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## **Board Update: Head Start PK3 Grant, March 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 March and work is continuing on recruitment and marketing for the 2021-2022 school year. More details regarding the above information and additional items are linked [here](#).

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Additional Board Update Information: Head Start PK3 Grant

*Report for March 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:**

<b>Head Start Federal Grant Funds (COVID-19 funds listed below):</b>	
<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>	\$44,719
<i>March 2021</i>	\$30,156
Total Expenditures to date (4/01/21)	\$190,653
<b>Head Start Federal Grant Funds: COVID</b>	
<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
<i>January 2021 - 11.6395 - Technology (iPads)</i>	\$28,230
<i>March 2021 - 11.6399 - Supplies and Materials for Remote Learning</i>	\$539
Total Expenditures to date (4/1/21)	\$37,702

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

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**Enrollment:**

As of Monday, March 25, 2021, 188 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 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 are conducted with families via phone/video calls, or meeting them at the schools while using all preventative measures to ensure no contact is made. As of Monday, March 25th, the Family Advocates are diligently working with 83 families to complete 2021-2022 PK3/Head Start enrollment. All potential pre-eligible families complete both a digital AISD online registration application and a digital Head Start registration application along with a transfer (as needed). Family Advocates continue to support their assigned campuses daily.

**Program information summaries:****[Assessment Data - CLI Engage:](#)**

Attached is an aggregate of the data collected on student progress by teaching staff during Wave 2 of 3 CLI checkpoint periods. The percentage for each category is a collection of all students at each site who score in each of the 3 scoring levels: Emerging, Developing and Proficient. The data shows that a significant percentage of children have made progress on school readiness skills and are moving toward end of the year proficiency. This assessment data was shared with families during a virtual home visit during the month of February and will continue to assist educators as they plan for meaningful instructional activities.

**Additional Head Start Funds for Cost of Living Adjustment (COLA)**

The Office of Head Start has notified grantees through a funding guidance letter (FGL) the amount of funds allocated for a COLA. The FLG received by AISD stated that we will be able to apply for \$19,977 to be used to offset higher operating costs. These additional funds will be allocated to supplement classroom supplies and marketing materials as well as provide funds to support our parenting curriculum classes with more hands-on and interactive activities.

**Additional Funds for COVID-19**

The Office of Head Start has notified grantees through an email that additional COVID-19 funds would be made available to all Head Start grantees. These funds will be provided to AISD Head Start for use using a new temporary grant number and will be able to be used for a total of 24 months from 04/01/2021-03/31/2023. The amount allocated is \$61,398 which will be used to purchase virtual learning materials for students, to provide self-care opportunities for staff and to support families as we continue to move forward through the ongoing public health emergency.

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**Parent Family Engagement:**

During the month of March we were able to reschedule our parent engagement events that were canceled due to the weather. The parent meeting topic this month was a presentation regarding the transition from Pre-K3 to Pre-K4. This topic was one that parents specifically requested in our mid-year parent survey. During this meeting, parents had the opportunity to hear about the registration and transfer process as well as speak with a Pre-K4 teacher and Elementary School principals. These presenters shared information regarding what to expect in Pre-K4 and how to best prepare their children for success next school year. For these meetings we had 18 parents participate live in English and 28 parents participate live in Spanish. This month we also hosted our fourth parenting curriculum lesson. For this lesson, the Family Advocates decided to provide families with supplies for a hands-on craft during the meeting. Supplies and fliers were distributed to families prior to the meeting to help advertise and encourage parents to attend. This meeting focused on healthy ways to help young children identify and express their emotions. For these meetings we had 15 parents participate live in English and 38 parents participate live in Spanish. We attribute this increase in attendance for parent meetings this month to a number of things including an increase in advertisement, parent selected topics, more engaging lessons, and overall strength of relationships between Family Advocates and parents.

**Education:**

During the month of March the Head Start Education Specialist began the second coaching cycle with Head Start Educators. Participation in coaching cycles from Assistant Teachers has increased to over 60%. Video clips of instruction are highlighted during virtual conferences which has proven to be highly effective in helping educators to reflect on their instruction. A variety of resources have been provided to Educators during these sessions that align with learning styles and increase understanding of dimensions of the CLASS observation tool. The Education Specialist has begun visiting classrooms in order to connect with Educators and provide support.

**Disabilities:**

Over the last several weeks, our disabilities and behavior specialist has been engaged in many activities focused on coaching teachers and supporting students with disabilities. These include: Creating a presentation covering the topic of Inclusive Early Childhood Practices, completing classroom observations at three campuses, providing coaching via zoom meetings focused on students with suspected disabilities; providing Early Childhood Teacher Newsletter support; and reviewing and creating inclusive distance learning activities for Early Childhood classrooms.

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

March 2021 - [All Communications](#)

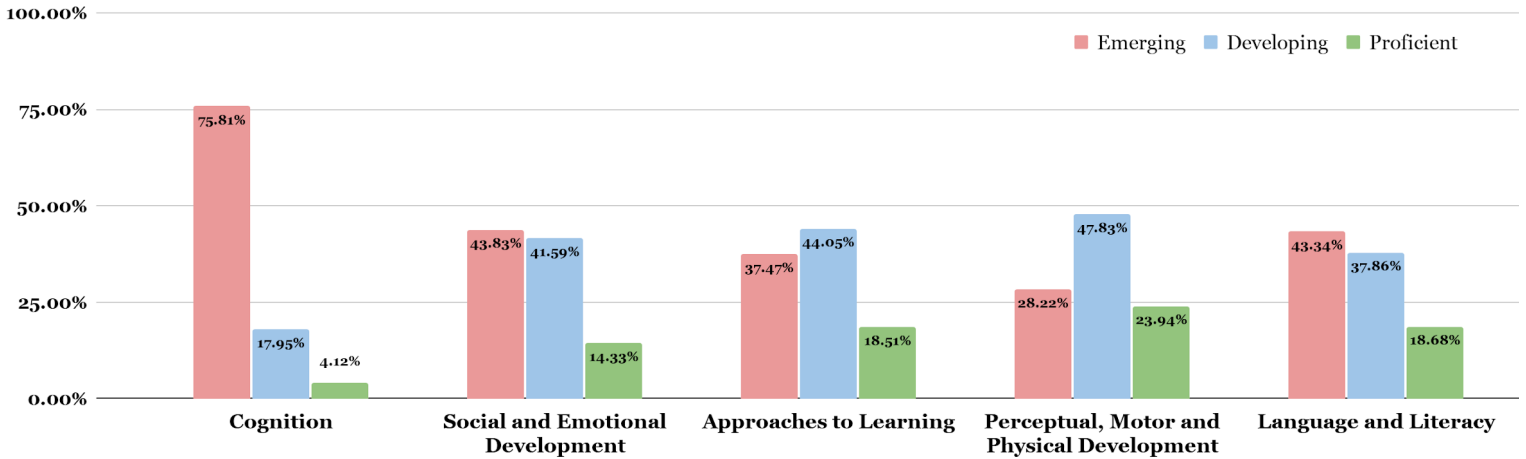
- [3.2.21](#) - Inclusive Learning Environments for Preschoolers
- [3.4.21](#) - Disaster Recovery Flexibilities and Emergency Preparedness
- [3.12.21](#) - Virtual Learning Tips Sheets on the ECLKC
- [3.19.21](#) - ACF-PI-HS-21-02 Head Start Center-Based Service Duration Requirement for 45 Percent of Slots
- [3.19.21](#) - OHS COLA Funding Guidance - o6CH010976

## Head Start Student Growth Data

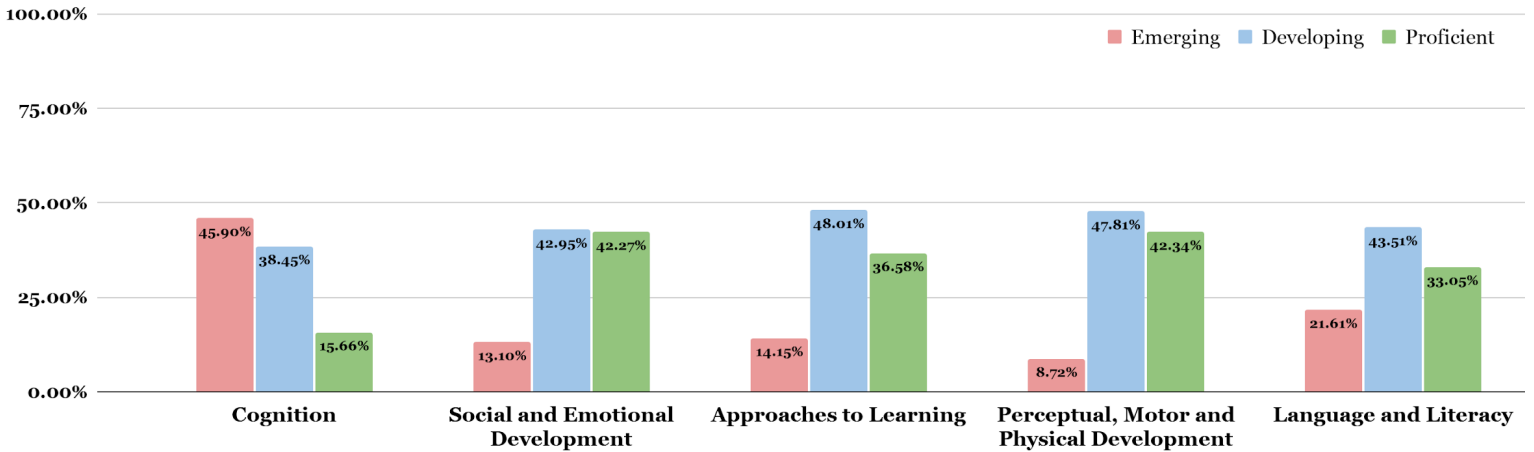
### 2020-2021 School Year

This document will be updated as Wave 3 is completed and growth data can be determined. The percentage for each category is a collection of all students at each site who score in each of the 3 scoring levels: Emerging, Developing, and Proficient.

#### Wave 1



#### Wave 2



**Austin Independent School District  
Application for Cost of Living Adjustment Funds**

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## 1. Budget Narrative

Austin Independent School District has funded enrollment for 204 seats which have been divided over 8 school sites. Those 8 school sites have a total of 12 classrooms, each classroom consisting of one teacher and one teaching assistant, for a total of 24 classroom staff. In addition to the classroom staff, the AISD Head Start grant also has one Head Start Administrator, one ERSEA/Budget Compliance Manager, one Education Specialist, one Disabilities and Behavior Specialist, one Health and Social Services Specialist, and 4 Family Advocates.

At the beginning of the 2020-2021 school year all AISD staff, including all Head Start staff, received a 2% pay raise. Due to the 2% salary increase and the increased cost of benefits, costs for staff for the upcoming 2021-2022 funding period are higher than what was budgeted in the previous year's application. In order to balance the budget for FY 21-22, approximately \$27,500 was removed from projected supply lines and used to pay for salaries and benefits. While the additional COLA funds will not replace all of the funds moved for salaries and benefits, the funds will be used to offset these additional costs of salaries and benefits by adding funds back into the supply lines for classroom materials, family engagement, and marketing costs.

## 2. Budget

Budget Item	Federal Request	Match	Total
Supplies	\$19,005	\$0	\$19,005
Indirect Costs	\$972	\$0	\$972
Total Cost	\$19,977	\$0	\$19,977

## SUPPLIES

Budget Item	\$ Amount	Quantity	Federal Request
Annual supplies for classrooms	\$1,000	12	\$12,000
Marketing, Postage, and Printing	\$885	1	\$885
Supplies/materials for Parent Curriculum Supplies	\$1,020	6	\$6,120
<b>Total Supplies</b>			<b>\$19,005</b>

*Annual supplies for classrooms:* An additional \$1,000 will be allocated to each classroom to purchase storage for large outdoor equipment and/or classroom supply storage.  $\$1,000 \times 12 = \$12,000$ .

*Marketing, Postage, and Printing:* Based on 2020-2021 marketing and advertising costs more funds will need to be allocated to maintain current levels of funding. Signs, flyers, and banners will cost approximately \$885 dollars.

*Supplies for Parent Curriculum meetings:* Based on parent feedback, parenting curriculum classes will be supplemented with hands-on activities to help support learning and retention of skills. Supplies for these activities are allocated at a cost of \$5 per family per session with a total of 6 sessions offered each year.  $\$5 \times 204 = \$1,020 \times 6 \text{ sessions} = \$6,120$ .

## INDIRECT COSTS

Budget Item	Rate	Direct Costs in Federal Request	Indirect Cost
<b>Indirect Costs</b>	5.115%	\$19,005	<b>\$972</b>

AISD has an indirect cost rate of 5.115% through the Texas Education Agency/U.S. Department of Education that is charged on all direct costs being requested (including up to \$25,000 per contract). Indirect costs were charged on \$19,005 of the supplemental COLA funds.