

Meeting Agenda – Education Committee

MEETING INFORMATION

Date: May 08, 2024

Called by: Faye Flanagan, Chair

Time: 3:30 PM (central)

Note taker: Recorded; minutes to be transcribed

Location: Online/Zoom

Link to Zoom meeting: <https://leh.zoom.us/j/8442659552>

MEETING PREPARATION

Please read the April/May 2024 Meeting Packet:

1. Agenda
2. March 2024 Education Committee Meeting Minutes
3. OHS monitoring review for FA2: Report + Executive Summary
4. Monthly programming reports for March and April
5. Proposed revisions to Prime Time Head Start Policy Council guidelines

AGENDA ITEMS

| AGENDA ITEMS | PRESENTER | TIME |
|--|-------------------------------|------------------------|
| 1. Chair's Welcome a) Approve March meeting minutes | Faye Flanagan | 5 minutes |
| 2. Executive Director Report | Miranda Restovic | 5 minutes |
| 3. Special Report: Updates on FA2 Federal Monitoring Review results | Sarah Withers | 5 minutes |
| 4. Programming Reports a) Education Division b) Prime Time Head Start | Sarah Withers Angel Slater | 5 minutes 5 minutes |
| 5. Additional Action Items & Adjournment a) Consider proposed revisions to Prime Time Head Start Policy Council guidelines b) Adjourn meeting | Faye Flanagan | 10 minutes |

OTHER NOTES & INFORMATION

- Next executive committee meeting: May 31st
- Next full board meeting: June 7th
- Next education committee meeting: June 12th



LEH Education Committee Meeting Minutes

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|----------------------|-------------------------|--------------|------------------------------------|
| TEAM: | LEH Education Committee | Date: | March 13 2024 |
| TIME: | 3:30PM | Location: | Zoom |
| Meeting Facilitator: | Faye Flanagan, Chair | Transcriber: | Alissa Hawthorne, Transcriptionist |

Members in Attendance (Yes) or Absent (No)

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|--|-----|----|---|-----|----|
| Faye Flanagan, Education Committee Chair | Yes | No | Kathy Victorian | Yes | No |
| Holly Wilson, Education Committee Vice-Chair | Yes | No | Kezne Sims | Yes | No |
| Sherry Guarisco | Yes | No | Melinda Mintz, melinda@mintzoffice.com | Yes | No |
| Laura Prisco, lhprisco@gmail.com | Yes | No | Randy Haynie, randy@haynie.com | Yes | No |
| Stewart Ewing | Yes | No | | | |

Staff Members in Attendance (Yes) or Absent (No)

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|--|-----|----|--|-----|----|
| Miranda Restovic, President/Executive Director, restovic@leh.org | Yes | No | Shantrell Austin, austin@leh.org | Yes | No |
| Sarah Withers | Yes | No | Amy Ricke | Yes | No |
| Dena Thomas | Yes | No | Angel Slater | Yes | No |

| # | Agenda Item | Discussion/Outcome/Decisions | Vote | Follow-up/owner/Deadline |
|---|---------------------------|---|------|--------------------------|
| 1 | Chair's Welcome | <p>Session opened at 3:31PM.</p> <p>Faye Flanagan opened the meeting and reviewed the agenda. She listed some of the speakers in the meeting and highlighted the importance of the action items and adjournment.</p> <p>Flanagan asked the meeting members if there are any changes to the agenda.</p> <p>Flanagan passed speaking time to Miranda Restovic for the Executive Director report.</p> <p>Session closed at 3:32PM.</p> | | |
| 2 | Executive Director Report | <p>Session opened at 3:32PM.</p> <p>Restovic began by thanking everyone for their time. She explained that she and the strategic planning team had been optimizing and leveraging the use of the board portal due to so many committees and events being active and since there are people who sit on</p> | | |

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| | | <p>multiple committees. She explains the board portal is password protected and used as board-wide communication.</p> <p>Restovic suggested taking time in the meeting to show everyone how to access and use the board portal. She emphasized the importance of the board portal due to so many activities transpiring soon. She explained the board portal shares a lot of information on what and when things are happening across committees.</p> <p>Restovic requested feedback from the board members about their usage of the portal so that they can enhance their experience. She then emphasized the conciseness and simplicity of using one platform to access all the knowledge available.</p> <p>Restovic shared her screen with the meeting members. She pointed out the main menu bar where helpful information can be found. She moved on to highlight the second bar which leads to external links or dedicated pages for communities or organizations. She then highlighted the board portal link that leads to the password protected board portal. She showed a calendar with all committee meetings and all meetings have links and a QR code to the meeting materials and minutes. She noted that all links have a date and time listed which is important for those who sit on multiple committees.</p> <p>Restovic also pointed out important events such as the <i>64 Parishes</i> publication party and the Bright Lights event which has all the information linked.</p> <p>Restovic referred to the links located below the calendar which locates important LEH documents that all board members have access to such as the board guide as a pdf, the committee list, board member handbook, lobbying rule for humanities council, strategic plan, investment policy, the last finance audit, the last 990, the insurance newsletter, and the social media access tip sheet. She then highlights the Prime Time documents.</p> <p>Restovic asked the meeting members if they have any questions after reviewing the board portal and reminds them to submit feedback. There were none.</p> <p>Flanagan introduced Sarah Withers to report Agenda item 3a.</p> <p>Session closed at 3:39PM</p> | | |
| 3 | Programming Reports | <p>Session opened at 3:40pm</p> <p style="text-align: center;"><i>a) Education division</i></p> <p>Withers reviewed the Programming Reports: Education Division slide. She informed everyone that they were officially underway for the spring programs and were opening applications for the fall cycle. She notified them that there is funding for 40 programs and 13 programs have funding underway. She implored the meeting members to encourage sites in their community to visit the Prime Time site and submit an application.</p> <p>Withers referred to Sarah Debacher who was in the process of preproduction for their bilingual companion season to the Prime Time podcast called Little Voices, Big Ideas. She explained this</p> | | |

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| | | <p>originally English-speaking podcast will introduce a new portion that discusses the Prime Time methodology in a bilingual time setting.</p> <p>Withers opened the floor for questions and transitioned the meeting to Angel Slater for Agenda 3b.</p> <p style="text-align: center;"><i>b) Prime Time head start</i></p> <p>Slater greeted the committee members and began presenting an update on Prime Time Head Start.</p> <p>Slater announced that as of March 11, 2024, there was a total of 587 students enrolled out of 635 which was 92% of student enrollment. She added that the number had increased to 590 students, resulting in 93%, to the present date of the meeting. Of the 590 students, 42 are awaiting their physical seat to becoming available at either Immaculate Heart of Mary or Dodson. She reassured members that there was weekly engagement with the families of those 42 students through activities which include dental health and literacy.</p> <p>Slater moved on to present the enrollment numbers for Early Head Start (EHS) schools. Dodson EHS had 40 current enrollments of 40, Immaculate Heart of Mary had 30 of 32 and for Willow Street Early Head Start 31 of 32 were enrolled.</p> <p>Slater then presented the enrollment numbers per Head Start schools. Dodson had 127 out of 129 enrollments and Immaculate Heart had 136 out of 159. Jeanerette had 54 out of 70 and Willow Street had 139 out of 141.</p> <p>Slater shared with the meeting members that a total of 22 students had been waitlisted for all EHS sites 40 students had been waitlisted for Head Start.</p> <p>Slater moved on to updates at the Immaculate Heart of Mary site. They were awaiting approval from the LDOE to open the classroom spaces and the gym. She also explained they moved the fence from its current location by order of the Department of Education with the help and approval from the fire marshal. The approval has been received from the fire marshal and health department which has been submitted to the LDOE and they are waiting for the fencing to be installed by Bayou Fencing. The anticipated date for project completion and licensing is within the next two to three weeks. Slater also shared that the canopy has been installed between the new and old wings.</p> <p>Session closed at 3:45PM</p> | | |
| 4 | Compliance Corner | <p>Session opened at 3:45PM</p> <p>Slater transitions to discuss staffing. She shared there are 137 staff, eight on leave, 13 open positions, and six new hires. There is one open Head Start assistant teacher position and 3 open head start teacher positions. There was a total of two reported cases of Covid-19.</p> <p>Slater also updated the members on critical incidents report, one from the Department of Children and Family services and the LDOE regarding one allegation which had no findings. The second was from</p> | | |

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| | | <p>the LDOE and this report also had no findings. They are also awaiting the final report from DCOS.</p> <p>Slater then discusses the lockdown that was issued on the Willow site due to a police chase in the area.</p> <p>With no questions or comments, Flanagan proceeded to the next agenda item.</p> <p>Session closed at 3:47PM</p> | | |
| 5 | Action Items and Adjournment | <p>Session opened at 3:47PM</p> <p>Action items and adjournment Faye Flanagan</p> <p style="padding-left: 40px;"><i>a) Review and approve February minutes</i></p> <p>Flanagan asked for a motion to approve the February meeting minutes.</p> <p style="padding-left: 40px;"><i>c) Review and refer Head Start 2024-2025 Academic Calendar</i></p> <p>Withers began the review of the HS 2024-2025 academic calendar to refer it to the executive committee for final approval.</p> <p>Slater explained that they do refer to the Iberia and Lafayette Parish School System calendars in order to mirror their school closures. The academic calendar also incorporates holidays that are required by the employee handbook for staff while maximizing the amount of required teaching minutes.</p> <p>Withers asked if there are any questions about the calendar.</p> <p>Slater also mentioned an addition of minutes in case there are any weather days or emergencies for a dismissal.</p> <p>Withers shared the academic calendar.</p> <p>Flanagan asked for a motion to introduce the 2024-2025 academic calendar to the Board for approval.</p> <p style="padding-left: 40px;"><i>b) Review and refer Head Start 2024-2025 Selection Criteria</i></p> <p>Withers introduced the selection criteria rubric that is used to assign priority to families who are enrolling in the program. Every year the selection criteria is reviewed and presented to the education committee. Withers asked if there were any questions. There were none.</p> <p>Flanagan asked for a motion to refer the selection criteria to the board.</p> <p>Withers concluded the action items and shared the dates and times of the members next meetings.</p> <p>Flanagan asked for final announcements. With no announcements, Flanagan adjourned the meeting.</p> <p>Session closed at 3:55PM</p> | <p>Holly Wilson made a motion to approve the February meeting minutes. Laura Prisco seconded. The motion passed unanimously.</p> <p>Holly Wilson made a motion to refer the 2024-2025 academic calendar to the board. Laura Prisco seconded. The motion passed unanimously.</p> <p>Sherry Guarisco made a motion to refer the selection criteria to the board. Holly Wilson seconded. The motion passed unanimously.</p> | |

Prime Time Head Start FA2 Monitoring Report - Executive Summary

Overview of Findings

The federal review team determined Prime Time Head Start to be compliant in 21 of the 23 Performance Areas under review. Two of the 21 Performance Areas (Recruitment and Attendance) were also deemed to be a Strong Practice, that is, an activity or strategy that shows promise for long term sustainable impact and that can be shared with other Head Start Programs. The reviewers also identified 2 areas of non-compliance. This status requires a written timeline for correction; if not corrected within the specified timeline, this status becomes a deficiency.

Areas of Non-Compliance

1. Performance Area: Child Health and Oral Health Status and Care

Head Start regulations require that programs obtain determinations from health care and oral health care professionals as to whether or not the child is up-to-date on a schedule of age appropriate preventive and primary medical and oral health care, within 90 days of enrollment.

Finding: The grant recipient did not obtain initial medical and oral health determinations from a health care professional for all children.

Additional details from this review event:

- According to health data, the grant recipient did not obtain initial medical health determinations for 29 of the 428 children (7%) who were enrolled for 90 or more days.
- According to health data, the grant recipient did not obtain initial oral health determinations for 70 of the 428 children (16%) who were enrolled for 90 or more days.
- The recipient staff described its ongoing efforts to support parents in obtaining health and oral health determinations, including presentations at parent meetings and having staff remind parents about appointments during center drop-off and pickup times.

2. Performance Area: Program Foundations to Support Family Well-Being and Family Engagement

Head Start regulations require that all staff who work directly with families on the family partnership process have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.

Finding: The grant recipient did not ensure family service staff who worked directly with families had at least a credential or certification in social work, human services, family services, counseling or a related field.

Additional details from this review event:

- The grant recipient's staff qualification tracking form indicated 1 of 14 family services staff members (7%) did not have the required qualifications.

- The grant recipient expected the employee, hired on January 1, 2021, to complete the family services credential program by August 2024.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Mr. Randy Haynie
Prime Time Family Reading
938 Lafayette St
Ste 300
New Orleans, LA 70113 - 1027

From: Responsible HHS Official

Date: 04/01/2024

Mr. Khari M. Garvin

Director, Office of Head Start

From January 29, 2024 to February 2, 2024, the Administration for Children and Families (ACF) conducted a Focus Area Two (FA2) monitoring review of Prime Time Family Reading. This report contains information about the grant recipient's performance and compliance with the requirements of the Head Start Program Performance Standards (HSPPS) or Public Law 110-134, *Improving Head Start for School Readiness Act of 2007*.

The Office of Head Start (OHS) would like to thank your governing body, policy council, parents, and staff for their engagement in the review process. Based on the information gathered during this review, it has been determined that your program has at least one area of noncompliance.

This report provides you with detailed information in each area where program performance did not meet applicable Head Start Program Performance Standards, laws, regulations and policy requirements.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following:

Mr. Kenneth Gilbert, Regional Program Manager
Mrs. Miranda Restovic, Chief Executive Officer/Executive Director
Mrs. Dena Thomas, Head Start Director
Mrs. Dena Thomas, Early Head Start Director

Grant(s) included as part of this review

| Grant Recipient Name | Grant Number(s) |
|---------------------------|-----------------|
| Prime Time Family Reading | 06CH011822 |

Glossary of Terms

| Term | Definition |
|--|---|
| Additional Feedback for Program Improvement | An area in which the agency needs to improve performance, also known as an Area of Concern (AOC). These issues should be discussed with the grant recipient's Regional Office for possible technical assistance. This feedback is not considered a non-compliance with federal requirements. |
| Area of Noncompliance (ANC) | An area in which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more areas of performance. This status requires a written timeline for correction and possible technical assistance or guidance from the grant recipient's program specialist. If not corrected within the specified timeline, this status becomes a deficiency. |
| Deficiency | <p>As defined in the Head Start Act, the term "deficiency" means:</p> <p>(A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:</p> <ul style="list-style-type: none"> (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; <p>(B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or</p> <p>(C) an unresolved area of noncompliance.</p> |
| Strong Practice | An activity or strategy that shows promise for long term sustainable impact. A Strong Practice has an objective basis for claiming effectiveness, potential for replication, and is shareable among other organizations. |

How To Read This Report

The Focus Area Two report includes the following sections:

- **Program Overview**, provides a summary describing the grant recipient.
- **Performance Summary**, provides a table view of compliance by Performance Area.
- **Review Details**, provides details on the grant recipient performance in each Content Area, Performance Area, and Performance Measure.

Program Overview

Prime Time Family Reading serves Louisiana's Lafayette and Iberia Parishes, encompassing the cities of Lafayette, New Iberia, and Jeanerette. The grant recipient receives funding to support 635 children and families through Head Start and Early Head Start center-based services.

Performance Summary

This section contains an overview of compliance information determined through this review. Detailed information can be found in the Review Details section.

Compliance Information

| Content Area | Performance Area | Grant Number(s) | Compliance Level | Applicable Standards | Timeframe for Correction |
|--|--|-----------------|-----------------------|----------------------|--------------------------|
| Health Services | Child Health and Oral Health Status and Care | 06CH011822 | Area of Noncompliance | 1302.42(b)(1)(i) | 120 days |
| Family and Community Engagement Services | Program Foundations to Support Family Well-Being and Family Engagement | 06CH011822 | Area of Noncompliance | 1302.91(e)(7) | 120 days |

Review Details

This section of the report provides details on grant recipient performance in each Content Area, Performance Area, and Performance Measure.

- Each Performance Area includes the compliant Performance Measures monitored in this review.
- If there are any findings or Strong Practices observed, they will be listed within that Performance Area.



Program Design, Management, and Improvement

Below is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings and Strong Practices observed, as applicable.

Performance Area: Program Design and Strategic Planning

Compliance Details

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient adjusts its program design to remain responsive to shifts in community needs, strengths, and resources over time.
- The grant recipient uses program data to routinely monitor performance, progress towards goals and desired outcomes, and drive program improvement.
- The grant recipient maintains a system and procedures for collecting, managing, and reporting on accurate, timely data.

Performance Area: Program Governance

Compliance Details

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient collaborates effectively across program staff, the governing body, and the policy council to facilitate effective program governance.
- The grant recipient's governing body is engaged and effective in providing its legal and fiscal oversight.
- The grant recipient's policy councils and policy committees are effective in providing program direction.

Performance Area: Staffing and Staff Supports

Compliance Details

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient supports staff members' continuous improvement and professional development.
- The grant recipient develops systems that support the Head Start workforce by providing fair compensation, opportunities for career advancement, and a positive work environment for staff.
- The grant recipient establishes high expectations for staff and implements ongoing communication and training systems to reinforce organizational accountability.
- The grant recipient's leadership and management team have clearly defined, manageable roles and responsibilities and the appropriate experience to effectively execute Head Start program operations.



Education and Child Development Services

Below is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings and Strong Practices observed, as applicable.

Performance Area: Curricula, Screening, and Assessment Tools

Compliance Details

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient implements appropriate ongoing child assessment tools to support children's progress and to individualize for every child.
- The grant recipient implements appropriate screening tools to refer children as indicated for evaluation.
- The grant recipient implements research-based and culturally appropriate curricula to achieve child outcomes.

Performance Area: Teaching Strategies and Learning Environments

Compliance Details

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient provides well-organized learning environments and schedules that promote healthy development for enrolled children.
- The grant recipient uses intentionally designed lesson plans to deliver developmentally appropriate experiences for children.
- The grant recipient staff provide responsive, effective care and effective teaching practices that are tailored to meet the needs of all children.

Performance Area: Qualifications, Professional Development, and Coaching

Compliance Details

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient offers education staff a system of professional development to support delivery of quality education and child development services.
- The grant recipient implements a research-based coaching strategy to support education staff to use effective teaching practices.
- The grant recipient has qualified education staff.



Health Services

Below is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings and Strong Practices observed, as applicable.

Performance Area: Child Health and Oral Health Status and Care

Finding Details

Area of Noncompliance - 1302.42(b)(1)(i)

Summary

Grant Number(s) Cited: 06CH011822

Timeframe for Correction: 120 days

Performance Standard Details

Regulation Text: 1302.42 Child health status and care (b) Ensuring up-to-date child health status. (1) Within 90 calendar days after the child first attends the program or, for the home-based program option, receives a home visit, with the exceptions noted in paragraph (b)(3) of this section, a program must: (i) Obtain determinations from health care and oral health care professionals as to whether or not the child is up-to-date on a schedule of age appropriate preventive and primary medical and oral health care, based on: the well-child visits and dental periodicity schedules as prescribed by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program of the Medicaid agency of the state in which they operate, immunization recommendations issued by the Centers for Disease Control and Prevention, and any additional recommendations from the local Health Services Advisory Committee that are based on prevalent community health problems.

Compliance Details

- The grant recipient did not obtain initial medical and oral health determinations from a health care professional for all children.

Additional details from this review event:

- According to health data, the grant recipient did not obtain initial medical health determinations for 29 of the 428 children (7%) who were enrolled for 90 or more days.
- According to health data, the grant recipient did not obtain initial oral health determinations for 70 of the 428 children (16%) who were enrolled for 90 or more days.
- The recipient staff described its ongoing efforts to support parents in obtaining health and oral health determinations, including presentations at parent meetings and having staff remind parents about appointments during center drop-off and pickup times.

Performance Area: Mental Health and Social and Emotional Well-Being

Compliance Details

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient develops a positive program environment, in partnership with a qualified mental health consultant, that promotes the mental health and social emotional well-being of children.
- The grant recipient provides family support services for mental health and social emotional well-being.
- The grant recipient implements positive discipline practices and policies that prohibit the use of expulsion and suspension.

Performance Area: Child Nutrition

Compliance Details

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient implements nutrition services that accommodate children's unique nutritional needs.

Performance Area: Safe and Sanitary Environments

Compliance Details

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient's facilities are safe.
- The grant recipient establishes safe environments through daily and ongoing oversight of facility, equipment, and material safety.
- The grant recipient staff engage in appropriate safety practices.
- Staff are observed engaging in appropriate hygiene practices.
- The grant recipient completes background checks prior to hire for all staff.
- The grant recipient establishes appropriate administrative safety practices and policies.
- The grant recipient's equipment, materials, and program environments are safe.
- The grant recipient establishes and follows emergency preparedness plans.

Performance Area: Expectant Families

Not applicable



Family and Community Engagement Services

Below is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings and Strong Practices observed, as applicable.

Performance Area: Program Foundations to Support Family Well-Being and Family Engagement

Finding Details

Area of Noncompliance - 1302.91(e)(7)

Summary

Grant Number(s) Cited: 06CH011822

Timeframe for Correction: 120 days

Performance Standard Details

Regulation Text: 1302.91 Staff qualifications and competency requirements.(e) Child and family services staff. (7) Family services staff qualification requirements. A program must ensure staff who work directly with families on the family partnership process hired after November 7, 2016, have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.

Compliance Details

- The grant recipient did not ensure family service staff who worked directly with families had at least a credential or certification in social work, human services, family services, counseling or a related field.

Additional details from this review event:

- The grant recipient's staff qualification tracking form indicated 1 of 14 family services staff members (7%) did not have the required qualifications.
- The grant recipient expected the employee, hired on January 1, 2021, to complete the family services credential program by August 2024.

Performance Area: Family Partnerships

Compliance Details

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient implements a family partnership process that includes supports for family-driven goals and progress toward outcomes.

Performance Area: Promoting Strong Parenting, Parent-Child Relationships, and Engagement in Children's Learning

Compliance Details

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient implements strategies that promote parental skills and engage parents in children's development.
- The grant recipient chooses and implements a research-based parenting curriculum.

Performance Area: Community Partnerships

Compliance Details

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient has identified community partnerships that meet the needs and interests of families.



Fiscal Infrastructure

Below is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings and Strong Practices observed, as applicable.

Performance Area: Budget Development, Implementation, and Oversight

Compliance Details

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient engages in a transparent, data-informed strategic process to develop and maintain a budget that aligns with program goals and circumstances.

Performance Area: Comprehensive Financial Management Structure and System

Compliance Details

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient maintains effective control over and accountability for all funds, property, and assets to avoid theft, fraud, waste, and abuse.
- The grant recipient has implemented written procedures to ensure that only allowable costs are charged to the Head Start award in accordance with Federal statutes, regulations and the terms and conditions of the Federal award.
- The grant recipient implements a system for maintaining financial records and generating information needed to manage and safeguard Federal funds.

Performance Area: Facilities and Equipment Management Systems

Compliance Details

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient implements a system for ensuring compliance with requirements for the acquisition, record-keeping, insurance, and disposal of facilities purchased, constructed, or renovated (major renovations) with Head Start funds.
- The grant recipient implements a system for ensuring that equipment purchased with Head Start funds is acquired, used, and disposed of in accordance with requirements.
- The grant recipient assesses and mitigates risk and maintains property loss, casualty, and liability insurance consistent with the replacement value of property and determined risk of liability.



Eligibility, Recruitment, Selection, Enrollment, and Attendance

Below is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings and Strong Practices observed, as applicable.

Performance Area: Eligibility

Compliance Details

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient implements a clear, consistent, and compliant process for enrolling eligible families.
- The grant recipient trains staff to follow ERSEA regulations and establishes written policies and procedures to ensure compliance with eligibility requirements.

Performance Area: Recruitment

Compliance Details

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient implements a recruitment strategy focusing on all families with eligible children, with specific outreach efforts to families with vulnerable children.

Strong Practice Details:

During the review event the OHS monitoring team observed the following Strong Practice(s) in the Performance Area:

- The recipient continuously evaluates the success of recruitment strategies and adjusts strategies as appropriate.

Performance Area: Selection

Compliance Details

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient establishes selection criteria and a waitlist based on community needs.

Performance Area: Enrollment

Compliance Details

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient fills at least 10 percent of the program's total funded enrollment with children eligible for services under the Individuals with Disabilities Education Act (IDEA).
- The grant recipient establishes practices to maintain full enrollment and accurately tracks current enrollment.

Performance Area: Attendance

Compliance Details

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient consistently employs strategies to encourage regular attendance.

Strong Practice Details:

During the review event the OHS monitoring team observed the following Strong Practice(s) in the Performance Area:

- The grant recipient provides targeted support for children and families who are at risk of low attendance, including addressing individualized needs and communitywide issues (e.g., transportation, local safety concerns).

----- End of Report -----

Education Committee – March & April Report

Summary of LEH Education Division activity for May 8, 2024 meeting. (Note: April 10, 2024 meeting was cancelled due to inclement weather. This report includes activity for two months, March and April 2024)

Education Programs

Prime Time Family Reading/Preschool

- Spring family and preschool reading programs are underway. Some programs are beginning to close out; all spring programs will be finished by mid-May.
- Applications for fall Prime Time programs opened March 15th and remained open until April 15th. We received over 75 applications and have secured funding for 41 programs. We have provisionally approved an additional 16 programs, for a total of 57 possible programs in the fall. Most of our secured funding for fall is for partners in the GNO region, with some support dedicated to northwest LA and to Natchitoches. State of LA money, which supports state-wide programming, is pending—we won't know until June at the earliest. The provisionally approved programs will be funded with state money if received.
- Planning is underway for two Prime Time HomeRoom workshops in Q3 for participants in the GNO area. One workshop is intended for school-based educators, and the other will be offered to parents (“child’s first educator”). Workshops will be hosted at THFJSC. Childcare will be provided (in the form of a Prime Time Pre-K Assistant.)
- Prime Time will be tabling at the LDOE Teacher Leader Summit on May 28 & 29th, in New Orleans. Kathryn O’Dwyer will also be at the LEH booth representing the Institute for Louisiana Culture and History (ILCH)

Other Initiatives

- VP of Education attended the Louisiana Library Association conference on March 12th in Shreveport, along with Erin Voisin in Grants/Public Programs. Part of the LEH Road Show, a new initiative focused on promoting opportunities to partner with the LEH, either through LEH’s recurring re-grant opportunities, or through Prime Time reading program grants.

Prime Time Head Start



April/2024 Prime Time Head Start/Early Head Start Data Dashboard

As of April 30, 2024



| ACADIANA Sites (Total Funded Enrollment: 747 [104 Early Head Start and 643 Head Start]) | | Actual Enrollment |
|---|-----------------|--|
| Dodson (Funded Enrollment: 169) | | 169 |
| Jeanerette (Funded Enrollment: 102) | | 102 |
| Willow (Funded Enrollment: 173) | | 171 |
| Immaculate Heart of Mary (Funded Enrollment: 191) | | 187 |
| Total Student Actual Enrollment (All 4 Sites) | | 629 (131 EHS; 498 HS) |
| Total Families | | 530 |
| Total Waitlisted | | 150 EHS; 71 HS |
| <i>*Waitlist number includes those seeking to enroll for program year 24-25 and the current year 23-24*</i> | | |
| Critical Incidents | Count: 0 | Incident Type: N/A; No incidents for April |
| Current Staff Count (Full Staff: 158) | | 142 |

Enrollment

- Total Funded Enrollment: 635 --> 136 Early Head Start and 499 Head Start
- Actual Enrollment
 - Dodson = 169 (Funded Enrollment: 169)
 - Jeanerette = 102 (Funded Enrollment: 102)
 - Willow =171 (Funded Enrollment: 173)
 - Immaculate Heart of Mary = 187 (Funded Enrollment: 191)
- Total Student Actual Enrollment (All 4 Sites) =629 (131 EHS; 498 HS)

Facilities

- **Dodson**
 - Chiller: A new chiller will be installed at Dodson.
 - The lead time for the chiller was 10-12 months and it was ordered Fall of 2023.
 - The vendor reported this week that the chiller may arrive next month. If so, we plan to have the chiller installed this summer.
- **Immaculate Heart of Mary**
 - Gym
 - Licensing approved on 4/16/2024.
 - Classrooms opened in the gym on 4/22/2024.
 - EHS Classrooms
 - Office of Public Health approved the four EHS classrooms on 4/26/2024.
 - Licensing approved on 4/29/2024.
 - EHS children will join us onsite on 5/8/2024.
 - EHS Playground
 - The EHS playground is complete.
 - Bayou Fencing is scheduled to fence in the EHS playground soon.

- Once complete, we will submit a request to Fire Marshall and Health for approval.
- New Wing
 - The new wing project is progressing.
 - The canopy was installed.



Events

- **Read Across America Week (Dr. Suess Week); March 4th-8th**
 - During Read Across America Week, we promoted literacy with fun activities.
 - The children engaged in various activities throughout the week to get them excited about reading stories while dressing in character.
- **Family Spring Numeracy Event; March 9th**
 - This event was hosted by the Iberia Parish Early Childhood Network.
 - Prime Time provided an activity for families attending.
 - Prime Time staff used this opportunity to recruit families and share more information regarding student enrollment.
- **Registration Events**
 - **March 13th** at Second Harvest Food Bank's Mobile Market at Oschner University Hospital and Clinic
 - **March 21st** at Iberia Parish Library and Lafayette Parish Library
 - During the recruitment events, the Prime Time staff assists families with applications and provides information on requirements for enrolment.
 - At both events, we collected applications for the 2024-2025 school year.
- **Enrollment Extravaganzas; April 3rd and 4th**
 - We held two onsite registration events in both parishes. One event was held at IHM and one at Dodson.
 - The events included: registration, site tours, art activities, and refreshments.
- **Week of the Young Child; April 8th-12th**

- Week of the Young Child is a national celebration of early learning, young children, their teachers, families, and communities!
- Weekly Activities included:
 - Music Monday
 - Tasty Tuesday
 - Work Together Wednesday
 - Artsy Thursday
 - Family Friday

We loved having all of our families come together at our centers on Family Friday during Week of the Young Child! Parents and caregivers helped students put together their own family tree!



Finger painting is a fun way to explore our colors, as these Prime Time Head Start at Willow students found out!



Other

- Staffing
 - We currently have 16 open positions.
 - The open positions include:
 - Center Director (Willow site)
 - Head Start Teachers, EHS Teachers, Teacher Assistants, Floater, Front Office Secretary (Dodson), and Custodian
 - All positions that are vacant are posted on our website and interviews are underway.
 - The next new hire orientation is scheduled for May 13th.

Summary of Changes to Prime Time Head Start Policy Council By-Laws

1. ARTICLE II, Section 1: Purpose

Proposed change: Omit reference to Ouachita Parish service area

The purpose of the PC shall be to promote the objectives of the Prime Time ~~of Ouachita,~~ Lafayette, and Iberia Parishes, State of Louisiana. The purpose of the PC shall include, but not necessarily be limited to:

The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of Prime Time programs in ~~Ouachita,~~ Lafayette, and Iberia Parishes.

2. ARTICLE VI, Section 2: Special Committees

Proposed change: Clarify language around special committees and include reference to attendance at Governing Board Education Committee meetings by chair of Policy Council

- Original:

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected PC members attending approved special committee meetings will receive the standard reimbursement.

- Proposed new text:

When necessary to carry on the PC's work, special committees shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. **In addition, the Chair is invited to attend all Governing Board Education Committee meetings.** All elected PC members attending approved special committee meetings will receive the standard reimbursement.