

Duluth Public Schools Education Committee Report

Duluth Head Start

April 14, 2015

1. Federal Head Start Grant Application approval
2. Under enrollment Status
3. Save the date for Head Start Parent Dinner

PRELIMINARY FEDERAL HEAD START BUDGET FOR 2015-2016

Total labor expenses **\$1,726,774.**
Includes wages and benefits for all staff listed below.

Non-labor expenses **\$178,339.**
Includes Mental Health consultants, interpreters, translators, classroom supplies, general supplies, transportation, mileage, database fees, telephones, etc.

Training and Technical Assistance **\$28,958.**
We must submit a plan that details how we will address the issues raised in the Self-Assessment as well as ongoing support to the families we serve such as Parent meetings, Policy Council, program wide committees, staff meetings and professional Learning Communities.

TOTAL GRANT **\$1,934,071.**

255 children

128 days (school calendar)

3.5 hour each am and pm session

4 days a week (M-TH)

5 sites

8 classrooms

100% of their time and pay

8 teachers

8 paras

4 family advocates

80% of their time and pay

4 service area coordinators

2 administrative assistants

1 recruiter

1 director

Additional-

- Funds are being applied for through Early Learning Scholarships to fund 8 part-time Head Start paraprofessionals.
- Minnesota Reading Corps members full time in each classroom coached and trained by our Education Coordinator.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start Region V 233 North Michigan Avenue, Suite 400, Chicago, IL 60601 eclkc.ohs.acf.hhs.gov

March 19, 2015

Judy Seliga-Punyko, Board Chair
Duluth Public School District #709
2102 North Blackman Avenue
Duluth, MN 55811

Re: Grant No. 05CH8398

Dear Ms. Seliga-Punyko:

Section 641A(h)(3) of the Head Start Act requires the Secretary to determine, on a semiannual basis, which Head Start agencies are operating with an actual enrollment that is less than the funded enrollment based on not less than four consecutive months of data. A review of the end of month (EOM) enrollment information submitted by your agency for the period November 2014 to February 2015 was conducted to determine whether your Head Start program is operating at full enrollment or must, as described under Section 641A(h)(3)(B) of the Head Start Act, develop a plan and timetable for reducing or eliminating under enrollment.

Based on our review of the enrollment data for the Duluth Public School District #709 program, we have determined that the actual Head Start enrollment is less than your funded enrollment for four consecutive months. Thus, we cordially invite you to a meeting to develop, in collaboration with the Regional Office, a plan and timetable for reducing or eliminating under enrollment that addresses the following factors:

- The quality and extent of the outreach, recruitment and communitywide strategic planning and needs assessment conducted by your agency;
- Changing demographics, information about the mobility of eligible populations and identification of any new underserved low-income populations within your service area;
- Facilities-related issues that may impact enrollment;
- Your agency's ability to provide full-working day programs, where needed, through existing funds or through collaboration with entities carrying out other early childhood education and development programs, or programs with other funding sources where available;
- The availability and use by families of other early childhood education and development options in the community served;
- Agency management procedures that may impact enrollment; and
- Any other relevant information you wish to provide.

The meeting will be held Thursday, April 16, 2015, 10:00 AM – 11:00 AM CT at the following location: 233 North Michigan Avenue, Suite 400, Chicago, Illinois 60601. Alternatively, you may participate in the meeting via telephone by calling (877) 932-6575 and entering the pass code number 7077098 followed by the # sign. Please confirm your participation by contacting your assigned Program Specialist, Glenda Williams-Jones, upon receipt of this letter. If you plan to attend the meeting in the Regional Office, please submit a complete list of names of those participating from your agency to your Program Specialist by April 9, 2015 for building security clearance purposes.

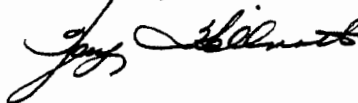
In addition to yourself, the meeting should include the following individuals from your agency: Executive Director, Head Start Director, Fiscal Officer, Policy Council Chairperson and key management staff. Please feel free to include other individuals from your program who may contribute to and benefit from the discussion. Regional Office participants will include managers, Program and Technical Assistance Specialists.

During this meeting, we will develop an action plan, accompanied by a 12-month timetable, for reducing or eliminating the under enrollment in your program. In preparation for the meeting, your agency should review the factors outlined above to determine those that may contribute to the under enrollment in your program. We welcome any data you wish to present to inform our discussion.

In addition to collaborating with you to develop the required plan to address under enrollment, we will provide ongoing technical assistance to assist you in implementation of your plan over the 12-month time frame. If, after a period of 12 months, implementation of your plan has not resulted in at least 97 percent enrollment, we may designate your program chronically under enrolled and take action authorized under Section 641A(h)(3)(5), including recapturing, withholding or reducing your base Head Start grant.

Please contact your Program Specialist if you have further questions. We look forward to our discussion and development of the plan and timetable for reducing or eliminating under enrollment.

Sincerely,



Kay Willmoth
Regional Program Manager
Office of Head Start

cc: Bill Gronseth, Superintendent
William Hanson, Chief Financial Officer
Pamela Rees, Head Start Director
Beth Wilde, Policy Council Chair

6 PM

Save the Date!

May 27th 2015

*Duluth Head Start
Parent Dinner
at Greysolon Ballroom*



80's Theme~Get Ready!