2026-2027

Bear River Head Start

Program Self-Assessment

Program Improvement Plan

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. 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 continuously collected, tracked, analyzed, and used for improving services throughout the year. This report indicates the final analysis that guides planning for 2026-2027.

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 participate in the program self- assessment process. Community partners, leaders, and other interested people participate 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 of 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 program service area and program option collects and analyzes data to identify strengths, needs, and priorities for the upcoming school year or twelve-month period. Management team members use this information to develop goals that align with their program area needs, staffing patterns, and identified strengths. Each area also creates a training and technical assistance plan to support staff development. Some training and technical assistance is provided at no cost through community partners, Utah State University, school districts, and other specialized partners. Additional support is available through the grantee's Training and Technical Assistance network through the Regional Office, with funding connected to grant awards.

Role of Board and Policy Council

The Board and Policy Council participate throughout the program improvement process. Plans are presented to both groups for discussion, revisions, additions, and approval or disapproval. As data is collected and analyzed, ongoing reports are shared to support informed decision-making. Monthly reports include these updates, and additional quarterly reporting will be added during this twelve-month cycle.

Overview

This final report identifies the grantee's highest-priority needs and informs the development of program-wide goals and the Strategic Plan. Short-term goals for the next twelve months reflect priorities across program operations, services, data sources, and data collection. Program data guides continuous improvement and helps strengthen services across the grantee.

FA-2 Review- Federal Review

During the 2025-2026 school year, Bear River Head Start had the opportunity to participate in a federal review. The review team came onsite to conduct a comprehensive monitoring review under the direction of the Office of Head Start. The purpose of the review was to verify that BRHS is providing high-quality program services and complying with Head Start Performance Standards. The review focuses on all areas of program services including:

*Education and School Readiness- curriculum implementation, Teacher-child interactions, Individualization, and ongoing assessment and use of child data.

*Health Services- Physical, dental, mental health, and nutrition services. Follow up on health concerns. Child safety practices.

* Engagement Family and Community - Family partnerships, parent engagement, community partnerships and referrals.

*ERSEA- Eligibility, recruitment, selection, enrollment, attendance documentation and practices.

*Fiscal Integrity- Appropriate use of federal funds. Internal controls. Procurement and financial oversight.

*Program Governance- Use of data for decision making. Internal monitoring, corrective actions and quality improvement.

Data Collection included:

*Child files *Staff personnel files *Lesson plans *Ongoing child assessment data *Health records *Family partnership documentation *ERSEA files *Fiscal documentation *Policies and procedures *Evidence of continuous quality improvement

Staff Team Members

Sarah Thurgood	Exec. Director
Andy Hernandez	Fiscal Officer
Board Members	2026 members
Policy Council	2026 members
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
Kristie Curtis	ERSEA Manager
Sarah Call	Disabilities Manager
Terrah Smith	Board and Policy Council Staff Liaison

FA-2 Review Report

A copy of the federal review report is included with this document for review. Because the FA-2 review was so comprehensive, BRHS followed the results of the review for our program improvement and added our own items to be included for improvement for the upcoming school year. Bear River Head Start passes the FA-2 review with no findings.

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 regularly each month. Policy Council may approve interim meetings before they occur, allowing the program to hire staff more quickly and avoid leaving positions vacant for a full month. Interim meetings are included in 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, problem 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. The program is improving some systems to ensure timely reporting and cross communication. Short-term goals reflect the addition in this area.

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 regularly generate ChildPlus reports to collect real-time data on program services, compliance, and overall status. This information is shared through 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

- Continue assessing the need for additional Board members to support future Board composition. The Board currently meets Bylaw requirements for membership numbers, and additional members may be added as needed to maintain a strong and sustainable Board.

Planning

- 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

- Ensure all program staff are reporting concerns or need in a timely manner to their supervisors, so management can deal with potential issues quickly. Ensure all classroom staff are having “huddles” at the end of the day to pull all program assignments together to ensure optimum communications through different program systems.

Record-Keeping and Reporting

- Continuing implementation of the Gusto payroll system. Ensure all staff and inexperienced 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

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

Fiscal

- Work with fiscal staff and program staff to ensure program funds are being used to the greatest effectiveness and efficiency, during periods of flat funding.

- Ensure fiscal staff and program staff communicate closely to meet budgetary needs and ensure high quality services during times of flat funding.

Goal Framework for 2026-2027

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

Goal 1. Enhance fiscal oversight, analysis and strategic budget management to support high quality services, within flat funding levels.

Objective: The fiscal office and management staff will work together to review, monitor and analyze expenditures, guiding cost saving opportunities to ensure resources are aligned with program priorities.

Program Impact: Strengthen fiscal oversight and budget analysis to ensure the program makes informed financial decisions, supporting high-quality services despite flat funding.

Year	Measurable Objective/Action Plan	Who	When	Expected Outcomes	Challenges
4	A. Greater use of Budget meetings to monitor expenditure, identify trends and address variances promptly. B. Collaborate with program management to evaluate spending priorities and align resources with organizational goals and compliance requirements. C. Analyze staffing, operations and budgets regularly to identify cost-saving opportunities and improve efficiency. D. Develop multi-year financial projections to anticipate future funding challenges and make informed decisions. E. Explore opportunities for operational efficiencies and cost reductions that do not negatively impact program quality or services. **Measured- Board/PC reporting/fiscal documentation.**	Fiscal Officer, Exec. Dir, Directors, fiscal staff, all employees, Board, PC, Budget Committee members. Documents from Exec. Director and Fiscal Officer to Board and Policy Council	Ongoing 2026-2027	Improved fiscal planning that supports stable program operations despite flat funding. Timely and accurate budget analysis enables leadership to make informed financial decisions Identification and implementation of cost saving measures and operational efficiencies without compromising service quality.	Flat funding combined with rising costs for benefits, rent, utilities, insurance and supplies may reduce financial flexibility. Unanticipated expenses or emergencies that require budget adjustments and strain resources. Limited opportunities to generate additional revenue or funding to offset increased operational costs.

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 2026-2027 – *OHS Priority Investing in Workforce.*

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

Objective: Strengthen and sustain a highly skilled, and qualified workforce, while operating within flat funding levels.

Program Impact: Supporting and retaining a skilled workforce will help ensure delivery of high-quality services, despite ongoing financial challenges.

Year	Measurable Objectives/ Action Plan	Who	When	Expected Outcomes	Progress/Challenges
4	A. Maximize available resources, prioritizing professional development. Target specific coaching and mentoring opportunities using Mentor Coaches and SET Team. B. Implement cost effective recruitment and retention strategies. Optimize staffing structures and improve efficiency, while maintaining high quality services. C. Strengthen recruitment partnerships with universities and community partners to develop a pipeline of qualified candidates. D. Improve staff retention rates. **Measured-Hiring data, training plans, PIR, fiscal budget reports, program performance data.**	Executive Director, Fiscal Office, Board and Policy Council. Staff. Data from School Districts, pre-schools, community partners within our service area. Management staff, mid-management and front-line staff.	Continuous year round. During job fairs in our communities. CDA Class Schedules. Coordinators meetings, Budget Committee meetings, Board and Policy Council meetings. Weekly staff training opportunities. Training and technical assistance opportunities.	Increased staff retention, despite flat funding constraints. Improved staff knowledge and competencies through targeted professional development. Streamlined processes, by maximizing resources and cross training. Stronger recruitment pipeline.	Flat funding may limit the program's ability to offer competitive salaries and benefits. Rising costs for rent, insurance, utilize, supplies and operations may reduce resources available for workforce investments. Employee turnover leading to increased onboarding costs and loss of institutional knowledge.

Data/Tools/Methods for tracking progress- Program hiring data, PIR, Fiscal data and reporting, short-term goals, management staff meetings, new employee training and onboarding, child plus, program improvement plans.

Goal Framework for 2026-2027- *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
4	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. 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. 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.** 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.** 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.**	Child and Family Coordinators, staff, TIC Mentor Coaches, Bear River Mental Health, Utah State University, community partners, therapists, and other providers.	Assessment and referrals for the current school year begin August 2026 and continue ongoing. TIC Mentor Coaches, initial assessment August 2026 and remain ongoing through the school year. Family services assessment begins August 2026 and continues throughout the school year. Care plans and referrals continue throughout the school year.	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.	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.

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, SET Coaches notes, mental health plans, child and family referrals, Employee Assistance Plans, mental health consultant meetings.

Goal Framework for 2026-2027- *OHS Priority Child Health and Safety*

Goal 4. Enhance classroom staff communication practices to ensure consistent implementation of active supervision strategies.

Objective: Promote and support child safety through active supervision, accountability, and compliance with Head Start Performance Standards.

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
4	**A. Ensure clear verbal communication protocols during transitions, outdoor play, restroom breaks and other high-risk activities. Include staff acknowledgement of child movement and responsibility.** **B. Conduct minimum monthly active supervision training emphasizing communication, positioning, scanning, counting, and listening techniques.** **C. Establish classroom expectations to communicate changes in supervision responsibilities before leaving or engaging in another task.** **D. Incorporate active supervision observations into routine monitoring and coaching visits. Provide immediate feedback and follow-up support.** **E. Review incidents, near misses, and monitor data to identify gaps and develop corrective actions.** **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. SET Team mentoring opportunities, Management meetings, weekly staff meetings.**	All classroom staff, management staff, Executive Director, Mentor Coaches and SET Team, health team, Board, Policy Council, Office of Head Start, Regional Office, T/TA.	Classroom safety checklists daily. Daily classroom meeting for debriefing of the day. Mentor Coach and SET Team observations- ongoing Comprehensive risk assessments 4 times per year. Aug./Nov./Feb/ May. Regular and ongoing maintance to ensure continuous safe and healthy environments. Monthly status reports to Board and Policy Council Report to the Office of Head Start and Regional Office incidents that fall within ACF-IM-HS-22-07	Classrooms will demonstrate consistent communication practices supporting active supervision. Monitoring will indicate improved compliance and reduction in supervision concerns or near misses. All staff will ensure implementation of changes to classroom expectations or changes of procedural strategies.	Changes to procedures that may be old habits for staff. Staff turnover or substitute teachers who are unfamiliar with protocol or children's behaviors. Competing responsibilities that distract staff from continuous awareness and communication. Assumptions for responsibilities.

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. Mentor Coach and SET Team observations and classroom feedback.

Goal Framework for 2026-2027- *OHS Priority Reaching Children and Families*

Goal 5. Increase recruitment and enrollment opportunities by expanding the implementation of ERSEA social media strategies.

Objective: Reach more eligible children and families and maintain full enrollment throughout the program year.

Program Impact: Program options and services will be available to populations with the greatest need, in service areas of greatest need. Continued implementation of updated Head Start Performance Standards. Increased visibility and use of non-traditional strategies to strengthen community awareness of program services.

Year	Measurable Objectives/ Action Plan	Who	When	Expected Outcomes	Progress/ Challenges
4	A. Develop and implement monthly social media recruitment calendar with enrollment information, eligibility requirements, success stories maintaining confidentiality, and program benefits. B. Post recruitment content on social media platforms, at least three times per week during enrollment periods, and one time per week throughout the year. C. Create engaging videos highlighting Head Start services, classroom experiences, health services and family engagement opportunities. D. Coordinate social media recruitment with community events, local schools, and community partners to maximize outreach. **Measured- ERSEA data, 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.**	Exec. Dir., ERSEA staff, Board, PC, management, all staff, community partners, Office of Head Start and Regional Office staff.	Ongoing and continual. Annually during self-assessment process, program improvement process, PIR, short term goal and strategic plan process. Annually during outcome analysis, ERSEA status reporting and ERSEA plan approval by Board and PC.	Increase enrollment through more efficient and effective methods utilizing social media to a greater extent. Increase cooperation of all staff towards meeting recruitment goal for 2026-2027 enrollment. Less fuel consumption conducting recruitment activities, saving program resources and funding. Meet enrollment goals earlier in the summer to begin the next school year. Maintain a robust waiting list using data-informed recruitment strategies.	Difficulty reaching families with limited internet access. We will need to simultaneously conduct in person recruitment, and community ad strategies, Maintain accurate and up to date enrollment information across all platforms. Ensure language barriers are addressed. Keeping content fresh and relevant throughout the year.

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

2026-2027

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 2026-2027 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, Directors, 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. Ensure fiscal staff and program staff deliver full and comprehensive reports for review.	Ongoing	Board members, Fiscal Staff, budget committee members.
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, Directors, Board / Policy Council

II. Short-term Goals 2026-2027

Goal	Implementation	Outcome	Measures	Documentation
1. Train all new Board members and ongoing training for all Board members.	● 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.	● 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.	● Program and fiscal operations will maintain high quality standards, under the guidance of Board members.	● 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 safeguard federal funds and oversee internal controls.	● 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 participate. ● 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.	● Board members will be provided with timely and accurate information to perform Board duties and participate in the shared decision making process to ensure oversight of a high quality grantee and the programs delivery of services to children and families.	● All board members will receive accurate and timely reporting and training on the grantees organizational system of operations in order to properly safeguard federal funds and oversee internal controls.	● Fiscal Policies and Procedures, Monthly Board Report, Board member training & Board Binder, Performance Standards, PIR, Self-Assessment / Program Improvement Report, Short-Term Goals/ Strategic Plan, Training and Technical Assistance Plans.

Bear River Head Start

Policy Council Goals

2025-2026

Currently elected Policy Council Officers set goals for our 2025-2026 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), or other training methods, 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 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	- Lateral Staff Transfers - Program Performance Report (Sarah) (PC/B)	- Approve Hires & Promotional Transfers (PC Chair/Coordinators) (PC) - Approve Lateral Staff Transfer Requests (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) ***(Check with Sarah to see if she wants her salary reviewed before putting it on the agenda.)*** - 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]	- Lateral Staff Transfers - ERSEA, including ERSEA Code of Conduct form - Impasse Policy - Active Supervision Assessment Updates (Steph) (PC/B) - Program Performance Report (Sarah) (PC/B)	- Approve Hires & Promotional Transfers (PC Chair/Coordinators) (PC) - Approve Lateral Staff Transfer Requests (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)* (Andy) (PC/B) - Send approved December PC minutes to Board - Send reminder to Coordinators and Sarah regarding Workplans due date
March	- Lateral Staff Transfers - 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)	- Approve Hires & Promotional Transfers (PC Chair/Coordinators) (PC) - Approve Lateral Staff Transfer Requests (PC Chair/Coordinators) (PC) - Approve Mid-Year EHS CB Child Outcomes (Steph) (PC/B) - Approve Mid-Year PHS CB Child Outcomes (Steph) (PC/B) - Approve Mid-Year EHS 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	- Lateral Staff Transfers - Fiscal Policies & Procedures	- Approve Hires & Promotional Transfers (PC Chair/Coordinators) (PC) - Approve Lateral Staff Transfer Requests (PC Chair/Coordinators) (PC) - Spring Policy Council Survey Reminder (Terrah) (PC) - Approve Fiscal Policies & Procedures (Sarah/Andy) (PC/B)

	- Fiscal Procedure Critical Fiscal Issues - Timesheet Random Audit Procedure - Grants - Program Performance Report (Sarah) (PC/B)	- 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 *(if applicable)* (Andy) (PC/B) - Sign up to attend PC meetings (Board Chair) (B) - Send approved February PC minutes to Board
May	- Lateral Staff Transfers - Audit (B) - Program Performance Report (Sarah) (PC/B)	- Approve Hires & Promotional Transfers (PC Chair/Coordinators) (PC) - Approve Lateral Staff Transfer Requests (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) - Board Meeting Location Discussion – include sections of the Bylaws about meetings-teleconference, etc. (Terrah) (B) - Send approved March PC minutes to Board
June	- Lateral Staff Transfers - 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)	- Approve Hires & Promotional Transfers (PC Chair/Coordinators) (PC) - Approve Lateral Staff Transfer Requests (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 EHS CB Child Outcomes (Steph) (PC/B) - Approve Year End PHS CB Child Outcomes (Steph) (PC/B) - Approve Year End EHS 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	- Lateral Staff Transfers ***NO BOARD MEETING***	- Approve Hires & Promotional Transfers (PC Chair/Coordinators) (PC) - Approve Lateral Staff Transfer Requests (PC Chair/Coordinators) (PC) ***NO BOARD MEETING*** - Send approved May PC minutes to Board -Send Job Descriptions to Directors for Review
August	- Lateral Staff Transfers - Job Descriptions - Community Assessment	- Approve Hires & Promotional Transfers (PC Chair/Coordinators) (PC) - Approve Lateral Staff Transfer Requests (PC Chair/Coordinators) (PC) - Thank this Last Year's PC Members (Terrah) (PC) - Approve Job Descriptions (Sarah) (PC/B)

	- Program Improvement Process - Policy Council Composition (B) - Salary Compensation Survey	- Approve Community Assessment (Sarah) (PC/B) - Approve Overall Grantee Program Improvement Report, Short-Term Goals & tie into Strategic Plan Sarah (PC/B) - Approve Policy Council Composition (Kristie C.) (B) ***(Board must approve before Policy Council)*** - Approve Salary Compensation Survey (Sarah) (B) (send to PC as information only) - 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	- Lateral Staff Transfers - Policy Council Bylaws (PC) - Policy Council Composition (PC) - Program Information Reports (PIR) - Program Improvement Process - Workplans -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)	- Approve Hires & Promotional Transfers (PC Chair/Coordinators) (PC) - Approve Lateral Staff Transfer Requests (PC Chair/Coordinators) (PC) - Welcome New PC Members (Terrah) (PC) - Approve Community Reps (Terrah) (PC) - Elect PC Officers: Chair & Vice Chair (Terrah) (PC) - Approve virtual or in-person meetings for the Policy Council Year (Terrah) (PC) - 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) - Recording Governance Mtgs Reminder (Terrah) (PC/B) - Review CACFP Sites list for new service year (Sarah) (PC/B) – no need for a vote unless there is a new site - Review Program Workplans (Program Governance, Financial & Administrative, ERSEA, PHS & EHS CB, MH & Social/Emotional, Disabilities, EHS HB, Family & Comm. Engage., Health MH) (Sarah) (PC/B) - 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: -Grantee Program Improvement & Short-Term Goals -Each Program Area's: -Self-Assessment -Program Improvement -Short-Term Goals -Parent & Staff Surveys -Training & Technical Assistance (T&TA) Plans -PHS & EHS Centerbased School Readiness Goals* -EHS Homebased School Readiness Goals* -Child & Family Outcomes (Sarah) (PC/B) *Please note the School Readiness Goals will be included as part of the annual grant renewal application* - 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.
October [New PC Members complete the required training and forms prior	- Lateral Staff Transfers - Policy Council Mtg. & In-Kind Training (Terrah) (PC)	- Approve Hires & Promotional Transfers (PC Chair/Coordinators) (PC) - Approve Lateral Staff Transfer Requests (PC Chair/Coordinators) (PC) - Elect PC Officers: Secretary, Treasurer, HSAC (Terrah) (PC) - Approve EHS/PHS Continuation Grants (Sarah/Andy) (PC/B)

to attending & voting at the October PC meeting]	- EHS/PHS Continuation Grants - Fiscal & Grant Training (Sarah/Andy) (PC/B) - 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) - 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)	- 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 Program Data Protection Policies (Sarah) (PC/B) - Approve Policy Council Bylaws (Terrah) (B) - Send approved August PC minutes to Board
November	- Lateral Staff Transfers - CACFP Civil Rights (Cherie) (PC/B) - Program Performance Report (Sarah) (PC/B)	- Approve Hires & Promotional Transfers (PC Chair/Coordinators) (PC) - Approve Lateral Staff Transfer Requests (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 (give a copy to CACFP Staff)**
December	- Lateral Staff Transfers - Robert's Rules of Order (Terrah) (PC) - Program Performance Report (Sarah) (PC/B) ***NO BOARD MEETING***	- Approve Hires & Promotional Transfers (PC Chair/Coordinators) (PC) - Approve Lateral Staff Transfer Requests (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.

Administrative T&TA Plans

Bear River Head Start Fiscal Admin- T&TA Plan 2026-2027							
Total Program Allocated Budget: $5,400							
Content Area	**Activity**	**Learning Need**	**Approach**	**Results**	**Target Audience**	**Contact Person**	**Budget**
Administration	Online annual program training for all program staff	Streamlined system for new and ongoing staff to access online training for onboarding and recurring annual training.	All staff will utilize a training 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 Management	$1,400
Administration	Printing of Program Improvement Reports, T&TA Plans & Community Assessments	Printing costs associated with producing copes 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 Staff	$200
						Total Amount Budgeted to PHS (Admin) T&TA	**$ 5,400**

Head Start- Centerbased

Training and Technical Assistance Plan
FY 2027-2028

Grantee: Bear River Head Start Total Allocated Budget: $8,200
Program Option: PHS Center Based

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	$1000
Child Development	Staff Bus Drivers	Attend CDL training	Certify staff to become bus drivers for field trips	Teacher Assistants, Teachers	Fall	$400
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	$2000
Child Development	All Staff	Bus/Pedestrian Safety	Educate Staff on Safety	All Staff	Pre service	No Cost
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	$2000

Child Development	Conscious Discipline	Online training for all staff.	Staff will learn strategies in the classroom to help with better behavior management.	All Staff	During the program year	$800
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	llookout 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
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	Access to T&TA Training	T&TA supplies/small technology purchases	Staff will be able use technology to better access training.	All Staff	As needed	$1000

Early Head Start- Centerbased

Training and Technical Assistance Plan
Fiscal Year 2027-2028

Grantee: Bear River Early Head Start
Program Option: Center-based-$12,000

Content Area	T/TA Need	Strategy	Outcome	Participants	Timeline	Resources
Child Development	Onsite training for CB staff on curriculum and child developmen t best practices	Onsite training	Build knowledge base for all staff and implement best practice.	All Child Development Staff	During the program year	$2500
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	$2000
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	$1000
Child Development	Active Supervision	Training for all Child Developmen t staff on active supervision to increase	Staff will develop skills and ideas to use in the classroom for better active supervision.	All Staff	During the program year	$2500

		knowledge of best practices.				
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	$2000
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	llookout 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	Access to T&TA Training	T&TA supplies/small technology purchases	Staff will be able use technology to better access training.	All Staff	As needed	$1000

Early Head Start - Homebased

Bear River Early Head Start –Homebased

Training and Technical Assistance Plan
Fiscal Year 2027

Grantee: Bear River Early Head Start Amount: $10,600

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 2027	$600
Child Development/ Curriculum	Growing Great Kids curriculum training	Staff will be certified in curriculum that meets Performance Standards requirments	Newly Hired Staff	Fiscal Year 2027	$8000
Trauma Informed Care	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 2027	$2000

Family Engagement

Training and Technical Assistance Plan
FY 2027-2028

Grantee: Bear River Head Start Total Allocated Budget: $11,600.00

Program Option: Early Head Start

Content Area	T/TA Need	Strategy	Outcomes	Participants	Timeline	Cost
Family	Trainings for program staff.	Increase staff knowledge to teach Conscious Discipline parenting curriculum classes that builds on parents' knowledge. Staff trainings to stay current in understanding and implementing Head Start best practices.	Provide parent education classes in all areas that offers parents the opportunity to practice parenting skills to promote children's learning and development. Professional development.	Family Services Staff	2027-2028 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	2027-2028 Fiscal year	1,000.00
Family	-Family Services Trainings	-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	-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.	Family Services Staff All staff trained on mental health, child abuse and prevention,	2027-2028 Fiscal year	7,600.00

		-Parent Engagement in Health -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.). -Western Kentucky Trainings -Region 8 T/TA -Parent, Family, & Community Engagement Trainings. - Health Training for Family Development Staff -ERSEA -ChildPlus Documentation -T/TA Supplies/Small Technology Purchases	-Increase staff and family understanding of program services that 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.	child and family health and well-being.		

Connection to Family Development Program Improvement Goals

This Training and Technical Assistance Plan supports the following Family Development priorities:

- Strengthening the family goal-setting process.
- Supporting families in accessing health, mental health, dental, nutrition, and community services.
- Expanding parent, father, and family engagement.
- Increasing parent knowledge and use of positive parenting strategies.
- Strengthening data-informed family services and documentation.
- Enhancing communication and resource sharing with families.
- Supporting mental health and emotional well-being for children, families, and staff.
- Promoting professional growth, cross-training, staff wellness, and continuous program improvement.

Training and technical assistance activities will be adjusted throughout the year based on staff needs, family feedback, self-assessment findings, program data, and changes in guidance, required certifications, and available local, regional, and national training opportunities.

Training and Technical Assistance Plan

FY 2027-2028

Grantee: Bear River Head Start

Total Allocated Budget: $7,900.00

Program Option: Preschool Head Start

Content Area	T/TA Need	Strategy	Outcomes	Participants	Timeline	Cost
Family	Trainings for program staff.	Increase staff knowledge to teach Conscious Discipline parenting curriculum classes that builds on parents' knowledge. Staff trainings to stay current in understanding and implementing Head Start best practices.	Provide parent education classes in all areas that offers parents the opportunity to practice parenting skills to promote children's learning and development. Professional development.	Family Services Staff	2027-2028 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	2027-2028 Fiscal year	1,000.00
Family	-Family Services Trainings	-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 -SAMHSA -ACES	-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 support and promote children's	Family Services Staff All staff trained on mental health, child abuse and prevention, child and family health and well-being.	2027-2028 Fiscal year	3,900.00

		-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.). -Western Kentucky Trainings -Region 8 T/TA -Parent, Family, & Community Engagement Trainings. - Health Training for Family Development Staff -ERSEA -ChildPlus Documentation --T/TA Supplies/Small Technology Purchases	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.			

Connection to Family Development Program Improvement Goals

This Training and Technical Assistance Plan supports the following Family Development priorities:

- Strengthening the family goal-setting process.
- Supporting families in accessing health, mental health, dental, nutrition, and community services.
- Expanding parent, father, and family engagement.
- Increasing parent knowledge and use of positive parenting strategies.
- Strengthening data-informed family services and documentation.
- Enhancing communication and resource sharing with families.
- Supporting mental health and emotional well-being for children, families, and staff.
- Promoting professional growth, cross-training, staff wellness, and continuous program improvement.

Training and technical assistance activities will be adjusted throughout the year based on staff needs, family feedback, self-assessment findings, program data, and changes in guidance, required certifications, and available local, regional, and national training opportunities.

Health Services

Training and Technical Assistance Plan
FY 2027=2028

Grantee: Bear River Head Start Total Allocated Budget: $9,500

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	2027-2028 Fiscal year	1,000.00
Health	Health trainings for program staff.	Staff trainings to stay current in understanding and implementing Head Start best practices.	Training and certification for CPR/1st Aid, Food Handler's Permit, etc. for staff health requirements.	All Staff	2027-2028 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	2027-2028 Fiscal year	2,000.00

Health	Health training on best practices.	-Child Safety -Car Seat Safety -Child & Family Health & Wellness -Employee Health & Wellness -Safety Management. -Staff Training. -Child & -Oral Health (Tooth Tidbits) -Performance Standards, Policies, Procedures, Best Practice. -T/TA Supplies/Small Technology Purchases	Staff will be knowledgeable about health and safety practices.	Health Team Program Staff	2027-2028 Fiscal year	5,000.00

Training and Technical Assistance Plan

FY 2027-2028

Grantee: Bear River Head Start

Total Allocated Budget: $6,500

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	2027-2028 Fiscal year	1,000.00
Health	Health trainings for program staff.	Staff trainings to stay current in understanding and implementing Head Start best practices.	Training and certification for CPR/1st Aid, Food Handler's Permit, etc. for staff health requirements.	All Staff	2027-2028 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	2027-2028 Fiscal year	2,000.00
Health	Health training on best practices.	-Child Safety -Car Seat Safety -Child & Family Health & Wellness -Employee Health & Wellness -Safety Management. -Staff Training. -Child & -Oral Health (Tooth Tidbits) -Performance Standards, Policies, Procedures, Best Practice. -T/TA Supplies/Small Technology Purchases	Staff will be knowledgeable about health and safety practices.	Health Team Program Staff	2027-2028 Fiscal year	2,000.00

ERSEA

Training and Technical Assistance Plan

PHS 2027-2028

GRANTEE: BEAR RIVER HEAD START

Program Option: Administrative/ERSEA
Total Allocated Budget: $ 0

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	2027-2028 Fiscal Year	No Cost
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	2027-2028 Fiscal Year	No Cost
ERSEA	Recruitment Training	Effective Recruitment Strategies	Recruitment Supplies for events. Actively locate families with eligible children.	ERSEA Staff Recruitment Staff	2027-2028 Fiscal Year	No Cost
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	2027-2028 Fiscal Year	No Cost

Training and Technical Assistance Plan

EHS 2027-2028

GRANTEE: BEAR RIVER EARLY HEAD START

Program Option: Administrative/ERSEA

Total Allocated Budget: $ 0

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	2027-2028 Fiscal Year	No Cost
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	2027-2028 Fiscal Year	No Cost
ERSEA	Recruitment Training	Effective Recruitment Strategies	Recruitment Supplies for events. Actively locate families with eligible children.	ERSEA Staff Recruitment Staff	2027-2028 Fiscal Year	No Cost
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	2027-2028 Fiscal Year	No Cost

Fiscal Operations

Bear River Head Start Fiscal Admin- T&TA Plan 2026-2027							
Total Program Allocated Budget: $1,000							
Content Area	**Activity**	**Learning Need**	**Approach**	**Results**	**Target Audience**	**Contact Person**	**Budget**
Administration	Head Start Financial Essentials Series	Fiscal staff will learn higher level of 1. Grant Applications, 2. Budget and cost principles, internal controls	Valuable fiscal and business information that can be taken through Head Start online training, available at no cost	All fiscal staff will have a higher level of fiscal operational knowledge	Fiscal staff in house	Fiscal Office Manager	No cost
Administration	Other trainings as identified by Fiscal Office Staff	Specific training that may arise to meet identified needs of Fiscal Staff.	Use of T/TA funding is available for identified training costs	Greater level of fiscal and business knowledge.	Fiscal staff in house	Fiscal Office Manager	$ 1,000
Administration							
						Total Amount Budgeted to BRHS Fiscal (Admin) T&TA	**$ 1,000**