

Monroe County School District Head Start Program Grantee 04CH4752
Year: 2019-2020
Identified T/TA Goals Parts 1, 2 & 3
Training Plan

Part 1 –Program Improvement Strategies	T/TA Resource	Target Audience	Indicators/Expected Outcomes	Responsible Manager	Timeline	Cost
Training for teaching teams on CLASS – observation tool & coaching,	CLASS training for all Teaching Teams utilizing the CLASS monitoring tool, CLASS Coaching Tips, and TSG Coaching to Fidelity	Instructional Staff	CLASS scores in the high average range Increased student progress on Teaching Strategies Checkpoints based on individualized data driven instruction.	Early Childhood Coordinator/Supervisor & Education/Disabilities Manager CLASS Contracted Observer/Coach T&TA Specialist	Pre-Service training Tiered Coaching	Cost for Materials through Teach Stone and Teaching Strategies
Review CLASS data with instructional staff upon completion of each round	CLASS monitoring tool, CLASS Coaching Tips, and TSG Coaching to Fidelity	Instructional Staff	CLASS data will be used to create and modify Professional Growth Plans and target specific/tiered professional development needs	Education Manager	after first and second rounds of CLASS observations	\$0
TeachStone – CLASS Training for Administration, Leadership, and Coach	TeachStone	Instructional Staff	Renew CLASS certification annually	E.C. Co-ord./Sup. Ed./Dis. Mgr. CLASS Coach	When certification expires annually	\$300.00
Offer MMCI trainings for teachers.	Teach Stone	Instructional Staff	Participating teachers will have in-depth knowledge of the CLASS lens	Ed. Manager	10 Sessions	\$0

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Program Improvement – Strategies Cont.	T/TA Resource	Target Audience	Indicators/Expected Outcomes	Responsible Manager	Timeline	Cost
Utilize district database program “My Learning Plan” to track professional development and award points.	Professional Growth plans	Instructional Staff	To set goals, and track growth.	Education/Disabilities Manager.	Year end	\$0
Teachers without credentials must show proof of enrollment in college level course working toward Early Childhood or the equivalent. May get reimbursed from T.E.A.C.H. scholarship or up to \$500./yr. from grant.	Early Childhood Bachelor Level Courses – University Level	Instructional Staff	Improve Early Childhood practices in the classroom	Education/Disabilities Manager	On-going	\$1,000
Creative Curriculum – Teaching Strategies Gold (TSG) – standards based database.	Education/Disabilities Manager & Company Representatives	Instructional Staff	Documented lesson plans using new materials Documented outcomes by cycle	Education/Disability Manager	March 2019 Pre Service 2019/20 Mid Year PD 2019/20	\$0
Conscious Discipline Training for Managers, Instructional Teams, and Parents	Conscious Discipline	Instructional staff Ed./Dis. Mgr.	Instructional Staff will learn strategies to de-escalate challenging behaviors with the least restrictive measures	Education/Disabilities Manager	2019/20	\$5000

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Provide Early Childhood Conference opportunities for instructional staff to develop best practices.	Trainings, Consultants and Conferences	Instructional Staff	Documentation of Early Childhood knowledge and improve practices in all areas of the child development service area: Creative Curriculum, TSG Reports, Conscious Discipline, PBIS, and other instructional support trainings/workshops.	E.C. Coord./Sup. Ed./Disab. Mgr.	October and as they become available	\$2,000
Standards training and other ELC training	ELC OEL District	Instructional Staff Leadership/Management	Training on Standards for Staff and other trainings	E.C. Co-ord./Sup. Ed./Dis. Mgr. Fam. Serv. Mgr.	As needed	\$500
Training on Interagency Agreement, Pre-K MTSS Contract, Mental Health Referral, safety and updated policies and procedures.		Staff	Staff will be knowledgeable of requirements and expectations of the Head Start program, State, and Monroe County School District.	Ed. Manager Health Manager	Pre Service As needed	\$0
Provide Training and updates in the Fiscal Service Area	Webinars Workshops Conferences	Adm. Office	New procedures will be integrated into the fiscal service area plan	Budget Manager, Accounting Clerk III Leadership/Mgmt.	On-going	\$2,500 T&TA

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Parent Training	Parent Curriculum	Families	Increase parenting skills provide resources and improve parent participation of Head Start Families.	Director Family Services Manager Site coordinators Parent Educator Instructor	October On-going	\$500
Parent Center Meetings, Workshops and guest speakers,	Agendas Sign in sheets	Families	To make the parents and or families an active part of the Head Start Program, and also to educate them on different topics.	Ed/Dis. Mgr. Leadership team Site Coordinators Teachers	Monthly and conferences as available	\$500
Increased opportunities for staff and parents to attend meetings, networking, and conferences	Meetings Conferences Trainings	Staff Families	To improve the staff and parents knowledge of the head start program.	Leadership team	Annually	\$1000
Attend monthly staff meetings, trainings, and in services (ethics training annually and for new members child abuse reporting)	Trainings	Staff	To train new staff on proper protocol and procedures. Also to keep the other staff up to date on current head start topics.	Leadership Team	Monthly	\$ 300
Attend regional Meetings, Hold service area meetings, attend conferences, and listen and collaborate with all stakeholders.	Agendas Sign in sheets Notes Head Start conferences and T&TA	Leadership Staff Service area Managers Administration	To manage our program more effectively, and to keep our leadership staff current on all Head Start related topics as well as become familiar with roles and responsibilities	Leadership team All managers	Monthly and or as scheduled by regional/ annually/ at inter-agency	\$2000 Part of T&TA funds \$4,000

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Program Improvement – Strategies Cont.	T/TA Resource	Target Audience	Indicators/Expected Outcomes	Responsible Manager	Timeline	Cost
Train Principals on Head Start Standards	Standards	Principals	Better understanding of Head Start program	E.C. Coordinator/Supervisor.	Begin 2020 On-going updates	\$0
Enhance knowledge of the Head Start Standards and program operations	Trainings and/or Conferences	All staff, Families, governing body members.	Increase knowledge of the Head Start program	Florida Head Start Association Institute And/or Other Head Start Trainings such as Regional, ICF, or Western Kentucky	On-going	\$900
Service Area Plan Revisions and Implementation	Training on revised Service Area Plans	All staff	Increase knowledge of program operations and requirements	E.C. Co-ord./Sup. All Managers	Pre-Service and on-going	Part of local travel \$200.00 and supplies \$350.00

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Part 2- MCSD Required Training Cont.	T/TA Resource	Target Audience	Indicators/Expected Outcomes	Responsible Manager	Timeline	Cost
Professional Learning Communities	MCSD: How does learning through play increase student performance in the Early Childhood Classroom and what does it look like?	Instructional Staff	Agendas and other documentation	Ed./Dis. Mgr.	Quarterly	\$0
PFCE (Parent, Family and Community) Framework /update 2nd Edition	ECLKC NHSA Conferences/Trainings	All staff	Staff will understand that PFCE is everyone's business Boosting School Readiness through Effective Family Engagement	Family Service Manager Education Manager Director	December 2019 On-going	\$0
Preparation for parents to exercise their rights and responsibilities concerning the education of their children in the school setting and transition to K activities	Brochures Workshops	Parents/ Guardians	Parents will obtain knowledge of their rights and responsibilities concerning the education of their children in the school setting. Notices, agendas and sign-in sheets	Family Services Manager/ Site Coordinator	April-May	\$200.00

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Parent education on mental health issues	Contracted Mental Health Providers Written Material/Education	Parents/ Guardians	Parents will obtain knowledge of mental health issues in children, including characteristics/signs to watch for Increase participation by 20% Documentation: Notices, workshop agendas and sig-in sheets	Mental Health/Health & Safety Nurse, RN Fam. Serv. Mgr.	December	\$200
Parent orientation and training on the need to prevent abuse and neglect Staff yearly review as mandated reporters	Parent Curriculum Qualified Personnel	Parents/ Guardians and staff All Staff	Parents will obtain knowledge and skills needed to prevent abuse and neglect based on the CSEFEL Modules Increase participation by 20% at the sites with low participation Documentation: Notices, workshop agendas and sig-in sheets	Fam. Serv. Mgr. Site Coordinators. Ed./Disabilities Mgr. Health Mgr.	ER Portal upon hire Sept Video each year October All parent workshop	\$0 Material and supplies

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Part 2- MCSD Required Training Cont.	T/TA Resource	Target Audience	Indicators/Expected Outcomes	Responsible Manager	Timeline	Cost
Family assistance with nutrition information Family style meals environments	WIC Florida Keys Health and Education Center Contracted Services Teaching Team	Parents/Guardians/children Instructional Staff	Families will receive information on resources to assist with nutrition needs. Families will receive information on proper nutrition and meal planning. Increase participation by 20% Documentation: Notices, workshop agendas and sign-in sheets Enhance meal times environments to engage children in tasks related to meal setting and clearing modeling traditional family style	Site Coordinator & teachers, contracted dietician and nutritionist Mental Health/Health & Safety Nurse, RN	September /October and ongoing	\$300 For supplies
Parents as primary teachers for their children and full partners in the education of their children. Child development guidance and education	Curriculum resources Florida Child Milestones	Parents/ Guardians	Parents will obtain knowledge and skills in guiding their child's education. Galileo outcome reports are shared with parents at home visits and parent conference. Documentation: children's files and home visit/conference sign in	Ed./Dis. Mgr. Pre-K Providers/Teachers	Home visits Parent workshops	\$100

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MCSD Required Training – Cont.	T/TA Resource	Target Audience	Indicators/Expected Outcomes	Responsible Manager	Timeline	Cost
Pre-K Providers will comply with Florida VPK requirements for training on state standards and emergent literacy	My Florida Families (transcript or sing in sheet)	Pre-K providers	So VPK providers are always up to date on state standards and literacy.	Ed/Dis. Mgr.	Annually or as needed	\$0
Orientation for new staff, consultants and volunteers Performance Standard Parent Handbook at beginning of year	Orientation to Head Start PowerPoint Presentation	volunteers are trained by Human Resources	All new staff, consultants, and volunteers will receive an orientation, which includes the goals and underlying philosophy of Head Start and the ways in which are implemented by the program. Training on Teacher Handbook, Service Area Plans and Procedures, Organizational Chart, & parent involvement Performance Standards 100% participation	Leadership/Management	Aug. and on-going As needed	\$ 100
Attend quarterly meetings, participate in professional learning communities, practicable conference(s), train on PFCE Framework/Outcomes	Agenda Sign in sheet Documented conference invitations	Site Coordinators	To keep our site coordinators trained and updated on Head Start items	Family Service Manager	Quarterly Annually	\$2,000

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MCSD Required Training – Cont.	T/TA Resource	Target Audience	Indicators/Expected Outcomes	Responsible Manager	Timeline	Cost
Identification and reporting of child abuse and neglect including methods for identifying and reporting child abuse and neglect that comply with applicable State and local laws using, so far as possible, a helpful rather than a punitive attitude toward abusing or neglecting parents and other caretakers	Human Resources DCF/State Developed Materials	All Staff	Cases of child abuse and/or neglect will be identified and reported. Training at individual schools plus web-based presentation available all year- District Web Site and at new staff orientation 100% participation Documentation: Notices, workshop agendas and sign-in sheets	Human Resources & School Principals	Pre-Service Aug. Upon hire Sept Video	\$100
Ethics Training All staff will receive Ethics training yearly and upon hire of new staff Handbook for all staff Signing of electronic ethics policy	Human Resource	All staff	100% participation Training at individual schools plus web-based presentation available all year- District Web Site and at new staff orientation	Human Resources & School Principals	On- going Upon hire yearly	In-kind
Continued alignment of data points in each service area and utilize new monitoring.	Monitoring Plan	All Staff	Staff from each service area will use the monitoring plan	Leadership	Annually	\$0

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Increase educational goals for each staff member	Trainings Classes	Staff	Staff will continue to further their education and increase their knowledge base, which will be useful to their position and the program as a whole.	Leadership team	Annually	\$1000
First Aid, CPR, and AED	CPR/AED/First aid classes.	Staff	At least one staff member per site will be trained in CPR, First Aid and AED, but our goal is to have every staff member certified.	Health, Mental health and safety nurse	Updates due at certification expiration	\$100.00
Transition to Kindergarten	Booklets Training aids	Staff Parents	Parents and Staff will increase their knowledge on the transition plan developed in partnership with the School District staff	Ed./Dis. Mgr. Site Co-ord.	May-June	\$100
Program Governance training	PowerPoint, booklets and other visual aids	Policy Council Representatives, alternates and Community Partners	Parents will have a better understanding of their roles and responsibilities as Head Start Policy Council members.	E.C. Co-ord./Sup.	October	\$100

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Program Governance Training/update	PowerPoint, booklets and other visual aids	Board Members	The Governing Body (Board) will understand their legal and fiscal responsibilities for the Head Start Program	E.C. Coord./Superv.	As new members are elected and as ongoing updates are received	\$100
Self-Assessment Process	Booklets and other program developed training	Program staff, parent and community partners	Staff will learn the purpose and process of the program’s self-assessment	E.C. Coord./Superv. Nurse Leadership/Management	Annually	\$0
Fiscal training	Agendas Sign in sheets	Leadership Team	Staff will learn the purpose and understand the fiscal responsibilities of the Head Start Program.	Leadership team	Annually	\$200
Head Start Eligibility Final Rule	PowerPoint and other visual aid	New Staff , Governing Body and Policy Council	Staff and Stakeholder will learn how to determine eligibility	ERSEA manager Director	Within 90 days of new hire Within 180 days of new term	\$0
5 year determination monitoring	Agendas Sign in sheets	Leadership team	Monitoring.	Leadership Team	Annually	\$0

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Health Services	Packets	Staff Families	Best Practices from Self-Assessment	Mental Health, Health & Safety Nurse, RN	Every August	
FHSA OR NHSA		Leadership Mgt. & Nurse, service area mgrs. or Director		Same as audience		\$2,500
Regional Conference		Leadership Mgt.		Same as audience		\$4,751
Cluster Meetings by Regional or ICF		Dir., Ed Mgr., Fam/ERSEA Mgr., Nurse, Budget Mgr.		Same as audience		\$1,500
CLASS training sessions		Dir., Ed Mgr., Fam/ERSEA Mgr., Nurse, Budget Mgr.		Same as audience		\$1,600
Health Training	Agenda Sign in sheets Packet/information	Health/Disabilities Mgr. (registered nurse)		Same as audience		\$1,770
Regional in Atlanta June		Dir., Ed Mgr., Fam/ERSEA Mgr., Nurse, Budget Mgr., or Parents		Same as audience		\$2,081

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Part 3 – OHS Mandated Training	T/TA Resource	Target Audience	Indicators/Expected Outcomes	Responsible Manager	Timeline	Cost
On- site training such as: Curriculum, CLASS, and other		All staff				\$3,379
Train the Trainer CMI Crisis Management Intervention		Dir. & Ed Mgr.				\$2,000
Operate the vehicle in a safe and efficient manner	State/local training	Bus Drivers and Bus Aides	Transportation services provided to children will be completed safely and efficiently, without incidents of injury to persons or damage to property. Documentation: transportation logs, incident reports	Transportation Coordinator/ Supervisor	Aug.	In-Kind
Safely run a fixed route and perform specialized driving maneuvers	State/local training	Bus Drivers and Bus Aides	Drivers will complete assigned routes and driving maneuvers safely without incidents of injury to persons or damage to property Documentation: transportation logs, incident reports	Transp. Co-ord./Sup.	Aug.	In-Kind
Administer basic first aid/ CPR (one per class with certifications posted)	State/local training	Bus Drivers and Bus Aides Volunteers Staff	Transportation Staff & Staff and volunteers will obtain knowledge and skill in administering first aid to injured students and staff. Doc: logs, sign-in sheets	District Staff	August	In-Kind

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Part 3 – OHS Mandated Training Cont.	T/TA Resource	Target Audience	Indicators/Expected Outcomes	Responsible Manager	Timeline	Cost
Handle emergency situations	State/local training	Bus Drivers and Bus Aides Volunteers Staff	Transportation Staff Staff and volunteers will obtain of handling emergency situations. Logs, sign-in.	School based training	Aug.	In-Kind
Operate special equipment	State/local training	Bus Drivers and Bus Aides	Staff and volunteers will obtain knowledge and skill in operating special equipment. Documentation: transportation logs, incident reports	Transp. Co-ord./Sup.	Aug.	In-Kind
Conduct maintenance and safety checks	State/local training	Bus Drivers and Bus Aides	Staff and volunteers will obtain knowledge and skill in conducting maintenance and safety checks to ensure a safe environment Documentation: transportation logs, incident reports	Transp. Co-ord./Sup.	Aug.	In-Kind
Meet applicable driver training requirements of the state in which they operate	State/local training	Bus Drivers and Bus Aides	Drivers will obtain knowledge and skills related to requirements for state licensure in which they operate. Documentation: transportation logs, incident reports	Transp. Co-ord./Sup.	Aug	In-Kind

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Conduct on board evaluations once a year	Head Start requirement	Bus Drivers and Bus Aides	Drivers and bus aides will have an on-board evaluation as part of their annual performance review- approved by the MCSD Union	Transp. Co-ord./Sup.	Same time as evaluation	In-Kind