

**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)