

**HEAD START GOVERNING BOARD AND POLICY COUNCIL MONTHLY REPORT
MAY 2020**

ENROLLMENT

Month	Head Start Enrollment	Funded Enrollment	Attendance
July 2019	<i>The program is not operational during the month of July.</i>		
August 2019	624	624	80%
September 2019	624	624	85%
October 2019	624	624	92%
November 2019	624	624	90%
December 2019	624	624	85%
January 2020	624	624	85%
February 2020	624	624	89%
March 2020	624	624	85%
April 2020	624	624	
May 2020		624	

TOTAL MEALS SERVED

Month	Breakfasts	Lunches	Snacks
July 2019	<i>The program is not operational during the month of July.</i>		
August 2019	4,946	4,853	5,167
September 2019	8,663	8,750	9,069
October 2019	11,294	11,314	11,832
November 2019	8,730	8,731	8,978
December 2019	7,700	7,776	8,025
January 2020	8,923	8,914	9,239
February 2020	10,167	10,204	10,835
March 2020	Due to COVID-19 this data was unavailable at the time of this report.		
April 2020			
May 2020			

FISCAL YEAR 2020 (INCLUDES P-CARD EXPENSES) – Head Start Grant Year 3

Cost Category	Amended Budget	Actuals		Balance of Grant Award
		MAY-20	YTD	
Payroll	\$3,192,679.46	\$281,003.30	\$2,757,083.22	\$435,596.24
Fringe	\$1,103,165.80	\$92,125.93	\$908,639.43	\$194,526.37
Supplies	\$77,854.49	-\$1,206.56	\$38,790.63	\$39,063.86
Equipment	\$9,835.00	\$0.00	\$9,835.00	\$0.00
Travel *	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$222,636.46	\$4,464.34	\$149,553.91	\$73,082.55
Other	\$187,051.90	\$436.04	\$94,619.13	\$92,432.77
Indirect Cost	\$229,023.00	\$18,502.62	\$187,749.15	\$41,273.85
TTA (includes Travel)	\$53,304.89	\$4,675.49	\$37,973.68	\$15,331.21
Totals	\$5,075,551.00	\$400,001.16	\$4,184,244.15	\$891,306.85

CONTENT AREA SPECIALIST REPORT: MAY 2020

EARLY CHILDHOOD DEVELOPMENT, TEACHING AND LEARNING

Instructional coaches, with the support of the behavior analyst and ESE specialist, continue to support Endeavour Elementary utilizing remote learning. This includes creating and uploading video presentations, newsletters, and weekly contact with families to assure that continued instruction is accessible to all families. *(1302.31 Teaching and Learning Environment, 1302.32 Curricula, 1332.47(b) Safety Practices, 1304.40 Family and Community Partnership)*

The behavior analyst continues to research the Multi-Tiered Systems of Support (MTSS) process with the collaboration of the ESE specialist. A PowerPoint training for Head Start pre-planning is being developed. *(1302.31 Teaching and Learning Environment, 1302.45 Child Mental Health and Social and Emotional Well-Being, 1302.92 Training & Professional Development)*

Instructional coaches held weekly meetings with teachers and instructional assistants to support creative and engaging virtual instruction. *(1302.92 Training and Professional Development, 1302.31 Teaching and Learning Environment, 1302.32 Curricula, 1302.103 Implementation of Program Standards)*

Eighty-four students (13.6% of our funded enrollment) with Individual Education Plans (IEP's) are enrolled in the program and receiving services. *(1302.60 Subpart F-Additional Services for Children with Disabilities)*

Seventeen students are receiving Kinder Consulting services. *(1302.45 Child Mental Health and Social and Emotional Well-Being)*

The ESE Specialist attended virtual Individualized Education Plan (IEP) meetings and continues to collaborate with the District's Conscious Discipline committee and the Instructional Continuity Planning team. *(1302.60 Subpart F-Additional Services for Children with Disabilities, 1302.45 Child Mental Health and Social and Emotional Well-Being, 1302.31 Teaching and Learning Environment)*

EARLY CHILDHOOD HEALTH AND WELLNESS

Head Start health services staff continue to support the Department of Health response to COVID-19 by providing information and resources to our community through the DOH call center. The health supervisor is providing support at the drive-thru testing set up by the health department. *(1304.40 Family and Community Partnership)*

During program closures, staff continue to assist with preparation and distribution of food packs for families through the Children's Hunger Project. *(1304.44 Child Nutrition)*

The health manager attended the Dental Task Force meeting and the Early Learning Coalition's board meeting via Zoom. *(1304.40 Family and Community Partnership)*

Health services staff are reaching out to families, especially those with children expected to enter kindergarten in 2020-21, to check on child health status and offer information and resources. *(1302.42 Child Health Status and Care)*

PARENT FAMILY AND COMMUNITY ENGAGEMENT (PFCE)

Family advocates continue to schedule eligibility meetings for the 2020/2021 school year. Applications are shared via email and the website. Guidelines issued by the CDC continue to be followed and eligibilities are conducted via remote platforms. *(ERSEA 1302.12)*

Family advocates contact families by phone and other virtual platforms to assess needs and offer support. Emergency food bags and other donated supplies continue to be shared with families in need (while adhering to social distance guidelines). *(1302.50 Family Engagement)*

Instructional coaches and family advocates assisted teachers and instructional assistants with virtual end of year activities, including custom made videos and drive-thru parades. *(1302.50 Family Engagement)*

During program closures, we continue to expand our presence on social media to engage current families as well as for recruitment. *(1302.50 Family Engagement)*

PROFESSIONAL DEVELOPMENT

Instructional coaches worked with school based and district level personnel to complete Provider on Probation (POP) applications. *(1302.31 Teaching and Learning Environment, 1302.92 Training and Professional Development, 1302.32 Curricula, 1302.103 Implementation of Program Performance Standards, 1302.91 Staff qualifications and competency requirements)*

Instructional coaches participated in training to support professional growth in the areas of trauma and challenging behaviors. *(1302.92 Training and Professional Development)*

Education staff met, via Zoom, to discuss program goals, *CLASS* feedback, and best practices to ensure success in the coming school year. (1302.92 *Training and Professional Development*, 1302.102 *Achieving program goals*)

All Head Start personnel, including health technicians and the health supervisor, accessed recommended webinars and virtual trainings to stay current on professional development. Weekly meetings, via Skype and Zoom, were conducted for administrative staff and family advocates. (1302.92 *Training and Professional Development*)

The behavior analyst participated in Student Services and Behavior Support Team meetings, via Skype, and shared information with appropriate team members. (1302.92 *Training & Professional Development*)

The behavior analyst participated in a Conscious Discipline Skype meeting with district personnel to discuss changes in funding (due to COVID-19) which will impact future training events. (1302.45 *Child Mental Health & Social Emotional Well Being*, 1302.92 *Training & Professional Development*)

INFORMATION AND GUIDANCE FROM THE OFFICE OF HEAD START

This [Information Memorandum](#), issued on May 21, 2020 provides guidance regarding Coronavirus Disease 2019 (COVID-19) Fiscal Flexibilities (1302.102(d))

[Update](#) to Funding for FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19)

FOCUS AREA TWO MONITORING UPDATE

From 1/27/20 to 1/31/2020, the Administration for Children and Families (ACF) conducted an onsite Focus Area Two monitoring review of the School Board of Brevard County Head Start program. On 3/18/20, the Board Chair, Policy Council Chair, Executive Director and Head Start Director received the Program Performance Summary Report. This report stated the program was not in compliance with Head Start Program Performance Standard 1302.42(b)(1)(i) - Child Health Status and Care. On 4/3/20, the Head Start Director submitted a Letter of Dispute to the regional office (attached). As of 6/12/20, the grantee has not received a response regarding the status of the dispute. This monthly report includes a Corrective Action Plan, which requires approval from the Policy Council and Governing Body.

The School Board of Brevard County
CORRECTIVE ACTION PLAN

APPLICABLE STANDARDS-CITATION	DESCRIPTION OF NONCOMPLIANCE	ACTIONS TAKEN	OUTCOMES WITH INDICATORS	PERSON(S) RESPONSIBLE	TIME-FRAME	STATUS
<p>1302.42(b)(1)(i) Child health status and care (b) Ensuring up-to-date child health status. (1) Within 90 calendar days after the child first attends the program or, for the home-based program option, receives a home visit, with the exceptions noted in paragraph (b)(3) of this section, a program must: (i) Obtain determinations from health care and oral health care professionals as to whether or not the child is up to date on a schedule of age appropriate preventive and primary medical and oral health care,</p>	<p>The grantee did not ensure children were up to date on the schedule of age-appropriate oral health care according to the EPDST schedule; therefore, it was not in compliance with the regulation.</p>	<p>Submit Letter of Dispute to the Regional Office</p>	<p>The description of the noncompliance does not match the applicable standard.</p>	<p>Director</p>	<p>April 4, 2020</p>	<p>Completed</p>
		<p>Review program procedure for determining oral health status including the process used to follow up with and assist parents with bringing their child up to date</p>	<p>To ensure the program meets the requirement as stated in applicable standard, if necessary, develop additional steps to assist families with bringing children up to date</p>	<p>Director Health Manager</p>	<p>June 11, 2020 - June 26, 2020</p>	<p>In Process</p>
		<p>Obtain Policy Council and Governing Body approval for corrective action plan</p>	<p>Ensure the Policy Council and Governing Body approve the corrective action plan</p>	<p>Director</p>	<p>July 14, 2020</p>	<p>Pending</p>

Approved by the Policy Council: _____

Date: _____

Approved by the Governing Board: _____

Date: _____



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

From: Terri Barlow (barlow.terri@brevardschools.org)

Grant Number: 04CH010481

Grantee Name: School Board of Brevard County

Dear Ms. Horton,

From January 27, 2020 to January 31, 2020, the Administration for Children and Families conducted a Focus Area Two monitoring review of the School Board of Brevard County Head Start program.

The purpose of this correspondence is to dispute areas of the Focus Area Two Monitoring Report received March 18, 2020 which are inaccurate or unclear. I am requesting this consideration for the items noted below:

1. Dispute the area identified as an Area of Noncompliance in the Monitoring and Implementing Quality Health Services
2. Provide clarity for inaccurate information reported as an Opportunity for Continuous Improvement (OCI) in ERSEA: Eligibility, Selection, Enrollment, and Attendance
3. Provide clarity to verbiage in the Monitoring and Implementing Fiscal Infrastructure Highlight

Monitoring and Implementing Quality Health Services

Page 6 of *Program Performance Summary Report* states: "The grantee did not ensure children were up to date on the schedule of age-appropriate oral health care according to the EPDST schedule; therefore, it was not in compliance with the regulation."

Regulation 1302.42(b)(1)(i) states within 90 calendar days after the child first attends the program a program must obtain determinations from health care and oral health care professionals as to whether or not the child is up-to-date on a schedule of age appropriate preventive and primary medical and oral health care.

In addition, page 6 of *Program Performance Summary Report* states: "At the time of the review, the Health Manager and Director used My Head Start software to display data. In reviewing the data, the grantee was not able to produce evidence as to whether or not 116 (18.9 %) children were up-to-date on a schedule of age-appropriate preventative and primary oral health care."

The evidence provided by the Health Manager and Director, at the time of the review, revealed that 116 (18.9%) children **were not up-to-date** on a schedule of age-appropriate preventative and primary oral health care. This determination was made within 90 calendar days after the children first attended the program. As a result, the Health Manager and Director stated the program assists parents in making arrangements to bring the child-up-to-date as quickly as possible.

On Monday, January 27, during the data tour with the Health Manager, Reviewers viewed the My Head Start data management system, which the program uses to effectively monitor and maintain timely information on children's health status and care including ongoing sources of health care, preventive care, and follow-up. On Thursday, January 30, the Review Lead requested to meet with the Director and Health Manager to provide clarity regarding discussion which occurred with the Health Manager during the data tour on 1/27. During this meeting, the Health Manager displayed The Health Workbook, in the My Head Start data management systems which is utilized by two Health Technicians and the Health Manager to effectively monitor child health status. At the request of the Review Lead, the Director provided data indicating the number of children who had a dental exam or screening on file (documentation attached).

Monitoring and Implementing Fiscal Infrastructure Highlight

Page 9 of *Program Performance Summary Report* in the Monitoring and Implementing Fiscal Infrastructure Highlight:

The sentence that states “A district staff member acted as a Certified Public Accountant who oversaw the integrity of the financial reports and ensured they were prepared accurately for the monthly School Board and the PC meeting”, implies a level of assurance which requires independence. The part of “acted as a Certified Public Accountant who” should be removed.

In the last sentence, the word “direct” should be entered in front of “cost” since these items provided to the grant are considered in the indirect cost rate charged to the Head Start grant.

ERSEA: Eligibility, Selection, Enrollment, and Attendance

Page 10 of *Program Performance Summary Report* in the ERSEA: Eligibility, Selection, Enrollment, and Attendance Opportunity for Continuous Improvement (OCI):

During the Focus Area Two review there was a discussion between the Family Services Manager and the Reviewer about the items noted in the OCI. Documents were shown when the reviewer asked for clarification about a process. The Family Services Manager stated, the items noted in the OCI were seen as strengths during the conversation. The verbiage in the OCI describes the procedure our program currently has in place. This information was not identified in our most recent self-assessment as indicated in the monitoring report.

Thank you for your consideration,

Terri Barlow, Director
Head Start

Attachments: There are (1) attachment(s) related to this message available to be viewed or downloaded in HSES.

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