



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 13

Agenda Date: January 12, 2023

In Control: City Council A Session

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Authorizing a Professional Services Contract with Teachstone, Inc. to provide the Department of Human Services Head Start and Early Head Start programs with annual trainings and training supplies.

SUMMARY:

This ordinance authorizes the execution of a Professional Services Contract with Department of Human Services (DHS) and Teachstone, Inc. for annual trainings and training supplies for the Head Start and Early Head Start Programs. The contract will commence on February 1, 2023 and terminate January 31, 2028, in an amount not to exceed \$750,000.00 which will be funded utilizing the Head Start and Early Head Start Grant.

BACKGROUND INFORMATION:

Under federal grant requirements, Head Start is required to use the CLASS observation tool for program monitoring. Certification is required to conduct CLASS observations, and Teachstone, Inc. provides CLASS products, including certification courses, group calibrations, trainings, and other resources such as CLASS Score Sheets and CLASS Cards. The goal of this service is to provide certification for staff and access to CLASS trainings and resources to help ensure that Head Start and Early Head Start staff understand the expectations from the Office of Head Start

(OHS), can conduct CLASS Observations with fidelity, and train Education Service Provider staff on the CLASS tool and best practices in the classroom.

ISSUE:

The City of San Antonio Department of Human Services Head Start program requires a contract with Teachstone, Inc. to provide the provision of professional services for an annual amount of \$150,000.00, not to exceed \$750,000.00, as total contract compensation, for the period of February 1, 2023, to January 31, 2028. This ordinance authorizes Teachstone, Inc. as a sole provider of CLASS training to provide the Classroom Assessment Scoring System (CLASS) tool and related professional development, certifications, and resources. Teachstone, Inc. is the sole provider of CLASS training programs and associated certifications, CLASS printed and online materials, and authorized training/affiliate license programs that allows individuals to provide licensed Teachstone training.

ALTERNATIVES:

If this ordinance is not approved, the City of San Antonio Department of Human Services Head Start and Early Head Start program will not have access to CLASS training programs and associated certifications, CLASS printed and online materials, and authorized training/affiliate license programs and will be unable to meet Head Start CLASS requirements.

FISCAL IMPACT:

This ordinance authorizes the execution of a professional services contract with Teachstone, Inc. for an annual amount of \$150,000.00, not to exceed a total of \$750,000.00 for a period beginning February 1, 2023 through January 31, 2028 which will be funded utilizing the Head Start and Early Head Start Grant.

There is no fiscal impact to the General Fund.

RECOMMENDATION:

Staff recommends approval of this ordinance authorizing the execution of a professional services contract with Teachstone, Inc. for CLASS services.