



Hidalgo County Head Start Program Policy Council Agenda

DATE: August 16, 2023

SUBJECT: Request Approval of Application and Certificate for Payment for Invoice #0924 in the Amount of \$263,512.00 for Educational Services Submitted by Versidi, Inc., dba, Teach Us Texas, Through Contract C-23-003-05-17-AS for the “Educator Preparation Program”

RATIONALE/NEED: This is the first payment request for the “Educator Preparation Program”

RECOMMENDATION: Administration recommends approval.

COST: Head Start Funds are available for this project.

RELATED INFORMATION INCLUDED: Invoice #0924

INITIATED BY: Ambrosio Tovar, Procurement Director *A Tovar*

REVIEWED BY: Mr. Edmundo Garcia, Assistant Director

PROGRAM DIRECTOR’S APPROVAL: *ABD*

Versidi, Inc. dba Teach Us Texas
 1201 Fannin Street Ste 262
 Houston, Texas 77002
 Phone: 866-349-0888



INVOICE: 0924 – PHASE 1 **DATE: 8/11/2023**

BILL TO	CONTACT	CONTRACT NUMBER
Hidalgo County Head Start P.O. Box 0117 Edinburg, Texas 78540	Ms. Irma Peña, Executive Director	23-003-05-17AS

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL	DUE NOW
	EC-6 Teach Us Certification			
60	Including: Test Preparation Platform & Content Access	\$3,746	\$224,760	\$112,380
60	EC-6 Certification Enrollment Fee	\$95	\$5,700	\$2,850
34	EC-6 Teach Us Test Preparation Support Including: Test Preparation Platform & Content Access	\$3,746	\$127,364	\$63,682
94	Supplemental Preparation and Support- Bilingual: Test Preparation Platform & Content Access	\$1,200	\$112,800	\$56,400
94	Mentoring Services	\$300	\$28,200	\$14,100
94	Tutoring/Coaching Bundle	\$300	\$28,200	\$14,100
SUBTOTAL			\$527,024	\$263,512
SALES TAX			n/a	n/a
TOTAL			\$527,024	\$263,512

Payment Terms: **PAYABLE IN TWO INSTALLMENTS.** The total shall be payable in two installments, with \$263,512 (the "First Installment") payable immediately for Phase 1 services, and the remaining \$263,512 (the "Second Installment") payable on the October 31, 2023.

Please remit payment to
 Versidi, Inc. dba Teach Us Texas
 C/O Bertelsmann Accounting Services
 ATTN: Cheryl Victor
 400 Hahn Rd
 Westminster, MD 21157

Teach Us Texas
Phase One: Invoice #0924
Description of Services

A. Phase One (5/17-8/4): EC-6 Teach Us Certification: Test Preparation Platform & Content Access
(60 Candidates)

Program Implementation & Delivery:

May 17-19 Dr. Lori Piowski, Chief Academic Officer, traveled to frame RFP implementation with Hidalgo program leadership.

May 17- Ongoing: Collaborate regularly (twice daily during implementation phase) with HCHSP and TU Executive team on candidate progress and required supports; remain in constant communication with HCHSP leadership.

May 20-22 - Admission Processing for all HCHSP employees and future TU candidates

1. All HCHSP employees (TU candidates) submitted required TU admission documents (application, prior attended institution transcripts, and written exercise response).
2. TU admission staff evaluated applicants to verify admission criteria, credentials unit evaluated external transcripts to determine content area, and written responses scoring was expedited and conducted over a 48–72-hour period to ensure candidates access to courses.
3. Admission review identified discrepancies between employee self-reporting and TX TEAL records. Immediate and continuous communication with HCHSP leadership was held to resolve issue.

May 20-June - 15 Internal reconciliation of completers. (Note: An additional step following a one-month lift involving five TU executives and Hidalgo collaboration). This complex task was evidenced on the 6.1.23_Hidalgo Evaluation of Completers and TU Candidates Intervention Spreadsheet involving significant dedicated human capital daily for the month along with consistent communication with HCHSP.

1. Information collected/evaluated from transcript for 94 employees
2. Exams attempted and completed for all Hidalgo employees
3. Education courses on each transcript evaluated for all
4. Survey sent to all employees to verify information – data verified
5. Notes from Survey Responses (Coursework/state teaching/exams)
6. Individual follow up with all employees (notes from conversations)
7. Determination of who completed another program in the past
8. Calls made to all employees on their status
9. Follow up sent including cover letter/transfer form to completers
10. Admission GPA; Content Hours and GPA; TEAL #; Fingerprinting Look-up
11. Exams attempted by all employees/candidates prior to TU admissions
12. Determination of prior EPP Programs for completers
13. Individual completer communication on their next steps and options
14. Candidate communication cadence document
15. Tracking transfer forms received for completers

Voucher request (TU to Pearson) with HCHSP POs sent to Pearson.

1. In response to HCHSP's request, provide vouchers daily as needed to both TU candidates and Completers.
2. Grant test recommendations to Texas Educational Agency (TEA) as needed for TU candidates

May 20 – Active/Implemented

Monitor progress/testing status –daily evaluation and communication

1. Develop and daily maintain spreadsheet to monitor tests recommended, benchmark scores, released, registration dates, Pearson scores, remediation, and voucher numbers

2. Completers are labeled as audit students in our test prep courses; required us to unenroll them as TU candidates and reenroll them as audit students in our test prep courses. Support is provided by instructors, coaches, and the TU test prep courses. (Details below)
3. Documentation on all communications collected.
4. Hidalgo Cohort tracking.

Staffing and Training of Course Instructors specific to Hidalgo Cohort Block 1

1. Identify and train on roles & responsibilities to support Hidalgo County Head Start Teachers
2. Onboard expert trainers for in person and virtual targeted test prep support.

Intensive Test Prep Session Week July 17-24; Onsite Executive Director of Clinical Practice provided 4 hours of targeted STR session; virtual and onsite targeted sessions during the week organized and delivered by TU.

District Luncheon: July 19, 2023

1. Attended by multiple TU staff (Executive Director of Clinical Practice, TU Executive Directors and Chief Academic Officer)
2. PowerPoint presentation provided by TU including an introduction to and pathway options moving forward.

Extension implementation (requested by Hidalgo) for intern eligibility including required restructuring/development of Phase 2

1. Restructured Block 1 coursework and timelines to accommodate requested extension.
2. Created and sent (as needed) Acknowledgement and Agreement for Components in the Study Plan for the Certification Exams.
3. Track candidate study plans for new testing timelines.
4. Revised staffing plan to accommodate extension.
5. Updated Course Pacing Guides
6. Hidalgo RFP Plan of Study – restructured the program in block to become internship eligible.
7. Reconfigured the Canvas platform for revised Hidalgo courses timeline
8. Enrollment Verification Letters (VOE) provided to districts as requested/needed

Documents Delivered:

- o Hidalgo Customized Program
- o TU Hidalgo Plan of Study - customized
- o TU Orientation PPT
- o Summer 2023_Test Prep and Timeline
- o Acknowledgement and Agreement to Take the TExES STR and Core Subjects EC-6 Certification Exams
- o 6/1/23 Communication
- o 6.1.23_Hidalgo Evaluation of Completers and TU Candidates intervention
- o 6.21.23 Response to TEA
- o 6.23.23 Hidalgo Completer PPT
- o Daily Internal Meetings: Support for Hidalgo
- o TU Comm Hidalgo Cert Exam Testing
- o Hidalgo Send Completer Email – thought partner suggestion
- o HS Communication with Completer EPPs – thought partner suggested email
- o TU COMM Cleared Candidates
- o 7/25/23 Hidalgo EC6 Data Trends by Competency

B. Phase One (5/17-8/4): EC-6 Teach Us Test Preparation Support Test Preparation Platform & Content Access (34 Candidates)

Implementation & Delivery:

- o Test reporting and result desegregation - results to determine intervention support
- o Test Preparation Platform, Instructors, Coaches available to all HCHSP candidates

Documents:

- o Test Prep Plan Week of 7.17.23

- Test Prep Plan Week of 7.24.23
- Only for Hidalgo Leadership-Week of 7.24.23 Plan Test Prep
- 7.24.23_Notes and Updates for Hidalgo's Leadership
- Hidalgo Teachers Week of 7.24.23 Plan Test Prep
- Hidalgo STR Exam Results 2023
- STR Study Plan Document
- Core Subjects EC6 Pacing Guide for HCHSP Teachers
- Support Staff & Communication Cadence for HCHSP Teachers

C. Phase One Mentoring Services (5/17-8/4)
(94 Candidates)

Implementation & Delivery:

- General, Daily Contacts via Email and Text/Phone:
 - Instructors, personalized coaches, academic coaches, director, and Hidalgo advisor
- General Announcements
 - Posted in Canvas, HubSpot
- Weekly Office Hours:
 - STR Office Hours: 8 times per week
 - EC-6 Office Hours: 8 times per week
- Academic Coaches:
 - Supporting candidates on-site and virtually
- Instructor Outreach:
 - Provide constructive feedback and answer content related questions
 - Reach out to meet with candidates. For example, requesting to meet with candidates 1-15 points away from benchmarking

D. Phase One (5/17-8/4): Tutoring/Coaching Bundle (5/17-8/4)

Implementation & Delivery:

Assigned two coaches to support Hidalgo candidates from May 20-Sept. 1st.

Personalized Coaches (5/17-8/4):

- Intensive 1:1 support for candidates (virtual and on-site)
- Reaching out to candidates that have not engaged or have not attempted the benchmark

Phase Two: August 4 – October 31
Invoice with Schedule of Services will be submitted Oct. 31st, 2023