

2025-2026

Bear River Head Start

**Program Self-Assessment
Program Improvement Plan**

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SELF-ASSESSMENT & PROGRAM IMPROVEMENT PROCESS

Executive Summary

Prepared By Sarah Thurgood

Bear River Head Start conducts an annual program improvement process annually. This process allows our grantee, program, management staff, Board of Trustees, Policy Council and staff, the opportunity to set goals for the upcoming twelve-month period of time. The process allows staff to access year end data from the previous school year, and guide identified areas of improvement for the following year. Program Improvement is a never ending and continually ongoing process. Data is always being collected, tracked, analyzed and used for improving services throughout the year. This report indicates the final analysis that guides planning for 2025-2026.

Head Start Performance Standards require an annual self-assessment of all program services and options to ensure compliance with standards, and regulations and assess the quality of services the program delivers to enrolled children and their families.

Process

1. Program Assessment Process

The program reviews progress on goals and objectives, identify strengths and look for areas of improvement and how to implement innovative ideas. Program staff, parents, Policy Council and governing body members are involved in the program self- assessment process. Community partners, leaders and other interested people are involved in the process. Feedback from parents, staff, and management, Policy Council, Board and community partners help guide the process and indicate areas of underserved need, emerging trends or patterns at must be addressed for program improvement.

2. Program data

Data collection through all program areas and program options leads the process of areas of strength and areas needing improvement. Data tells the story of quality-of-service delivery, compliance and trends. Data sources include Program Information Report (PIR), School Readiness and Child Outcome reports, Family Outcome reports, CLASS scores, Community Assessment updates, short-term goals, ERSEA data, and the annual independent audit. Data includes monthly reporting to Board and Policy Council communicating status of the program in meeting performance standards and program requirements.

3. Satisfaction surveys

Annual surveys to all staff and parents help the program determine areas of strength and areas needing improvement. Feedback from parents and staff is valuable in guiding program services and areas needing improvement.

4. Aggregation and analysis of program data

Each area of program services and program options take their data collected and use the data to develop short-term goals for the next school year, or twelve-month period. Members of the management team develop their own goals that fit their need and utilize their identified strengths and staffing patterns. Each area develops a training and technical assistance plan for their staff. Some of the training and technical assistance is offered at no cost to the program, utilizing community partners, Utah State University, school district training. Some of the training is with community partners with expertise in specialized areas of focus. Some training is with the grantees training and technical assistance network through the Regional Office. Training and technical assistance funding is associated with our grant awards.

Board and Policy Council

All processes include Board and Policy Council. Plans are brought to Board and Policy Council for presentation, discussion, changes, additions, and approval or disapproval. Ongoing data reporting is brought before both entities on an ongoing and continual basis as the data is being collected and analyzed. Monthly reporting includes these processes. Additional reporting on a quarterly basis will be implemented during this twelve-month cycle.

Self-Assessment/Program Improvement Final Report

Overview

The Program Governance, Management/ Self-Assessment/ Program Improvement section of this document compiles data collected from all program and grantee systems and operations. This final report identifies the most pressing needs of the grantee and guides the development of program wide goals and the Strategic Plan. Overarching short-term goals for the entire program and grantee are developed representing the goals for the upcoming twelve-month period. Program improvement is reflective of all program operations, services, and data sources and data collection. Program data helps to guide program improvement and services for the grantee.

Team Members

Sarah Thurgood	Exec. Director
Andy Hernandez	Fiscal Officer
Board Members	
Policy Council	
Stephanie Wood	Center based Coordinator
Cassie Petersen	EHS Center based Coordinator
ReNae Torbenson	Home based Coordinator
Kristie Curtis	Family Services Coordinator

Denise Webb	Family Services Manager
Nicolee Nielsen	Family Services Manager
Cherie Pierce	Health Services Manager
Julie Reid	Child Dev. Manager
Denise Ayala	ERSEA Manager
Sarah Call	Disabilities Manager
Terrah Smith	Board and Policy Council Staff Liaison

Management Systems

Areas include Program Governance, Communications, Planning, Record-Keeping and Reporting, Ongoing Monitoring, Human Resources, and Fiscal Management.

Strengths

Program Governance

- Well-functioning Board and Policy Council. Members receive initial and continuous training, are fully participating, and offer insightful comments, questions and suggestions. Members are fully engaged in the monitoring, planning, and shared governance process.
- Meetings are held on a regular, monthly basis. Interim meetings for Policy Council are held, as approved by Policy Council members prior to the meetings. Interim meetings allow the program to hire staff in a timelier manner, so staffing does not leave empty positions open for a month. Interim meetings are part of the Policy Council Bylaws.
- Parental concerns are shared as a part of the monthly Policy Council meetings. The PC agenda includes parent concerns monthly. This item allows for sharing of questions and concerns that parents may have, brought to PC from Parent committees. The Executive director and management staff appreciate the ability to answer parents' questions and listen to concerns that parents may have, this forum allows for open communication, problems solving and program improvement.

Planning

- Planning systems are in place throughout the program and grantee. Each program area and service option has systems for planning to take place. Coordinators meetings, individual team meetings, Board, PC, Budget Committee meeting, curriculum meetings, mentor coaching meetings, mental health meetings, Health advisory Committee meetings, ERSEA planning meetings, Child Plus training and planning.

Communication

- Communication systems throughout the grantee are strong, consistent, and include staff, parents, management, Board, PC, and community partners.

Record-Keeping and Reporting

- Use of Child Plus, Gusto Payroll, In-kind Pro, fiscal operations systems coordinated by Jones Simkins CPA's, CACFP.
- Monthly Board, PC, Budget Committee reports to Board and PC, staff, and parents.

Ongoing Monitoring

- Monthly Program Status Reports generated and shared with Board and PC, outlining status of program operations.
- Management team members run ongoing and consistent reports from Child Plus to gather real time data on program services, compliance and status. Data is shared within the Program Status Reports.

Fiscal

- Highly educated and competent Fiscal Officer, Andy Hernandez, a CPA with Jones Simkins.
- The Fiscal Officer has strong oversight of financials, Budget details, and reports to Board / Budget Committee.

Areas of Improvement

Program Governance

- Add additional Board members for future Board composition. The Board meets Bylaw requirements for numbers of Board members, additional members will be added following Bylaws, to ensure healthy numbers into the future.
- Continue initial an

Planning

- Continue to identify funding opportunities to expand EHS center-based services throughout the service area.

- Continue to assess ERSEA data on home-based program services and assess the future and numbers of home based enrollment opportunities. Work with Board and PC on data indicators, planning and decision-making processes.

Communication

- Work closely with Board and PC, management team and staff members during the organization of fiscal duties within the fiscal office and the impact the organization will have as staff change job duties. Ensure staff are aware of all steps in the organization process, under the guidance of the Fiscal Officer.

Record-Keeping and Reporting

- Continuing implementation of the Gusto payroll system. Ensure all staff and new staff are familiar with the system and tracking of time worked.
- Continue using Child Plus to a greater degree throughout the program to support data collection and sharing data between program systems and program options.

Human Resources

- Ensure hiring systems are occurring in a manner to support management staff as they hire new staff, recruit and then retain staff members.
- Continue to evaluate and ensure staff salaries are kept at a competitive level to recruit and retain staff.

Fiscal

- Continued organization of fiscal staff under the leadership of Andy Hernandez, Fiscal Officer.
- Ensure the right people are in the right chairs to promote consistency of staff and therefore smooth, seamless fiscal operations into the future.

Bear River Head Start Grantee Strategic Plan & Short-Term Goals

Goal Framework for 2025-2026

OHS Priority- Reaching Children and Families, Investing in Workforce, child Health and Safety, Quality Environments

Goal 1. Work with Fiscal Officer and Fiscal Staff (in-house), to ensure compliance with Fiscal Management Regulations.

Objective: All staff will continue working to ensure correct fiscal management and compliance. Compliance through organization, streamlining, and use of online fiscal systems. Meet all fiscal compliance regulations, including reporting and budget dissemination. Strong fiscal systems will support a healthy program and ensure quality services and strong ongoing communication.

Program Impact: Quality program services from high functioning fiscal office and fiscal operations. The grantee will meet all deadlines for reporting through the program and to the Regional Office.

Year	Measurable Objective/Action Plan	Who	When	Expected Outcomes	Challenges
3	<p>A. Continue using Gusto payroll system. Provide ongoing training as questions and issues arise.</p> <p>B. Work with Fiscal Officer and fiscal staff to ensure compliance in their job duties. Ensure efficiency and effectiveness, through ongoing monitoring by the Fiscal Officer, Executive Director and Office Manager. Provide regular status reports to the Board and PC. Measured- Board/PC reporting/fiscal documentation.</p>	<p>Fiscal Officer, Exec. Dir, Coordinators, fiscal staff, all employees, Board, PC, Budget Committee.</p> <p>Documents from Exec. Director and Fiscal Officer to Board and Policy Council</p>	Ongoing 2025-2026	<p>Increase experience and expertise of fiscal officer, fiscal staff and increase efficiency of fiscal operations. Continue to decrease the amount of time spent on processing payroll in-house.</p> <p>Ongoing protection of federal funds and continued implementation of a budget aligned with program objectives and priorities.</p>	

Data/Tools/Methods for tracking progress-Actuals from budgets reports, budget committee, PIR, Board/PC Reports. Payroll Reports. Quick Books, tax reports, audit reports,

Goal Framework for 2025-2026 – OHS Priority Investing in Workforce.

Goal 2. Support a highly skilled workforce with competitive pay, benefits, and employee support systems.

Objective: Bear River Head Start will continue to recruit and retain qualified staff to deliver high quality services.

Program Impact: Enrolled children will experience consistency in caregiving and receive strong quality of services to the children and families served.

Year	Measurable Objectives/ Action Plan	Who	When	Expected Outcomes	Progress/Challenges
3	<p>A. Continue to review current wage/salary scale, for similar positions in the service area. Identify differences in current to future wages/salaries, and funding needed to remain competitive.</p> <p>B. Continue collection of data and analysis of staff turnover, and ECE workforce studies to support recruitment and retention. Provide team building opportunities for all staff. Measured- PIR, salary compensation survey, reports to Board/PC, hiring data in Child Plus.</p> <p>C. Continue implementation of internal CDA Infant/Toddler credential process. Ensure all staff receive opportunities for Mentor Coaching. - Measured- CDA staff professional development plans, PIR, self-assessment, Child Plus.</p>	<p>Executive Director, Fiscal Office, Board and Policy Council. Staff.</p> <p>Data from School Districts, pre-schools, community partners within our service area.</p>	<p>Continuous year round. During job fairs in our communities. CDA Class Schedules. Coordinators meetings, Budget Committee meetings, Board and Policy Council meetings.</p> <p>Weekly staff training opportunities. Training and technical assistance opportunities.</p>	<p>Continue healthy hiring pool of qualified applicants. Increase staff/ families' ability to ensure parent engagement and positive child outcomes for school readiness, and quality of interactions.</p>	<p>The cost of living continues to be high in our service area.</p> <p>Future increased salaries/wages will require additional funding or decreased enrollment.</p> <p>We have an eight (8) county service area, we have nine (9) different school districts that are within our service area. School districts have different pay scales and are even different between Utah and Idaho. If we were to increase salaries to meet one district, it may be different, and perhaps much higher or lower depending on other districts and each state.</p>

Data/Tools/Methods for tracking progress- Child & family assessments, referrals, TIC Mentor Coach docs., Child Plus child and family tracking systems, weekly care planning meetings for children and families. PIR, child and family goals, TIC Mentor Coach Service plans. Referrals to the Family Place, Bear River Mental Health. Training from The Children's Center of Utah.

Goal Framework for 2025-2026- OHS Priority Partnerships with State Systems

Goal 3. Support mental health and social and emotional well-being for children, families and staff.

Objective: Bear River Head Start will work with staff, Bear River Mental Health, Utah State University, and other identified community partners, to access and implement mental health services for children, families, and staff members.

Program Impact: Enrolled children, families and staff will gain greater access to mental health services.

Year	Measurable Objectives Action Plan	Who	When	Expected Outcomes	Progress/ Challenges
3	<p>A. Coordinate support for adult mental health and wellbeing- engaging in nurturing and responsive relationships with families. Promote staff health and wellness. Use resources in-house and with community partners.</p> <p>Coordinate and support positive learning environments for all children, supportive teacher practices and support for children with social/emotional/behavioral concerns. Use support listed below.</p> <p>Bear River Mental Health, Utah State University (USU), and other identified community partners to access therapists, and support services. Mental health consultants, Social/Emotional Mentor Coaches, Family Advocates, teaching staff, trauma Informed Care curriculum. Employee Assistance Program (EAP). Measured= partnership agreements, referral and service coordination documentation, PIR.</p> <p>C. Use Trauma Informed Care Mentor Coaches in Bear River Head Start classrooms, on home visits and through family services. Measured- training schedules and logs, lesson plans, Mentor Coaching documentation.</p> <p>D. Use rapid referral process for children and families to partner therapists, and their support services. Use Bear River Mental Health Consultants and Utah State University Consultants. Measured- Child Plus referral system and coordinated partnership referral documentation, PIR.</p>	<p>Child and Family Coordinators, staff, TIC Mentor Coaches, Bear River Mental Health, Utah State University, community partners, therapists, and other providers.</p>	<p>Assessment and referrals for the current school year begin August 2025 and continue ongoing.</p> <p>TIC Mentor Coaches, initial assessment August 2025 and remain ongoing through the school year. Family services assessment begins August 2025 and continues throughout the school year.</p> <p>Care plans and referrals continue throughout the school year.</p>	<p>Increased support for Trauma Informed Care for children, families, staff. Increased referrals to community partners to provide therapeutic services, education and support services for enrolled children and families. Increased positive outcomes for children, families and staff addressing mental health needs. Increased positive behaviors in the classroom, at home and in parent and child relationships.</p>	<p>We continue to develop additional partnerships with community partners that provide therapeutic services to our enrolled children and families. These partnerships facilitate more timely access to therapeutic and support services for children and families.</p>

Data Tools- Family Advocate case notes, Child Plus tracking system, weekly ITM's, PIR, monthly mental health reports and program status reposts, Board and Policy Council meeting documentation, classroom lesson plans, SEP Coaches notes, mental health plans, child and family referrals, Employee Assistance Plans, mental health consultant meetings.

Goal Framework for 2025-2026- OHS Priority Child Health and Safety

Goal 4. Ensure safe and healthy environments including active supervision for all enrolled children and families.

Objective: Bear River Head Start will ensure elimination of harm or hazards in program environments and always provide active supervision. Staff will implement and abide by Standards of Conduct - 2024 Head Start Performance Standards, to ensure full implementation of positive strategies that support children’s well-being and prevent/address challenging behaviors.

Program Impact: Enrolled children and families will receive services in safe, healthy, welcoming environments that support their success.

Year	Measurable Objectives /Action Plan	Who	When	Expected Outcomes	Progress/ Challenges
3	<p>A. Prevent and address challenging behaviors, ensure all enrolled children have safe spaces, and quality environments,</p> <p>B. Ensure all children are always supervised. Use of active supervision within the program and Active Supervision Plans. Ensure all Performance Standards for Health and Safety are met continuously.</p> <p>C. Use of risk management assessment and protocols to identify and mitigate risks prior to children attending.</p> <p>D. Ongoing communication to Board/ Policy Council/ Regional Office providing status reports for active supervision, health and safety program status reporting.</p> <p>Measured- health & safety checklists, safety/ active supervision assessments for each classroom/ facility used for any services. Training schedule/logs, incident reports, Mentor Coach documentation, health/safety inspections, and individual team meetings with supervisory staff.</p>	<p>All staff, facilities, health team, classroom staff, fiscal, Board, Policy Council, Office of Head Start, Regional Office, T/TA.</p>	<p>Risk assessments 4 times per year. Aug./Nov./Feb/ May.</p> <p>Regular and ongoing maintenance to ensure continuous safe and healthy environments.</p> <p>Monthly status reports to Board and Policy Council</p> <p>Report to the Office of Head Start and Regional Office incidents that fall within ACF-IM-HS-22-07</p>	<p>Safe environments that prevent injuries or harm to children served. Provide safe and healthy indoor and outdoor environments.</p> <p>Provide safe, positive learning environments for children that meet identified needs.</p> <p>Prevent incidents that jeopardize children’s safety.</p> <p>Identify, report and correct safety and health issues as soon as they are identified.</p> <p>Full compliance with all OHS standards.</p>	<p>We will continue to identify and implement strategies for continual improvement.</p>

Data/Tools/ Methods for tracking progress- Centerbased risk assessments, improvement plans, active supervision plans, and facilities work orders, child plus tracking system, Board/ PC program status reports, daily classroom and playground safety checklists, incident reports.

Goal Framework for 2025-2026- OHS Priority Reaching Children and Families

Goal 5. Ensure ERSEA data guides program design of services to children and families with the greatest need in the correct service areas

Objective: Ensure program design and service delivery is led by data showing areas of greatest need, and service options delivery to meet identified need.

Program Impact: Program options and services will be available to populations with the greatest need, in service areas of greatest need. Continued implementation of the 2024 Head Start Performance Standards will support considerations for excessive housing costs within the BRHS service area.

Year	Measurable Objectives/ Action Plan	Who	When	Expected Outcomes	Progress/ Challenges
3	<p>A. Use eligibility verification as outlined in the 2024 Head Start Performance Standards for adjustment in calculation of excessive housing costs within the service area. Use ongoing program data, Community assessment, and ongoing program assessment to guide program design, services offered, modify services as indicated. Ensure recruitment reaches diverse and vulnerable populations, including language need, and homelessness.</p> <p>Measured- Child Plus, PIR, self-assessment, program planning, Board/PC program status reports, annual Community Assessment/updates. Measured- Annual updates to ERSEA plans, recruitment planning for all staff, Board/PC monthly reports, and status reports.</p>	<p>Exec. Dir., ERSEA staff, Board, PC, management, all staff, community partners, Office of Head Start and Regional Office staff.</p>	<p>Ongoing and continual. Annually during self-assessment process, program improvement process, PIR, short term goal and strategic plan process.</p> <p>Annually during outcome analysis, ERSEA status reporting and ERSEA plan approval by Board and PC.</p>	<p>More families may qualify for services as supported by the 2024 Head Start Performance standard ERSEA updates concerning excessive housing costs.</p> <p>Assessment of ERSEA data will guide program design and identify modifications needed to service options and areas, to ensure responsive program services,</p> <p>Program services and available options will meet the greatest identified need for children and families.</p> <p>BRHS will enroll the children and families with greatest need, in areas of greatest need.</p>	<p>Maintaining or increasing staff salaries in the future may require realignment of funding levels and the number of children served. We continue to watch this trend as we move forward. No action will be taken at this time.</p>

Data/Tools/ Methods for tracking progress- ERSEA data, Community Assessment, Child Plus, PIR, self-assessment, program improvement plan, attendance data.

Board of Trustees
Self-Assessment / Program Improvement
2025-2026

Overview

The Board of Trustees receives data regarding program services and operations on a monthly basis. Data includes; , PIR data, financials and budget information, program services status reports, child and family outcomes, PIR and program self-assessment reports, ERSEA, health and safety, goal status reports, and Policy Council reports. Board members have updates on community data, annual community assessment, training and technical assistance plans, ongoing monitoring and other program status reports. This data was compiled to determine the developing trends and needs and develop a strategic plan and short term goals.

Short-term goals were developed from the data gathered. These goals will help Bear River Head Start maintain the highest quality of services to the children and families we serve, through a strong and high functioning Board of Trustees.

1. Ensure fiscal operations meet fiscal complexities of the organization and financial management requirements.
2. Ensure all Board members review and participate in the ongoing monitoring and oversight requirements outlined in Head Start Performance Standard and help to safeguard federal funds and ensure strong internal controls.

These goals will be implemented throughout the 2025-2026 grant year by monthly and ongoing reporting to the Board of Trustees.

I. Self-Assessment/ Program Improvement

Issue	Action Steps	Timeline	Person Responsible
Ensure initial and ongoing training to new Board members and ongoing training to veteran Board members.	Implement online fiscal systems and organize staff into duties they will be responsible for in the future. Provide training and technical assistance.	Ongoing as needed	Director, Coordinators, Fiscal Staff, Board / Policy Council
Continue to build Board competencies through participation in reviewing information and reports and participation in Board meetings.	Ensure Council reviews reports and are ready to fully participate in Board meetings.	Ongoing	Board members, Fiscal Staff, budget committee members.

	Ensure fiscal staff and program staff deliver full and comprehensive reports for review.		
Ensure high quality fiscal services and operations to support program operations, while maintaining budgets and protection of federal funding.	Ensure ongoing development of budgets that support services within grant parameters and work with area Coordinators to regularly monitor progress.	Ongoing	Fiscal Staff, Director, Coordinators, Board / Policy Council

II. Short-term Goals 2023-2024

Goal	Implementation	Outcome	Measures	Documentation
1. Train all new Board members and ongoing training for all Board members.	<ul style="list-style-type: none"> * Board members will receive initial and ongoing training and technical assistance to fulfill Board responsibilities.* Board members will receive ongoing monthly program and fiscal progress reports and review the reports prior to meetings. * Members will attend Board meetings and participate to fulfill governance requirements. 	<ul style="list-style-type: none"> High quality and fully functioning Board of Trustees, to ensure compliance with all Head Start requirements and fiscal regulations. Safe guard federal funding federal funding. 	<ul style="list-style-type: none"> Program and fiscal operations will maintain high quality standards, under the guidance of Board members. 	<ul style="list-style-type: none"> Budget reports, program and fiscal reports, PIR, community assessment, short term goals, child and family outcomes, self-assessment/ program improvements, ERSEA and program status reports.
Ensure Board members have accurate and timely data needed to	<ul style="list-style-type: none"> Train all new Board members before they are seated on the Board as voting members, ongoing training for veteran members. Members will review reports prior to meetings and be prepared to fully 	<ul style="list-style-type: none"> Board members will be provided with timely and accurate information to perform Board duties and participate in the 	<ul style="list-style-type: none"> All board members will receive accurate and timely reporting and training on the grantees organizational system of operations in order to properly safeguard 	<ul style="list-style-type: none"> Fiscal Policies and Procedures, Monthly Board Report, Board member training & Board Binder, Performance

<p>safeguard federal funds and oversee internal controls.</p>	<p>participate.</p> <ul style="list-style-type: none"> • Members will be full participants in planning, ongoing monitoring, and all requirements in the Head Start Performance standard. • Members will receive at minimum annual training by program legal counsel. 	<p>shared decision making process to ensure oversight of a high quality grantee and the programs delivery of services to children and families.</p>	<p>federal funds and oversee internal controls.</p>	<p>Standards, PIR, Self-Assessment / Program Improvement Report, Short-Term Goals/ Strategic Plan, Training and Technical Assistance Plans.</p>
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Bear River Head Start
Policy Council Goals
2024-2025

Currently elected Policy Council Officers set goals for our 2024-2025 Policy Council (PC) during their Policy Council Officer Training.

GOALS

1. Policy Council Representatives will have ongoing cross-communication with their Parent Committees.

- ⇒ Policy Council members are encouraged to attend Parent Committee Meetings (PCM's) and be willing to share how they went at PC meetings.
- ⇒ Information will be shared with program parents/guardians through:
 - Policy Council Reports at PCM's.
 - Parent Committee Meeting Reports to parents/guardians
 - www.brheadstart.org website
- ⇒ The Policy Council will brainstorm ideas to help build awareness and encourage parent/guardian attendance at Parent Committee Meetings.
- ⇒ Staff will keep parents/guardians informed of upcoming PCM's. Some suggestions include posting flyers at each center of upcoming PCM's as well as sending reminders via phone call, text, email, putting flyers in children's boxes at school and including the information in the weekly/monthly newsletters, etc.

2. Policy Council Officers and all Policy Council members will make sure there is a quorum at every Policy Council meeting. The Policy Council will have meaningful discussion and maintain balance of the Policy Council agenda/meeting. The Policy Council will stay on task and follow the agenda.

3. Policy Council will do their best to review all Policy Council emails/packets and familiarize themselves with the brheadstart.org website. Policy Council members will be trained using the Policy Council online Learning Management System (LMS) and can refer back to it as needed.

4. Policy Council members will share information about recruitment to potential Head Start children and families. Policy Council can help spread the word to others about how to apply for Bear River Head Start (BRHS) enrollment and employment at Parent Committee Meetings and in the community.

5. Policy Council members will be prepared to share about upcoming community events and resources at both the Policy Council and Parent Committee Meetings. Policy Council members will work toward overall child well-being and positive child and family outcomes.

IMPLEMENTATION

- Policy Council members will complete the Policy Council Training course and sign that they have completed the training.
- The Policy Council will receive ongoing training at Policy Council meetings.
- Policy Council members will maintain confidentiality.
- Policy Council will receive a Policy Council report from their family advocate and/or via the BRHS website to be shared at their Parent Committee Meetings.
- Communication between the Policy Council and Parent Committees (parents/guardians) will take place regularly.
- Staff will keep parent/guardians informed of parent engagement workshops/PCM, etc.
- The Policy Council and staff will encourage Bear River Head Start parents/guardians to volunteer.
- Policy Council will encourage attendance at Parent Committee Meetings and Policy Council meetings.
- Policy Council will share community events and resources.
- Policy Council will encourage discussion and stay on task following the PC agenda
- The Policy Council report will be shared with all parents/guardians and uploaded to the brheadstart.org website.

MEASURES

- ❖ Policy Council members will attend all monthly meetings to ensure a quorum.
- ❖ Policy Council members will be active participants in the approval/disapproval of program decisions, grants, policies, budgets, hiring of staff, etc.
- ❖ The Policy Council will receive ongoing training.

OUTCOMES

- ★ BRHS staff will provide Policy Council with packets and information in a timely manner. BRHS staff will provide continual training for Policy Council members so they are aware of and fully trained in program policies and procedures in each program area.
- ★ A PC report will be shared with families and uploaded to our brheadstart.org website.
- ★ The Policy Council will work toward increased parent engagement.

DOCUMENTATION

Policy Council packet, grants, funding requests, budget committee meeting information, reports, PIR, short-term goals and Strategic Plans, work plans, monthly program reports, mail outs, etc.

Policy Council Chairperson Signature: _____ Date: _____

Training Plan

Governing Body & Policy Council

BRHS BOARD & POLICY COUNCIL ANNUAL ROTATING SCHEDULE

MONTH	TRAINING	BOARD & POLICY COUNCIL REVIEW / APPROVAL
January	<ul style="list-style-type: none"> - Program Performance Report (Sarah) (PC/B) 	<ul style="list-style-type: none"> - Approve Hires & Transfers (PC Chair/Coordinators) (PC) - Approve Board & PC Code of Conduct (Sarah) (PC/B) - Approve Board Job Description (Sarah) (B) - Approve Audit Engagement Letter (Andy) (B) (send to PC as information only) - Review & Approve Sarah's annual salary (Andy) (B) <i>(Check with Sarah to see if she wants her salary reviewed before putting it on the agenda.)</i> - Sign up to attend PC meetings (Board Chair) (B) - Board signs Code of Conduct, Job Description, Conflict of Interest, Sexual Harassment, Corporal Punishment & Drug-Free Workplace Agreement - Send approved November PC minutes to Board
February [Board combined w/Policy Council]	<ul style="list-style-type: none"> - ERSEA, including ERSEA Code of Conduct form - Impasse Policy - Active Supervision Assessment Updates (Steph) (PC/B) - Program Performance Report (Sarah) (PC/B) 	<ul style="list-style-type: none"> - Approve Hires & Transfers (PC Chair/Coordinators) (PC) - Approve ERSEA – Recruitment & Enrollment Policy (Kristie) (PC/B) - Approve Impasse Policy (Terrah) (PC/B) - Approve CDBG for Logan City (if applicable) (Sarah) (PC/B) - Send approved December PC minutes to Board - Send reminder to Coordinators and Sarah regarding Workplans due date
March	<ul style="list-style-type: none"> - Mid-Year CB Child Outcomes - Mid-Year HB Child Outcomes - Mid-Year Family Outcomes - Organizational Charts - Board Bylaws (B) - Program Performance Report (Sarah) (PC/B) 	<ul style="list-style-type: none"> - Approve Hires & Transfers (PC Chair/Coordinators) (PC) - Approve Mid-Year CB Child Outcomes (Steph) (PC/B) - Approve Mid-Year HB Child Outcomes (ReNae) (PC/B) - Approve Mid-Year Family Outcomes (Kristie C.) (PC/B) - Approve Organizational Charts (Sarah) (PC/B) - Approve Board Bylaws (Board Chair) (B) - Approve Articles of Incorporation (Board Chair) (B) - Approve SEP Distribution (Andy) (B) - Approve contract from Jones-Simkins for Andy Hernandez's services (Sarah) (B) (send to PC as information only) - Elect new Board Officers (Current Board Chair) (B) - Board signs Annual Training Form - Send approved January PC minutes to Board
April	<ul style="list-style-type: none"> - Fiscal Policies & Procedures - Fiscal Procedure Critical Fiscal Issues 	<ul style="list-style-type: none"> - Approve Hires & Transfers (PC Chair/Coordinators) (PC) - Spring Policy Council Survey Reminder (Terrah) (PC) - Approve Fiscal Policies & Procedures (Sarah/Andy) (PC/B)

	<ul style="list-style-type: none"> - Timesheet Random Audit Procedure - Grants - Program Performance Report (Sarah) (PC/B) 	<ul style="list-style-type: none"> - Approve the Fiscal Procedure Critical Fiscal Issues (Sarah/Andy) (PC/B) - Approve the Timesheet Random Audit Procedure (Sarah/Andy) (PC/B) - Approve COLA /Grants (Andy) (PC/B) - Approve United Way Grant (<i>if applicable</i>) (Andy) (PC/B) - Sign up to attend PC meetings (Board Chair) (B) - Send approved February PC minutes to Board
May	<ul style="list-style-type: none"> - Audit (B) - Program Performance Report (Sarah) (PC/B) 	<ul style="list-style-type: none"> - Approve Hires & Transfers (PC Chair/Coordinators) (PC) - Auditors present audit to Board (Independent Auditors) (B) (audit goes to PC in June packet) - Approve 990 Informational Tax Return (Andy) (B) (990 goes to PC in June packet) - Send approved March PC minutes to Board
June	<ul style="list-style-type: none"> - Health Policies & Procedures: Exclusion Policy, Infection Control Policy, Immunization Policy, Emergency Plan - Child Abuse & Neglect Policy - Year End CB Child Outcomes - Year End HB Child Outcomes - Year End Family Outcomes - Employee Policies & Procedures - Operational Procedures - Program Performance Report (Sarah) (PC/B) 	<ul style="list-style-type: none"> - Approve Hires & Transfers (PC Chair/Coordinators) (PC) - Send audit report to Policy Council in their packet as information only - Send 990 Tax Form to Policy Council in their packet as information only - Approve Health Policies & Procedures: Exclusion Policy, Infection Control Policy, Immunization Policy/Procedure, Emergency Plan (Cherie) (PC/B) - Approve Child Abuse & Neglect Policy (Kristie C.) (PC/B) - Approve Year End CB Child Outcomes (Steph) (PC/B) - Approve Year End HB Child Outcomes (ReNae) (PC/B) - Approve Year End Family Outcomes (Kristie C.) (PC/B) - Approve Employee Policies & Procedures (Sarah) (PC/B) - Approve Operational Procedures (Sarah) (PC/B) - Sign up to attend PC meetings (Board Chair) (B) - Send approved April PC minutes to Board
MONTH	TRAINING	BOARD REVIEW / APPROVAL
July	NO BOARD MEETING	<ul style="list-style-type: none"> - Approve Hires & Transfers (PC Chair/Coordinators) (PC) NO BOARD MEETING - Send approved May PC minutes to Board
August	<ul style="list-style-type: none"> - Job Descriptions - Policy Council Composition (B) 	<ul style="list-style-type: none"> - Approve Hires & Transfers (PC Chair/Coordinators) (PC) - Approve Job Descriptions (Sarah) (PC/B) - Approve Policy Council Composition (Kristie C.) (B) (Board must approve before Policy Council) - Sign Sarah's Job Description (Board Chair) (B) - Send approved June PC minutes to Board - Upload Program Workplans to LMS for review & email location (PC/B)
September	<ul style="list-style-type: none"> - Policy Council Bylaws (PC) - Policy Council Composition (PC) - Program Information Reports (PIR) - Community Assessment 	<ul style="list-style-type: none"> - Approve Hires & Transfers (PC Chair/Coordinators) (PC) - Welcome new & thank last year's Members (Terrah) (PC) - Elect PC Officers: Chair & Vice Chair (Terrah) (PC) - Approve virtual vs. in person meetings, or option for both, for the Policy Council

	<ul style="list-style-type: none"> - Program Improvement Process - Workplans - Fiscal & Grant Training (Sarah/Andy) (PC/B) -New PC Member Training (overseen by Admin Assistant) - Program Performance Report (Sarah) (PC/B) - PC signs/completes New PC Member Packet (overseen by Admin Assistant) 	<p>Year (Terrah) (PC)</p> <ul style="list-style-type: none"> - Approve time of PC meetings (Terrah) (PC) - Approve time of interim PC meetings (Terrah) (PC) - Approve Policy Council Bylaws (Terrah) (PC) - Approve Policy Council Composition (Kristie C.) (PC) - Review CACFP Sites list for new service year (Sarah) (PC/B) – no need for a vote unless there is a new site - Approve Early Head Start Program Information Report (Sarah) (PC/B) *** - Approve Preschool Head Start Program Information Report (Sarah) (PC/B) *** - Approve Community Assessment (Sarah) (PC/B) - Approve Program Improvement Report which includes: <ul style="list-style-type: none"> -Grantee Program Improvement & Short-Term Goals -Each Program Area’s: <ul style="list-style-type: none"> -Self-Assessment -Program Improvement -Short-Term Goals -Parent & Staff Surveys -Training & Technical Assistance (T&TA) Plans -Workplans -PHS & EHS Centerbased School Readiness Goals* -EHS Homebased School Readiness Goals* -Child & Family Outcomes (Sarah) (PC/B) *** <p>*Please note the School Readiness Goals will be included as part of the annual grant renewal application*</p> <ul style="list-style-type: none"> - Introduce new PC Chair @ Board – send out bio (Board Chair) (B) - Sign up to attend PC meetings (Board Chair) (B) - Send approved July PC minutes to Board.
<p>October [New PC Members complete the required training and forms prior to attending & voting at the October PC meeting]</p>	<ul style="list-style-type: none"> - Policy Council Mtg. & In-Kind Training (Terrah) (PC) - EHS/PHS Continuation Grants - Report to Public - HB School Readiness Goals - CB School Readiness Goals - Active Supervision Assessment Updates (Steph) (PC/B) - Mental Health Team Updates (Steph) - Company Data Protection Policies - Policy Council Bylaws (B) 	<ul style="list-style-type: none"> - Approve Hires & Transfers (PC Chair/Coordinators) (PC) - Elect PC Officers: Secretary, Treasurer, HSAC (Terrah) (PC) - Approve Community Reps (Terrah) (PC) - Approve EHS/PHS Continuation Grants (Sarah/Andy) (PC/B) <ul style="list-style-type: none"> - Make mention of EHS HB School Readiness Goals, EHS CB School Readiness Goals & PHS CB School Readiness Goals - Approve Report to Public (ReNae) (PC/B) *** - Approve Company Data Protection Policies (Sarah) (PC/B) - Approve Policy Council Bylaws (Terrah) (B) - Send approved August PC minutes to Board

	<ul style="list-style-type: none"> - Program Performance Report (Sarah) (PC/B) - Legal Training from Gary Anderson (BRHS Attorney): Grievance Procedure, Code of Conduct, Board Job Description, Conflict of Interest (B) 	
November	<ul style="list-style-type: none"> - CACFP Civil Rights (Cherie) (PC/B) - Program Performance Report (Sarah) (PC/B) 	<ul style="list-style-type: none"> - Approve Hires & Transfers (PC Chair/Coordinators) (PC) - Approve PC Goals set by PC officers during officer training (Kristie C.) (PC) - Approve vendor & gift card amount (Andy) (B) - Sign up to attend PC meetings (Board Chair) (B) - Send out next year's Board Schedule (B) - Send approved September PC minutes to Board - Board signs CACFP Civil Rights
December	<p>NO BOARD MEETING</p> <ul style="list-style-type: none"> - Robert's Rules of Order (Terrah) (PC) - Program Performance Report (Sarah) (PC/B) 	<ul style="list-style-type: none"> - Approve Hires & Transfers (PC Chair/Coordinators) (PC) NO BOARD MEETING Send items to Coordinators that will go in January to give time for review the 1st week in December - Send out next year's Board Schedule (B) - Send approved October PC minutes to Board

On-Going Training: On-going training is provided to Board/Policy Council Members prior to presentation of items for approval. Training is provided by the appropriate staff members at Board/Policy Council meetings, or through distribution of reports and training material by appropriate staff members. Trainings provide Board/Policy Council Members with necessary information on items to be presented.

*** Early Head Start Program Information Report (PIR) voting should read: Board/Policy Council received a copy of the Program Information Report (PIR) and accepted the report as a program document that reflects the status of program operations. The Board/Policy Council has had an opportunity to review the report, discuss it, and questions were addressed.

*** Preschool Head Start Program Information Report (PIR) voting should read: Board/Policy Council received a copy of the Program Information Report (PIR) and accepted the report as a program document that reflects the status of program operations. The Board/Policy Council has had an opportunity to review the report, discuss it, and questions were addressed.

*** Self-Assessment/Program Improvement Report/Staff and Parent Surveys/T&TA Plans voting should read: Board/Policy Council received a copy of the Self-Assessment/Program Improvement Report/Staff and Parent Surveys and accepts the report as a program document. The Board/Policy Council has had an opportunity to review the report, discuss it, and questions were addressed.

*** Report to the Public voting should read: Board/Policy Council received the Report to the Public and approved having received it as a program informational report.

Administrative T&TA Plans

Bear River Head Start Fiscal Admin- T&TA Plan 2025-2026							
Total Program Allocated Budget: \$							
Content Area	Activity	Learning Need	Approach	Results	Target Audience	Contact Person	Budget
Administration	Online LMS (Learning Management System) for all program staff	Streamlined system for new and ongoing staff to access online training for onboarding and recurring annual trainings.	All staff will utilize the LMS system for accessing required trainings.	Streamlining the training process will free up staff work and leisure time.	ALL Staff, Board and PC Members	Fiscal Coordinator	\$ 3,800
Administration	NHSA Membership	Annual Membership to NHSA in order to obtain resources and discounts on other training opportunities.	Program will purchase and keep active annual NHSA Membership.	Staff will have access to NHSA resources and further training discounts.	All Program Staff	ReNae Torbenson HB Coordinator	\$ 1,400
Administration	Printing of Program Improvement Reports, T&TA Plans & Community Assessments	Printing costs associated with producing copies of Program Improvement Reports, T&TA Plans and Community Assessments.	Produce a complete, user friendly copy of Program Improvement Reports, T&TA Plans and Community Assessments.	Program Improvement Reports, T&TA Plans and Community Assessment information will be compiled in a sharable, user friendly version for easy accessibility.	All Program Staff, Board/PC	Fiscal Coordinator	\$ 200
<i>Total Amount Budgeted to PHS (Admin) T&TA</i>							\$ 5,400

Head Start- Centerbased

Training and Technical Assistance Plan FY 2026-2027

Grantee: Bear River Head Start
Program Option: PHS Center Based

Total Allocated Budget: \$13,635

Content Area	T/TA Need	Strategy	Outcomes	Participants	Timeline	Cost
Child Development	Training Child Development Staff	Onsite 2 day training by T/TAS.	Build knowledge base for all staff and implement best practice.	All Child Development Staff	Throughout School Year	\$1500
Child Development	Staff Bus Drivers	Attend CDL training	Certify staff to become bus drivers for field trips	Teacher Assistants, Teachers	Fall	\$300
Child Development	One Staff Bus Trainer	Attend yearly bus training	To keep staff current on bus training needs for field trips	One staff	Spring/ Summer	No Cost
Child Development	CLASS Training	Train all staff on CLASS domains	Staff will improve the CLASS outcomes	All Child Development Staff	During the program year	\$2910
Child Development	All Staff	Bus/Pedestrian Safety	Educate Staff on Safety	All Staff	Pre service	No Cost
Child Development	All Staff	Train all staff for professional development and to keep current on child development practices	Increase knowledge in school readiness, outcomes and other topics as needed.	Child Development Team	Ongoing	\$1500

Child Development	Obtaining necessary credentials for Teacher Assistant	Attend CDA classes and complete requirements to obtain CDA credential.	Professional Development of Staff	Teacher Assistants	As needed	\$4425
Child Development	Conscious Discipline	Onsite 1 day training done by Conscious Discipline.	Staff will learn strategies in the classroom to help with better behavior management.	All Staff	During the program year	\$1000
Child Development	Active Supervision	Active Supervision Toolkit through ECLKC.	Staff will develop skills and ideas to use in the classroom for better active supervision.	All Staff	During the program year	No Cost
Child Development	Child Abuse	lookout for Child Abuse through ECLKC.	Staff gain a better understanding of child abuse, how to report and the signs to watch for.	All Staff	During the program year	No Cost
Child Development	Dual Language Learners Strategic Program Plan and The Big Five Series	Trainings from ECLKC and Region 8 trainer.	Increase stronger DLLs systems and services. Staff will develop stronger culturally and linguistically responsive environments for all children and families.	All Staff	During the program year	\$1000

Child Development	Comprehensive Trauma-informed Approach	Online trainings, mentor coach TLC, Onsite training from USU.	Staff will be able to recognize the signs and symptoms of trauma. Families and staff will show greater reliance to trauma.	All Staff	During the program year	No Cost
Mental Health	Bear River Mental Health Consultant	Mental Health Performance Standards. Staff Wellness, Self-Care and Mindful Self Compassion Mental Health Consultant	Provide quality training to increase understanding in current mental health issues and train all staff.	All Staff	During the program year	\$1000

Early Head Start- Centerbased

Training and Technical Assistance Plan Fiscal Year 2026-2027

Grantee: Bear River Early Head Start
Program Option: Center-based-\$17,500

Content Area	T/TA Need	Strategy	Outcome	Participants	Timeline	Resources
Child Development	Onsite training for CB staff on curriculum and child development best practices	Onsite training	Build knowledge base for all staff and implement best practice.	All Child Development Staff	During the program year	\$1000
Child Development	Obtaining necessary credentials for Teacher Assistant	Attend CDA classes and complete requirements to obtain CDA credential.	Professional Development of Staff.	Teacher Assistants	As needed	\$6000
Child Development	Conscious Discipline	Training done by Conscious Discipline.	Staff will learn strategies in the classroom to help with better behavior management.	All Staff	During the program year	\$2000

Child Development	Active Supervision	Training for all Child Development staff on active supervision to increase knowledge of best practices.	Staff will develop skills and ideas to use in the classroom for better active supervision.	All Staff	During the program year	\$4500
Child Development	Dual Language Learners Strategic Program Plan and The Big Five Series	Trainings from ECLKC and Region 8 trainer.	Increase stronger DLLs systems and services. Staff will develop stronger culturally and linguistically responsive environments for all children and families.	All Staff	During the program year	\$500
Child Development	Comprehensive Trauma-informed Approach	Online trainings, mentor coach TLC, Onsite training from USU.	Staff will be able to recognize the signs and symptoms of trauma. Families and staff will show greater reliance to trauma.	All Staff	During the program year	No Cost

Child Development	Behavior management training.	Online or in person training.	Staff will learning training and techniques on behaviors and classroom management.	All Staff	During the program year	\$2500
Mental Health	Bear River Mental Health Consultant	Mental Health Performance Standards. Staff Wellness, Self-Care and Mindful Self Compassion Mental Health Consultant	Provide quality training to increase understanding in current mental health issues and train all staff.	All Staff	During the program year	\$1000
Child Development	Child Abuse	lookout for Child Abuse through ECLKC.	Staff gain a better understanding of child abuse, how to report and the signs to watch for.	All Staff	During the program year	No Cost

Early Head Start - Homebased

Training and Technical Assistance Plan Fiscal Year 2026-2027

Grantee: Bear River Early Head Start

Content Area/T&TA Need	Activity or Event	Outcome	Participants	Timeline	Cost
Child Development/ Performance Standard	CDA Renewals Onsite	Maintain Home Visitor Qualifications	As needed	Fiscal Year 2026	\$600
Child Development/ Curriculum	Growing Great Kids curriculum training	Staff will be certified in curriculum that meets Performance Standards requirements	Newly Hired Staff	Fiscal Year 2026	\$8000
Trauma Informed Card	Training on ACES, Supporting Children and Families affected by Trauma via additional Conscious Discipline training	Home visitors will be more equipped to support children and family who have experienced trauma	All Homebased Staff	Fiscal Year 2026	\$2000

Family Engagement

Training and Technical Assistance Plan

FY 2026-2027

Grantee: Bear River Head Start

Total Allocated Budget: \$4,000.00

Program Option: Early Head Start

Content Area	T/TA Need	Strategy	Outcomes	Participants	Timeline	Cost
Family	Trainings for program staff.	<p>Increase staff knowledge to teach Conscious Discipline parenting curriculum classes that builds on parents' knowledge.</p> <p>Staff trainings to stay current in understanding and implementing Head Start best practices.</p>	<p>Provide parent education classes in all areas that offers parents the opportunity to practice parenting skills to promote children's learning and development.</p> <p>Professional development.</p>	Family Services Staff	2026-2027 Fiscal year	3,000.00
Family	Family Development Credential training as needed.	As needed staff will complete the FDC class and take an exam for a Family Development Certification.	Family Development Certification.	Family Services Staff	2026-2027 Fiscal year	1,000.00
Family	<ul style="list-style-type: none"> -Family Services Trainings -Mental Health Consultant Trainings -Western Kentucky Trainings -Region 8 T/TA -Parent, Family, & Community Engagement Trainings. 	<ul style="list-style-type: none"> -Performance Standards -Staff Wellness, Self-Care, and Mindfulness, Self-Compassion -EAP trainings -Trauma-Informed Care and Strategies -Child Abuse & Neglect Prevention -Mental Health Hot Topics -Infant Mental Wellness -Parent Engagement in Health 	<ul style="list-style-type: none"> -Increase staff understanding in current mental health and well-being -Mental Health referral processes. -Child Abuse and Neglect training. -Mandatory Reporting. -Understanding of available community resources. -Increase staff and family understanding of program services that 	<p>Family Services Staff</p> <p>All staff trained on mental health, child abuse and prevention, child and family health and well-being.</p>	2026-2027 Fiscal year	No cost

	<p>- Health Training for Family Development Staff</p>	<p>-Mental Health Consultant -SAMHSA -ACES -Examining Health Services (medical, dental, nutrition, mental health) -ECLKC -New Hires and ongoing completion of health and safety (TB test, CPR/1st Aid Certification, etc.).</p>	<p>support and promote children's overall well-being, learning and development. -Promote family engagement and goal setting. Increased staff knowledge, understanding, and implementation of the PFCE Framework and Family Engagement practices. -Increased knowledge of Data, Assessments, Family Outcomes, & Competency-Based Relationships, Trauma Informed Approach, Dual Language Learner's. -Child, Family, Staff Wellness.</p>			
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<p>Training and Technical Assistance Plan</p> <p>FY 2026-2027</p>

Grantee: Bear River Head Start

Total Allocated Budget: \$3,300.00

Program Option: Preschool Head Start

Content Area	T/TA Need	Strategy	Outcomes	Participants	Timeline	Cost
Family	Trainings for program staff.	<p>Increase staff knowledge to teach Conscious Discipline parenting curriculum classes that builds on parents' knowledge.</p> <p>Staff trainings to stay current in understanding and implementing Head Start best practices.</p>	<p>Provide parent education classes in all areas that offers parents the opportunity to practice parenting skills to promote children's learning and development.</p> <p>Professional development.</p>	Family Services Staff	<p>2025-2026 Fiscal year</p> <p>2026-2027 Fiscal year</p>	3,000.00
Family	Family Development Credential training as needed.	As needed staff will complete the FDC class and take an exam for a Family Development Certification.	Family Development Certification.	Family Services Staff	<p>2026-2027 Fiscal year</p>	300.00
Family	<ul style="list-style-type: none"> -Family Services Trainings -Mental Health Consultant Trainings -Western Kentucky Trainings -Region 8 T/TA -Parent, Family, & Community Engagement Trainings. 	<ul style="list-style-type: none"> -Performance Standards -Staff Wellness, Self-Care, and Mindfulness, Self-Compassion -EAP trainings -Trauma-Informed Care and Strategies -Child Abuse & Neglect Prevention -Mental Health Hot Topics -Infant Mental Wellness -Parent Engagement in Health 	<ul style="list-style-type: none"> -Increase staff understanding in current mental health and well-being -Mental Health referral processes. -Child Abuse and Neglect training. -Mandatory Reporting. -Understanding of available community resources. -Increase staff and family understanding of program services that 	<ul style="list-style-type: none"> Family Services Staff All staff trained on mental health, child abuse and prevention, child and family health and well-being. 	<p>2026-2027 Fiscal year</p>	No cost

	<p>- Health Training for Family Development Staff</p>	<p>-Mental Health Consultant -SAMHSA -ACES -Examining Health Services (medical, dental, nutrition, mental health) -ECLKC -New Hires and ongoing completion of health and safety (TB test, CPR/1st Aid Certification, etc.).</p>	<p>support and promote children's overall well-being, learning and development. -Promote family engagement and goal setting. Increased staff knowledge, understanding, and implementation of the PFCE Framework and Family Engagement practices. -Increased knowledge of Data, Assessments, Family Outcomes, & Competency-Based Relationships, Trauma Informed Approach, Dual Language Learner's. -Child, Family, Staff Wellness.</p>			
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Health Services

Training and Technical Assistance Plan

FY 2026-2027

Grantee: Bear River Head Start

Total Allocated Budget: \$9,750

Program Option: Early Head Start

Content Area	T/TA Need	Strategy	Outcomes	Participants	Timeline	Cost
Health	Red Cross Training	Staff to be trained and certified in Red Cross Instructor Training	Certified Red Cross Instructor's to train program staff.	Health Team	2026-2027 Fiscal year	250.00
Health	Health trainings for program staff.	Staff trainings to stay current in understanding and implementing Head Start best practices.	Training and certification for CPR/1 st Aid, Food Handler's Permit, etc. for staff health requirements.	All Staff	2026-2027 Fiscal year	1,500.00
Health	National Safe Kids Child Passenger Safety Course for Staff	Staff to be trained on child passenger safety and car seat installations. -Pedestrian and bus safety.	Certified to train and educate parents/guardians on proper car seat usage and installation.	Health Team	2026-2027 Fiscal year	2,000.00
Health	Health training on best practices.	-Child Safety -Car Seat Safety -Child & Family Health & Wellness	Staff will be knowledgeable about health and safety practices.	Health Team Program Staff	2026-2027 Fiscal year	4,500.00

		<ul style="list-style-type: none"> -Employee Health & Wellness -Safety Management. -Staff Training. -Child & -Oral Health (Tooth Tidbits) -Performance Standards, Policies, Procedures, Best Practice. 				
Health	CACFP Training	Build knowledge base on current Utah & Idaho CACFP requirements.	Implement and follow CACFP requirements.	Health Team	2026-2027 Fiscal year	1,500.00

<p>Training and Technical Assistance Plan</p> <p>FY 2026-2027</p>

Grantee: Bear River Head Start

Total Allocated Budget: \$2,200

Program Option: Preschool Head Start

Content Area	T/TA Need	Strategy	Outcomes	Participants	Timeline	Cost
Health	Red Cross Training	Staff to be trained and certified in Red Cross Instructor Training	Certified Red Cross Instructor's to train program staff.	Health Team	2026-2027 Fiscal year	100.00
Health	Health trainings for program staff.	Staff trainings to stay current in understanding and implementing Head Start best practices.	Training and certification for CPR/1 st Aid, Food Handler's Permit, etc. for staff health requirements.	All Staff	2026-2027 Fiscal year	1,500.00
Health	National Safe Kids Child Passenger Safety Course for Staff	Staff to be trained on child passenger safety and car seat installations. -Pedestrian and bus safety.	Certified to train and educate parents/guardians on proper car seat usage and installation.	Health Team	2026-2027 Fiscal year	No Cost
Health	Health training on best practices.	-Child Safety -Car Seat Safety -Child & Family Health & Wellness -Employee Health & Wellness	Staff will be knowledgeable about health and safety practices.	Health Team Program Staff	2026-2027 Fiscal year	600.00

		<ul style="list-style-type: none"> -Safety Management. -Staff Training. -Child & -Oral Health (Tooth Tidbits) -Performance Standards, Policies, Procedures, Best Practice. 				
Health	CACFP Training	-Build knowledge base on current Utah & Idaho CACFP requirements.	Implement and follow CACFP requirements.	Health Team	2026-2027 Fiscal year	No Cost

ERSEA

Training and Technical Assistance Plan

PHS 2026-2027

GRANTEE: BEAR RIVER HEAD START
PROGRAM OPTION: ADMINISTRATIVE/ERSEA
TOTAL ALLOCATED BUDGET: \$ 3,000

Content Area	T/TA Need	Strategy	Outcomes	Participants	Timeline	Cost
ERSEA	ERSEA Training	ERSEA Specific Training	Increase the knowledge and understanding of ERSEA operations to continue meeting federal regulations.	ERSEA Staff	2026-2027 Fiscal Year	\$400
ERSEA	ERSEA Certification Training	Staff to be trained and certified in ERSEA	Understand requirements relating to all areas of ERSEA. Learn how to effectively and correctly read the HSPS. Adhere to all rules pertaining to ERSEA	ERSEA Staff	2026-2027 Fiscal Year	\$2,000

ERSEA	Recruitment Training	Effective Recruitment Strategies	Recruitment Supplies for events. Actively locate families with eligible children.	ERSEA Staff Recruitment Staff	2026-2027 Fiscal Year	\$600
ERSEA	ERSEA Training Employee Training	Headstart.gov Webinars McKinney Vento Homeless Training Developing	Have an improved understanding of ERSEA. Build knowledge base of Homeless Acts provisions. Actively locate families with eligible children.	ERSEA Staff Recruitment Staff	2026-2027 Fiscal Year	No Cost

Training and Technical Assistance Plan **EHS 2026-2027**

GRANTEE: BEAR RIVER EARLY HEAD START

Program Option: Administrative/ERSEA

Total Allocated Budget: \$ 3,000

Content Area	T/TA Need	Strategy	Outcomes	Participants	Timeline	Cost
ERSEA	ERSEA Training	ERSEA Specific Training	Increase the knowledge and understanding of ERSEA operations to continue meeting federal regulations.	ERSEA Staff	2026-2027 Fiscal Year	\$400
ERSEA	ERSEA Certification Training	Staff to be trained and certified in ERSEA	Understand requirements relating to all areas of ERSEA. Learn how to effectively and correctly read the HSPS. Adhere to all rules pertaining to ERSEA	ERSEA Staff	2026-2027 Fiscal Year	\$2,000
ERSEA	Recruitment Training	Effective Recruitment Strategies	Recruitment Supplies for events. Actively locate families with eligible children.	ERSEA Staff Recruitment Staff	2026-2027 Fiscal Year	\$600

ERSEA	ERSEA Training Employee Training	Headstart.gov Webinars McKinney Vento Homeless Training Developing	Have an improved understanding of ERSEA. Build knowledge base of Homeless Acts provisions. Actively locate families with eligible children.	ERSEA Staff Recruitment Staff	2026-2027 Fiscal Year	No Cost
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Fiscal Operations

Bear River Head Start Fiscal Admin- T&TA Plan 2025-2026							
Total Program Allocated Budget: \$							
Content Area	Activity	Learning Need	Approach	Results	Target Audience	Contact Person	Budget
Administration	Enroll Fiscal Office staff in Quick Books training through Bridgerland Technology School	Fiscal staff will learn higher level of Quick Books to support fiscal operations	Quick Books is used frequently in fiscal operations	All fiscal staff will have a higher level of fiscal operational knowledge	Fiscal staff in house	Fiscal Office Manager	\$ 1,000
Administration							
Administration							
<i>Total Amount Budgeted to BRHS Fiscal (Admin) T&TA</i>							\$ 1,000