

**HEAD START GOVERNING BOARD AND POLICY COUNCIL MONTHLY REPORT: MARCH 2014**

<b>ENROLLMENT</b>			
<b>Month</b>	<b>Head Start Enrollment</b>	<b>Funded Enrollment</b>	<b>Attendance</b>
August 2013	624	624	87%
September 2013	618	624	89%
October 2013	601	624	91%
November 2013	615	624	91%
December 2013	607	624	90%
January 2014	619	624	87%
February 2014	615	624	85%
March 2014	618	624	89%
April 2014		624	
May 2014		624	

<b>TOTAL MEALS SERVED</b>		
<b>Month</b>	<b>Breakfasts</b>	<b>Lunches</b>
August 2013	3414	3504
September 2013	8653	8806
October 2013	11671	11032
November 2013	8751	8976
December 2013	8765	8842
January 2014	9223	8977
February 2014	9716	9533
March 2014	7882	7894
April 2014		
May 2014		

<b>FISCAL YEAR 2014 TO DATE BUDGET (INCLUDES P-CARD EXPENSES)</b>						
	<b>Budget</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>Balance</b>
Payroll	\$2,585,794.00	\$66,456.59	\$64,826.59	\$53,584.97	\$17,504.01	\$322,506.22
Fringe	\$895,539.00	\$38,633.30	\$53,048.56	\$17,610.51	\$1,049.50	\$190,876.47
Supplies	\$129,005.00	\$6,747.10	(\$134.04)	\$4,253.44	\$11,306.73	\$60,976.91
Travel	\$5,000.00	\$0.00	\$405.00	\$0.00	\$839.10	\$2,803.78
Contractual	\$365,553.00	\$0.00	\$385.73	\$44,631.28	\$263.00	\$223,127.57
Other	\$205,927.00	\$13,030.31	\$8,664.53	\$9,790.18	\$17,285.61	\$131,009.24
Ind Cost	\$182,827.00	\$0.00	\$0.00	\$66,217.73	\$0.00	\$116,609.27
TTA	\$54,081.00	\$14.62	\$0.00	\$322.38	\$1,955.84	\$43,827.05
<b>Totals</b>	<b>\$4,423,726.00</b>	<b>\$124,881.92</b>	<b>\$127,196.37</b>	<b>\$196,410.49</b>	<b>\$50,203.79</b>	<b>\$1,091,736.51</b>

## CONTENT AREA SPECIALIST REPORTS: MARCH 2014

### ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA)

The cumulative enrollment number for March 2014 was 748. Cumulative enrollment includes children transferring or withdrawing. *(ERSEA 1305.7)*

Family advocates continue to host recruitment events. Magnets, pens and other items have been received and will be used as giveaways. Posters, brochures and applications have been placed in locations that service eligible aged children and their families. *(ERSEA 1305.5)*

Head Start eligibility selection criteria is being used by the family advocates for the 2014/2015 program year. Family advocates continue to schedule eligibility appointments for three and four year olds for the 2014/2015 program year. *(ERSEA 1305.6)*

Continuing to maintain 85 percent program wide daily attendance, a Head Start guideline, remains a focus. Family advocates provide support to individual families when attendance is a concern. *(ERSEA 1305.8)*

The monthly in-class volunteer hours have been calculated for December 2013 (288.25), January 2014 (239.50) and February 2014 (224).

### HEALTH AND NUTRITION

The following activities were conducted by staff to meet program health and nutrition requirements:

- Continued tracking and follow-up for children with expiring physicals; children missing results of hemoglobin, lead and dental exams. Phone calls to parents, letters sent home advising them of missing documentation and resources (providers/dentists) to assist parents. (1304.20 (A) Child Health and Development Services).
- The final logistics are being worked out for the remainder of children that are enrolled in Medicaid DentaQuest insurance. These children are being transported to Health Department sites to receive dental exams. (1304.20 (a) (ii) Child Health and Development Services).
- Medical document review forms are currently in the clinics for parents to review. This is applicable to children with daily medications at school. Parents can review their child's Medication Administration Record (MAR), care plans and Emergency Action plans (if applicable). (1304.22 (c) (4) Child Health and Development Services).

## DISABILITIES AND MENTAL HEALTH

ESE support services are being provided to 76 children which exceeds the required 10 percent per the Head Start Performance Standards. *(1308.4 Purpose and Scope of Disabilities Service Plan)*

Kinder Konsulting is providing mental health services to 26 students in their home or school setting. *(1304.24 Child Mental Health)*

The Head Start Exceptional Student Education (ESE) Specialist engaged in the following activities to support disabilities and mental health services for the program:

- Attended the Certified Behavior Analyst meeting and discussed solutions to the increase in CBA referrals. *(1308.4 Purpose and Scope of Disabilities Service Plan)*
- Represented the Head Start program at the “ESE Parent Connection Workshop” and distributed information for the 2014/2015 school year. *(1304.40 Family Partnerships)*
- Participated in four IPST meetings for students with classroom concerns. *(1308.4 Purpose and Scope of Disabilities Plan)*.
- Attended the regional inclusion meeting held at the Early Learning Coalition. *(1308.4 Purpose and Scope of Disabilities Service Plan)*

## PARENT FAMILY AND COMMUNITY ENGAGEMENT (PCFE)

Brevard Health Alliance presented information on the various services they offer Brevard families. *(PCFE Framework)*

Life Paths of Florida provided insights into the problem of addiction and what supports are available in the community. *(PCFE Framework)*

## EDUCATION

Provided specific coaching support to address classroom disruptions, scheduling, and team teaching (teachers/assistants), *Conscious Discipline* techniques and behavior management plans. *(Training 1306.23)*

Facilitated the implementation of a new ongoing progress monitoring tool, *Teaching Strategies GOLD* and a new curriculum, *Creative Curriculum*, by providing classroom and technology support to teachers. *(Education and Child Development 1304.21)*

Delivered *Making the Most of Classroom Interactions* training and the ongoing *Conscious Discipline* book study to teachers and assistants. (*Training 1306.23*)

Collaborated on staff training with family advocates to build program capacity and increase family involvement. (*1304.52 Human Resources Management*)

Administered *Batelle Development Inventory* screeners to new students. (*Early Childhood Development and Health Services 1304.20*)

Completed *Quality Program Evaluations* and VPK monitoring for several classrooms. (*Program Governance 1304.50*)

Assembled two outdoor kitchen/pizza gardens including sensory tables. (*Education and Child Development 1304.21*)

Attended training on new Professional Learning Management System data collection tool for staff inservice records. (*Human Resources Management 1304.52*)

## **INFORMATION AND GUIDANCE FROM THE OFFICE OF HEAD START**

The Head Start Act requires the sharing of accurate and regular information for use by the governing body and the Policy Council, about program planning, policies, and Head Start agency operations. This includes communication and guidance from the Office of Head Start which is provided as Program Instructions (PI) and Information Memorandums (IM). These PI and IM are published by the United States Department of Health and Human Services Administration of Children and Families at <http://eclkc.ohs.acf.hhs.gov/hslc/standards>.

An *Information Memorandum* regarding Federal Oversight of Five Year Head Start Grants was issued on March 19, 2014 and can be viewed at [http://eclkc.ohs.acf.hhs.gov/hslc/standards/IMs\\_and\\_PIs\\_in\\_PDF/PDF\\_IMs/IM2014/ACF-IM-HS-14-02.pdf](http://eclkc.ohs.acf.hhs.gov/hslc/standards/IMs_and_PIs_in_PDF/PDF_IMs/IM2014/ACF-IM-HS-14-02.pdf)