

**HEAD START GOVERNING BOARD AND POLICY COUNCIL MONTHLY REPORT:  
JANUARY 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		624	
March 2021		624	
April 2021		624	
May 2021		624	

**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			
March 2021			
April 2021			
May 2021			

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

Cost Category	Amended Budget	Actuals		Balance of Grant Award
		Jan-21	YTD	
Payroll	\$3,360,704.00	\$256,490.35	\$1,604,747.71	\$1,755,956.29
Fringe	\$1,075,702.00	\$93,421.95	\$558,111.83	\$517,590.17
Supplies	\$169,583.00	\$3,917.69	\$46,991.95	\$122,591.05
Equipment	\$5,000.00	\$4,595.00	\$4,595.00	\$405.00
Travel *	0	0	0	0
Contractual	\$298,895.00	\$51,797.21	\$138,845.48	\$160,049.52
Other	\$119,157.00	\$1,369.97	\$21,139.47	\$98,017.53
Indirect Cost	\$253,815.00	\$18,410.51	\$108,937.45	\$144,877.55
TTA (includes Travel)	\$59,010.00	\$991.00	\$7,682.51	\$51,327.49
Supplement COVID-19	\$548,376.00	\$9,270.36	\$31,055.31	\$517,320.69
<b>Totals</b>	<b>\$5,890,242.00</b>	<b>\$440,264.04</b>	<b>\$2,522,106.71</b>	<b>\$3,368,135.29</b>

**EARLY CHILDHOOD DEVELOPMENT, TEACHING AND LEARNING**

The following standards are highlighted this month:

- 1302.31(b)(i) Teaching and the Learning Environment
- 1302.61(a)(b) Additional Services for Children with Disabilities, Full Participation in Program Services and Activities

Using our survey results sent out last month and data from our October 2020 CLASS observations we are developing two presentations on Regard for Student Perspective and Instructional Learning Formats from CLASS. Staff indicated that they would like more training on these two dimensions, and they are two of our lowest scoring dimensions. They will be presented to staff for professional development on two Fridays during early release.

The Leadership Team reviewed and implemented three documents that will assure continuing support for our teaching teams. These include an: ABC Plan – Behavior Plan Worksheet to help teachers and coaches develop behavior plans that provide consistent targeted strategies and an Interim Service and Support Plan (ISSP) to document the interventions and supports given to a teaching team and by a teaching team. The team developed a spreadsheet to track all children going through our processes of support, TIER interventions and/or identification of a disability.

The board certified behavior analyst consulted with teachers, instructional assistants and coaches to offer support to students and families. This included virtual and in-person meetings to define target behaviors, replacement behaviors, develop data collection and reinforcement systems and create visual cues to help support students. *(1302.61(a) Additional services for children with disabilities, including but not limited to those eligible for services under IDEA)*

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

Thirty-four students (6.94% of enrollment) with Individual Education Plans (IEP's) are enrolled in the program and receiving services. *(1302.60 Additional Services for Children with Disabilities)*

Eight students are receiving Kinder Konsulting services. Six children are in the initial meeting phase. *(1302.45 Child Mental Health and Social and Emotional Well-Being)*

## EARLY CHILDHOOD HEALTH AND WELLNESS

A new letter was developed to explain the health and dental requirements more clearly. The letters were sent home to parents in English and Spanish. Family advocates received an updated resource guide of health and dental providers, based on Medicaid/HealthyKids Health Care. *(1302.41 Collaboration and Communication with Parents)*

New students are screened when they enroll in the program. Rescreening is conducted on children who did not pass the initial screening. *(1302.42(b) Child Health Status and Care)*

The Department of Health Dental Clinic has agreed to provide dental exams to our uninsured children at no charge to families or the program. Family services and health staff are working collaboratively to ensure parents receive support in scheduling dental exams for their child. *(1302.42(c) Child Health Status; Ongoing Care)*

## PARENT FAMILY AND COMMUNITY ENGAGEMENT (PFCE)

Applications are available to all interested families via the Head Start website, email or by U.S mail. *(1302.13 Recruitment)*

The program has developed and implemented a process to review vacant seats on a weekly basis. Selections are made from the waiting list that ranks children according to the program selection criteria. *(1302.14 Selection Process)*

Family advocates continue to conduct parent meetings via ZOOM. *Conscious Discipline* training was offered to parents. Advocates distributed donated books to families. *(1302.51 Parent Activities to Promote Learning and Development, 1302.41 Collaboration and Communication with Parents)*

Family advocates are in the process of securing additional twin mattresses from the [Ashley Furniture Hope to Dream](#) project. For the second year in a row, Head Start children will receive mattresses because of the efforts made by our family advocates who make lasting connections with community partners.

## PROFESSIONAL DEVELOPMENT

The following standards are highlighted this month:

- 1302.92(b) Training and Professional Development
- 1302.53(a)(1)(2) Community partnerships and coordination with other early childhood and education programs.

Two new instructional coaches joined our team in January. This brings the team back to four coaches. The coaching schedule was revised to provide training, mentoring for the new coaches, as well as a coach being assigned to each Head Start classroom/teaching team. Both new coaches were trained in Practice Based Coaching and were provided an overview of our system of coaching and coaching with fidelity.

Family advocates and the family services manager participated in monthly training provided by Brevard CARES via ZOOM. This month's topic was Employee Safety.

Health staff participated in the following webinars: Nemours Children's Medical Center: COVID 19 What You Need to Know and the Office of Head Start: Caring for Children with Special Health Needs During COVID-19.

The health manager collaborated with community partners during monthly meetings: Space Coast Dental Task Force, Early Learning Coalition Board of Directors, Early Head Start Health Advisory and Department of Health School Health meeting.

## INFORMATION AND GUIDANCE FROM THE OFFICE OF HEAD START

In addition to the program monthly reporting requirement, the Office of Head Start (OHS) is requesting grantees complete Center Status Reporting on a monthly basis starting January 1, 2021. This reporting tool will provide the OHS with critical information about the impacts of COVID-19 on Head Start programs. *(1302.15(a) Enrollment)*