

**HEAD START GOVERNING BOARD AND POLICY COUNCIL MONTHLY REPORT  
APRIL 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
		APR-20	YTD	
Payroll	\$3,204,396.43	\$281,404.62	\$2,476,079.92	\$728,316.51
Fringe	\$1,046,468.27	\$92,501.87	\$816,513.50	\$229,954.77
Supplies	\$86,687.42	\$1,316.50	\$39,997.19	\$46,690.23
Equipment	\$9,835.00	\$0.00	\$9,835.00	\$0.00
Travel *	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$248,798.41	\$4,725.00	\$145,089.57	\$103,708.84
Other	\$197,037.58	\$8,990.25	\$94,183.09	\$102,854.49
Indirect Cost	\$229,023.00	\$18,529.47	\$169,246.53	\$59,776.47
TTA (includes Travel)	\$53,304.89	\$711.00	\$33,298.19	\$20,006.70
<b>Totals</b>	<b>\$5,075,551.00</b>	<b>\$408,178.71</b>	<b>\$3,784,242.99</b>	<b>\$1,291,308.01</b>

## CONTENT AREA SPECIALIST REPORT: APRIL 2020

### EARLY CHILDHOOD DEVELOPMENT, TEACHING AND LEARNING

Instructional coaches worked through GOLD/Creative Curriculum's: Seven Training Modules for GOLD Implementation with selected teachers. *(1302.91 Staff qualification and competency, 1302.31 Teaching and Learning Environment, 1302.32 Curricula, 1302.103 Implementation of Program Performance Standards, 1302.92 Training & Professional Development)*

Instructional coaches continue to support Endeavour Elementary utilizing remote learning. This includes creating and uploading video presentations 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. A PowerPoint training for Head Start pre-planning is being developed in collaboration with the ESE specialist. *(1302.31 Teaching and Learning Environment, 1302.45 Child Mental Health and Social and Emotional Well-Being, 1302.92 Training & Professional Development)*

The education team continued to provide necessary resources and assistance as learning continued on a virtual learning platform in response to COVID-19. Research into different programs (Teach Stone, Ready Rosie, Boom cards, etc.) and presentation platforms (Class Dojo, YouTube) led to new material and ideas being shared with parents and staff. *(1302.52 Parent activities to promote child learning and development, 1302.31 Teaching and Learning Environment, 1302.32 Curricula, 1302.103 Implementation of Program Performance Standards, 1302.92 Training & Professional Development)*

Pedestrian Safety meetings for school year 2020/2021 were scheduled. *(1302.91 Staff qualification and competency, 1332.47(b) Safety Practices, 1302.103 Implementation of Program Performance Standards)*

Eighty-two students (13.3% 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)*

Twenty-one students are receiving Kinder Consulting services. Three additional referrals have been made and are in the process of being completed. *(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. *(1302.42 Child Health Status and Care)*

Staff assisted with packing and distribution of food packs for families through the Hunger Project. *(1304.44 Child Nutrition)*

Health staff updated health data in the MHS (My Head Start) system. *(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 continue to reach out to families by phone and other virtual platforms to assess needs and offer support. Emergency food bags were shared with families in need (while adhering to social distance guidelines). *(1302.50 Family Engagement)*

## **PROFESSIONAL DEVELOPMENT**

Instructional coaches worked with district level VPK staff to improve training and performance and align them with the Florida standards for VPK. *(1302.31 Teaching and Learning Environment, 1302.92 Training and Professional Development, 1302.32 Curricula, 1302.103 Implementation of Program Performance Standards)*

Instructional coaches completed program protocols. Coaches had in depth conversations with teachers and instructional assistants to discuss the expectations of a quality program and how to meet them. Program follow up forms were prepared to meet compliance standards. *(1302.92)*

*Training and Professional Development, 1302.31 Teaching and Learning Environment, 1302.47(b) Safety Practices)*

Instructional coaches and the assistant director participated in VPK improvement planning meetings to discuss the Florida Office of Early Learning staff development plan for providers on probation. *(1302.92. Training and Professional Development, 1302.103 Implementation of Program Performance Standards, 1302.53 community partnership and coordination with other Early Childhood and Education programs)*

Head Start staff attended staff meetings, peer meetings and supervisory meetings via Skype to ensure that our program continues to bring quality instruction and care to our families and to ensure that information and ideas are shared. *(1302.92 Training and Professional Development, 1304.40 Family and Community Partnership)*

Head Start personnel accessed recommended webinars and virtual trainings to stay current on professional development. On-line training for *MMCI*, through *Teachstone*, was established. A review of *Teaching Strategies* led to recommendations for new ways to use the program. *(1302.92 Training and Professional Development)*

The behavior analyst communicated with teachers and parents about concerns and behaviors associated with the change in the learning environment for young children. After research and conversations, suggestions were made on ways to proactively guide children during the COVID-19 event. *(1302.45 Child Mental Health & Social Emotional Well Being, 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 [Program Instruction \(PI\)](#) provides information about supplemental funds available for Head Start programs in response to COVID-19.

Explore the [Head Start Heals](#) campaign resources, including webinars and office hours.

Additional Resources: [COVID-19 and the Head Start Community](#) and [Serving Needs Beyond Head Start](#)