

Capital Area
Community Action
Agency

MEMORANDUM

TO: Head Start Policy Council and Board of Directors
FROM: Tim Center, CEO and Head Start Director
RE: Head Start Director's Report
DATE: September 18, 2019

The following memo serves as my update to the Community Action Head Start Policy Council and Board of Directors.

Staffing

The new school year saw a couple teachers not show up for work resulting in a recruitment effort to find qualified teaching staff. The positions have been filled. Education Coordinators are conducting CLASS assessments to determine coaching needs to improve quality in the classroom.

Facilities

Leon County School District reduced by \$1,000 the monthly lease amount of South City. This can be used as part of the non-federal share. Additionally, the District is installing a new playground. This can also be used to count toward our non-federal share.

A swing set was moved from a community park to Mabry Head Start. Installation was delayed by changes in business ownership of the company donating the services. The goal is to have it finished by the week of September 16.

Jefferson County will continue in the portables for the foreseeable future until the school district reaches a deal with a local church for the closed elementary school. The plan would be to move to the elementary school campus if a community center is established on the elementary school campus.

Curriculum

The Teaching Strategies Creative curriculum is being fully implemented with a focus on training during pre-service and with model classroom design that emphasizes the teaching centers in the classroom. This environmental change should augment the coaching efforts to improve CLASS scores.



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
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Enrollment

Centers are nearly at full enrollment. We continue to expand the extended day program and we are working to secure a School Readiness designation to enable us to provide VPK and School Readiness services to siblings.

Federal and State Regulations

The program is on the clock for DRA – the re-bidding of the contract. Essential Elements has been contracted to help with the grant writing. Most main office Head Start staff have been involved in writing their portion of the grant questions that will be used by the grant writer to create a unified story of our proposal. The Board and Council will have to approve the grant proposal and budget before submission. The grant is due November 12, 2019.

Family and Community Engagement Manager Monthly Monitoring Report – August 2019

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
PROGRAM STATUS (Monthly)						
Number of Students Enrolled	17	33	81	57	183	371
Number of Student Withdrawals for Month	0	0	2	0	2	0
Number of Vacancies	0	1	1	0	5	7
Number of Students on Wait List	1	3	14	10	9	37
Number of VPK Students Enrolled	N/A	N/A	19	28	54	101
FAMILY STATUS						
Number of Family Needs Assessment	17	33	81	57	183	371
Family Partnership Agreement						
Number of FPA Initiated (45)	10	19	41	37	67	174
Number of FPAs in progress (February)						
Number of FPAs completed (May)						

Center	Head Start Enrollment and Attendance	
	Funded	Enrollment on 8/31/19
Franklin	17	17
Jefferson	34	33
Mabry	82	81
Royal	57	57
South City	188	183
Total	378	371
		August Average Daily Attendance (ADA)
		92.94%
		92.71%
		86.29%
		91.70%
		92.00%
		90.80%

Family and Community Engagement Manager Monthly Monitoring Report – August 2019

Number of Referrals (Review referrals)	Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)	0	2	4	4	8	18
Domestic Violence Referrals	0	1	0	0	2	3
Substance Abuse Referrals (prevention or treatment)	0	0	1	0	0	1
Child Abuse or Neglect Referrals	0	0	0	0	2	2
Assistance for incarcerated Family Members	3	0	1	0	1	2
Education Referral	2	3	0	1	3	9
Employment Referral	2	0	2	2	3	9
Parent Meetings/Trainings						
Parent Committee Meetings	1	1	1	1	1	5
Number of Parents at the Parent Committee Meetings	8	9	3	4	8	32
Number of Male Parents at Parent Committee Meetings	0	0	0	0	0	0
Number of parents Committee meetings attended (Family Advocate)	1	1	1	1	1	5
Number of Parents Committee meetings attended (Parent Engagement Coordinator)	1	1	1	1	1	5
Number of Parents in attendance on Policy Council	0	0	2	1	1	4
Number of Coordinated Trainings for Policy Council	0	0	0	0	0	0
Number of Parenting Classes	0	0	0	0	0	0
Number of Family Activities/Events Coordinated	1	1	1	1	1	5
Number of Family Activities Specific to Male Engagement	0	0	0	0	0	0
Number of Parent Trainings Conducted	1	1	1	1	1	5
Number of Volunteer Orientations	0	0	0	0	0	0
Home Visits						
Required Home Visit Follow up (February)	0	0	0	0	0	0
Number of Additional Home Visits/Meetings	0	0	0	0	0	0
Number of Contacts documented in Case Notes	17	33	81	57	183	371
Number of Contacts documented per absenteeism	0	0	3	2	8	13

Family and Community Engagement Manager
 Monthly Monitoring Report – August 2019

Number of Files Reviewed	371
Review of Parent Board	6
Volunteers (PEC)	
Number of Volunteers	47
Total of Program In kind	94.75
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	1
Family Advocate Workers Trainings	1
Community Meetings	0

Transportation	
Field Trips	0
Maintenance	2
Trainings	0

Family and Community Engagement Manager
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HEALTH SPECIALIST	Total
PRE-ENROLLMENT REQUIREMENTS	
Up to date immunizations	358
Expired/Missing immunizations	7
Up to date Physicals	357
Expired/Missing Physicals	8
Number of Individual Health Care Plan	11
Number of Children with Health Insurance	351
ENROLLMENT	
Number of children with dental home	234
Number of dental homes referrals	0
Completed dental exams	114
Incomplete dental exams	251
Needed dental treatment	2
Receiving dental treatment	0
Completed dental treatment	0
Number of medical home	324
Number of medical home referrals to Advocates	0
45 DAYS REQUIREMENT	
Vision screenings	214
Vision referrals	0
Hearing screenings	205
Hearing Referrals	0
Growth Assessment	350
BMI Referrals	0

Family and Community Engagement Manager
 Monthly Monitoring Report – August 2019

90 DAYS REQUIREMENT	Total
Number of dental home established	234
Number of dental exams	114
Number of children requiring dental treatment	2
Number of completed dental treatment	0
Hematocrit / Hemoglobin	167
Blood Lead	180
Blood Pressure	300
NUTRITION	
Number of Breakfast	4,411
Number of Lunch	4,710
Number of PM Snacks	4,342
Number of Children with Special Diets	15
MONITORING ACTIVITIES	
Health Files Review	371
Child Care Food Program Tool	0
Kitchen Inspection Tool	0

Family and Community Engagement Manager Monthly Monitoring Report – August 2019

Corrective Action and Follow Up

Funded Enrollment

- 378 students were registered to begin school on 8/12/19. Not all registered students showed up for enrollment. Families continue to transfer out of Head Start for different reasons, but the Family and Community Engagement Team are consistently working to pull families from the Wait List to fill all centers. South City is the only Center not filled. All Head Start Centers met the required Average Daily Attendance.

Extended Day

- VPK has begun at South City, Royal, and Mabry. We will offer School Readiness at South City as soon as the contract with the Early Learning Coalition is complete.

Orientation

- Orientation was a success at all Head Start Centers.

Parent Engagement

- The Head Start team has completed the schedule for Parent Meetings for the year, and will begin in September. A Male Engagement calendar is in progress, and will begin in September.

Attendance / Late Policy

- The Family and Community Engagement Team and Education Team is working together to improve the Attendance Policy.

Family and Community Engagement Manager Monthly Monitoring Report – August 2019

Strengths

The Education and Family Engagement Team are making efforts to work together for program improvement.

Family Engagement and Education teams are filling classrooms for upcoming school year.

Areas of Concerns and Barriers

All families who state they have VPK certificates are not turning them in.

The management team has not made a decision on providing School Readiness for the upcoming school year.

Replacing computers for Family Advocates

Family and Community Engagement Manager Monthly Monitoring Report – August 2019

Professional Development

Bi-weekly management and team meetings

Management Team Meetings

Manager Monitoring Activities

Verifying Head Start eligibility for all families enrolling in the program for the 2019-20 school year.

PIR data

Monitoring recruitment activities

Submitted by:

Darrel James

Date:

