of the work under this contract and any extension hereof, it shall provide and maintain any and all insurances and abide by any requirements which are specified in the Procurement Packet/Specifications and/or which may be necessary in providing Services or are otherwise required by law. Insurance policies shall cover, but are not limited to, Bidder's activities and all persons, vehicles, equipment and property connected with providing Services, to include theft or loss. The amount of insurance required shall be in accordance with amounts specified by HCHSP or as prescribed by law, but in no event shall any amount be less than the minimum amounts prescribed by law, including, but not limited to the Texas Tort Claims Act. These requirements do not establish limits of Company's liability. Any and all applicable insurance requirements and amounts are incorporated herein by reference for all purposes. Company is responsible for ensuring all required insurance policies are valid for the duration of the contract. All insurance policies are to be issued by an insurance company authorized to do business in the State of Texas and acceptable to HCHSP. Company shall cause all subcontractors utilized by Company to also comply with these specifications. Company shall furnish to County certificate(s) of coverage, and all renewals throughout the duration of the Project, issued by the insurer that such insurance is in full force and effect. (See Exhibit "C" attached hereto and incorporated herein for all purposes). For each applicable policy, Company shall name HCHSP as an additional insured. Company shall notify HCHSP a minimum of thirty (30) days in advance of cancellation of all or part of a policy. Company shall make any other insurance documentation available to HCHSP upon request.

9. **Indemnification.** Company shall indemnify and hold harmless HCHSP, its elected officials, employees and agents from any and all claims, damages, losses, and expenses including attorney's fees for the defense of any action against County arising out of, resulting from, or connected with the provision of

the Service by Company under this Contract. Said indemnity shall cover any act or failure to act by the Company, its agents or employees.

10. **Assignment.** This Contract shall not be assignable in whole or in part by either party without prior written consent of the other party.

11. **Independent Contractor.** It is expressly agreed that this Contract and the performance by the parties hereunder does not create any agency relationship or master-servant relationship that HCHSP has no supervision of the performance of the Services provided by Company, and that Company is an independent contractor under this Contract.

12. **Notice.** Any notice required or permitted to be given hereunder shall be in writing and shall be delivered personally or sent by certified mail, postage prepaid, as set forth below:

If to HCHSP: Hidalgo County Head Start Program
 Attn: Ms. Irma Peña, Executive Director
 P.O. Box 0117
 Edinburg, Texas 78540

If to Company: Versidi, Inc.
 dba Teach Us Texas
 1201 Fannin St. Ste 262
 Houston, TX 77002

Provisions. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

14. **Termination.** This Agreement may be terminated by HCHSP without cause upon thirty (30) days written notice.

16. **Successors.** This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

17. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and shall be performable in Hidalgo County.

18. **Commitment of Current Revenues Only.** In the event that, during any term hereof, HCHSP does not appropriate sufficient funds to meet the obligations of the Program under this Agreement, HCHSP may terminate this Agreement upon ninety (90) days written notice to Company. HCHSP agrees, however, to use reasonable efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of HCHSP.

Agreements for the acquisition, including lease of real or personal property under Tex. Loc. Govt. Code §271.903: In the event that, during any term hereof, the HCHSP not appropriate sufficient funds to meet the obligations of HCHSP under this Agreement, HCHSP may terminate this Agreement upon ninety (90) days written notice to Company, HCHSP agrees, however, to use a best efforts attempt to obtain and appropriate funds for payment of the Agreement. The parties intend this provision, if applicable, to be a continuing right to terminate this at the expiration of each budget period of HCHSP in accordance with Tex. Loc. Govt. Code §271.903 (Vernon Supp. 1996).

19. **Entire Agreement.** This Agreement contains the entire contract between the parties hereto, and each party acknowledges that neither has made (either directly or through any agent or representative) any representation or agreement in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by the parties hereto, and not otherwise.

20. **Immunities:** Nothing in this Agreement is intended to and HCHSP does not hereby waive, release or relinquish any right to assert any of the defenses HCHSP enjoys by virtue of the state or federal constitution, laws, rules or regulations, and any sovereign, official or qualified immunity available to HCHSP as to any claim or action of any person, entity, or individual against HCHSP.

21. **Nondiscrimination:** Company, including subcontractors, assignees and successors in interest, ensures that no person shall on the grounds of race, religion, color, national origin, sex, age, or disability, or any other protected class under law, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation in any federally or non-federally funded program or activity when providing any services described herein under this contract/agreement. Applicable nondiscrimination statements and provisions of Title VI of the Civil Rights Act of 1964, as amended, were provided as part of the initial procurement packet and are incorporated herein and made a part of this agreement for all purposes.

22. **Additional Documents:** The parties hereto covenant and agree that they will execute each such other and further instruments and documents as are or may become necessary or convenient to effectuate and carry out the terms of this contract/agreement.

23. **Required Contract Provision for Contracts Subject to Federal Award (if applicable):** Pursuant to 2 CFR 200.327, a non-federal entity's contracts must contain the applicable provisions described in appendix II to 2 CFR 200-Contract Provisions for non-Federal Entity Contracts under Federal Awards. Additionally, HCHSP contracts under Federal award which are subject to assistance from the Federal Emergency Management Agency (FEMA) are also required to contain additional contract clauses. The applicable required contract clauses were provided as part of the initial procurement packet and are incorporated herein and made part of this agreement for all purposes.

[SIGNATURE PAGE TO FOLLOW]

EXECUTED as of the day and year first written above.

APPROVED BY COMMISSIONERS' COURT ON May 16 , 2023.

Executive Office: _____

VENDOR:

Versidi, Inc. dba Teach Us Texas

Date

Hidalgo County Head Start Program

Honorable Richard Cortez
Hidalgo County Judge

Irma Peña, Executive Director
Hidalgo County Head Start Program

Date

Date

ATTEST:

Arturo Guajardo, Jr.
Hidalgo County Clerk

Approved As To Form:
Ricardo González, P.C.
DBA, Oxford & González

By: _____
Ricardo González

EXHIBIT A
“SCOPE OF WORK”

The Scope of Work will include the following: Academic Program

- Plan of Study
- Test Preparation Support
- Meets TEA Code Requirements

Compliance:

Coursework and/or training for candidates seeking initial certification in the classroom teacher certification class. An EPP shall provide each candidate with a minimum of 300 clock-hours of coursework and/or training. An EPP shall provide a minimum of 200 clock-hours of coursework and/or training for a candidate seeking a Trade and Industrial Workforce Training certificate as specified by §233.14(e) of this title (relating to Career and Technical Education (Certificates requiring experience and preparation in a skill area)).

Block 1A and 1B Courses	
1	<i>Professionalism and Professional Development</i>
2	<i>Equitable Practices in Professional Pedagogy and Responsibility</i>
3	<i>Inclusive Environments and Strategies</i>
4	<i>Subject-Specific Pedagogy and Professional Practices</i>
5	<i>Diverse Learners, Families, and Communities</i>

Components of RFP	Evidence and Overall Program Short Narrative	Course#(s)
Short Narrative	<p>The Teach Us Texas EC-6 program models the practices we hope to develop and instill within our candidates. Beginning with a shared understanding of the important role of being a teacher in <i>Professionalism and Professional Development</i> and incorporating reflective practices for both educators and students in <i>Equitable Practices in Professional Pedagogy and Responsibility</i>, candidates engage in developing the pedagogical and social and emotional skills needed to effectively reach all learners. Further, candidates explore the ways our students' assets and the environment we create adds to both a positive class climate and community within <i>Inclusive Environments and Strategies</i>. As candidates participate in identifying the varying needs of learners and applying evidence-based practices through differentiation within special populations, they design activities to increase learner engagement and strengthen home-school connections in <i>Diverse Learners, Families, and Communities</i>.</p> <p>Underlying the courses are the Teach US Social and Emotional Learning professional development series that are embedded and aligned within the course content. Seeing the positive correlation SEL has within educator skills and learners' academic outcomes, the cultivation of social and emotional skills within our candidates is a critical part of promoting and embodying a culture a care.</p>	1-5
Plan of Study for August 1st Internship Eligibility	<p>Block 1A: (see course sequence) Block 1A centers on candidate engagement in course modules to develop background knowledge in understanding</p>	1-5

	<p>the context of diverse learners, deepened through reflective practices, establishing positive classroom environments, and addressing diverse learner needs.</p> <p>Candidates engage in learning activities and demonstrate proficiency through module assignments to meet the learning outcomes throughout the courses. Coursework will support candidates' knowledge and application for the Core EC-6 and STR exams.</p> <p>Block 1B: (see course sequence) Block 1B extends candidate learning within each course by providing a culminating assignment (e.g., signature assignments) that synthesizes learning. This provides candidates an opportunity to demonstrate proficiency of course learning outcomes and deepens candidate knowledge of content and strengthening skills.</p>	
Test Preparation and Support for EC – 6 Certification and Bilingual Certification	<p>Course 4 is EC – 6 Test Prep</p> <p>Course 6 is STR Test Prep</p>	4
Ensure that Accelerated Certification Program (ACP) candidates meet all TEA Code Requirements:		
1) 150 clock-hours of coursework and/or training that allows candidates to demonstrate proficiency in:		
(a) designing clear, well-organized, sequential, engaging, and flexible lessons that reflect best practice, align with standards and related content, are appropriate for diverse learners and encourage higher-order thinking, persistence, and achievement	<p>Narrative: <i>Subject-Specific Pedagogy and Professional Practices</i> addresses standards aligned content that is assessed through proficiency in knowledge of content and skills that are appropriate in meeting diverse learners' needs, engage in high-order thinking through application and delivery of content.</p> <p><i>In Equitable Practices in Professional Pedagogy and Responsibility and Inclusive Environments and Strategies</i> candidates experience a virtual class setting and analyzing class profiles that include diverse learner backgrounds. Engaging lessons within the experience are grade level appropriate and aligned with content standards. Candidates make in-the-moment decisions that are reflective of best practices to make content accessible to diverse learners. The virtual field-based experience begins with supports that reflect pedagogical practices and monitoring progress, followed by addressing classroom management. Candidates then transition into classroom environment, teaching styles, cognition and emotion, content area instruction, and differentiation.</p> <p>Evidence:</p>	2, 3, 4

	<ul style="list-style-type: none"> ○ <i>*Benchmark Assessment of subject matter knowledge- scores must indicate 80% - evidence in the Canvas course.</i> ○ Virtual Field-Based Experience & Reflection Virtual Field-Based Experience & Reflection .pdf 	
(b) formally and informally collecting, analyzing, and using student progress data to inform instruction and make needed lesson adjustments	<p>Narrative: In <i>Equitable Practices in Professional Pedagogy, Responsibility and Inclusive Environments and Strategies</i>, and <i>Diverse Learners, Families, and Communities</i> Candidates collect a range of student data from their field-based experiences alongside state/regional/school data to inform instructional plans.</p> <p>Evidence:</p> <ul style="list-style-type: none"> ○ Virtual Field-Based Experience & Reflection Virtual Field-Based Experience & Reflection .pdf 	2, 3, 5
(c) ensuring high levels of learning, social emotional development, and achievement for all students through knowledge of students, proven practices, and differentiated instruction	<p>Narrative: Throughout our course structure, professional development is provided in partnership with Urban Assembly that focuses on research-based social and emotional learning practices for both educators and students. SEL skills prepare candidates to develop a test-taking mindset, incorporate evidence-based SEL practices, and cultivate a sense of belonging. Developing these skills also requires an understanding of diverse student needs and infusing background knowledge that is responsive to plan for differentiated instruction. Within coursework, candidates engage in understanding unique needs within special populations and ways to explicitly address students through differentiated instruction.</p> <p>Evidence:</p> <ul style="list-style-type: none"> ○ Guided Notes_ Educator SEL: Guided Notes Educator SEL.pdf ○ Course 5 Module 1 Assignment: Course 5 Module 1 Assignment Differentiating Instruction to Meet Diverse Learner Needs .pdf 	1-5
(d) clearly and accurately communicating to support persistence, deeper learning, and effective effort.	<p>Narrative: In <i>Inclusive Environments and Strategies</i>, candidates apply a culturally responsive lens using Hammond’s Ready for Rigor framework to consider in communication and lesson plan development. Further candidates create examples of communication that involves the collaboration of students in co-developing classroom norms. In <i>Diverse Learners, Families, and Communities</i>, candidates design student-led conferencing to communicate student progress and include students in the process of developing their own learning.</p> <p>Evidence:</p>	3, 5

	<ul style="list-style-type: none"> ○ Course 3 Guided Notes: Promoting Culturally Responsive SEL in the Classroom- Evidence Based Practices <u>Course 3 Guided Notes Promoting Culturally Responsive SEL in the Classroom Evidence-Based Practices.pdf</u> ○ Course 3 Rubric: Communicating Plans and Strategies to Create a Safe and Inclusive Classroom <u>Course 3 Rubric Communicating Plans and Strategies to Create a Safe and Inclusive Classroom.pdf</u> ○ Course 5 Module 3 (Condensed) Student-Led Communication with Teachers, Families/Caregivers <u>Course 5 Module 3 Condensed Student-Led Communication with Teachers Families Caregivers.pdf</u> 	
(e) organizing a safe, accessible, and efficient classroom	<p>Narrative: <i>Inclusive Environments and Strategies and Diverse Learners, Families, and Communities</i></p> <p>Evidence:</p> <ul style="list-style-type: none"> ● Course 3 Module Assignment: Inclusive Classroom Communication <u>Course 3 Module 2 Assignment Inclusive Classroom Communication.pdf</u> ● Course 3 Rubric: Communicating Plans and Strategies to Create a Safe and Inclusive Classroom <u>Course 3 Rubric Communicating Plans and Strategies to Create a Safe and Inclusive Classroom.pdf</u> ● Course 5 Module 2 (Condensed) Designing a Positive Class Climate to Address and Monitor Diverse Learners <u>Course 5 Module 2 Condensed Designing a Positive Class Climate to Address and Monitor Diverse Learners.pdf</u> 	3, 5
(f) establishing, communicating, and maintaining clear expectations for student behavior	<p>Narrative: In <i>Inclusive Environments and Strategies</i>, candidates are provided with opportunities to create meaningful and practical assignments that indicate their knowledge of communicating expectations of their students while also engaging students in the process through collaborative class norms.</p> <p>Evidence:</p> <ul style="list-style-type: none"> ● Course 3 Module Assignment: Inclusive Classroom Communication <u>Course 3 Module 2 Assignment Inclusive Classroom Communication.pdf</u> 	3
(g) leading a mutually respectful and collaborative class of actively engaged learners	<p>Narrative: In <i>Inclusive Environments and Strategies and Diverse Learners, Families, and Communities</i> candidates create space to co-develop classroom norms with their students, use students' assets to connect in lesson planning, and support students in leading in their own learning process through student-led conferences. This promotes student</p>	3, 5

	<p>engagement through self-reflection, understanding their own strengths and areas of growth, and developing realistic short- and long-term goals.</p> <p>Evidence:</p> <ul style="list-style-type: none"> • Course 3 Guided Notes: Promoting Culturally Responsive SEL in the Classroom- Evidence Based Practices <u>Course 3 Guided Notes Promoting Culturally Responsive SEL in the Classroom Evidence-Based Practices.pdf</u> • Course 5 Module 3 (Condensed) Student-Led Communication with Teachers, Families/Caregivers <u>Course 5 Module 3 Condensed Student-Led Communication with Teachers Families Caregivers.pdf</u> 	
(h) meeting expectations for attendance, professional appearance, decorum, procedural, ethical, legal, and statutory responsibilities	<p>All candidates are required to complete with 100% completion and passing, <i>Preparation for the Profession</i> which include modules for candidates to demonstrate an understanding of an agreement with Texas' Code of Ethics and Professional Practices. Further, candidates are required to take and complete a code of ethics and conduct attestation.</p> <p>Evidence:</p> <ul style="list-style-type: none"> ○ Code of Ethics and Conduct Attestation: <u>Course 1 Code of Ethics and Conduct Attestation.pdf</u> 	1
(i) reflect on his or her practice	<p>Narrative: Candidates begin the coursework in <i>Equitable Practices in Professional Pedagogy and Responsibility</i> by learning about and understanding the role of reflection to improve instructional practices. Candidates engage in reflective practices and develop reflective questions for students to</p> <p>Evidence:</p> <ul style="list-style-type: none"> • Course 2 Rubric: Reflective Snapshot <u>Course 2 Rubric Reflective Snapshot.pdf</u> • Course 3 Guided Notes: Promoting Culturally Responsive SEL in the Classroom- Evidence Based Practices <u>Course 3 Guided Notes Promoting Culturally Responsive SEL in the Classroom Evidence-Based Practices.pdf</u> 	2, 5
(j) effectively communicating with students, families, colleagues, and community members	<p>Narrative: In <i>Inclusive Environments and Strategies</i> and <i>Diverse Learners, Families, and Communities</i> candidates create communication with students, families and community members. In <i>Diverse Learners, Families, and Communities</i> extend upon these connections by considering the qualities of their students in their future success as</p>	3, 5

graduates, that incorporates candidate ideas to leverage family and community contributions and connections.

Evidence:

- Course 3 Rubric: Communicating Plans and Strategies to Create a Safe and Inclusive Classroom
Course 3 Rubric Communicating Plans and Strategies to Create a Safe and Inclusive Classroom.pdf
- Course 5 Module 3 (Condensed) Student-Led Communication with Teachers, Families/Caregivers
Course 5 Module 3 Condensed Student-Led Communication with Teachers Families Caregivers.pdf
- Course 5 Signature Assignment Description Course 5 Signature Assignment Description.pdf

EXHIBIT B

“COST”

Exhibit B

RFP. 2023-003-05-05-AS

TOTAL COST PER STUDENT	
Individual Student Rate	\$5,641.00

Teach Us Hidalgo Country Head Start Fee Schedule

Unit Cost: \$3,746 EC-6 Teacher Certification Program (Includes Test Preparation) 25% discount from \$4595

Unit Cost: \$300 Tutoring/Coaching

Unit Cost: \$1,200 Supplemental Certification Bilingual – (Includes Test Preparation)

Unit Cost: \$300 Dedicated Program Mentor

Enrollment fee: \$95 (discounted from \$295 to \$95)

Application fee waived

Total Candidate Cost: \$5,641

Certificate of Interested Parties (Form 1295)

Hidalgo County Head Start Program

"Educator Preparation Program"

RFP NO. 2023-003-05-05-AS

EVALUATION CRITERIA	PROPOSER		
	GRADERS		
	#1	#2	#3
Trainer(s) Qualifications/and other Credentials (20)	20	20	20
Understanding the Services/Methodology (20)	20	20	20
Experience (30)	30	30	30
Ability to commit all services required (30)	30	30	30
Total	100	100	100
TOTAL AVERAGES	100		
Designates / Approved by PC and CC as "Qualified" to proceed with negotiation phase of procurement process.	YES_____	No_____	

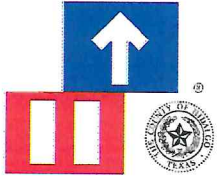


Hidalgo County Head Start Program

Policy Council Regular Meeting Agenda

Extend for Two-Year Term Nine (9)
Inter-local Agreements

Ambrosio Tovar,
Procurement Director



Hidalgo County Head Start Program Policy Council Agenda

DATE: May 17, 2023

SUBJECT: Discussion/Approval for Hidalgo County Head Start Program to Exercise Option to Extend for an Additional Two-Year Term the Inter-local Agreements for Head Start Facilities and/or Land (under same terms and conditions) with the following entities:

City of Alamo	Alamo HS	Land	\$1 Month
City of Donna	Donna II HS	Land	\$1 Month
Edcouch Elsa ISD	Edcouch Kitchen	Facility	\$500 Month
City of Hidalgo	Hidalgo HS	Land	\$1 Month
La Joya ISD	La Joya	Land	\$1 Month
City of Pharr	Las Milpas I HS	Land	\$1 Month
City of Pharr	Pharr HS	Land	\$1 Month
City of Progreso	Progreso HS	Land	\$500 Month
City of San Juan	San Juan I HS	Land	\$1 Month

RATIONALE/NEED: The existing inter-local agreements need to be extended in order to secure the facilities for the next two school years.

RECOMMENDATION: Administration recommends approval.

COST: Head Start (HHS-ACF) funds are available.

RELATED INFORMATION INCLUDED: Inter-local Extension

INITIATED BY: Ambrosio Tovar, Procurement Director

REVIEWED BY: Mr. Edmundo Garcia, Assistant Director

PROGRAM DIRECTOR'S APPROVAL:



Two Year Inter-local Agreement Extension

The purpose of this letter is to exercise Hidalgo County’s option to extend the Inter-local Agreement for two (2) years as stated in the existing contract dated January 1, 2012 between Hidalgo County and the **City of Alamo (Alamo Head Start Center)** for the property located at 303 South 7th, Alamo, TX., 78516 (The “Original Inter-local Agreement”).

If the **City of Alamo** agrees to this two (2) year extension of the original Inter-local Agreement under the same existing terms and conditions, please have the authorized individual sign this Inter-local Agreement extension. It should be noted that the basis of this two (2) year extension is listed under ARTICLE 1.03, Renewal or Termination, of the original Inter-local Agreement.

The beginning and ending date of the extension shall be July 1, 2023 through June 30, 2025. The original Inter-local Agreement is extended for a period of two (2) years with all terms and conditions, including the lease amount, remaining the same.

ACCEPTED AND AGREED:

City of Alamo

Authorized Official:

BY: _____

Date: _____

Head Start Program

By: _____

Richard Cortez, County Judge

By: _____

Irma Peña, Executive Director

ATTEST:

By: _____

Arturo Guajardo, Jr., County Clerk

Approved As to Form:

Ricardo González, P.C.

DBA, Oxford & González

By: _____

Ricardo González

AI-

Date approved by Policy Council:

Date approved by Commissioner’s Court:



Two Year Inter-local Agreement Extension

The purpose of this letter is to exercise Hidalgo County’s option to extend the Inter-local Agreement for two (2) years as stated in the existing contract dated January 1, 2012 between Hidalgo County and the **City of Donna (Donna II Head Start Center)** for the property located at 1715 Miller Ave., Donna, TX., 78537 (The “Original Inter-local Agreement”).

If the **City of Donna** agrees to this two (2) year extension of the original Inter-local Agreement under the same existing terms and conditions, please have the authorized individual sign this Inter-local Agreement extension. It should be noted that the basis of this two (2) year extension is listed under ARTICLE 1.03, Renewal or Termination, of the original Inter-local Agreement.

The beginning and ending date of the extension shall be July 1, 2023 through June 30, 2025. The original Inter-local Agreement is extended for a period of two (2) years with all terms and conditions, including the lease amount, remaining the same.

ACCEPTED AND AGREED:

City of Donna

Authorized Official:

BY: _____

Date: _____

Head Start Program

By: _____

Richard Cortez, County Judge

By: _____

Irma Peña, Executive Director

ATTEST:

By: _____

Arturo Guajardo, Jr., County Clerk

Approved As to Form:

Ricardo González, P.C.

DBA, Oxford & González

By: _____

Ricardo González

AI-

Date approved by Policy Council:

Date approved by Commissioner’s Court:



Two Year Inter-local Agreement Extension

The purpose of this letter is to exercise Hidalgo County’s option to extend the Inter-local Agreement for two (2) years as stated in the existing contract dated December 13, 2016 between Hidalgo County and the **Edcouch-Elsa Independent School District (Edcouch Central Kitchen)** for the property located at 831 E. Edinburg Hwy 107, Elsa, TX., 78538 (The “Original Interlocal Agreement”).

If the **Edcouch-Elsa Independent School District** agrees to this two (2) year extension of the original Inter-local Agreement under the same existing terms and conditions, please have the authorized individual sign this Inter-local Agreement extension. It should be noted that the basis of this extension is listed under ARTICLE 1.03, Renewal or Termination, of the original Inter-local Agreement.

The beginning and ending date of the extension shall be July 1, 2023 through June 30, 2025. The original Inter-local Agreement is extended for a period of two (2) years with all terms and conditions, including the lease amount, remaining the same.

ACCEPTED AND AGREED:

Edcouch-Elsa Independent School District

Authorized Official:

BY: _____

Date: _____

Head Start Program

By: _____

Richard Cortez, County Judge

By: _____

Irma Peña, Executive Director

ATTEST:

By: _____

Arturo Guajardo, Jr., County Clerk

Approved As to Form:

Ricardo González, P.C.

DBA, Oxford & González

By: _____

Ricardo González

AI-

Date approved by Policy Council:

Date approved by Commissioner’s Court:



Two Year Inter-local Agreement Extension

The purpose of this letter is to exercise Hidalgo County’s option to extend the Inter-local Agreement for two (2) years as stated in the existing contract dated January 1, 2012 between Hidalgo County and the **City of Hidalgo (Hidalgo Head Start Center)** for the property located at 621 South 5th Street, Hidalgo, TX., 78557 (The “Original Inter-local Agreement”).

If the **City of Hidalgo** agrees to this two (2) year extension of the original Inter-local Agreement under the same existing terms and conditions, please have the authorized individual sign this Inter-local Agreement extension. It should be noted that the basis of this two (2) year extension is listed under ARTICLE 1.03, Renewal or Termination, of the original Inter-local Agreement.

The beginning and ending date of the extension shall be July 1, 2023 through June 30, 2025. The original Inter-local Agreement is extended for a period of two (2) years with all terms and conditions, including the lease amount, remaining the same.

ACCEPTED AND AGREED:

City of Hidalgo

Authorized Official:

BY: _____

Date: _____

Head Start Program

By: _____

Richard Cortez, County Judge

By: _____

Irma Peña, Executive Director

ATTEST:

By: _____

Arturo Guajardo, Jr., County Clerk

Approved As to Form:

Ricardo González, P.C.

DBA, Oxford & González

By: _____

Ricardo González

AI-

Date approved by Policy Council:

Date approved by Commissioner’s Court:



Two Year Inter-local Agreement Extension

The purpose of this letter is to exercise Hidalgo County’s option to extend the Inter-local Agreement for two (2) years as stated in the existing contract dated January 1, 2012 between Hidalgo County and the **La Joya Independent School District (La Joya Head Start Center)** for the property located at 105 E. 5th & Leo Ave., La Joya, TX., 78560 (The “Original Inter-local Agreement”).

If the **La Joya Independent School District** agrees to this two (2) year extension of the original Inter-local Agreement under the same existing terms and conditions, please have the authorized individual sign this Inter-local Agreement extension. It should be noted that the basis of this two (2) year extension is listed under ARTICLE 1.03, Renewal or Termination, of the original Inter-local Agreement.

The beginning and ending date of the extension shall be July 1, 2023 through June 30, 2025. The original Inter-local Agreement is extended for a period of two (2) years with all terms and conditions, including the lease amount, remaining the same.

ACCEPTED AND AGREED:

La Joya Independent School District

Authorized Official:

BY: _____

Date: _____

Head Start Program

By: _____

Richard Cortez, County Judge

By: _____

Irma Peña, Executive Director

ATTEST:

By: _____

Arturo Guajardo, Jr., County Clerk

Approved As to Form:

Ricardo González, P.C.

DBA, Oxford & González

By: _____

Ricardo González

AI-

Date approved by Policy Council:

Date approved by Commissioner’s Court:



Two Year Inter-local Agreement Extension

The purpose of this letter is to exercise Hidalgo County’s option to extend the Inter-local Agreement for two (2) years as stated in the existing contract dated January 1, 2012 between Hidalgo County and the **City of Pharr (Las Milpas Head Start Center)** for the property located at 714 Zapata Street, Pharr, TX., 78577 (The “Original Inter-local Agreement”).

If the **City of Pharr** agrees to this two (2) year extension of the original Inter-local Agreement under the same existing terms and conditions, please have the authorized individual sign this Inter-local Agreement extension. It should be noted that the basis of this two (2) year extension is listed under ARTICLE 1.03, Renewal or Termination, of the original Inter-local Agreement.

The beginning and ending date of the extension shall be July 1, 2023 through June 30, 2025. The original Inter-local Agreement is extended for a period of two (2) years with all terms and conditions, including the lease amount, remaining the same.

ACCEPTED AND AGREED:

City of Pharr

Authorized Official:

BY: _____

Date: _____

Head Start Program

By: _____

Richard Cortez, County Judge

By: _____

Irma Peña, Executive Director

ATTEST:

By: _____

Arturo Guajardo, Jr., County Clerk

Approved As to Form:

Ricardo González, P.C.
DBA, Oxford & González

By: _____

Ricardo González

AI-
Date approved by Policy Council:
Date approved by Commissioner’s Court:



Two Year Inter-local Agreement Extension

The purpose of this letter is to exercise Hidalgo County’s option to extend the Inter-local Agreement for two (2) years as stated in the existing contract dated January 1, 2012 between Hidalgo County and the **City of Pharr (Pharr Head Start Center)** for the property located at 415 E. Clark, Pharr, TX., 78577 (The “Original Inter-local Agreement”).

If the **City of Pharr** agrees to this two (2) year extension of the original Inter-local Agreement under the same existing terms and conditions, please have the authorized individual sign this Inter-local Agreement extension. It should be noted that the basis of this two (2) year extension is listed under ARTICLE 1.03, Renewal or Termination, of the original Inter-local Agreement.

The beginning and ending date of the extension shall be July 1, 2023 through June 30, 2025. The original Inter-local Agreement is extended for a period of two (2) years with all conditions, including the lease amount, remaining the same.

ACCEPTED AND AGREED:

City of Pharr

Authorized Official:

BY: _____

Date: _____

Head Start Program

By: _____

Richard Cortez, County Judge

By: _____

Irma Peña, Executive Director

ATTEST:

By: _____

Arturo Guajardo, Jr., County Clerk

Approved As to Form:

Ricardo González, P.C.
DBA, Oxford & González

By: _____

Ricardo González

AI-
Date approved by Policy Council:
Date approved by Commissioner’s Court:



Two Year Inter-local Agreement Extension

The purpose of this letter is to exercise Hidalgo County’s option to extend the Inter-local Agreement for two (2) years as stated in the existing contract dated January 1, 2012 between Hidalgo County and the **Monte Alto Independent School District (Monte Alto Head Start Center)** for the property located at 25249 1st Street, Monte Alto, TX., 78538 (The “Original Inter-local Agreement”).

If the **Monte Alto Independent School District** agrees to this two (2) year extension of the original Inter-local Agreement under the same existing terms and conditions, please have the authorized individual sign this Inter-local Agreement extension. It should be noted that the basis of this one (1) year six (6) months extension is listed under ARTICLE 1.03, Renewal or Termination, of the Original Inter-local Agreement.

The beginning and ending date of the extension shall be July 1, 2023 through June 30, 2025. The original Inter-local Agreement is extended for a period of two (2) year with all conditions including the lease amount remaining the same.

ACCEPTED AND AGREED:

Monte Alto Independent School District
Authorized Official:

BY: _____

Date: _____

Head Start Program

By: _____

Richard Cortez, County Judge

By: _____

Teresa Flores, Executive Director

ATTEST:

Approved As to Form:

Ricardo González, P.C.
DBA, Oxford & González

By: _____

Arturo Guajardo, Jr., County Clerk

By: _____

Ricardo González

AI-
Date approved by Policy Council:
Date approved by Commissioner’s Court:



Two Year Inter-local Agreement Extension

The purpose of this letter is to exercise Hidalgo County’s option to extend the Inter-local Agreement for two (2) years as stated in the existing contract dated January 1, 2012 between Hidalgo County and the **City of Pharr (Pharr Head Start Center)** for the property located at 415 E. Clark, Pharr, TX., 78577 (The “Original Inter-local Agreement”).

If the **City of Pharr** agrees to this two (2) year extension of the original Inter-local Agreement under the same existing terms and conditions, please have the authorized individual sign this Inter-local Agreement extension. It should be noted that the basis of this two (2) year extension is listed under ARTICLE 1.03, Renewal or Termination, of the original Inter-local Agreement.

The beginning and ending date of the extension shall be July 1, 2023 through June 30, 2025. The original Inter-local Agreement is extended for a period of two (2) years with all conditions, including the lease amount, remaining the same.

ACCEPTED AND AGREED:

City of Pharr

Authorized Official:

BY: _____

Date: _____

Head Start Program

By: _____

Richard Cortez, County Judge

By: _____

Irma Peña, Executive Director

ATTEST:

By: _____

Arturo Guajardo, Jr., County Clerk

Approved As to Form:

Ricardo González, P.C.

DBA, Oxford & González

By: _____

Ricardo González

AI-

Date approved by Policy Council:

Date approved by Commissioner’s Court:



Two Year Inter-local Agreement Extension

The purpose of this letter is to exercise Hidalgo County’s option to extend the Inter-local Agreement for two (2) years as stated in the existing contract dated January 1, 2012 between Hidalgo County and the **City of Progreso (Progreso Head Start Center)** for the property located at 109 W. Palm Ave., Progreso, TX., 78579 (The “Original Inter-local Agreement”).

If the **City of Progreso** agrees to this two (2) year extension of the original Inter-local Agreement under the same existing terms and conditions, please have the authorized individual sign this Inter-local Agreement extension. It should be noted that the basis of this two (2) year extension is listed under ARTICLE 1.03, Renewal or Termination, of the original Inter-local Agreement.

The beginning and ending date of the extension shall be July 1, 2023 through June 30, 2025. The original Inter-local Agreement is extended for a period of two (2) years with all conditions, including the lease amount, remaining the same.

ACCEPTED AND AGREED:

City of Progreso
Authorized Official:

BY: _____

Date: _____

Head Start Program

By: _____
Richard Cortez, County Judge

By: _____
Irma Peña, Executive Director

ATTEST:

By: _____
Arturo Guajardo, Jr., County Clerk

Approved As to Form:
Ricardo González, P.C.
DBA, Oxford & González
By: _____
Ricardo González

AI-
Date approved by Policy Council:
Date approved by Commissioner’s Court:



Two Year Inter-local Agreement Extension

The purpose of this letter is to exercise Hidalgo County’s option to extend a center Inter-local Agreement for two (2) years as stated in the existing contract dated January 1, 2012 between Hidalgo County and the **City of San Juan (San Juan I Head Start Center)** for the property located at 200 North Cougar, San Juan, TX., 78589 (The “Original Inter-local Agreement”).

If the **City of San Juan** agrees to this two (2) year extension of the original Inter-local Agreement under the same existing terms and conditions, please have the authorized individual sign this Inter-local Agreement Extension. It should be noted that the basis of this two (2) year extension is listed under ARTICLE 1.03, Renewal or Termination, of the original Inter-local Agreement.

The beginning and ending date of the extension shall be July 1, 2023 through June 30, 2025. The original Inter-local Agreement is extended for a period of two (2) years with all conditions including the lease amount remaining the same.

ACCEPTED AND AGREED:

City of San Juan

Authorized Official:

BY: _____

Date: _____

Head Start Program

By: _____

Richard Cortez, County Judge

By: _____

Irma Peña, Executive Director

ATTEST:

By: _____

Arturo Guajardo, Jr., County Clerk

Approved As to Form:

Ricardo González P.C.
DBA, Oxford & González

By: _____

Ricardo González

AI-

Date approved by Policy Council:

Date approved by Commissioner’s Court:

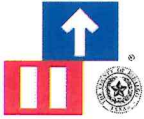


Hidalgo County Head Start Program

Policy Council Regular Meeting Agenda

Enter into an MOU with Pharr,
San Juan, Alamo ISD

Ambrosio Tovar,
Procurement Director



Hidalgo County Head Start Program Policy Council Agenda

DATE: May 17, 2023

SUBJECT: Presentation for Discussion, Consideration and Approval to Enter into a Memorandum of Understanding (MOU) Between Hidalgo County Head Start Program (HCHSP) and the Pharr-San Juan-Alamo Independent School District (PSJA ISD).

RATIONALE/NEED: Memorandum of Understanding (MOU) is to collaborate with PSJA ISD in assisting the transition of PSJA ISD Early Head Start children into the Hidalgo County Head Start Program.

RECOMMENDATION: Administration recommends approval.

COST: There is no cost.

RELATED INFORMATION INCLUDED: Memorandum of Understanding

INITIATED BY: Ambrosio Tovar, Procurement Director

REVIEWED BY: Mr. Edmundo Garcia, Assistant Director

PROGRAM DIRECTOR'S APPROVAL: 




Memorandum of Understanding for Transition of Children and Families Between Hidalgo County Head Start Program

And

Pharr-San Juan-Alamo Independent School District Early Head Start

The **Hidalgo County Head Start Program (HCHSP)** and **Pharr-San Juan-Alamo Independent School District (PSJA ISD) Early Head Start** agree to establish a working and cooperative relationship between the parties in order to plan services appropriate for each agency's or program's clients. It is the objective of the **PSJA ISD Early Head Start Program** to provide services for infants and toddlers and their families, to encourage trust and emotional security, provide a variety of sensory and motor experiences, support physical, social and emotional development, encourage the development of self-awareness and autonomy and support emerging communication skills.

The terms and conditions set forth in the following document shall constitute the entire Agreement between the **HCHSP** and **PSJA ISD Early Head Start** may not be amended except by a written document signed by **HCHSP** and **PSJA ISD Early Head Start**.

Pharr-San Juan-Alamo Independent School District Early Head Start will:

- Collaboratively develop a transition plan that includes a transition calendar, defines role and responsibilities of **PSJA ISD Early Start** staff and **HCHSP** staff and fully engages parents and community partners in the process.
- Assist with transition to other appropriate programs and services when the child turns three. As early as ninety (90) days prior to the child's third birthday and with family approval, a face-to-face conference must be convened with the family, the Early Childhood Intervention (ECI) program staff and staff from the next future setting, to review the child's program options and transition plan. The child must be referred to **HCHSP** as described in the Individual Family Service Plan (IFSP) and agreed upon by the parents. With parental consent assessment information will accompany the referral. Parents must complete the application process and meet the Program criteria to be enrolled in **HCHSP**.
- Participate in and support efforts for a smooth transition to **HCHSP**. To avoid duplication of effort, the **PSJA ISD Early Head Start** staff will coordinate with families and the **HCHSP** staff to support the cooperation and the sharing of information among agencies and their community partners in accordance with the District and **HCHSP** confidentiality policies.
- Establish and maintain transition procedures, will coordinate with the **Hidalgo County Head Start Program** to ensure the relevant children's record are transferred; will initiate meetings with **HCHSP** staff for the next placement to discuss transition progress and abilities of individual children. The process will take into account; the child's health status and developmental level, circumstances, and availability of Head Start vacancies.

- Transition planning by **PSJA ISD Early Start** will be undertaken for each child and family at least six months prior to the child's third birthday. **PSJA ISD Early Start** will allow the child, as appropriate, to remain in Early Head Start, following his or her third birthday, for additional months until he or she can transition into a **HCHSP**, childcare, pre-school, or daycare setting.

Hidalgo County Head Start Program will:

- Collaboratively develop a transition plan that includes a transition calendar, defines roles and responsibilities of **PSJA ISD Early Start** staff and **HCHSP** staff and fully engage parents and community partners in the process.
- The Director for Transition and Community Partners will collaborate with **PSJA ISD Early Start** representative to implement the transition plan.

Collaboration Efforts between PSJA ISD Early Start and HCHSP:

- Refer clients as appropriate to each other. Families who meet **HCHSP** criteria will be eligible for all services as provided to all other **HCHSP** children enrolled under the grant. In the event that **HCHSP** is unable to provide services to the transition family, it is agreed that alternate referrals will be provided as possible resources.
- Share reports describing services rendered by each entity on a regular basis. The undersigned parties agree that they will try, when possible, to participate and collaborate in shared forums for parents, networking meetings, and training sessions.

Termination:

Either party may terminate the Agreement, with or without cause, by giving ninety (90) days written notice to the other.

Term:

This **MOU** is in effect commencing on **September 1, 2023** and ending on **August 31, 2026**, unless earlier terminated as provided herein.

Governing Law:

This Memorandum of Understanding will be construed in accordance with the Laws of the State of Texas and is performable in Hidalgo County, Texas.

Consideration:

This Agreement is being made in consideration of the following: **Pharr-San Juan-Alamo ISD Early Head Start** and **Hidalgo County Head Start Program** agree that there will be no financial exchange of monies or other compensation.

The below signed authorities agree to the statements in this document in order to develop a strong collaboration and an open communication system at all levels which will enable both **Pharr-San Juan-Alamo** **ISD Early Head Start** and **HCHSP** to provide the children the best services available.

Pharr-San Juan-Alamo Independent School District:

Dr. Alejandro Elias, Interim Superintendent

Date

Maricela Cortez, Director-Early Childhood Department

Date

Hidalgo County Head Start Program

Honorable Richard Cortez
Hidalgo County Judge

Irma Peña, Executive Director
Hidalgo County Head Start Program

Date

Date

ATTEST:

Arturo Guajardo, Jr.
Hidalgo County Clerk

Approved As To Form:
Ricardo González, P.C.
DBA, Oxford & González

By: _____
Ricardo González

AI –
Date Approved by Policy Council:
Date Approved by Commissioner’s Court:

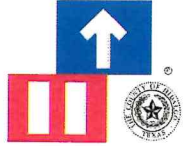


Hidalgo County Head Start Program

Policy Council Regular Meeting Agenda

Payment for Invoice #20373 - 1,338.77
Submitted by B2Z Engineering

Ambrosio Tovar,
Procurement Director



Hidalgo County Head Start Program Policy Council Agenda

DATE: May 17, 2023

SUBJECT: Request Approval of Application and Certificate for Payment for Invoice #20373 in the Amount of \$1,338.77 for Professional Services Submitted by B2Z Engineering, Construction Management Engineer, Through Contract C-21-004-09-21-AS for the Hidalgo County Head Start Program Outdoor Learning Environments and Discovery Classrooms

RATIONALE/NEED: This is the eighth payment request for Engineering Construction Management Services of the Hidalgo County Head Start Program Outdoor Learning Environment and Discovery Classrooms.

RECOMMENDATION: Administration recommends approval.

COST: Head Start Funds are available for this project

RELATED INFORMATION INCLUDED: Invoice #20373, Narrative of Progress

INITIATED BY: Ambrosio Tovar, Procurement Director

REVIEWED BY: Mr. Edmundo Garcia, Assistant Director

PROGRAM DIRECTOR'S APPROVAL: _____



P.O. Box 2724
 McAllen, Tx. 78502
 (956) 585-3773

Invoice

Date	Invoice #
5/1/2023	20373

Please send remittance with copy of invoice to:
 Attn: Mrs. Aisha Gonzalez
 P.O. Box 2724
 McAllen, Tx. 78502

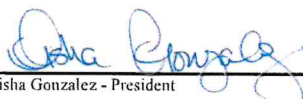
Bill To:
 Hidalgo County Head Start Program
 1901 W. State Hwy. 107
 McAllen, TX 78504

Project Info:
 Contract C-21-004-09-21-AS
 Outdoor Learning Environments
 and Discovery Classrooms
 Work Authorization #1
 B2Z JOB: 6118

Billing Period	April 2023					
Description	Contract	Previous Applications	Current Completed	Total Completed	% Complete	
Design Phase						
Task 1 - Monthly design review meetings	\$ 2,699.84	\$ 269.98	\$ 135.00	\$ 404.98	15%	
Task 2 - Coordinate Design Review with various consultants at 30%, 60%, 90% & Final.	\$ 4,854.72	\$ 485.47	\$ 970.95	\$ 1,456.42	30%	
Task 3 - Utility coordination with Hidalgo County, City of McAllen, TxDOT and any other related entity.	\$ 2,328.24	\$ 931.30	\$ 232.82	\$ 1,164.12	50%	
Task 4 - Consultation & Coordination with County Consultants (Geotech, Survey, CMT, etc.)	\$ 1,213.68	\$ 788.89	\$ 0.00	\$ 788.89	65%	
Bidding Phase						
Task 1 - Review and assist the architect with the preparation of procurement package/advertisement documents	\$ 2,328.32	\$ -	\$ -	\$ -	0%	
Task 2 - Contractor outreach/Contractor pre-qualification	\$ 842.16	\$ 168.43	\$ 0.00	\$ 168.43	20%	
Task 3 - Attend the Pre-RFP Meeting	\$ 303.42	\$ -	\$ -	\$ -	0%	
Task 4 - Coordinate and prepare responses to Contractor questions	\$ 1,213.68	\$ -	\$ -	\$ -	0%	
Task 5 - Review of formal AIA contract documents for Contractor	\$ 1,213.68	\$ -	\$ -	\$ -	0%	
Task 6 - Assist in the grading, ranking, interview (optional) and selection of Contractor	\$ 606.84	\$ -	\$ -	\$ -	0%	
Construction Phase						
Task 1 - Coordinate and conduct a Pre-Construction Conference (PCC)	\$ 1,907.24	\$ -	\$ -	\$ -	0%	
Task 2 - Conduct monthly Owner/Architect/Contractor (OAC) Meetings	\$ 4,730.88	\$ -	\$ -	\$ -	0%	
Task 3 - Permit Coordination	\$ 2,051.04	\$ -	\$ -	\$ -	0%	
Task 4 - Task 4 - Daily project site visits with field reports and photographs	\$ 47,951.04	\$ -	\$ -	\$ -	0%	
Task 5 - Project documentation review/document control	\$ 18,576.80	\$ -	\$ -	\$ -	0%	
Task 6 - Change order review, negotiation, and preparation	\$ 5,665.96	\$ -	\$ -	\$ -	0%	
Task 7 - Review and verify contractor applications for payment	\$ 5,405.94	\$ -	\$ -	\$ -	0%	
Post Construction Phase						
Task 1 - Conduct 6 and 11 month walk through and Contractor follow-up	\$ 1,015.52	\$ -	\$ -	\$ -	0%	
Miscellaneous Technical Activities						
Task 1 - Meetings and Coordination	\$ 9,783.80	\$ 4,891.90	\$ -	\$ 4,891.90	50%	
Direct Expenses - Mileage	\$ 2,208.00	\$ 154.56	\$ -	\$ 154.56	7%	
Total For This Billing Period					\$1,338.77	

Work Authorization ~ Summary

WA No.	WA Amount	Previously Inv.	Percent Complete	Remaining Balance
1	\$116,880.80	\$7,690.53	7.7%	\$107,851.50


 Aisha Gonzalez - President

May 1, 2023

Hidalgo County Head Start Program
1901 W. State Hwy 107
McAllen, Texas 78504

**RE: Professional Construction Management Services Contract
(C-21-004-09-21-AS)
Hidalgo County Head Start Program**

Dear Mr. Garcia:

Attached for your review and approval is our invoice for services rendered during the month of April 2023 on the subject referenced project.

The following is attached:

- Invoice No. 20373

The following is a narrative of the progress for this period.

Pre-Construction - Design	% Complete
Tasks 1 – Monthly design review meetings (based on 4 months)	15%
UPDATE: <ul style="list-style-type: none">▪ 11/02/2022 online meeting with design team▪ 04/19/2023 Met with design entire design team	
Tasks 2 – Coordinate design review with various consultants at 30%, 60%, 90% & Final	30%
NO UPDATE: <ul style="list-style-type: none">▪ B2Z will continue to coordinate with consultants as needed	

Tasks 3 – Utility coordination with Hidalgo County, City of McAllen, TxDOT and any other related entity.	50%
<u>UPDATE:</u> Coordination on Utilities and Subdivision platting between City of McAllen, HCDD and TWG are ongoing. B2Z will continue to monitor and coordinate meetings / site visits.	
Tasks 4 – Consultation & coordination with County consultants (Geotech, Survey, CMT, etc.)	65%
<u>UPDATE:</u> <i>Coordination with P4 Crew and Terracon</i>	
Construction Bidding	% Complete
Tasks 1 – Review and assist the architect with the preparation of procurement package/advertisement documents	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Tasks 2 – Contractor outreach/Contractor pre-qualification	20%
<u>UPDATE:</u> Outreach to various local Contractors has commenced.	
Tasks 3 – Coordinate and prepare responses to contractor questions	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	

Tasks 4 – Coordinate and prepare responses to contractor questions	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Tasks 5 – Review formal AIA contract documents	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Tasks 6 – Assist in the grading, ranking, interview (optional) and selection of Contractor	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Construction Phase	
Task 1 – Coordinate and conduct a Pre-Construction Conference (PCC)	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Task 2 – Conduct monthly Owner/Architect/Contractor (OAC) Meetings	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Task 3 – Permit Coordination	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Task 4 – Daily project site visits with field reports and photographs (based on 8 months)	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	

Task 5 -Project documentation review/document control (shop drawings, submittals, CMT reports, samples, etc.)	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Task 6 – Change order review, negotiation, and preparation	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Task 7 – Review and verify contractor application for payment	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Post Construction Phase	
Task 1 – Conduct 6 and 11 months walk through and Contractor follow-up	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Miscellaneous Technical Activities	
Task 1 – Meetings and Coordination	50%
<u>UPDATED:</u> <ul style="list-style-type: none"> • B2Z Engineering attended a meeting on 06/13/2022 with Head Start Administrative Staff. • Meeting with City of McAllen & HCDD1 	

Should you have any questions regarding this submittal, please do not hesitate to call me at (956) 585-3773.

Sincerely,

David Rivera
Project Manager
B2Z Engineering, LLC



Hidalgo County Head Start Program

Policy Council Regular Meeting Agenda

1. Exemption from Competitive Bidding
2. Scoring Grid
3. Negotiate a Professional Contract

Ambrosio Tovar,
Procurement Director



Hidalgo County Head Start Program Policy Council Agenda

DATE: May 17, 2023

SUBJECT:

1. Requesting Exemption From Competitive Bidding Requirements Under The Texas Local Government Code 262-024 (A)(4) A Professional Appraisal Service;
2. Presentation of the Scoring Grid (for the Purpose of Ranking by County Commissioners) of the Firms Graded and Evaluated through the County’s approved “Pool” of Appraisal Services for The Appraisal of The Head Start Leased Land and Facilities

	Leonel Garza, Jr. & Associates, LLC	CBRE, Inc.	Appraisal Haus, LLC
Evaluator 1	97	87	79
Evaluator 2	98	89	92
Evaluator 3	96	83	74
Total Score	291	259	245
Ranking			

3. Authority To Negotiate a Professional Contract With The No. 1 Ranked Firm of _____, For the Appraisal of The Head Start Leased Land and Facilities.

RATIONALE/NEED: To obtain professional services in assessing the rental market value on leased properties to comply with federal regulations 75 CFR Part 75.306 (i) (1)(3) Cost sharing or matching.

RECOMMENDATION: Administration recommends approval.


COST: Head Start funds for this project are available.

RELATED INFORMATION INCLUDED: Scoring Grid, No Conflict Disclosure Form

INITIATED BY: Ambrosio Tovar, Procurement Director

REVIEWED BY: Mr. Edmundo Garcia, Assistant Director

PROGRAM DIRECTOR’S APPROVAL: 



Hidalgo County Head Start Program

Appraisal of Head Start Facilities

Scoring Grid

		Leonel Garza, Jr. & Associates, LLC	CBRE, Inc.	Appraisal Haus, LLC
Evaluator	No. 1	97	87	79
Evaluator	No. 2	98	89	92
Evaluator	No. 3	96	83	74
Total RANKING		291	259	245

NO CONFLICT DISCLOSURE FORM

Name of Government Officer/Employee: Ambrosio Tovar


Title/Position: Procurement Director

Contract for Goods/Services: Appraisal Service

Name of Vendors contracting with OR seeking to contract with Hidalgo County:

1. Leonel Garza, Jr. & Associates, LLC
2. CBRE, Inc.
3. Appraisal Haus, LLC

In my review, grading, selection or approval of the above identified vendors, I hereby affirm that I have no conflicts to disclose (employment/business, family or gifts exceeding \$100.00) in connection with the above identified vendors(s) as required by section 176 of the Texas Local Government Code.



Signature

4-18-23

Date

NO CONFLICT DISCLOSURE FORM

Name of Government Officer/Employee: Angelica Salinas

Title/Position: Procurement Manager

Contract for Goods/Services: Appraisal Service

Name of Vendors contracting with OR seeking to contract with Hidalgo County:

1. Leonel Garza, Jr. & Associates, LLC
2. CBRE, Inc.
3. Appraisal Haus, LLC

In my review, grading, selection or approval of the above identified vendors, I hereby affirm that I have no conflicts to disclose (employment/business, family or gifts exceeding \$100.00) in connection with the above identified vendors(s) as required by section 176 of the Texas Local Government Code.



Signature

4-18-23

Date

NO CONFLICT DISCLOSURE FORM

Name of Government Officer/Employee: Elma Carrera

Title/Position: Chief Financial Officer

Contract for Goods/Services: Appraisal Service

Name of Vendors contracting with OR seeking to contract with Hidalgo County:

1. Leonel Garza, Jr. & Associates, LLC
2. CBRE, Inc.
3. Appraisal Haus, LLC

In my review, grading, selection or approval of the above identified vendors, I hereby affirm that I have no conflicts to disclose (employment/business, family or gifts exceeding \$100.00) in connection with the above identified vendors(s) as required by section 176 of the Texas Local Government Code.

Elma P. Carrera
Signature

5-01-23
Date

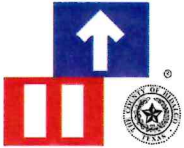


Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Proposal for the 2023
Community Assessment Study

Irma Pena,
Executive Director



Hidalgo County Head Start Program Policy Council Agenda

DATE: May 17, 2023

SUBJECT: Discussion/Approval of Interlocal Cooperation Agreement Between Hidalgo County Head Start Program and University of Texas Rio Grande Valley

RATIONALE/NEED: Interlocal Cooperation Agreement is needed to Collaborate with the University of Texas Rio Grande Valley for the preparation of a comprehensive community assessment. The Hidalgo County Head Start Program “must” conduct a comprehensive community assessment at least once over the five year grant period as required by the Head Start Performance Standards {45 CFR 1302.11(b)(1)(2)}.

RECOMMENDATION: Administration recommends approval.

COST: Head Start funds are available.

RELATED INFORMATION INCLUDED: Interlocal Cooperation Agreement

INITIATED BY: Ambrosio Tovar, Procurement Director

REVIEWED BY: Mr. Edmundo Garcia, Assistant Director

PROGRAM DIRECTOR'S APPROVAL: 




INTERLOCAL COOPERATION CONTRACT

This **Interlocal Cooperation Contract** (this “**Contract**”) is entered into effective May , 2023 (“**Effective Date**”), by and between the Contracting Parties shown below pursuant to authority granted in and in compliance with Chapter 791, *Texas Government Code*.

CONTRACTING PARTIES:

Receiving Party: Hidalgo County, a local government of the State of Texas

Performing Party: The University of Texas Rio Grande Valley, an institution of higher education and agency of the State of Texas.

PURPOSE:

The purpose of this Contract is to obtain the services of Performing Party to conduct a community assessment of the Hidalgo County Head Start Program (the “**Project**”). This Contract will increase the efficiency and effectiveness of the Contracting Parties.

STATEMENT OF SERVICES TO BE PERFORMED:

Performing Party will perform the following services (“**services**”):

Conduct an annual community assessment (CA) for Hidalgo County Head Start, Program that will meet the requirements of 45 CFR Section 1302.11 of the *Head Start Performance Standards and Regulations*.

The scope of work covers the following tasks:

Task 1: Design Data Collection

Using 45 CFR Section 1302.11 guidelines on the information that the Receiving Party is required to collect and analyze, the Community Assessment (CA) work group will help identify the data needed, help identify other children’s programs that serve HS eligible children, help identify community resources for Head Start families.

Task 2: Gather Data

Data & Information Systems Center (DIS) will analyze the information collected for the CA. DIS will create tables, charts, and graphs to illustrate the data collected.

Task 3: Review and Analyze Data

Using the data analysis DISC will create the CA report, which will include recommendations for Receiving Parth regarding the six identified areas outlined in the Head Start Program Performance Standards and other Regulations: 1.) Philosophy and program objectives 2) Services and program options 3.) Recruitment area for grantee 4.) Recruitment area for each delegate 5.) Locations for

centers and home-based programs, and 6.) Criteria for recruitment and selection. A report will be delivered to the Receiving Party no later than August 31, 2023.

Timeline

The project will take 4 to 5 weeks to complete from the start of the project. The project deliverables will be a Word and FPD version of the report.

WARRANTIES:

Receiving Party warrants that (1) the services are necessary and authorized for activities that are properly within its statutory functions and programs; (2) it has the authority to contract for the services under authority granted in **45 CFR Part 1301.1, Head Start Program Performance Standards**, and Chapter 791, *Texas Government Code*; (3) it has all necessary power and has received all necessary approvals to execute and deliver this Contract, and (4) the representative signing this Contract on its behalf is authorized by its governing body to sign this Contract.

Performing Party warrants that (1) it has authority to perform the services under authority granted in Section 65.31, *Texas Education Code* and Chapter 791, *Texas Government Code*; (2) it has all necessary power and has received all necessary approvals to execute and deliver this Contract, and (3) the representative signing this Contract on its behalf is authorized by its governing body to sign this Contract.

CONTRACT AMOUNT:

A full comprehensive report will be completed in the first year for the amount of \$3,495.00

PAYMENT:

Receiving Party will remit payments to Performing Party for services satisfactorily performed under this Contract in accordance with the Texas Prompt Payment Act ("Act"), Chapter 2251, *Texas Government Code*.

Payments made under this Contract (1) are based on cost recovery, (2) will fairly compensate Performing Party for the services performed under this Contract, and (3) will be made from current revenues available to Receiving Party.

TERM:

The term of this Contract begins on the effective date and expires on August 31, 2023.

NOTICES:

Except as otherwise provided by this Section, all notices, consents, approvals, demands, requests or other communications provided for or permitted to be given under any of the provisions of this Contract will be in writing and will be sent via certified mail, hand delivery, overnight courier, facsimile transmission (to the extent a facsimile number is set forth below), or email (to the extent an email address is set forth below) as provided below, and notice will be deemed given (i) if delivered by

certified mailed, when deposited, postage prepaid, in the United States mail, or (ii) if delivered by hand, overnight courier, facsimile (to the extent a facsimile number is set forth below) or email (to the extent an email address is set forth below), when received:

If to Receiving Party: Irma Peña
P.O. Box 0117
Edinburg, Texas 78540
Attention: Ms. Irma Peña

with copy to: Edmundo Garcia
P.O. Box 0117
Edinburg, Texas 78540
Attention: Mr. Edmundo Garcia

If to Performing Party: The University of Texas Rio Grande Valley
Division of Research, Innovation and Economic Development
ATTN: Research Liaison Officer
1201 West University Drive
Edinburg, TX 78539

with copy to: Sai Mullapudi, Economic Research Manager

or other person or address as may be given in writing by either party to the other in accordance with this Section.

Notwithstanding any other requirements for notices given by a party under this Contract, if Performing Party intends to deliver written notice to Receiving Party pursuant to Section 2251.054, *Texas Government Code*, then Performing Party will send that notice to Receiving Party as follows:

Irma Peña
P.O. Box 0117
Edinburg, Texas 78540
Fax: (956) 380-2588
Email: Irma Pena@hchsp.org
Attention: Ms. Irma Peña

with copy to: Edmundo Garcia
P.O. Box 0117
Edinburg, Texas 78540
Fax: (956) 380-2588
Email: edmundo.garcia@hchsp.org
Attention: Mr. Edmundo Garcia

or other person or address as may be given in writing by Receiving Party to Performing Party in accordance with this Section.

TERMINATION:

In the event of a material failure by a Contracting Party to perform its duties and obligations in accordance with the terms of this Contract, the other party may terminate this Contract upon thirty (30) days' advance written notice of termination setting forth the nature of the material failure; provided that, the material failure is through no fault of the terminating party. The termination will not be effective if the material failure is fully cured prior to the end of the thirty-day period.

OTHER PROVISIONS:

Payment of Debt or Delinquency to the State. Pursuant to Sections 2107.008 and 2252.903, *Texas Government Code*, Performing Party agrees that any payments owing to Performing Party under this Contract may be applied directly toward any debt or delinquency that Performing Party owes the State of Texas or any agency of the State of Texas regardless of when it arises, until such debt or delinquency is paid in full.

Venue; Governing Law. Hidalgo County, Texas shall be the proper place of venue for suit on or in respect of this Contract. This Contract and all of the rights and obligations of the parties hereto and all of the terms and conditions hereof shall be construed, interpreted and applied in accordance with and governed by and enforced under the laws of the State of Texas.

Entire Agreement; Modifications. This Contract supersedes all prior agreements, written or oral, between Performing Party and Receiving Party and shall constitute the entire agreement and understanding between the parties with respect to the subject matter hereof. This Contract and each of its provisions shall be binding upon the parties and may not be waived, modified, amended or altered except by a writing signed by Receiving Party and Performing Party.

Loss of Funding. Performance by a Contracting Party of its duties and obligations under this Contract may be dependent upon the appropriation and allotment of funds by the Texas State Legislature (the "Legislature") and/or allocation of funds by that Contracting Party's governing board. If the Legislature fails to appropriate or allot the necessary funds to a Contracting Party, or a Contracting Party's governing board fails to allocate the necessary funds, then the Contracting Party that loses funding may terminate this Contract without further duty or obligation under this Contract.

State Auditor's Office. The Contracting Parties understand that acceptance of funds under this Contract constitutes acceptance of the authority of the Texas State Auditor's Office, or any successor agency (collectively, "Auditor"), to conduct an audit or investigation in connection with those funds pursuant to Sections 51.9335(c), 73.115(c) and 74.008(c), *Texas Education Code*. The Contracting Parties agree to cooperate with the Auditor in the conduct of the audit or investigation, including without limitation providing all records requested. The Contracting Parties will include this provision in all contracts with permitted subcontractors.

Assignment. This Contract is not transferable or assignable except upon written approval by Receiving Party and Performing Party.

Severability. If any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability

shall not affect any other provision thereof, and this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained therein.

Public Records. It shall be the independent responsibility of Receiving Party and Performing Party to comply with the provisions of Chapter 552, *Texas Government Code* (the "Public Information Act"), as those provisions apply to the parties' respective information. Receiving Party is not authorized to receive public information requests or take any action under the *Public Information Act* on behalf of Performing Party. Likewise, Performing Party is not authorized to receive public information requests or take any other action under the *Public Information Act* on behalf of Receiving Party.

Executed effective as of the Effective Date by the following duly authorized representatives of the Contracting Parties:

RECEIVING PARTY:

Honorable Richard Cortez
Hidalgo County Judge

Date

Irma Peña, Executive Director

Date

ATTEST:

Arturo Guajardo, Jr.
Hidalgo County Clerk

Approved As To Form:

Ricardo Gonzalez, P.C.
DBA, Oxford & González

Ricardo González

IA:
Date Approved by Policy Council:
Date Approved by Commissioner's Court:

PERFORMING PARTY:

Dr. Theresa A. Maldonado
Sr. VP for Research, Innovation
and Economic Development

Date



Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Programmatic Services
No Item Listed

Avelina Pena Segovia,
Chairperson



Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Closed Session

Avelina Pena Segovia,
Chairperson



Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Open Session

Avelina Pena Segovia,
Chairperson

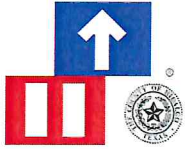


Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Personnel Report
New Hires, Resignations

Marissa Reyes, Chief
Human Resources Officer



Hidalgo County Head Start Program

P.O. BOX 0117
EDINBURG, TX 78540-0117
TEL. (956) 383-0706 FAX. (956) 380-4133

PERSONNEL STATUS REPORT FOR APPROVAL MAY 09, 2023

Listed below is the applicant who has been interviewed and recommended for the vacancy listed. The positions to be filled have been properly advertised as per Civil Service regulations and procedures.

PERMANENT POSITIONS

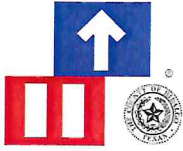
<u>APPLICANT</u>	<u>POSITION AND NUMBER ADVERTISED</u>		<u>AREA</u>	<u>ANNUAL SALARY</u>
Andrew Alonzo Rodriguez	Secretary (1)		MIS	\$24,377.60
Maricela Infante	Secretary (1)		Administration	\$24,377.60

Marlenda Hernandez for Marissa Reyes
Marissa Reyes, Chief Human Resources Officer

Date: 05-10-2023

Irma E. Peña
Irma E. Peña, Executive Director

Date: 5/12/2023



Hidalgo County Head Start Program

P.O. BOX 0117
EDINBURG, TX 78540-0117
TEL. (956) 383-0706 FAX. (956) 380-4133

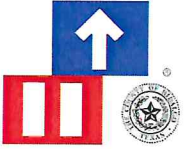
PERSONNEL STATUS REPORT FOR APPROVAL MAY 10, 2023

RESIGNATIONS

<u>NAME</u>	<u>POSITION</u>	<u>HIRE DATE</u>	<u>RESIGNATION DATE</u>	<u>REASON</u>	<u>AREA</u>
Taylor Hach	Disability Classroom Assistant	10/24/2022	04/03/2023	Personal Reasons	Edinburg III
Ernesto Sambrano	Bus Driver/Maintenance	01/23/2019	04/06/2023	Personal Reasons	R. Silva
Monica R. Arce	Teacher	10/06/2014	04/13/2023	Personal Reasons	Mission III
Liza Marie Garcia	Family Serv. Worker	08/22/2022	04/28/2023	Personal Reasons	UTRGV

Herlinda Hernandez for Marissa Reyes 05/10/2023
Marissa Reyes, Chief Human Resources Officer. Date

Irma E. Peña
Irma E. Peña, Executive Director Date *5/12/2023*



Hidalgo County Head Start Program

P.O. BOX 0117 EDINBURG, TX 78540-0117

TEL (956) 383-0706 FAX (956) 380-4133

PERSONNEL STATUS REPORT

CURRENT VACANCIES

MAY 10, 2023

Listed below are the current vacancies. The positions to be filled have been properly advertised as per Civil Service regulations and procedures.

POSITION(S)	NUMBER	AREA	VACANCY DATE	NOTES
Substitute Teacher	12	Education	10/07/2019 to 10/17/2022	Pending Orientation
Special Services Coordinator	1	Special Services	02/23/2023	Pending Orientation
Chief Pre-K Collaboration Officer	1	Administration	05/01/2023	Pending PC Approval
Family Service Coordinator	1	Family Services	04/07/2023	Pending PC Approval
Communications Coordinator	1	Human Resources	05/01/2023	Pending Interview
Assistant Teacher	1	Edinburg V	07/29/2022	ON HOLD
Assistant Teacher	1	San Carlos	09/06/2022	ON HOLD
Assistant Teacher	1	Pharr	09/15/2022	ON HOLD
Assistant Teacher	1	Thigpen-Zavala	09/30/2022	ON HOLD
Assistant Teacher	1	Mission II	09/29/2022	ON HOLD
Assistant Teacher	1	Mission II	10/17/2022	ON HOLD
Assistant Teacher	1	Sam Fordyce	05/19/2022	ON HOLD
Assistant Teacher	1	Edinburg II	07/29/2022	ON HOLD
Assistant Teacher	1	Carmen Anaya	08/01/2022	ON HOLD
Assistant Teacher	1	San Juan I	08/18/2022	ON HOLD
Assistant Teacher	1	Longoria	08/22/2022	ON HOLD
Assistant Teacher	1	Alvarez	08/31/2022	ON HOLD
Assistant Teacher	1	Donna I	08/31/2022	ON HOLD
Assistant Teacher	1	Carmen Anaya	09/12/2022	ON HOLD
Assistant Teacher	1	Frias	10/17/2022	ON HOLD
Assistant Teacher	1	San Juan I	10/26/2022	ON HOLD
Assistant Teacher	1	Edinburg III	11/11/2022	ON HOLD
Assistant Teacher	1	Seguin	11/18/2022	ON HOLD
Assistant Teacher	1	UTRGV	11/25/2022	ON HOLD
Assistant Teacher	1	Palacios	11/28/2022	ON HOLD
Assistant Teacher	1	Thigpen-Zavala	12/30/2022	ON HOLD
Assistant Teacher	1	Progreso	12/30/2022	ON HOLD
Assistant Teacher	1	La Joya	01/06/2023	ON HOLD
Assistant Teacher	1	Margo	01/09/2023	ON HOLD
Assistant Teacher	1	Pharr	01/13/2023	ON HOLD
Assistant Teacher	1	San Juan II	01/13/2023	ON HOLD
Assistant Teacher	1	Donna I	01/19/2023	ON HOLD
Assistant Teacher	1	Palmview III	01/20/2023	ON HOLD
Assistant Teacher	1	Donna II	01/27/2023	ON HOLD
Assistant Teacher	1	Edinburg V	01/31/2023	ON HOLD
Assistant Teacher	1	Margo	07/31/2023	ON HOLD
Bus/Classroom Aide	1	Hidalgo	10/11/2019	ON HOLD
Bus/Classroom Aide	1	Mercedes	08/07/2020	ON HOLD
Bus/Classroom Aide	1	Mission II	11/30/2020	ON HOLD

Bus/Classroom Aide	1	JRG	01/13/2021	ON HOLD
Bus Driver/Maintenance	1	JRG	07/14/2021	POSITION POSTED
Bus Driver/Maintenance	1	Mission II	07/29/2021	POSITION POSTED
Bus Driver/Maintenance	1	San Juan II	07/30/2021	POSITION POSTED
Bus Driver/Maintenance	1	Marcia Garza	08/10/2022	POSITION POSTED
Bus Driver/Maintenance	1	Pharr	08/22/2022	POSITION POSTED
Bus Driver/Maintenance	1	San Juan II	01/06/2023	POSITION POSTED
Bus Driver/Maintenance	1	Edinburg IV	01/27/2023	POSITION POSTED
Bus Driver/Maintenance	1	Progreso	04/14/2023	POSITION POSTED
Bus Driver/Maintenance	1	Rudy Silva	04/06/2023	POSITION POSTED
Campus Director	1	Palmview II	10/27/2022	ON HOLD
Campus Director	1	Rudy Silva	11/10/2022	ON HOLD
Campus Director	1	San Carlos	03/20/2023	ON HOLD
Campus Director	1	Edinburg III	02/23/2023	ON HOLD
Custodian	1	Seguin	11/18/2023	ON HOLD
Custodian	1	Pharr	01/23/2023	ON HOLD
Custodian	1	Donna I	02/15/2023	ON HOLD
Custodian	1	JRG	08/01/2022	ON HOLD
Custodian	1	Edinburg II	10/14/2022	ON HOLD
Custodian	1	Carmen Anaya	10/24/2022	ON HOLD
Custodian	1	Edinburg III	11/04/2022	ON HOLD
Custodian	1	UTRGV	05/09/2023	ON HOLD
Disability Aide - Floater	1	San Juan II	09/08/2022	ON HOLD
Disability Aide - Floater	1	Palacios	09/30/2022	ON HOLD
Disability Aide - Floater	1	Mercedes I	10/19/2022	ON HOLD
Disability Aide-Floater	1	Edinburg II	04/03/2023	ON HOLD
Head Cook	1	Edcouch Kitchen	03/17/2023	ON HOLD
Family Service Worker	1	JRG	02/04/2022	POSITION POSTED
Family Service Worker	1	Margo	08/18/2022	POSITION POSTED
Family Service Worker	1	North Bridge	08/22/2022	POSITION POSTED
Family Service Worker	1	La Joya	09/16/2022	POSITION POSTED
Family Service Worker	1	North Bridge	09/19/2022	POSITION POSTED
Family Service Worker	1	Mercedes I	09/26/2022	POSITION POSTED
Family Service Worker	1	Mercedes I	12/09/2022	POSITION POSTED
Family Service Worker	1	Edinburg IV	12/30/2022	POSITION POSTED
Family Service Worker	1	Sam Fordyce	01/05/2023	POSITION POSTED
Family Service Worker	1	Mission II	02/28/2023	POSITION POSTED
Family Service Worker	1	UTRGV	04/28/2023	POSITION POSTED
Field Operations Director	1	Field Operations	07/31/2023	ON HOLD
Teacher	1	Sam Fordyce	09/21/2022	POSITION POSTED
Teacher	1	Palmview II	03/01/2022	POSITION POSTED
Teacher	1	Carmen Anaya	03/22/2022	POSITION POSTED
Teacher	1	JRG	05/17/2022	POSITION POSTED
Teacher	1	San Juan II	07/29/2022	POSITION POSTED
Teacher	1	Palmview II	07/29/2022	POSITION POSTED
Teacher	1	Palmview II	07/29/2022	POSITION POSTED
Teacher	1	Edinburg V	07/29/2022	POSITION POSTED
Teacher	1	Hidalgo	07/29/2022	POSITION POSTED
Teacher	1	Seguin	07/29/2022	POSITION POSTED
Teacher	1	Palmview III	08/01/2022	POSITION POSTED

Teacher	1	Palacios	08/05/2022	POSITION POSTED
Teacher	1	Palacios	08/05/2022	POSITION POSTED
Teacher	1	San Juan II	08/18/2022	POSITION POSTED
Teacher	1	Edinburg IV	08/24/2022	POSITION POSTED
Teacher	1	Longoria	08/25/2022	POSITION POSTED
Teacher	1	Edinburg V	08/29/2022	POSITION POSTED
Teacher	1	San Juan I	08/31/2022	POSITION POSTED
Teacher	1	Seguin	08/31/2022	POSITION POSTED
Teacher	1	Alvarez	09/06/2022	POSITION POSTED
Teacher	1	Palacios	09/06/2022	POSITION POSTED
Teacher	1	Mission II	09/16/2022	POSITION POSTED
Teacher	1	Mission II	09/21/2022	POSITION POSTED
Teacher	1	Edinburg V	09/22/2022	POSITION POSTED
Teacher	1	Palmview III	10/07/2022	POSITION POSTED
Teacher	1	San Juan II	11/18/2022	POSITION POSTED
Teacher	1	Margo	12/30/2022	POSITION POSTED
Teacher	1	Palacios	12/30/2022	POSITION POSTED
Teacher	1	La Joya	01/09/2023	POSITION POSTED
Teacher	1	Donna I	01/18/2023	POSITION POSTED
Teacher	1	Seguin	01/30/2023	POSITION POSTED
Teacher	1	Seguin	02/03/2023	POSITION POSTED
Teacher	1	Mission III	04/13/2023	POSITION POSTED
Teacher	1	Pharr	04/20/2023	POSITION POSTED
Substitute Teachers	05	Education	10/7/2019 -to 10/17/2022	Pending Interviews

Personnel Status Report

PERSONNEL COMMITTEE:

Date

Approved: _____ Disapproved: _____

Date

Approved: _____ Disapproved: _____

Date

Approved: _____ Disapproved: _____

Policy Council Chairperson Date

Approved: _____ Disapproved: _____

STAFF:

Marissa Reyes, Chief Human Resources Officer Date

Irma E. Peña, Executive Director Date

Policy Council Approval Date: _____



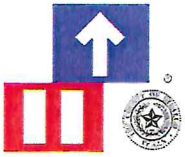
Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Vacancies Report

A decorative graphic consisting of several parallel red lines that start from the bottom left and extend diagonally towards the top right, crossing behind the text.

**Marissa Reyes, Chief
Human Resources Officer**



Hidalgo County Head Start Program

P.O. BOX 0117 EDINBURG, TX 78540-0117

TEL (956) 383-0706 FAX (956) 380-4133

PERSONNEL STATUS REPORT

CURRENT VACANCIES

MAY 10, 2023

Listed below are the current vacancies. The positions to be filled have been properly advertised as per Civil Service regulations and procedures.

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Family Service Coordinator	1	Family Services	04/07/2023	Pending PC Approval
Communications Coordinator	1	Human Resources	05/01/2023	Pending Interview
Assistant Teacher	1	Edinburg V	07/29/2022	ON HOLD
Assistant Teacher	1	San Carlos	09/06/2022	ON HOLD
Assistant Teacher	1	Pharr	09/15/2022	ON HOLD
Assistant Teacher	1	Thigpen-Zavala	09/30/2022	ON HOLD
Assistant Teacher	1	Mission II	09/29/2022	ON HOLD
Assistant Teacher	1	Mission II	10/17/2022	ON HOLD
Assistant Teacher	1	Sam Fordyce	05/19/2022	ON HOLD
Assistant Teacher	1	Edinburg II	07/29/2022	ON HOLD
Assistant Teacher	1	Carmen Anaya	08/01/2022	ON HOLD
Assistant Teacher	1	San Juan I	08/18/2022	ON HOLD
Assistant Teacher	1	Longoria	08/22/2022	ON HOLD
Assistant Teacher	1	Alvarez	08/31/2022	ON HOLD
Assistant Teacher	1	Donna I	08/31/2022	ON HOLD
Assistant Teacher	1	Carmen Anaya	09/12/2022	ON HOLD
Assistant Teacher	1	Frias	10/17/2022	ON HOLD
Assistant Teacher	1	San Juan I	10/26/2022	ON HOLD
Assistant Teacher	1	Edinburg III	11/11/2022	ON HOLD
Assistant Teacher	1	Seguin	11/18/2022	ON HOLD
Assistant Teacher	1	UTRGV	11/25/2022	ON HOLD
Assistant Teacher	1	Palacios	11/28/2022	ON HOLD
Assistant Teacher	1	Thigpen-Zavala	12/30/2022	ON HOLD
Assistant Teacher	1	Progreso	12/30/2022	ON HOLD
Assistant Teacher	1	La Joya	01/06/2023	ON HOLD
Assistant Teacher	1	Margo	01/09/2023	ON HOLD
Assistant Teacher	1	Pharr	01/13/2023	ON HOLD
Assistant Teacher	1	San Juan II	01/13/2023	ON HOLD
Assistant Teacher	1	Donna I	01/19/2023	ON HOLD
Assistant Teacher	1	Palmview III	01/20/2023	ON HOLD
Assistant Teacher	1	Donna II	01/27/2023	ON HOLD
Assistant Teacher	1	Edinburg V	01/31/2023	ON HOLD
Assistant Teacher	1	Margo	07/312023	ON HOLD
Bus/Classroom Aide	1	Hidalgo	10/11/2019	ON HOLD
Bus/Classroom Aide	1	Mercedes	08/07/2020	ON HOLD
Bus/Classroom Aide	1	Mission II	11/30/2020	ON HOLD

Bus/Classroom Aide	1	JRG	01/13/2021	ON HOLD
Bus Driver/Maintenance	1	JRG	07/14/2021	POSITION POSTED
Bus Driver/Maintenance	1	Mission II	07/29/2021	POSITION POSTED
Bus Driver/Maintenance	1	San Juan II	07/30/2021	POSITION POSTED
Bus Driver/Maintenance	1	Marcia Garza	08/10/2022	POSITION POSTED
Bus Driver/Maintenance	1	Pharr	08/22/2022	POSITION POSTED
Bus Driver/Maintenance	1	San Juan II	01/06/2023	POSITION POSTED
Bus Driver/Maintenance	1	Edinburg IV	01/27/2023	POSITION POSTED
Bus Driver/Maintenance	1	Progreso	04/14/2023	POSITION POSTED
Bus Driver/Maintenance	1	Rudy Silva	04/06/2023	POSITION POSTED
Campus Director	1	Palmview II	10/27/2022	ON HOLD
Campus Director	1	Rudy Silva	11/10/2022	ON HOLD
Campus Director	1	San Carlos	03/20/2023	ON HOLD
Campus Director	1	Edinburg III	02/23/2023	ON HOLD
Custodian	1	Seguin	11/18/2023	ON HOLD
Custodian	1	Pharr	01/23/2023	ON HOLD
Custodian	1	Donna I	02/15/2023	ON HOLD
Custodian	1	JRG	08/01/2022	ON HOLD
Custodian	1	Edinburg II	10/14/2022	ON HOLD
Custodian	1	Carmen Anaya	10/24/2022	ON HOLD
Custodian	1	Edinburg III	11/04/2022	ON HOLD
Custodian	1	UTRGV	05/09/2023	ON HOLD
Disability Aide - Floater	1	San Juan II	09/08/2022	ON HOLD
Disability Aide - Floater	1	Palacios	09/30/2022	ON HOLD
Disability Aide - Floater	1	Mercedes I	10/19/2022	ON HOLD
Disability Aide-Floater	1	Edinburg II	04/03/2023	ON HOLD
Head Cook	1	Edcouch Kitchen	03/17/2023	ON HOLD
Family Service Worker	1	JRG	02/04/2022	POSITION POSTED
Family Service Worker	1	Margo	08/18/2022	POSITION POSTED
Family Service Worker	1	North Bridge	08/22/2022	POSITION POSTED
Family Service Worker	1	La Joya	09/16/2022	POSITION POSTED
Family Service Worker	1	North Bridge	09/19/2022	POSITION POSTED
Family Service Worker	1	Mercedes I	09/26/2022	POSITION POSTED
Family Service Worker	1	Mercedes I	12/09/2022	POSITION POSTED
Family Service Worker	1	Edinburg IV	12/30/2022	POSITION POSTED
Family Service Worker	1	Sam Fordyce	01/05/2023	POSITION POSTED
Family Service Worker	1	Mission II	02/28/2023	POSITION POSTED
Family Service Worker	1	UTRGV	04/28/2023	POSITION POSTED
Field Operations Director	1	Field Operations	07/31/2023	ON HOLD
Teacher	1	Sam Fordyce	09/21/2022	POSITION POSTED
Teacher	1	Palmview II	03/01/2022	POSITION POSTED
Teacher	1	Carmen Anaya	03/22/2022	POSITION POSTED
Teacher	1	JRG	05/17/2022	POSITION POSTED
Teacher	1	San Juan II	07/29/2022	POSITION POSTED
Teacher	1	Palmview II	07/29/2022	POSITION POSTED
Teacher	1	Palmview II	07/29/2022	POSITION POSTED
Teacher	1	Edinburg V	07/29/2022	POSITION POSTED
Teacher	1	Hidalgo	07/29/2022	POSITION POSTED
Teacher	1	Seguin	07/29/2022	POSITION POSTED
Teacher	1	Palmview III	08/01/2022	POSITION POSTED

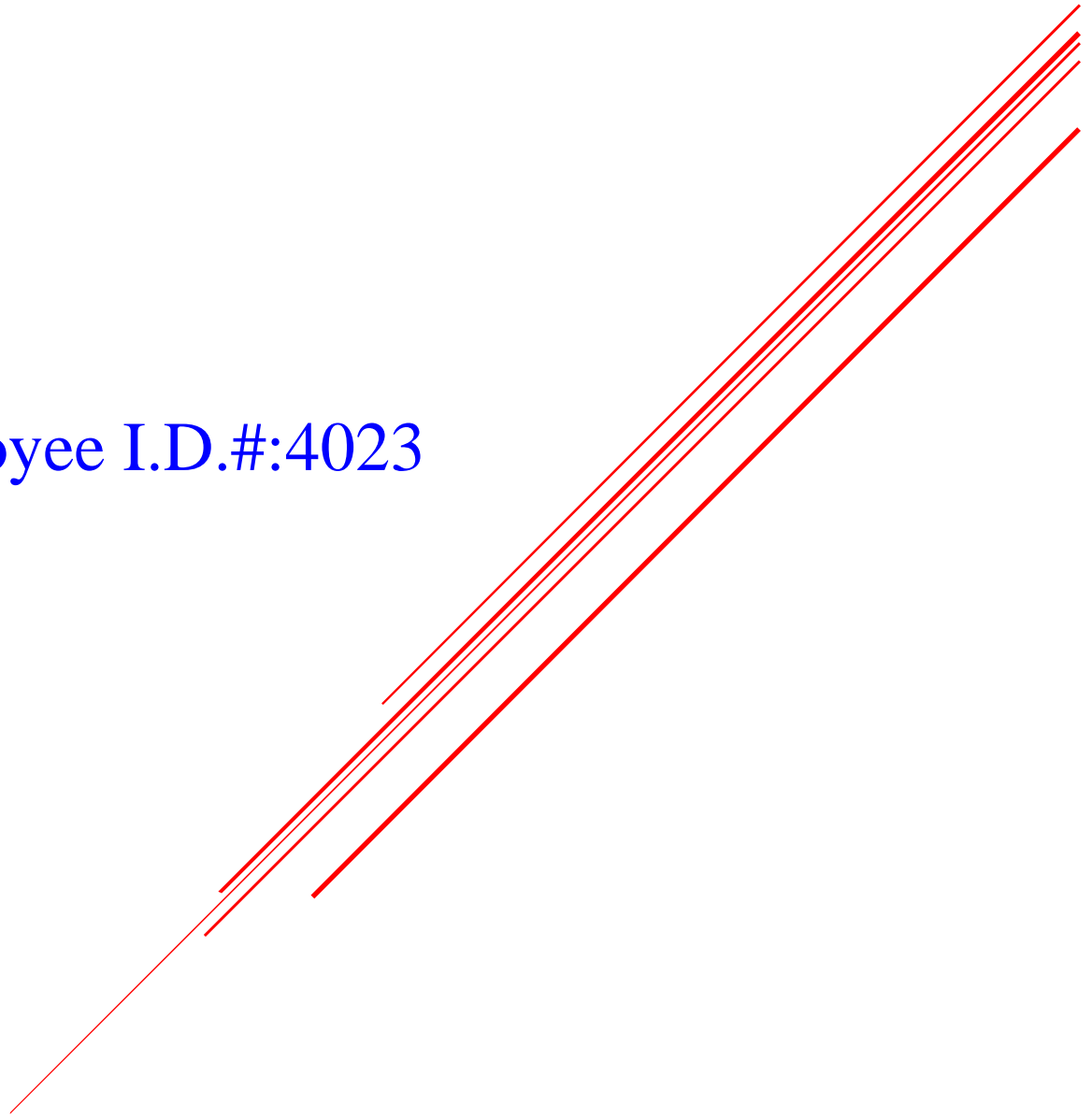
Teacher	1	Palacios	08/05/2022	POSITION POSTED
Teacher	1	Palacios	08/05/2022	POSITION POSTED
Teacher	1	San Juan II	08/18/2022	POSITION POSTED
Teacher	1	Edinburg IV	08/24/2022	POSITION POSTED
Teacher	1	Longoria	08/25/2022	POSITION POSTED
Teacher	1	Edinburg V	08/29/2022	POSITION POSTED
Teacher	1	San Juan I	08/31/2022	POSITION POSTED
Teacher	1	Seguin	08/31/2022	POSITION POSTED
Teacher	1	Alvarez	09/06/2022	POSITION POSTED
Teacher	1	Palacios	09/06/2022	POSITION POSTED
Teacher	1	Mission II	09/16/2022	POSITION POSTED
Teacher	1	Mission II	09/21/2022	POSITION POSTED
Teacher	1	Edinburg V	09/22/2022	POSITION POSTED
Teacher	1	Palmview III	10/07/2022	POSITION POSTED
Teacher	1	San Juan II	11/18/2022	POSITION POSTED
Teacher	1	Margo	12/30/2022	POSITION POSTED
Teacher	1	Palacios	12/30/2022	POSITION POSTED
Teacher	1	La Joya	01/09/2023	POSITION POSTED
Teacher	1	Donna I	01/18/2023	POSITION POSTED
Teacher	1	Seguin	01/30/2023	POSITION POSTED
Teacher	1	Seguin	02/03/2023	POSITION POSTED
Teacher	1	Mission III	04/13/2023	POSITION POSTED
Teacher	1	Pharr	04/20/2023	POSITION POSTED
Substitute Teachers	05	Education	10/7/2019 –to 10/17/2022	Pending Interviews



Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Employee I.D.#:4023

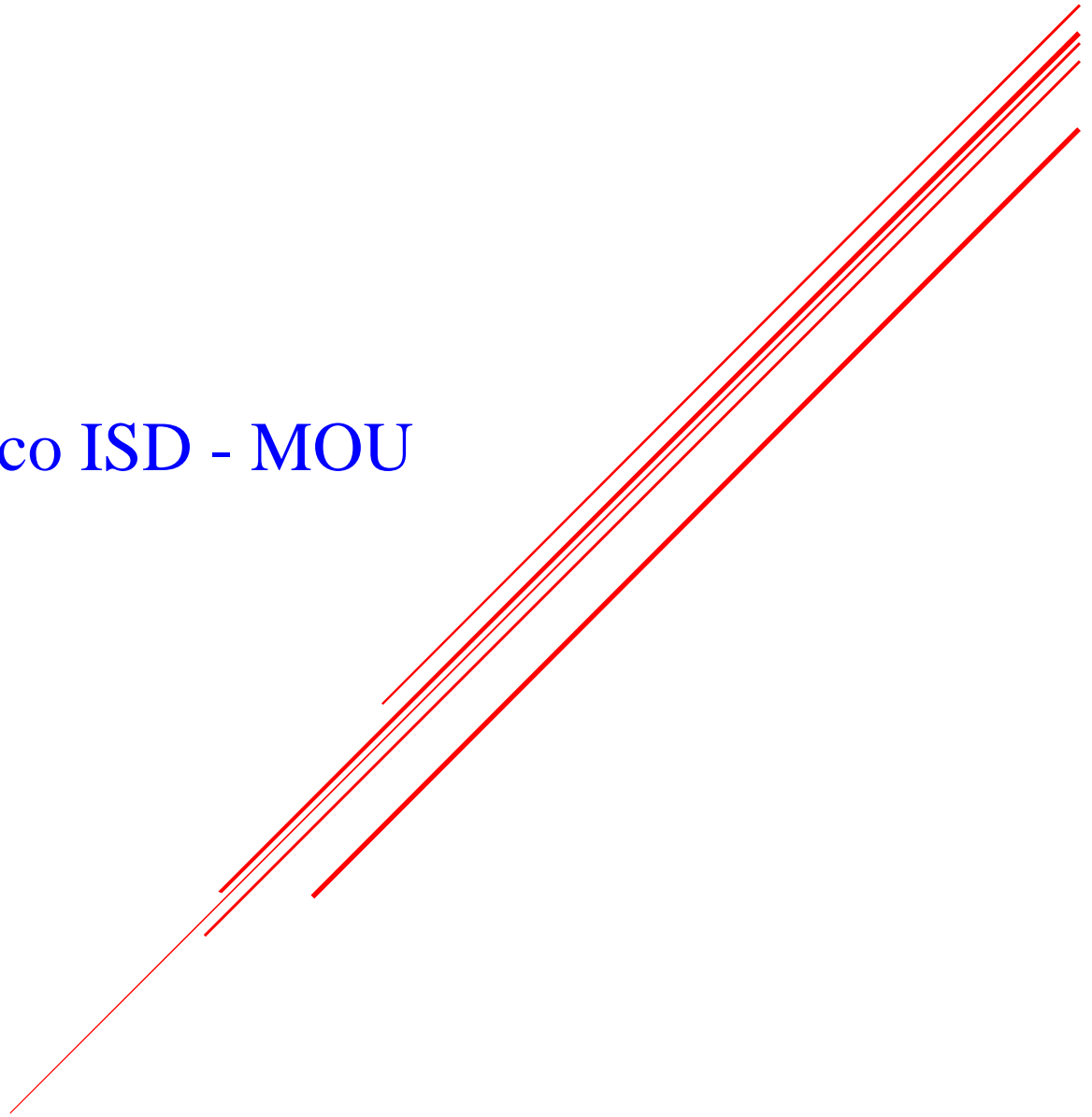




Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Weslaco ISD - MOU





Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Employment of Chief Pre-K
Collaboration Officer

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Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Employment of
Family Service Coordinator

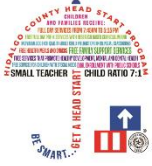
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Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Advertise for RFP-23-004-06-16-AS
“Professional Legal Services”



Hidalgo County Head Start Program

Policy Council Regular Meeting Agenda

Policy Council

Next P.C. Meeting Date/Time

Avelina Pena Segovia,
Chairperson



Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Other Business

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Avelina Pena Segovia,
Chairperson



Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Adjournment

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Avelina Pena Segovia,
Chairperson