



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 8th Floor Portal Building, 1250 Maryland Ave, SW, Washington DC 20024 | [eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)

**To: Board Chairperson**

*Ms. Ann Wasson*  
Board Chairperson  
Duluth Public School District #709  
2102 N Blackman Ave.  
Duluth, MN 55811-4803

**From: Responsible HHS Official**

*Ms. Yvette Sanchez Fuentes*  
Director, Office of Head Start

 12/13/12  
Date

## Overview of Findings

From 10/28/2012 to 11/2/2012, the Administration for Children and Families (ACF) conducted an on-site monitoring review of the Duluth Public School District #709 Head Start program. We wish to thank the governing body, Policy Council, staff, and parents of your program for their cooperation and assistance during the review. This Head Start Review Report has been issued to Ms. Ann Wasson, Board Chairperson, as legal notice to your agency of the results of the on-site program review.

Based on the information gathered during our review, it was determined that your Head Start program is in compliance with all applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. Accordingly, no corrective action is required at this time.

If you are a grantee serving preschool age children in the center-based option, a sample of your preschool classrooms will be observed using the Classroom Assessment Scoring System (CLASS). This classroom observation instrument looks at the teacher/child interactions, as well as interactions between children. The Office of Head Start encourages grantees to consider the CLASS results in planning ongoing efforts to improve classroom quality.

During your review, the team used a sampling methodology that included a random selection of child files, staff files, and class, center, and group observations. If your report includes findings related to evidence that involved sampling, the finding narratives in your report include specific percentages from each sample that were determined by dividing the number of issues found by the total sample size. This methodology, which uses statistically driven random samples, allows the OHS to use information collected through the representative samples to make generalizations regarding your program as a whole.

For example, if, during your review, the team examines a sample of 45 child files, the finding narrative will indicate the percentage of files that were identified with an issue. The percentage will be determined by dividing the number of child files with issues by 45. Likewise, when summarizing information from classroom observations, the total number of classrooms with issues will be divided by the total number observed to determine the percentage of the sample with problems.

Please contact your ACF Regional Office with any questions or concerns you may have about this report.

### **Distribution of the Head Start Review Report**

Copies of this report will be distributed to the following recipients:

Ms. Kay Willmoth, Regional Program Manager  
Ms. Shannon Redbrook, Policy Council Chairperson  
Mr. Bill Gronseth, CEO/Executive Director  
Ms. Pamela Rees, Head Start Director

### **Overview Information**

Review Type: *Triennial*  
Organization: *Duluth Public School District #709*  
Program Type: *Head Start*  
Team Leader: *Mrs. Alice Conkle*  
Funded Enrollment HS: *255*  
Funded Enrollment EHS: *Not Applicable*

## **Area of Strength**

### **Management Systems**

The grantee provided high quality training for parents on topics of interest identified by participants. For the past 2 years, the grantee offered a Parent Institute, providing an opportunity for parents to participate in a workshop/conference-style parent training. Topics covered were determined based on parent interest and the Head Start Program Performance Standards for parent education and included literacy, action learning, children's health, healthy mealtimes, discipline, and advocacy. The format followed adult education principles and was interactive, hands-on, and practical. Feedback from parents who participated both years reflected a strong preference for Make and Take sessions. The program planned to use the feedback in planning the next Parent Institute.

— END OF REPORT —