



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: July 19, 2023

Agenda Section: Consent

Agenda Item Title: Head Start Fiscal Year Four Carry Forward Application

From: Ms. Millicent Marcha, Chief Academic Officer

Additional Presenters if Applicable: Mrs. Rebecca Herrera

Description: In late September, SSAISD welcomed a new director on board. Within a span of four months, we successfully procured classroom resources to enhance the learning experience of our early learning scholars. However, there remains a balance of \$185,214 in our accounts. The Head Start department at SSAISD has put forth a request to carry over these remaining funds into the next fiscal year. This carryover will allow us to invest in essential updates for our classrooms, outdoor playing equipment, and supplies, with the goal of establishing a cutting-edge STEM learning environment that prioritizes the safety, responsiveness, and overall nurturing of our community's preschoolers.

Historical Data: N/A

Recommendation: Approve the Head Start Fiscal Year Four Carry Forward Application for the allocation of \$185,214. These funds will be utilized for general supplies and professional development purposes.

Purchasing Director and Approval Date:

Funding Budget Code and Amount: N/A

**Head Start
Carryforward
Request for Funds to Support Early
Learning Environments
2023 -2024**



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Carryforward Request

1. Summary

South San Antonio Independent School District (SSAISD) Head Start Program requests a carryforward application and budget request from SSAISD for the Head Start Grant #06CH010831 unexpended funds from FY4 in the amount of \$185,214.00 in CAN 4122 and \$2,845 in CAN 4120 from the budget period 2022-2023. The chart shown in the budget justification section indicates where the remaining account balances were not utilized. The carryforward funds will be repurposed/transferred from their original obligated accounts into the travel and general supplies accounts in order to purchase, support, and engage our young scholars with fine and gross motor skills, social skills, kinder readiness skills, outdoor playground equipment, and classroom resources that will support early childhood learning environments and the district curriculum.

2. Plan for Carryforward Funding

With the new director coming in late September, there was a period of transition time where we as a district and department had to pick up and learn the standards, policies, and vision that was in place in order to support the needs of the students, classrooms, and staff. This period indicates why many of our funds were underutilized during the last four months of FY four which ended in January 2023. Under contracted services category (\$32,110.07), Gen Supplies (\$59,406.62), Travel (\$49,175.82), Other (\$44,402.41), Capital Outlay (\$39.00), and Indirect Cost (\$11,716.00) that remained in the SSAISD Head Start accounts.

South San ISD Head Start Department would like these funds moved/transferred to Travel (\$25,000.00), and general supplies (\$160,214.00) in order to support updated and new educational resources and supplies that can enhance the delivery of hands-on and interactive instruction for our students. Resources purchased through these funds will include but are not limited STEMnasium

classrooms, Magna Tiles, Bee-Bots (coding), Tangram Puzzles, the Lite Zilla for fine and gross motor skills and much more. Additional reasons why funds were left in the accounts were due to partnership with the City of San Antonio for support on professional development through PreK4SA, not traveling out of town for conferences except the Family Engagement, coordination of program/funds, and reassessing the needs of the students and program.

With the carryforward funds, SSAISD will support the campuses by purchasing different resources for a STEMnasium classroom where the focus is on hands-on learning with real-world applications that help develop various skill sets, including creativity and 21st-century skills. These important skills include but are not limited to media and technology literacy, productivity, social skills, communication, flexibility, and initiative. Other skills our young scholars will attain through the STEMnasium classroom include problem-solving, critical thinking, creativity, curiosity, decision-making, leadership, entrepreneurship, acceptance of failure, and more, regardless of the future career path these children choose.

Lastly, SSAISD had \$2,845.00 in TTA funds. We would like for the TTA funds to continue to support the SSAISD Head Start program professional development plan we currently have in place with understanding age-appropriate instruction with the LETRS, FrogStreet, Second STEP, and the Science of Reading initiatives. This will allow teachers to expand their skills and knowledge and grow as educators. It will also give them a better understanding of our early childhood scholars, and challenge them in and out of the classroom.

Budget Justification

Year 4 Carry Over CAN 4122

Travel, Professional Development & General Supplies:
Total for 8 campuses: not to exceed \$185,214.00

Year 4 Carry Over CAN 4120

Professional Development (TTA):

Total for 8 campuses: not to exceed \$2,845.00

Carry Over Total

Travel, Professional Development & General Supplies for 8 campuses

Total for 8 campuses: not to exceed \$188,059.00

South San Antonio ISD
Head Start Grant Year 4
Roll-Forward Breakdown
Award #06CH01083104

Category	Budget	Actual Expenditures	Available
Salaries and Benefits	\$ 2,016,466.00	\$ 2,028,101.60	\$(11,635.60)
Contracted Services	\$ 121,356.00	\$ 89,245.93	\$ 32,110.07
Supplies	\$ 206,221.00	\$ 146,814.38	\$ 59,406.62
Travel	\$ 74,077.00	\$ 24,901.18	\$ 49,175.82
Other	\$ 64,000.00	\$ 19,597.59	\$ 44,402.41
Capital Outlay	\$ 39.00	\$ -	\$ 39.00
Indirect Cost	\$ 125,212.00	\$ 113,496.00	\$ 11,716.00
Total	\$ 2,607,371.00	\$ 2,422,156.68	\$ 185,214.32

South San Antonio ISD
Head Start Grant Year 4
Roll-Forward Breakdown
Award #06CH01083104

Category	Budget	Actual Expenditures	Available
TTA	\$ 28,077.00	\$ 25,232.00	\$ 2,845.00

With the closing of two campuses, the remaining carryforward funds will support the following eight campuses.

- Hutchins Elementary, 1919 W. Hutchins Place, San Antonio, Texas 78224
- Armstrong Elementary, 7111 Apple Valley Road, San Antonio, Texas 78242
- Palo Alto Elementary, 1725 Palo Alto Rd, San Antonio, TX 78211

- Price Elementary, 245 Price Ave, San Antonio, TX 78211
- Madla Elementary, 6100 Royalgate Dr, San Antonio, TX 78242
- Five Palms Elementary, 7138 Five Palms Dr, San Antonio, TX 78242
- Carrillo Elementary, 500 Price Ave, San Antonio, TX 78211
- Benavidez Elementary, 8340 Interstate 35 Access Rd, San Antonio, TX 78224

Conclusion

Children have an innate desire to learn and explore. SSAISD Head Start is committed to the success of its Head Start program so we can provide a high-quality learning environment for all our students. This will prepare them for their educational journey. Your approval of the carryforward application for the allocation of \$188,059.00 from FY four will provide the highest quality Head Start program to our SSAISD children and families.



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
Head Start & Early Childhood

HEAD START CARRYOVER FUNDS APPROVAL

South San Antonio Independent School District (SSAISD) Head Start Program has requested approval for a carryforward application in the amount of \$188,060 to the Head Start Office for Grant #06CH010831 of unexpended funds from budget periods 2022-2023 (year 4). The remaining funds will be utilized during fiscal year five (2/1/2023 – 1/31/2024) to enhance the Head Start program and learning environments. This document serves as the confirmation and approval from SSAISD School Board for the carryover of Head Start funds to current the period for the use of supplies and resources for Head Start classrooms..

- Carryforward FY4 - \$185,214.00
- Carryforward TTA FY4- \$2,845.00

The Head Start carryover fund amounts were reviewed and approved on July 19, 2023, at the School Board meeting. Approval of the Head Start carryover funds will be further noted with the Office of Head Start and the Enterprise System.

Printed Name of School Board-President

Signature of School Board -President

Date