

T/TAS

Training & Technical Assistance Services

Western Kentucky University Research Foundation

Serving the Head Start Community with Professionalism, Passion, Perseverance, Partnerships

Training & Technical Assistance Services (T/TAS) has been a leading provider of comprehensive Head Start technical assistance and training since 1973, offering opportunities for professional development and program improvement in all program content areas.

Since our founding in 1973, T/TAS has managed over \$75 million in state, regional, and Federal grants and contracts.

In 2003, T/TAS saw a rebirth as a private, non-profit service provider. Now, our scope of services exceeds the range of those provided by national TTA contracts, with a targeted focus on you and YOUR best interests.

As a Head Start grantee and child care provider, T/TAS is intimately familiar with the demands, challenges and intricacies of providing consistent, high-quality services to children and their families.

Our history of service means that the assistance and training you receive is anchored in real-world experience that has been tested, refined, and proven over time.

T/TAS is affiliated with Western Kentucky University and the WKU Research Foundation in Bowling Green, Kentucky.

Field offices operate in the states of Florida, Georgia, Mississippi, Tennessee, Utah and Washington.

T/TAS offers high-quality, responsive, and cost-effective technical assistance and training, including:

- On-site, off-site and online assistance and training, either on a one-time or long-term basis
- Strategic planning for program leadership, Policy Councils, Boards, and Associations
- Specific staffing services, such as interim program or component management, mentoring, research and development services, and observation and feedback

T/TAS specializes in providing educational opportunities for caregivers, teachers, managers, administrators, and parents, including:

- Pre-service and in-service training for local programs and clusters
- Program governance training
- Training for program leadership, policy councils, boards, and associations
- College classes and college credit for associations, clusters, and local programs

T/TAS provides research services to support the positive development of local Head Start and early childhood programs, including:

- Writing or revising program plans, policies, and operating procedures
- Preparing refunding applications and writing grant proposals
- Conducting and compiling Community Assessments
- Conducting research studies and surveys
- Writing position statements or “white papers” for associations, programs, or others

The experts at T/TAS can assist in the planning and management of local, cluster, association, and turn-key conferences and meetings, including:

- Site evaluation, contract negotiation, and handling all meeting logistics
- Providing comprehensive registration services
- Offering Continuing Education Units (CEUs) through Western Kentucky University
- On site management and coordination of large or small meetings

Each year, T/TAS sponsors a variety of regularly scheduled training institutes, briefings, and seminars in locations around the nation.

These events offer audiences a wide range of professional development opportunities in all content areas.

T/TAS events focus on topics of ongoing interest, on new initiatives, recent innovations, and on current best practices.

Most of the events on our training calendar can also be individualized for presentation in a local setting for your staff and colleagues.

There are also a number of popular T/TAS professional development opportunities that are specifically designed to be presented only in the local program setting, including:

- Positive Guidance: Making A Place for Everyone
- Self-Assessment
- On-Going Monitoring: The Key to Quality
- The Supervisor/Mentor Coach Institute
- Family Literacy: Five Parenting Behaviors That Predict Success in School
- Supporting the Involvement of Fathers in the Lives of Young Children: Beyond Donuts for Dads
- New Families, New Communities: Organizational Responses to Cultural Dynamics

After four decades of service, T/TAS continues to be an authority on:

- Head Start, Early Head Start, and early childhood issues
- Program, fiscal, and human resources management
- Program governance
- Family and community partnerships and engagement
- Health and nutrition

Our competent and creative team of experts has over 500 years of combined relevant and real world experience.

All our specialists have provided hundreds of workshops and consulted with Head Start, Early Head Start and human services organizations across the nation.

Who are our experts?

THE MANAGEMENT TEAM

Colleen B. Mendel is the Executive Director of T/TAS and oversees the Head Start and Human Services Consulting Group, the WKU Child Care Consortium, and the CCR&R at WKU.

Marce Verzaro-O'Brien is the Director of T/TAS, overseeing daily operations and supervising a staff of specialists and support partners. Areas of expertise include early childhood and program management.

Perry Davis is a Fiscal/ Management Specialist and provides training in the areas of finance and management, including cost allocation, non-federal share, and budget development and monitoring.

Eric Dupree, Management Specialist, has extensive experience in large multi-county, urban and rural Head Start programs and specializes in program operations, program governance, and strategic planning.

Christopher Watkins, Finance & Management Specialist, has consulted extensively with local programs and is an expert on turnaround strategies, program governance, strategic planning, and preparing for Federal reviews.

Gail Elleby is a Management Specialist and certified Family Literacy Specialist, with extensive backgrounds in board development and training, volunteer programs, program monitoring, and program evaluation.

Krystal Heinzen, Management Specialist, concentrates on program design and management. She

utilizes her legal and journalism background to bring a detailed and personable approach to assisting programs with deciphering and complying with Federal Regulations. As a law student, she was also a Head Start parent, so her perspectives are not only learned but personal as well.

THE HEALTH TEAM

Janie Sailors, Health & Early Head Start Specialist, is an expert in Early Head Start issues, and works to develop and refine the medical, mental, nutritional, and oral health skills of program managers.

Paula Mydlenski, Nutrition & Infant/Toddler Specialist, brings a broad spectrum of knowledge to the technical training topics she brings to life from CLASS to Infant/Toddler health and nutrition.

Harry Bickel is a consulting Health Specialist with T/TAS and works on a variety of health-related projects and technology issues.

THE EDUCATION TEAM

Luis Hernandez, Early Childhood Education Specialist, is an expert in bilingual and multicultural education, specializing in early literacy, second language learning, program partnerships, diversity and demographics.

Amy Hooten, is an Infant/ Toddler Specialist and concentrates on Early Head Start planning and management, child development, and services to infants and toddlers. She also teaches early childhood courses at WKU.

THE EDUCATION TEAM

Connie Jo Smith, Instructional Design Specialist, is an expert in early childhood education, curriculum and instruction, and technology and distance education; she administers the CCR&R at WKU and teaches early childhood courses at WKU.

THE FAMILY & COMMUNITY PARTNERSHIPS TEAM

Jennifer Pecot, Family & Community Partnership Specialist, provides services in the areas of parent and community involvement, family partnership agreements, ERSEA, fatherhood initiatives, and Board and Policy Council training.

Robin Gadsden-Dupree, Family & Community Partnership Specialist, focuses on parent and community partnerships, program governance issues, delegate and grantee agency relationships, and parent involvement.

THE INTERDISCIPLINARY TEAM Janet Buckley is a consulting Special Projects Specialist and an expert in community assessment, program self-assessment, preparing for Federal on-site reviews, and planning and managing the Home-Based Program Option.

Michael Gramling is a consulting Literacy & Human Development Specialist and an expert in family literacy training, positive guidance, and the Supervisor/Mentor Coach relationship.

T/TAS has developed a select line of high quality, innovative, informative, and useful publications to support and extend learning beyond the workshop and conference settings.

To learn more about the products that are available from T/TAS, visit our website (www.ttas.org) and click on the link to T/TAS Marketplace to access, review, or print our current product catalog.

While visiting our website at www.ttas.org, take some time to explore the many on-line resources and benefits available from T/TAS, including:

- News and updates for Head Start, such as links to the current Income Guidelines and Monitoring Protocols.
- Links to the complete T/TAS Training Events List, with descriptions of each event and access to on-line registration.

- Listing of the T/TAS Service Directory, Staff Directory, and Marketplace products.
- Complementary resources and sample forms.

T/TAS is also your sole source for PRIDE™.

The Preliminary Review In Determining Effectiveness™ is an outgrowth of T/TAS' pioneering work during the 1970s on pre-review consultation and training.

Through this unique service, T/TAS brings a team of experts on-site to assess your program's overall effectiveness and to help you, your staff, and your parents prepare for a Federal monitoring review.

Through the PRIDE™ process, T/TAS provides hands-on technical assistance focused on assisting your program in achieving and demonstrating organizational success.

- We help you prepare
- We help you practice
- We clarify the OHS Monitoring Protocols
- We explain how to use the compliance questions as checklists and observation instruments
- We de-mystify the monitoring process

The PRIDE™ Team can target specific service areas of your program – such as program management, child development and health services, fiscal operations, etc. – or can focus on ALL service areas.

The PRIDE™ Team can even conduct a review of your files to strengthen your recordkeeping and reporting system or to identify gaps that may need to be filled before your review.

T/TAS@Your Service

To really take advantage of the services of T/TAS, we encourage you to consider a subscription to T/TAS@Your Service. Subscribing programs gain direct access to high quality, responsive, and cost effective support from the professionals and resources at T/TAS, including:

- Twelve months of access to technical assistance (including toll-free telephone assistance)
- Discounts on our sponsored training events and priority wait-listing when T/TAS-sponsored events fill
- Reduced rates for on-site technical assistance

There are three levels of T/TAS@Your Service subscriptions:

- Basic Subscription – Small Programs (serving fewer than 200 children)
- Basic Subscription – Large Programs (serving more than 200 children)
- Comprehensive Subscription (earn the maximum number of benefits regardless of program size)

To learn more about the benefits available with your T/TAS@Your Service subscription, please visit the website at www.ttas.org.

T/TAS also manages a number of Listservs.

A listserv is a computer program that allows members to exchange information via e-mail on various topics of interest.

Sometimes called “mailing lists,” listservs offer a relatively closed environment for exchanging information, ideas, and concerns with your peers and the experts at T/TAS.

T/TAS manages several listservs that are open to Head Start and Early Head Start staff wishing to enroll.

- These include listservs for:
- Disabilities
- Early Childhood Education
- Early Head Start
- Family & Community Partnerships
- Family Literacy
- Fiscal Management
- Head Start Directors
- Head Start Managers
- Health & Nutrition
- Home-Based Head Start
- Mental Health
- Mentor Matters

T/TAS also maintains a series of Regional Head Start / Early Head Start Listservs – one for each of the 10 Federal regions.

The Regional Listservs are used as “bulletin boards” to send out important announcements and other messages to subscribers; subscribers cannot send messages to one another.

Joining a listserv is both simple... and free! The most convenient and quickest way to join any of our T/TAS listservs is via the T/TAS web site at www.ttas.org.

Select the Listservs option from the menu bar and follow the simple on- screen directions.

Join as many listservs as you like!

In addition to providing comprehensive technical assistance and training, T/TAS also offers our clients something less tangible, but certainly no less important.

All our services are designed to enhance an organizational climate and culture that will ensure your program’s long-term excellence.

When you work with T/TAS, you can be assured that our entire organization is making a long-term commitment to you and your program.

YOU are our priority... we are never more than a phone call or e-mail away.

T/TAS Promises

Immediate Results

You can apply what you learn from T/TAS your first day back on the job.

Individualized Services

One size does not fit all. When you contract with T/TAS, our experts individualize our services to address your specific concerns and to address your program's particular needs.

Dynamic Workshop Leaders and Technical Assistance Providers

All our specialists possess a personable and engaging style, extensive expertise and academic training, relevant real-world experience, and a unique support network of additional experts from numerous disciplines.

A Positive, Supportive Atmosphere

We create an atmosphere that recognizes individual skill levels and encourages every client to stretch beyond the limits of their professional development.

Concrete Solutions and Best Practices When you work with T/TAS, you will resolve real work challenges with help, guidance, and practical solutions from our expert specialists.

High-Quality, Comprehensive Materials T/TAS offers valuable and timely workshop materials and publications that are unavailable elsewhere.

The Fruits of Our Experience

T/TAS has been at the forefront of technical assistance and training for Head Start, child care, and human services since 1973, and our staff has over 500 years of combined experience in program services and adult learning.

Professional Networking

Through T/TAS, you will have the opportunity to meet and learn from a variety of professionals like yourself – people with similar challenges and goals, and with a wealth of experiences to share.

Looking for customized TTA for your Program? Need to meet professional development goals in your current or future TTA Plan?

TITAS is uniquely qualified, bringing our 40 years of expertise in all Head Start service areas to your doorstep. We can bring our team of experts to your location, to a location with a cluster of nearby programs, and can present at your state Head Start Association conferences.

Call us now to discuss your on-site TTA options!

We will help you meet your Program's goals.

T/TAS will be celebrating our 40th Anniversary in 2013. Thank you for your support! We couldn't have done it without you!

Experience the Difference with T/TAS

Visit us online: www.ttas.org

Visit our Facebook page: <http://www.facebook.com/TTAS.WKU>

E-Mail us: ttas.info@wku.edu

Phone us: 800-TTAS-4-TA (800-882-7482)

Fax us: 270-745-3340 or 270-745-2142

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