

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

Academics

Head Start/Early Intervention Department

**HEAD START/EARLY HEAD START POLICY COUNCIL  
MONTHLY REPORT: AUGUST 2019**

<b>ENROLLMENT</b>						
<b>Month</b>	<b>Funded Enrollment</b>	<b>Enrolled</b>	<b>Accepted</b>	<b>Vacancies</b>	<b>Total Enrollment</b>	<b>Attendance</b>
<b>June 2019</b>	2120	2100	8	12	2108*	
<b>July 2019</b>	Closed					
<b>August 2019</b>	2120	2089	31	0	2120	
<b>September 2019</b>	2120					
<b>October 2019</b>	2120					
<b>November 2019</b>	2120					
<b>December 2019</b>	2120					
<b>January 2020</b>	2120					
<b>February 2020</b>	2120					
<b>March 2020</b>	2120					
<b>April 2020</b>	2120					
<b>May 2020</b>	2120					

<b>TOTAL MEALS SERVED</b>						
<b>Month</b>	<b>Breakfast EHS</b>	<b>Lunches EHS</b>	<b>Total EHS</b>	<b>Breakfast HS</b>	<b>Lunches HS</b>	<b>Total HS</b>
<b>June 2019</b>	80	74	154	1,838	2,128	4,193
<b>July 2019</b>	0	0	0	0	0	0
<b>August 2019</b>	681	661	1,342	21,192	22,524	43,716
<b>September 2019</b>						
<b>October 2019</b>						
<b>November 2019</b>						
<b>December 2019</b>						
<b>January 2020</b>						
<b>February 2020</b>						
<b>March 2020</b>						
<b>April 2020</b>						
<b>May 2020</b>						

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<b>FISCAL YEAR 2019 – AUGUST EARLY HEAD START</b>			
	<b>Allotment</b>	<b>Expenditures</b>	<b>Balance</b>
<b>Personnel</b>	\$295,528	\$57,294	\$238,234
<b>Fringe</b>	\$88,473	\$12,179	\$76,294
<b>Purchased Services</b>	\$3,964	\$2,240	\$1,724
<b>Supplies</b>	\$5,936	\$3,466	\$2,470
<b>Capital Outlay</b>	\$0	\$0	\$0
<b>Other</b>	\$100	\$0	\$100
<b>Indirect Cost</b>	\$16,291	\$3,497	\$12,794
<b>TTA</b>	\$8,573	\$6,723	\$1,850
<b>In-Kind</b>			
<b>Totals</b>	\$418,865	\$85,398	\$333,467
<b>FISCAL YEAR 2019 – AUGUST HEAD START</b>			
	<b>Allotment</b>	<b>Expenditures</b>	<b>Balance</b>
<b>Personnel</b>	\$4,966,097	\$746,943	\$4,219,154
<b>Fringe</b>	\$1,467,851	\$191,722	\$1,276,129
<b>Purchased Services</b>	\$161,115	\$75,570	\$85,545
<b>Supplies</b>	\$128,250	\$47,067	\$81,183
<b>Capital Outlay</b>	\$1,500	\$45	\$1,455
<b>Other</b>	\$12,130	\$11,630	\$500
<b>Indirect Cost</b>	\$274,893	\$40,576	\$234,317
<b>TTA</b>	\$56,189	\$5,897	\$50,292
<b>In-Kind</b>			
<b>Totals</b>	\$7,068,025	\$1,119,450	\$5,948,575

**NEW HEAD START/EARLY HEAD START STAFF**

See attached.

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**CONTENT AREA SPECIALIST REPORTS**

**ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE (ERSEA)**

- The cumulative enrollment for August 2019 is 2120. Transfers and No-Shows were processed and this impacted enrollment and attendance rates for the first two weeks of school.
- During the Month of August, we continued processing applications for the 2019-2020 school year. Additional applications were completed in July at Wingate Oaks for two weeks as well. Families that were accepted, on the wait list or not eligible, were sent an email with their status. Families on the waitlist will be contacted throughout the school year when openings become available at the schools that they requested on their application. Families who did not meet eligibility requirements also received a letter with a referral to VPK and other community agencies. HS Staff were trained on acceptance and enrollment of students to assist with documentation of enrollment. Teachers were trained in documenting Attendance in ChildPlus directly and uploading documents on SharePoint. Data Management Specialist trained IMTs to ensure appropriate registration practices at each HS/EHS site. Parents continue to complete school registration and Head Start forms online and completing the registration at their assigned school. IMTs and PEs assist with contacting parents to meet the registration deadline. New applications are currently being accepted for any children who are homeless or in foster care or schools with a low wait list. Recruitment efforts for Early Head Start to Head Start are ongoing.
- Parent Educators began accepting Requests for Transfers for the many families who moved since applying for the program. Requests were also accepted for families who had a change in circumstance, i.e., with a change in custody, becoming homeless or in Foster care. Transfers are granted based on need and availability. Vacancies are filled by children currently on the wait list. Transitions from Early Head Start to Head Start are ongoing.
- The importance of regular attendance is stressed through the collaborative efforts of Parent Educators, Social Workers, Teacher Specialists and teachers. Meetings are scheduled as needed with parents as part of an intervention to improve attendance. The monthly attendance average for August was 93.5%.

**HEALTH AND NUTRITION**

- Health Staff participated in our District Day training for teachers.
- School staff continue to receive training on the use of nebulizers, epi-pens, and implementation of seizure precautions
- Sensory screening (vision, hearing and speech and language) started on August 19, 2019
- The HS/EHS Nurse is in the process of reviewing all of the student's medical records to determine if they are up to date on recommended schedules of well-child and oral health care
- Parents who indicated a health concern during the application process continue to be contacted by the HS/EHS Nurse to develop a plan of care for any chronic health conditions.
- The HS/EHS Nurse continues to identify all parents who indicated on their application that their child did not have health insurance. A link was emailed to the parent which provides information on Florida Kid Care as well as family insurance for adults.

**EDUCATION**

- Teacher Specialists participated in and support at Pre-Service, covering areas of Program Updates, Compliance, Disabilities, Child Abuse, CLASS, and Technology.
- All education staff completed required Department and District Brainshark trainings.
- Curriculum Supervisor provided ongoing onboarding support for new Head Start/Early Head Start School Teacher Specialist and Behavior Specialist
- Teacher Specialists participated in initial and ongoing visits to all assigned schools.
- All education staff were involved in first day of school assignments and support.
- Teacher Specialists participated in PIP meetings at KCW.
- Teacher Specialists participated in CPST meetings at schools.

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- CANVAS training (Part 1) was scheduled for Teacher Specialists and Social Workers. This is a two-day workshop that instructional staff will participate in September.
- The Teacher Specialist met with ESE Specialist(s) and Inclusion Specialist regarding the established Head Start Disabilities process.

**DISABILITIES**

- The department hired contracted new speech language pathologists (SLPs) to assist with speech screenings and evaluations.
- The Inclusion Specialists trained new SLPs on DIAL screening and Battelle Developmental Inventory.
- Inclusion Specialists participated in child study meetings and gained consent for evaluations as needed in these meetings.
- 45- day screenings are taking place and the team is following up with failed screenings and concerns to determine interventions or next steps that might involve obtaining a consent for evaluation.
- Preschool Intervention Plan (PIP) meetings were scheduled every Monday to discuss students that are demonstrating difficulties in the areas of speech, language, cognition and/ or social emotional.
- The team met with ESE specialists and Principals at several schools to discuss the Preschool Intervention Plan (PIP) process.
- Started the school year with 161 Exceptional Student Education (ESE) students compared to last year's 132.
- The team is ensuring that Individualized Education Plans are in Child Plus for teachers to access and review.

**MENTAL HEALTH**

- The mental health team participated in and supported the department at Pre-Service, covering areas of Program Updates, Compliance, Disabilities, Child Abuse, CLASS, and Technology.
- All staff completed all required Department and District Brainshark trainings.
- The Supervisor provided onboarding support for new Head Start/Early Head Start School Social Workers.
- Social Workers (SWs) made initial and ongoing visits to all assigned schools.
- Transition visits were conducted to schools receiving new School Social Workers.
- The mental health team attended Parent Orientation Activities and supported assigned schools.
- The team participated in the first-day school assignments and provided support as needed.
- The SWs consulted with teachers regarding students with identified behavioral concerns or other mental health needs.
- The SWs participated in Preschool Intervention Process meetings at KCW.
- The SWs participated in CPST meetings at assigned schools.
- The SWs attended Disabilities/Foster Care/Homeless training at KCW.
- The mental health team conducted home visits/phone contacts/in-person meetings/conferences with parents.
- The disabilities team met with ESE Specialist(s) re: established Head Start Disabilities process.
- The SWs completed all required documentation in Child Plus – Mental Health Time Log.

**PARENT, FAMILY, AND COMMUNITY ENGAGEMENT**

- The Fatherhood committee will meet on September 13 to plan our dates and activities for the 2019-2020 school year.
- Our first Parent Committee meetings were August 19 & August 20, 2019. Policy Council officers were elected at that time.

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- We are partnered with the WIC office and they will continue to support our parents for the 2019-2020 school year.
- Parent Educators continue to take applications for our homeless and foster care families.

**FAMILY SERVICES**

- Parent Educators returned to work on August 5, 2019 and began preparations for the 2019-2019 school year
- Parent Educators attended orientation at their schools and had a chance to make contact with their families that they will serve this school year.
- Parent Educators worked with their teachers and parents to plan their parent educational workshops for 2019-2020 school year.
- Parent Educators had the chance to get out to their schools to meet with their teachers and continue to support families that are in need of services.
- The Family Service Specialist will start making visits to the schools to consult with parent educators and school-based administrative staff regarding student behavior and social service needs.
- The Family Service Specialist will be going out into the community to meet with outside agencies in an effort to provide additional social service support to our Head Start families.
- Parent Educators are in the process of completing their family service folders to start their home visits with their families.

**EARLY HEAD START**

- All staff returned on August 5, 2019 and began preparations for the 2019-2020 school year
- All staff participated in the District Day meeting with EHS Child Development Associates (CDAs)
- The Specialist visited classrooms
- The Teacher Specialists supported CDAs in their classrooms
- New EHS Social Worker started in August
- EHS Specialist worked with staff to provide support throughout the 5 locations
- Westwood Heights began preparations for child care licensing

**INFORMATION AND GUIDANCE FROM THE FLORIDA HEAD START ASSOCIATION**

The Head Start Parent, Family, and Community Engagement (PFCE) Framework provides programs with a research-based, organizational guide for implementing Head Start Program Performance Standards for parent, family, and community engagement.

Explore the Framework below to find key resources, research and the Head Start Program Performance Standards associated with each of the Framework elements.

<https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/pfce-framework.pdf>

**FROM THE ZERO TO THREE**

<https://www.zerotothree.org/resources/series/parent-favorites>