

**Duluth Public Schools / Duluth Head Start  
Presentation to the Duluth Public Schools Education Committee  
November 12, 2014**

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- 1. Federal Head Start 5 Year Grant Conditions**
- 2. Health and Safety Screener findings and recommendations**
- 3. Governance, Leadership and Oversight Capacity Screener findings and recommendations**

## Five Year Grant Periods

The Office of Head Start (OHS) is moving from indefinite project periods to definite project periods of five years (60 months) for all Head Start grantees as part of the **Designation Renewal System (DRS)**. The DRS ensures that organizations of the highest quality continue to provide Head Start services and opens the service areas of others to competition. This renewed commitment to quality provides an opportunity to implement changes in OHS funding practices and oversight of Head Start programs.

### Five Year Head Start Project Periods (ACF-IM-HS-13-02) - REVISED

Information Memorandum (IM) ACF-IM-HS-13-02 discusses the key elements of five year project periods for all Head Start grantees and how they will strengthen quality services in the program. Resources for the Conditions for all Five Year Grants In keeping with the renewed commitment to quality, all Head Start grants have new terms and conditions attached to the Notice of Award (NoA) in the areas of Health and Safety, Governance, School Readiness, and Audit Training. Grantees who receive a five year project period are asked to refer to their NoA, Attachment 2, for their unique requirements. Each grantee is required to complete these activities. Where required, the results must be submitted to the Regional Office within the identified time frames. Regional Office staff will discuss and validate these conditions and certifications with the grantee.

- **Health and Safety Screener**

The Office of Head Start (OHS) Health and Safety Screener can help organizations identify where they need to make changes and build capacity to ensure children are healthy and safe in their care. Head Start grantees must conduct a screening of the health and safety environment of each center and/or family child care home where services are provided within 45 days of the start of the program or school year, or within 45 calendar days of the start of the five year project period when the five year project period begins during the program or school year. **(October 29, 2014)**

- **Certification of Health and Safety Screening**

This form may be used to fulfill the OHS requirement that the grantee governing body submit a signed certification of compliance with all applicable health and safety requirements within 75 calendar days of the start of the program or school year, or within 75 calendar days of the start of the five year project period when the five year project period begins during the program or school year. The form must be submitted to OHS in the Head Start Enterprise System (HSES) immediately thereafter. **(November 28, 2014)**

- **Governance, Leadership, and Oversight Capacity Screener**

This OHS screener reflects the Head Start requirements for program governance to help organizations identify where they need to make changes for quality improvement. It assists programs in building capacity to fulfill Head Start governance responsibilities. The grantee governing body must complete the OHS Governance, Leadership, and Oversight Capacity Screener or another governance and leadership capacity screening within 60 days of the start of the five year project period. **(November 13, 2014)**

- **Certification of Governance and Leadership Capacity Screening**

This OHS form may be used to fulfill the requirement that the grantee governing body submit a signed certification that the grantee has conducted a governance and leadership capacity screening and, using the results, developed a training plan. The governance and leadership capacity screening certification must be submitted to OHS in HSES within 75 calendar days of the start of the project period. **(November 28, 2014)**

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**Health and Safety Screener Findings and Recommendations**

**November 2014**

1. We found the location of emergency flashlights in classrooms was inconsistent. In order to correct this, we have ordered flashlights with magnetic cases to be placed on or near the primary exits.
2. Updated diapering/changing tables have been purchased and are being installed where needed.
3. We found some classrooms did not have a clearly marked exit sign. We have installed exit signs at those locations.
4. We recommend the additional fencing proposed at Lowell Elementary School be completed. We have been working with Facilities Management staff on this issue.

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**Governance, Leadership, and Oversight Screener Findings and Recommendations**

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1. The Head Start program director needs to ensure the Policy Council is made aware of the results of financial audits in the coming years. We have not had any audit findings in the past several years.
2. The Program Information Report, submitted to the Office of Head Start each August 31<sup>st</sup> needs to be presented to the Governing Board and Policy Council each fall. We reference the results of our Program Information Report but have not made a practice of doing a formal presentation on this piece. This will be remedied.