

April 25, 2023

Duluth Head Start is asking to amend our original extension request. We are requesting an extension until September 30, 2023 for the following reasons:

1. Policies and Procedures:
 - a. We received the deficiency letter on April 3. It was brought to the school board April 4. A school board member recognized that our current procedures don't assure children are released to a specific authorized adult.
 - b. Delays in the development of those procedures have been impacted by the death of our CFO's husband on April 5. She supervises the Transportation Department and has just returned to work this week on April 17. She has been a critical participant in our planning.
 - c. Spring break occurred April 10-14 so no staff were available.
 - d. Presenting updated procedures, including a revised Transportation Waiver, to the board cannot happen prior to May 2, to be approved May 23.
 - e. Duluth Head Start Director will be presenting at the National Head Start Association Conference the week of May 8-12.
2. Training/Implementation/Monitoring
 - a. Once the board approves the new procedures, and we take into account the Memorial Day holiday and the final day with students on June 1, we would only have 6 days to train drivers, families, and teaching staff on the new procedures, with very little time to implement and monitor.

Instead, we propose full implementation by September 30, 2023.

1. Policies and Procedures for the safe release of children will be written and presented to the school board by May 2 to be approved May 24.
2. Training teachers and bus drivers for the new school year would happen the week prior to the start of school, August 29-31.
3. Training parents could happen during Home Visits, occurring September 5-8, 2023.
4. Implementation would occur the first two weeks of preschool, from September 11-22.
3. Monitoring can occur during those same two weeks, giving us time to ensure the system is effective and working, and allowing us to make course corrections if needed.
 - a. Any course corrections could be implemented and monitored by September 30, 2023.

This plan is supported by our Governing Board.

Jill Lofald, School Board Chair