

**2011 - 2012 Northeast South Dakota Head Start Training & Professional Development Plan**  
**November 1, 2011 - October 31, 2012**

The NESD Head Start Program serves 392 children in a thirteen county, 15,000 square mile mostly rural area of northeastern South Dakota. Services are provided through center based, and home based options.

Training plays an integral part in every organization. The Northeast South Dakota Head Start Program believes that well-trained staff, Policy Council members, Board members and parents contribute to the overall success of the program. Training provides opportunities for growth for everyone that participates. Our approach to training is based on group or individual needs as determined by training needs assessments, performance appraisals, monitoring of program operation, self assessment, community assessment, child outcomes, PIR, Federal on-site review, research of new ideas, and federal regulations and initiatives. All information is reviewed at a Program Planning Meeting, including staff, parents and board members and program objectives are established.

The method of delivery is based on individual needs of participants, location, availability of consultants, and cost. Priorities for staff training include degrees for teachers, renewal of teaching certificates, CDA's and college credit for teacher assistants, Home Visitors, and Coordinators, training regarding initiative, and training that will enhance job performance for all positions. Guidelines for attendance to state and regional conferences are based on individual needs, requirements for their position, ability to share information with others and provide training, and interest in attending. More training is going to be provided on-site at Center and Home Base Units. This gives supervisors / mentors an opportunity to work with smaller groups and provide more in depth follow up to trainings and the ability to better meet the individual needs of their staff.

The nonfederal share is met through volunteer hours of consultants that provide training and materials to parents and staff.

The training plan is reviewed monthly to determine if objectives are being met and if there are any changes required.

**Program Training Objectives:**

- Assist Teachers, Teacher Assistants, Education Coordinators and Home Visitors in meeting staff qualifications and certification
- Provide training to Policy Council and Board members
- To provide required trainings (child abuse & neglect, transition, health & safety)
- Assist Teacher Assistants in completing their CDAs.
- To provide Family Service Staff with training in Family Service Worker competency areas.
- Stay abreast of changes of fiscal regulations
- To provide Management Staff training in their area to help maintain compliance.
- To provide Teachers / Home Visitors training in specific CLASS Dimensions

**2011 - 2012 Northeast South Dakota Head Start Training & Professional Development Plan  
November 1, 2011 - October 31, 2012**

Outcome 1: Staff will continue to gain new skills and knowledge to perform the duties of their position and implement high quality services to meet the performance standards	Data Sources: Performance Standards - required trainings Human Resources Initiatives	Evaluation: Supervisor Observation Pre & Post Test Staff Reports
---	---	---

<b>Training Need</b>	<b>#</b>	<b>Person Responsible</b>	<b>Trainers</b>	<b>Participants</b>	<b>Location / Resources Delivery Method</b>	<b>Proposed Date</b>	<b>Proposed Cost</b>
Medication Administration	20	Health Coordinator	Health Coordinator	Teachers / Home Visitors./ Assistants	Local sites - training videos Small group instruction	November 2011	-0-
Bloodborne Pathogens	80	Health Coordinator	Health Coordinator	All Staff	Local sites - training videos Small group instruction	November 2011	-0-
First Aide	80	Health Coordinator	Health Coordinator	All Staff	Local sites - Training videos Small group instruction	November 2011	-0-
CPR	40	Health Coordinator	Consultants	Teachers, Assist., Home Visitors, Bus Drivers	Local sites Small group / individual instruction	Annually	500.00
Bus Safety	9	Transportation Coordinator	Dept. of Transportation	Bus Drivers	Local sites - small group instruction	August 2012	624.00
Child Abuse and Neglect	80	Family Service Manager	Child Protection Staff / Sanford	All Staff Family Service Coord	State Training – FSC Small group instruction	Annually	2000.00
Cook Certification	5	Health /Nutrition Coordinator	Consultants	Cooks & Cook Assistants	Aberdeen / Sioux Falls Individual / Serv Safe	June 2012	400.00
Career Development/ Certification	16	Education Manager & Coordinators	University courses / workshops	All staff - priority to Teachers / Assistants & Home Visitors	Provided at local universities, on line courses, workshops - individual	November 2011 - October 2012	7500.00
New Staff Training	2	Managers & Coordinators	Education Coordinators	New Staff	Aberdeen Office, local sites - individual instruction / mentoring	November 2011 - October 2012	500.00
Transition	80	Education Manager	Consultant	All Staff	Aberdeen - group instruction	January 2012	500.00
2012 State Conference	10	Executive Director	Workshop Presenters	Staff and parents	Spearfish - State Conference (conferences / workshops)	April 2012	7200.00
Individual Training – Specific to Position	20	Executive Director Managers	Seminar Speakers Webinars	Staff PC / Parents Board	Conference Workshops Seminars On-line training relating to Individual needs	November 2011- October 2012	1200.00
Pre-service / In-Service Training	80	Managers	To Be Determined	All Staff	Aberdeen Group Instruction	September 2012	2500.00

**2011 - 2012 Northeast South Dakota Head Start Training & Professional Development Plan  
November 1, 2011 - October 31, 2012**

Outcome 2: Board and Policy Council will gain skills & knowledge to perform their duties.	Data Sources: Performance Standards - required trainings Program Governance Training Survey	Evaluation: Board and Policy Council members demonstrate knowledge of their responsibilities.
---	---	---

Training Need	#	Person Responsible	Trainers	Participants	Location / Resources Delivery Method	Proposed Date	Proposed Cost
Policy Council Training	25	Family Service Manager	Managers Consultants	Policy Council Members	Aberdeen Policy Council Mtg. group instruction	November 2011	500.00
Board Training	20	Executive Director	Family Services / Fiscal Managers	Board Members	Aberdeen Board Meeting group instruction / videos	November 2011	500.00

Outcome 3: Teacher & Home Visitors will gain knowledge in the CLASS Dimensions of Classroom Organization & Instructional Support.	Data Sources: CLASS Assessment Staff Training Needs Assessment Self Assessment	Evaluation: Teachers & Home Visitors will demonstrate increased knowledge through improved CLASS Assessment scores.
---	--	---

Training Need	#	Person Responsible	Trainers	Participants	Location / Resources Delivery Method	Proposed Date	Proposed Cost
CLASS Dimensions	35	Education Mgr. / Coordinators	TBD	Teachers Teacher Assistants Home Visitors	Group Instruction	January 2011 September 2012	5000.00

Outcome 4: Management Staff will receive training in the specific area of Eligibility to maintain compliance and effectively manage the program.	Data Sources: Federal Regulation	Evaluation: Management Staff will demonstrate knowledge of new Eligibility Regulations through: Self Assessment Results / Audit Results / PIR Results
--	-------------------------------------	---

Training Need	#	Person Responsible	Trainers	Participants	Location / Resources Delivery Method	Proposed Date	Proposed Cost
ERSA	8	Executive Director	Wipfli	Office Manager Family Service Mgr. Family Service Coord	Location to be Determined	TBD after IM Received 30 days after date	2000.00

**2011 - 2012 Northeast South Dakota Head Start Training & Professional Development Plan  
November 1, 2011 - October 31, 2012**

Outcome 5: Staff will gain a better understanding of the obstacles faced by low-income families while at the same time learning what role they can play in reducing poverty.	Data Sources: Federal Regulation Training Needs Assessment	Evaluation: Staff will demonstrate a better understanding of the obstacles faced by low-income families and learn what role they can play in reducing poverty.
--	--	--

Training Need	#	Person Responsible	Trainers	Participants	Location / Resources Delivery Method	Proposed Date	Proposed Cost
Family Service	80	Family Service Manager	To be Determined	All Staff	Aberdeen, SD Group Instruction	October 2012	2500.00

Outcome 6: Parents will gain new knowledge to perform their duties as Head Start parents and community members.	Data Sources: Long Range Goal Performance Standards / Initiatives / PIR Parent Training Needs Surveys	Evaluation: Parents will demonstrate knowledge through reports and presentations of information gained.
---	---	---

Training Need	#	Person Responsible	Trainers	Participants	Location / Resources Delivery Method	Proposed Date	Proposed Cost
Monthly Parent Training	15	Family Service Manager	Local Presenters	Center & Home Base Parents	Local Areas Small group instruction	Monthly	2000.00
Pedestrian Safety / Bus Safety	392	Education Coordinators	Teachers / Home Visitors	All Parents / Children	Local Areas / One on one instruction / small group instruction All families in the Program receive "Pedestrian Training" provided by Teachers / Home Visitors on their initial home visit. The "Pedestrian Training" is noted on the Home Visit conference form for all families. All handouts related to this training are provided in the Parent Packet given to all families.	Annually Within 30 days of first day of service	-0-
Total:							35,424.00



**2011 - 2012 Northeast South Dakota Head Start Training & Professional Development Plan  
November 1, 2011 - October 31, 2012**

Standard	Implementation	Responsibility	Time Frame	Documentation
<p>(i) Reporting child abuse &amp; neglect</p> <p>(ii) Successful child &amp; family transitions</p>	<p>Staff training sessions will allow opportunities for peer dialogue and networking related to the content training.</p>	<p>Supervisors Education Manager Training Coordinator</p>	<p>Monthly</p>	<p>Attendance Agendas</p>
	<p>All education staff will receive monthly observations and mentor support sessions.</p>			
	<p>Mentors will identify common needs determined from the mentoring process and share these with the Education Manager &amp; Training Coordinator.</p>			
	<p>Supervisors/Mentors will monitor child progress through child outcome data.</p>	<p>Managers Coordinators</p>	<p>January May</p>	<p>CCPORT - reports</p>
	<p>Required trainings will include but not be limited to: <u>Child Abuse / Neglect</u> *Provide staff with a copy of relevant laws *Provide training on identification &amp; reporting * Assign one person the responsibility of supporting staff</p>	<p>Managers Coordinators</p>	<p>Yearly September</p>	<p>Agendas Attendance</p>
	<p><u>Transition</u> * Provide training and copy of transition plan to staff * Meet with staff to determine individual transition activities</p> <p><u>Health</u> *First Aide / CPR *Blood Borne Pathogens Family Service - Parent Involvement</p>	<p>Supervisors Managers</p>	<p>Yearly</p>	<p>Agendas Attendance</p>
<p><u>New Employee Training &amp; Orientation</u> *Mission and vision of the program *Introduction &amp; explanation of Head Start Performance Standards *Program policies and procedures, including standards of conduct *New Employee Checklist *Go over Position Result Description (job requirements)</p>	<p>Managers  Supervisors</p>	<p>Yearly  Ongoing</p>	<p>Agendas Attendance New Employee Signatures</p>	

**2011 - 2012 Northeast South Dakota Head Start Training & Professional Development Plan  
November 1, 2011 - October 31, 2012**

<b>Standard</b>	<b>Implementation</b>	<b>Responsibility</b>	<b>Time Frame</b>	<b>Documentation</b>
1304.52 (k)(4)  Provide training or orientation to Head Start governing body members and Policy Council members.	Provide agency's history, mission statement, and organizational structure.  Provide training regarding their roles and responsibilities in governing, organizing, and operating the program.  Provide Performance Standards	Manager	Ongoing	Agendas Information Packets Video
1304.40(f)(1-4) Parent Education	Provide parents/volunteers with education in the areas of Health, Nutrition and Mental Health at monthly parent meetings and information sent home. Parents/volunteers will be invited to Staff Trainings and State Conferences	Coordinators  Coordinators	Ongoing  Ongoing	Agenda Newsletters  Memos
1304.40(e)(1-4) (i)(ii) Parent involvement in child development and education	Provide training and materials for parents/volunteers in the area of child growth and development.  Provide parenting classes and information.  Provide family literacy activities.  Refer parents to adult literacy programs.  Refer parents to English as a second language programs.	Managers Coordinators Teacher Home Visitors	Ongoing	Newsletters Agendas Tracking

**2011 - 2012 Northeast South Dakota Head Start Training & Professional Development Plan  
November 1, 2011 - October 31, 2012**

Standard	Implementation	Responsibility	Time Frame	Documentation
	<p><b><u>Priority for Staff Training and College Credit</u></b></p> <ul style="list-style-type: none"> <li>• Degrees for teachers</li> <li>• College credit or CEUs for teachers to keep their teaching certificate up to date</li> <li>• Teacher Assistants – CDA or Early Childhood Associate</li> <li>• Education Coordinators – ECE Degree</li> <li>• College credit to meet the requirement of the position</li> <li>• Training or college credit regarding Initiatives</li> <li>• Training and college credit that will enhance job performance or provide opportunity for advancement for all staff</li> </ul> <p><b><u>Guidelines for Staff Training &amp; College Credit Reimbursement</u></b></p> <ul style="list-style-type: none"> <li>• Applicants need to submit a Staff Training Reimbursement Form prior to attendance (See attached form)</li> <li>• Reimbursements will be made to applicants when a copy of receipt of payment, notification of class completion or attendance and passing grade if college credit is received is turned in.</li> <li>• College credit will be reimbursed at the current hourly rate for undergraduate credit at the state resident rate.</li> <li>• Registration fees will be reimbursed at the approved cost for the training</li> <li>• Reimbursement will be made contingent upon availability of funds.</li> </ul>	<p>Managers Coordinators Staff</p>	<p>Ongoing</p>	<p>Reimbursement Forms</p>

**2011 - 2012 Northeast South Dakota Head Start Training & Professional Development Plan  
November 1, 2011 - October 31, 2012**

**Training and Technical Assistance  
PA 20 – Budget Narrative  
November 1, 2011 – October 31, 2012**

**OUT OF STATE TRAVEL** **\$2,274.00**

Airfare, mileage, and per-diem for Board Members, Policy Council, parents, and staff to attend out-of-state trainings or conferences including, but not limited to:

- Management Conference / Head Start Issues for Grant Funded Programs

**PERDIEM** **\$5,400.00**

Meals and lodging for staff, parents, Board Members, and Policy Council to attend state conferences and local training workshops including, but not limited to:

- 2012 SDAEYC / SDHSA Conference
- Cook Certification School
- Bus Driver Training
- Child Abuse and Neglect
- Family Service Competency
- ERSEA Training

**TRANSPORTATION** **\$3,250.00**

Mileage reimbursement for parents, Policy Council, Board Members and staff to attend trainings, workshops, and conferences including, but not limited to:

- Staff In-Services
- 2012 SDAEYC / SDHSA Conference
- Cook Certification School
- Bus Driver Training
- Individualized Parent Training / Individual Staff Training
- New Staff Training

**CONSULTANT, AUDIT, & TECHNICAL ASST.** **\$6,500.00**

Consultant fees and expenses for local training workshops developed for Board Members, Policy Council, parents, and staff including, but not limited to:

- CPR Training
- Pre-Service Staff Training
- Individualized Parent Training
- Staff In-Service and Webinars
- Bus Driver Training

**2011 - 2012 Northeast South Dakota Head Start Training & Professional Development Plan  
November 1, 2011 - October 31, 2012**

**EMPLOYEE DEVELOPMENT**

• Registration fees, Room Meeting Room Rentals for all workshops, State conference, conferences, Staff In-Services attended by Board, Policy Council, Staff, and parents.	<b>\$6,000.00</b>
• Tuition, books, and fees approved for college courses for staff working on an appropriate degree or renewal credits to maintain teaching certificates or CDA credentials and CDA renewal.	<b>\$7,500.00</b>
• Books, hand outs, supplies and materials needed for staff, Policy Council, Board Members and parent trainings including, but not limited to: <ol style="list-style-type: none"><li>1. Health and Safety Training (CPR, First Aid, Blood Borne Pathogens, Med. Administration)</li><li>2. Policy Council and Board Training</li><li>3. Staff In-Service</li><li>4. Parent Training</li><li>5. Computer Training</li><li>6. New Staff Training</li><li>7. Teachers, Teacher Assistants, Education Coordinators working towards a degree or renewal.</li></ol>	<b>\$2,000.00</b>
• Family Service Competency Training	<b>\$2,500.00</b>
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE BUDGET</b>	<b>\$35,424.00</b>