
Board Update: Head Start PK3 Grant, January 2021 Update

This report serves as a monthly notification to the governing Board for the Austin ISD Head Start PK3 program. The information contained in this report covers items required to be reported to all levels of governance within the Head Start grant, including the policy council. Enrollment and recruitment efforts for the 2020-2021 school year continued through the month of January and work is beginning on recruitment and marketing for the 2021-2022 school year. The continuation application was completed and was approved by AISD Board of Trustees on 1/25/2021. More details regarding the above information and additional items are linked [here](#).

Additional Board Update Information: Head Start PK3 Grant

Report for January 2021 to ensure the sharing of accurate and regular information about program planning, policies, and agency operations.

Project Name: Head Start – Travis County, Texas

Grant Period: 7/1/2019 – 4/30/2024

Award Amount: 5/1/2020-4/30/2021: \$1,551,469 for Operations, \$21,383 for T/TA

Financial Expenditures:

Head Start Federal Grant Funds (to include COLA):	
11.6399 - July Supplies and Materials for Classrooms	\$3,362
21.6399 - July Admin Supplies and Material	\$57
21.6411 - July Head Start Registration Fees	\$5,855
11.6399 - August Supplies and Materials for Classrooms	\$16,396
13.6399 - August Teacher Supplies and Material	\$549
21.6399 - August Admin Supplies and Material	\$800
21.6411 - August Head Start Dues	\$1,644
61.6399 August Supplies and Materials for Family Advocates	\$1,879
11.6399 - September Supplies and Materials for Classrooms	\$5,901
61.6399 September Marketing Materials for Family Advocates	\$72
21.6395 - October Technology for Admin (Educational Specialist)	\$1,268
11.6399 - October Supplies and Materials for Classrooms	\$11,609
11.6399 - November Supplies and Materials for Classrooms	\$6,429
11.6497 - November Misc. Operating Costs	\$124
21.6399 - November Admin Supplies and Material	\$36
61.6399 - November Marketing Materials & Supplies for Family Advocates	\$520
11.6399 - December Supplies and Materials for Classrooms	\$8552
11.6497 - December Misc. Operating Costs	\$467

21.6399 - December Admin Supplies and Material	\$179
21.6411 - December Registration Fees - Family Engagement Conference	\$1,197
11.6399 - January Supplies and Materials for Classrooms	\$48,082
61.6399 January Marketing Materials for Family Advocates	\$800
Total Expenditures to date (2/01/21)	\$115,778
Head Start Federal Grant Funds: COVID	
11.6399 - November Supplies and Materials for Classrooms	\$6,582
11.6399 - December Supplies and Materials for Classrooms	\$2,351
11.6395 - January Technology (iPads)	\$28,230
Total Expenditures to date (2/1/21)	\$37,163

A report of salary and benefit expenses can be provided by the finance department upon request.

Enrollment:

As of Monday, February 1, 2021, 182 families are eligible and pre-enrolled for the Head Start program for the 2020-2021 school year. Our enrollment capacity is 204. Open enrollment for the 2021-2022 school year was launched in January 2021 with an enrollment kick-off meeting. The Family Advocates have modified all recruitment and selection strategies due to the pandemic to ensure children and families in most need are given priority. Recruitment efforts for both the current school year and for the 2021-2022 school year include: sharing Head Start information via email, text, agency websites, social media, and hand-delivering flyers by placing them on storefronts and car windows. In addition, yard signs are being placed around the community. All communication and interviews conducted with families are via phone/video calls, or meeting them at the schools while using all preventative measures to ensure no contact is made. In addition, all potential families complete both a digital AISD online registration application and a digital Head Start registration application. Family Advocates continue to support their assigned campuses daily.

Program information summaries:

Head Start Continuation Application

The 2021-2022 Head Start Continuation Application was approved by both the Head Start Policy Council and the AISD School Board. The completed documents will be submitted to the Office of Head Start by 2/1/2021. Approval of the completed application typically takes 1-2 months and notification will be provided when approval is received.

MOY Data Collection/Analysis

Teaching staff began the process of collecting assessment data at the beginning of January and will have until 2/1/21 to complete the assessments. At the completion of the assessment window, the AISD Head Start management team will begin to process the data for growth and comparison to BOY data. The analysis will be provided to the HSPC and AISD school board as soon as it is available.

Parent Family Engagement:

In an effort to ensure that our Parent Engagement efforts are addressing the needs of our AISD Head Start community, a mid-year parent satisfaction survey was created and shared with all enrolled families in both English and Spanish. The purpose of this survey was to gather the opinions of our enrolled families regarding the parent meetings topics, their levels of engagement, and overall availability. Weekly survey reminders were sent to parents through our electronic database throughout the holiday break to make answering the survey convenient for parents. As a result of the continuous reminders, we had 62 of our 180 enrolled families respond to the survey and provide their feedback. After analyzing the feedback we have determined methods to increase our efforts in advertising for our meetings and have added a few new topics based on the requests of parents. Since evaluating the survey data we increased the number of email and text message reminders that are sent to our enrolled families to advertise and remind them about upcoming parents meetings. In addition to this, we have also created and shared a monthly parent meeting flyer to advertise both the parent meetings with community partners as well as the parenting curriculum classes. These flyers are both printed to distribute as well as shared electronically with our families. Also as a result of the survey, we have added an upcoming budgeting class, engaging hands on arts and crafts as well as an explanation of the Pre-K3 to Pre-K4 transition as new topics for the spring semester.

Based on these changes we have already seen an increase in our parent meeting attendance for the month of January with Vida presenting tips for mental health coping during Covid. For this particular parent meeting we had 12 parents attend the English meeting and 27 parents attend the Spanish meeting. For the January parenting curriculum lessons we discussed creating child appropriate rules at home and shared tips regarding the appropriate and inappropriate uses of time-out. We had 6 parents join the virtually parenting curriculum lesson in English and 16 parents attend in Spanish. Lastly, in an effort to ensure that all families have access to the virtual meetings hosted throughout the school year regardless of their enrollment date, an email was sent to all currently enrolled families providing them the links to all of the previously hosted parent meetings and parenting curriculum lessons that have been recorded.

Education:

During the month of January, coaching cycles officially began with Head Start teachers and their assistants. Teaching staff have been submitting videos of their instruction and adult/child interactions so that the Education Specialist can review and provide feedback along with resources. Teaching staff will be learning more about the CLASS observation tool and how they can evaluate and improve on their current teacher practices through the lens of CLASS. In order to get the most benefit out of coaching cycles, a need for teaching staff to have further training in the CLASS observation tool has been identified. The Education Specialist has been working to coordinate training for Head Start teaching staff through collaborating with coaching professionals from the United Way. This training session is being planned for the early part of 2021.

Communication & Guidance from the Secretary of DHHS and Office of Head Start:

January 2020 - [All Communications](#)

- [1.4.21](#) - Directors Email Digest- December 2020
- [1.6.21](#) - How the Head Start Coaching Companion Can Work for You
- [1.12.21](#) - Separated, But Together- How to Strengthen Collaboration in a Virtual World
- [1.26.21](#) - Anti-Bias Teaching and Learning Environments in Head Start and Early Head Start Programs

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Financial Expenditures:

Head Start Federal Grant Funds (to include COVID-19 funds):	
<i>July 2020</i>	\$9,274
<i>August 2020</i>	\$21,268
<i>September 2020</i>	\$5,973
<i>October 2020</i>	\$12,877
<i>November 2020</i>	\$7,109
<i>December 2020</i>	\$10,395
<i>January 2021</i>	\$48,882
<i>February 2021</i>	
11.6399 - Supplies and Materials for Classrooms	\$44,719
Total Expenditures to date (3/01/21)	\$160,497
Head Start Federal Grant Funds: COVID	
<i>November 2020 - 11.6399 - Supplies and Materials for Classrooms</i>	\$6,582
<i>December 2020 - 11.6399 - Supplies and Materials for Classrooms</i>	\$2,351
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Program information summaries:

Self-Assessment Planning and Process

Each year Head Start grantees are required to complete a self-assessment journey where a deep dive of data is completed to help with continuous program improvement and reflection on the great work the grantees is doing. For the 2020-2021 school year, the HSPC will receive training and an introduction to the self-assessment process during the March meeting. The planning and approval of the self-assessment process will be completed by the HSPC in the month of April. A more detailed timeline and plan for self-assessment will be provided to the school board in early May 2021.

Additional Head Start Funds for COLA and COVID-19

The Office of Head Start has issued a program instruction to inform grantees that they will receive a 1.22% cost-of-living adjustment (COLA) to be used in the 2021-2022 funding period. These funds should be used to provide cost of living increases to all staff. The Office of Head Start requires that salaries for all staff within the Head Start grant be comparable or equal to those of a public school employee. As AISD Head Start staff are on the same pay scale as a public school employee and staff were given a 2% COLA/market adjustment in the fall of 2021, thus salaries and benefits were already increased, the additional funds will be allocated to offset increased operating costs in other areas of the budget. There will also be additional funds available for grantees if needed for continued COVID-19 response through a separate application and approval process. At this time, we still have over 100K remaining from our previous COVID-19 allocation. For the full Program Instruction, [click here](#).

Hiring of Early Childhood Coach/Head Start Behavior and Disabilities Specialist

The AISD Early Childhood Department and the Head Start program are excited to welcome Dr. John Wright, PhD. to our team in this new position. John has a PhD in Special Education from Vanderbilt University. He has over 10 years of experience teaching and administrating in early childhood.

Parent Family Engagement:

Parent engagement efforts this month were focused on addressing some of the feedback we received from our mid-year parent survey. A budgeting class was scheduled for parents to learn tips for basic budgeting as well as ways to approach saving for large financial goals. This is a topic that many families requested so we arranged to have the training coincide with tax season to encourage families to try these financial strategies with their income tax returns. The budgeting training was scheduled to be presented by a representative from A+ Federal Credit Union. Unfortunately due to the winter storm, and limited access to electricity and internet, we canceled these budgeting classes that were scheduled for February 16th and 17th. Similarly, the parenting curriculum lessons that were scheduled for February 23rd and 24th were cancelled in congruence with the school closures to allow families to recover from the storm. Both of these meetings will be rescheduled for later in the school year to allow for families to still gain access to the valuable resources.

Education:

During the month of February the Head Start Education Specialist and Head Start Educators have been fully engaged in coaching cycles. Educators have been submitting videos of their instruction and are being provided both supportive and constructive feedback by the Education Specialist. Educators also got the opportunity to participate in a CLASS training during a professional development day. Planning for professional development for next school year also took place during the month of February.

Communication & Guidance from the Secretary of DHHS and Office of Head Start:

February 2021 - [All Communications](#)

- [2.1.21](#) - New on ECLKC- January 2021
- [2.9.21](#) - Promoting Children's Oral Health
- [2.16.21](#) - Disabilities Services Newsletter Issue 40
- [2.23.21](#) - Meet Our New Director!

2021-2022 Head Start Self Assessment



What is it?

- The process by which a Head Start grantee evaluates and analyzes program data to identify areas for improvement

Why do we do it?

- Annually grantees are required to complete a full self-assessment per Head Start Program Performance Standards

How does HSPC help support the work?

- Approves the Self-Assessment Plan
- Participates on Self-Assessment Teams
- Approves Final Self-Assessment Report



Head Start Self-Assessment Process

When	What	Who
March 2021	Introduction to Self-Assessment Process	HSPC and Head Start Management Team
April 2021	Drafting and Approval of Self-Assessment Plan	HSPC and Head Start Management Team
April - May 2021	Collection and Analysis of 2020-2021 Program Data	Head Start Management Team
June 2021	Self-Assessment Work	Self-Assessment Teams
July 2021	Writing of Self-Assessment Report	Head Start Management Team
August 2021	Approval of Self-Assessment Report by HSPC and Governing Board	HSPC, Governing Board and Head Start Management Team

