

**HEAD START GOVERNING BOARD AND POLICY COUNCIL MONTHLY REPORT:
MAY 2021**

ENROLLMENT

Month	Head Start Enrollment	Funded Enrollment	Attendance
July 2020	<i>The program is not operational during the month of July.</i>		
August 2020	332	624	97.76%
September 2020	388	624	91.95%
October 2020	421	624	92.59%
November 2020	452	624	86.19%
December 2020	470	624	89.15%
January 2021	492	624	85.25%
February 2021	508	624	91.05%
March 2021	513	624	90.77%
April 2021	509	624	87.21%
May 2021	497	624	89.82%

TOTAL MEALS SERVED

Month	Breakfasts	Lunches	Snacks
July 2020	<i>The program is not operational during the month of July.</i>		
August 2020	<i>School started 8.31.2020, meals counts will be provided in the Sept 2020 report.</i>		
September 2020	5,992	5,612	6,239
October 2020	7,246	7,274	7,499
November 2020	5,576	5,622	5,819
December 2020	4,763	4,935	5,031
January 2021	6,778	6,750	6,991
February 2021	10,167	10,204	10,251
March 2021	7,108	7,031	7,306
April 2021	7,564	7,568	7,717
May 2021	7,757	7,639	7,935

FISCAL YEAR 2021 (INCLUDES P-CARD EXPENSES) – Head Start Grant Year 4

Cost Category	Amended Budget	Actuals		Balance of Grant Award
		May-21	YTD	
Payroll	\$3,152,512.77	\$259,314.58	\$2,653,812.87	\$498,699.90
Fringe	\$1,147,072.51	\$94,149.89	\$933,301.05	\$213,771.46
Supplies	\$169,583.00	\$8,448.20	\$60,378.66	\$109,204.34
Equipment	\$5,000.00	\$0.00	\$4,595.00	\$405.00
Travel *	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$435,715.72	\$26,571.35	\$191,602.45	\$244,113.27
Other	\$119,157.00	\$9,890.55	\$58,949.98	\$60,207.02
Indirect Cost	\$253,815.00	\$19,260.11	\$198,115.01	\$55,699.99
TTA (includes Travel)	\$59,010.00	\$2,248.00	\$12,718.30	\$46,291.70
Supplement COVID-19	\$548,376.00	\$13,167.58	\$427,434.27	\$120,941.73
Totals	\$5,890,242.00	\$433,050.26	\$4,540,907.59	\$1,349,334.41

EARLY CHILDHOOD DEVELOPMENT, TEACHING AND LEARNING

The following standards are highlighted this month:

- 1302.31 (b) (iii) Teaching and the Learning Environment

Head Start Summer Intervention Program

We are pleased to announce that Head Start children entering kindergarten in August 2021 will have the opportunity to participate in 18 additional days of literacy and math instruction in support of kindergarten readiness. Students will begin the day with a morning meeting using *Sandford Harmony*, a social emotional curriculum. Teachers will provide engaging instruction using our research-based curriculum, *Creative Curriculum for Preschool*, a daily read aloud (dialogic reading lesson), and small group literacy using *Nemours Bright Start* and *Heggerty* phonics and phonemic awareness lessons. Using CARES Act funding, approximately 60 children are attending the program, which begins June 7th and continues through June 30th from 8:00 a.m. to noon. All children receive free breakfast and lunch. Most classrooms are staff with two teachers and one instructional assistant. Where possible, a Head Start and Kindergarten teacher were hired. The collaboration between the Head Start and Kindergarten teacher, provides a unique opportunity for our youngest learners as they get ready to begin school in August! Head Start is truly thankful for the principals who graciously agreed to host this program at their schools: Cambridge, Discovery, Mims, Sherwood, and University Park.

The leadership team chose to utilize the *Second Step Social Emotional Learning* curriculum in all Head Start classrooms for school year 2021/2022. This curriculum teaches core social-emotional and self-regulation skills, including executive function skills, skills for learning, empathy, emotional management, problem solving skills, friendship skills and transitioning to kindergarten. It aligns with the Head Star Performance Standards – 1302.30 through 1302.45, CLASS Dimensions and HSELOF Domains – Approaches to Learning and Social Emotional Development.

The behavior analyst continued to meet with teachers, instructional assistants to provide consultation on ways to redirect students in a positive manner, to engage with students to build rapport, to transition students smoothly, how to write/review and refer to classroom expectations, and positive interventions and rewards.

The behavior analyst prepared visual supports to assist school staff in Tier 2 and Tier 3 interventions in the classroom.

The ESE specialist supported Head Start sites with disability and mental health information and attended nineteen parent meetings. *(1302.45 Child Mental Health & Social Emotional Well-Being, 1302.60 Additional Services for Children with Disabilities)*

Sixty-five students (13.24% of enrollment) with Individual Education Plans (IEP's) are enrolled in the program and receiving services. *(1302.60 Additional Services for Children with Disabilities)*

Seven students are receiving Kinder Konsulting services. Ten children are in the initial meeting phase. Additional clinicians were added to the Kinder Konsulting staff to assure that all children will have intakes completed. *(1302.45 Child Mental Health and Social and Emotional Well-Being)*

EARLY CHILDHOOD HEALTH AND WELLNESS

The following standards are highlighted this month:

- 1302.42 Child Health Status

The DOH's dental hygienist has started setting up an in-class screening initiative to begin in August. Parent letters are being developed to grant permission for screening, to share information on the results of the screening and recommendations for future services.

Health technicians and family advocates followed up with parents to determine the outcomes of failed vision screening, dental referrals, and missing health documentation.

BPS audiologists completed all hearing evaluations for referred children.

ERSEA/PARENT FAMILY AND COMMUNITY ENGAGEMENT (PFCE)

Applications are available to all interested families via the Head Start website, email or by U.S mail. A flyer was created with a QR code that provides easy access to the Head Start application. Family advocates continue to look for opportunities to post information about the program in additional apartment complexes, neighborhood gathering spots and doctor's offices. *(1302.13 Recruitment)*

Family advocates shared information regarding BPS's summer feeding program and the Brevard County Parks and Recreation's summer programs. *(1302.41 Collaboration and Communication with Parents)*

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The Head Start program continued to partner with the Brevard Zoo and Head Start families were again offered free memberships. Family advocates distributed the yearly passes before the end of the 2020/2021 school year.

PROFESSIONAL DEVELOPMENT

The following standard is highlighted this month:

- 1302.92(a)(c)(4)(iii) Training and Professional Development

The leadership team developed a survey for feedback on the coaching/classroom support offered this year. Each classroom teacher received a survey to complete anonymously.

Five questions were asked covering the effectiveness of the coaching/support program. Results will be shared with the four instructional coaches, the behavior analyst, and the ESE specialist. The information will help clarify coaching objectives and provide guidance for future classroom support improvement.

A "New to Head Start" teacher Power Point presentation was developed to introduce new teachers to the Head Start program. It provides an overview of the program and an introduction to some of the important components of teaching Head Start children. It has been shared with approximately 11 teachers at this point.

Family advocates received training from Brevard CARES concerning domestic violence and its impact on children.

The health staff received training from Nemours on managing diabetes and new diabetes control technology for school age children. The OHS provided training on supporting the health and wellness of children experiencing homelessness during the pandemic.

The health supervisor attended the monthly dental task force meeting, the ELC board meeting, and the school health in-service meeting.

ONGOING MONITORING

During the 2020-21 school year, the program increased the number of adults in all classrooms and increased the time instructional coaches provided onsite coaching and monitoring. Each Head Start classroom is staffed with three adults. One certified teacher, two highly qualified instructional assistants. One full time family advocate is located at each school. During weekly Monday meetings, coaches relay information to the Executive Leadership Team to inform decision making about additional supports that may be needed based on monitoring. Unannounced walkthroughs are conducted by the Executive Director, Director, Education Manager, Instructional Coaches, Behavior Analyst and ESE Specialist. Additionally, each school-based administrator also conducts regular classroom walkthroughs, as well as formal and informal observations. Key components of classroom walkthroughs are Active Supervision, positive behavior management techniques, and positive adult/child interactions, as well as the implementation of Conscious Discipline/Tier 1 Strategies are observed. All Head Start staff are provided annual training in the Head Start Standards of Conduct, Tap Out Procedure, Ethics Training, Student Supervision and Welfare and Signs of Child Abuse/Neglect and Reporting. Due to COVID-19 restrictions, individual teaching teams received onsite training from the instructional coaches. When needed, the appropriate Leadership Team Member addresses specific training needs, Head Start Performance Standards, and Program and School Board Policies and Procedures. Taken together, the components of the Ongoing Monitoring Plan offer both formative and summative opportunities for growth, development, and continuous program improvement.

Ongoing Monitoring Matrix

Component	Person(s) Responsible	Frequency
Ethics Training Student Supervision and Welfare Child Abuse Reporting Standards of Conduct Tap Out Procedure/Active Supervision	Instructional Coaches Behavior Analyst/ESE Specialist Education Manager Director/Executive Director School Based Administrators	Annually
Coaching Observations and Feedback	Instructional Coaches	At least weekly; in many cases bi-weekly
Classroom Walkthroughs (unannounced)	Instructional Coaches Behavior Analyst/ESE Specialist Education Manager Director/Executive Director School Based Administrators	At least weekly; in many cases bi-weekly
Formal and Informal Observations	Instructional Coaches Behavior Analyst School Based Administrators	Ongoing

INFORMATION AND GUIDANCE FROM THE OFFICE OF HEAD START (OHS)

On May 20, 2021, a Program Instruction (PI) was issued regarding Office of Head Start (OHS) [Expectations for Head Start Programs in Program Year \(PY\) 2021–2022](#). This PI outlines OHS's expectations for Head Start programs to begin working toward full enrollment and providing in-person comprehensive services for all enrolled children, regardless of program option.

Operating Status and Enrollment

OHS expects Head Start programs to provide comprehensive services in their approved program options beginning in PY 2021–2022, to the extent possible, as local health conditions allow.

OHS acknowledges programs are in different stages of fully returning to in-person services. Many programs continued to provide in-person services for children and families throughout the COVID-19 pandemic. These programs are expected to continue serving children in person, as local health conditions allow. OHS expects programs to work toward full enrollment and full comprehensive services, contingent upon U.S. Centers for Disease Control and Prevention (CDC) guidelines and state and local health department guidance and in consideration of local school districts' decisions. In September 2021, OHS will begin reviewing monthly enrollment in the Head Start Enterprise System (HSES) and discuss program plans for moving to full enrollment. Programs should build toward full enrollment and provide comprehensive services for all enrolled children as soon as possible. Programs must communicate with their Regional Office and be able to demonstrate why they are unable to be fully enrolled or serve children in person in their approved programs options. All programs must have plans in place that allow for adaptation to changing guidance and to changes in community conditions, which may affect achieving full enrollment or cause programs to temporarily suspend in-person services. Beginning January 2022, OHS will reinstate pre-pandemic practices for tracking and monitoring enrollment. OHS will also resume evaluating which programs enter the Full Enrollment Initiative in January 2022. All programs will start fresh, including those participating in the Full Enrollment Initiative prior to the pandemic. Reported enrollment in January 2022 is the first month of enrollment that OHS will evaluate for the under-enrollment process. Click [here](#) for additional details.

On May 4, 2021, a Program Instruction (PI) was issued regarding the [FY2021 American Rescue Plan Funding Increase for Head Start Programs](#). The PI provides examples of activities grantees can consider as they continue supporting children and families and investing in safe and high-quality early childhood learning opportunities for children.

On March 19, 2021, the Office of Management and Budget issued administrative relief guidance, [M-21-20 Appendix 3 – Disaster Relief Flexibilities to Reduce Burden for Financial Assistance](#).