
Board Update: Head Start PK3 Grant, June 2021 Update

This report serves as a monthly notification to the governing Board for the Austin ISD Head Start PK3 program. The information contained in this report covers items required to be reported to all levels of governance within the Head Start grant, including the policy council. Enrollment and recruitment efforts for the 2021-2022 school year continued. Self-Assessment was completed, planning and preparation for 2021-2022 school year has begun and PIR data is being prepared. More details regarding the above information and additional items are linked [here](#).

Additional Board Update Information: Head Start PK3 Grant

Report for June 2021 to ensure the sharing of accurate and regular information about program planning, policies, and agency operations.

Project Name: Head Start – Travis County, Texas

Grant Period: 7/1/2019 – 4/30/2024

Award Amount: 5/1/2021-4/30/2022: \$1,658,881 for Operations, \$21,383 for T/TA

Supplemental Award Amount:

COVID-19 Funds: 5/1/2020-4/30/21 - \$179,277

COVID/American Rescue Plan: 4/1/21 - 3/31/23 - \$305,484

Financial Expenditures:

Head Start Federal Grant Funds	
Total Expenditures to date	\$0
Head Start Federal Grant Funds: COVID-19 Funds	
November 2020 - 11.6399 - Supplies and Materials for Classrooms	\$6,582
December 2020 - 11.6399 - Supplies and Materials for Classrooms	\$2,351
January 2021 - 11.6395 - Technology (iPads)	\$28,230
March 2021 - 11.6399 - Supplies and Materials for Remote Learning	\$539
April 2021 - 11.6329 - Reading Material for Classrooms	\$11,378
May 2021 -11.6329/6399 Supplies and Reading Materials for Classrooms	\$9,705
Total Expenditures to date (6/7/21)	\$58,785

A report of salary and benefit expenses can be provided by the finance department upon request.

Enrollment:

As of June 2021, 190 families were eligible and enrolled in the Head Start program for the 2020-2021 school year. Our enrollment capacity is 204. Open enrollment for the 2021-2022 school year was launched in January 2021 with an enrollment kick-off meeting. The Family Advocates have modified all recruitment and selection strategies due to the pandemic to ensure children and families in most need are given priority. Recruitment efforts for the 2021-2022 school year include: sharing Head Start information via email, text, agency websites, social media, and hand-delivering flyers by placing them on storefronts and car windows. In addition, yard signs are being placed around the community. All communication and interviews are conducted with families via phone/video calls, or meeting them at

the schools while using all preventative measures to ensure no contact is made. As of Monday, June 28th, the Family Advocates are diligently working with numerous families to complete 2021-2022 AISD PK3/Head Start enrollment. Currently, 185 families have completed both AISD PK3 enrollment and the Head Start application. All potential pre-eligible families must complete a digital AISD PK3 screener, the online enrollment and a digital Head Start enrollment application along with a transfer (as needed). Family Advocates continue to support their assigned campuses daily.

Program information summaries:

Self-Assessment

During the month of June, the Head Start management team completed the self-assessment process per our approved Self-Assessment Plan. The 3 self-assessment teams met to discuss and review the provided program data and give feedback in relation to possible ways to improve our program services. The 20-21 Self-Assessment report will be provided to the school board and Head Start Policy Council for approval in August of 2021.

Program Information Report (PIR)

Each year, the Office of Head Start (OHS) requires that grantees complete a Program Information Report or PIR. This report is a comprehensive collection of a variety of information sources that helps OHS understand the way that we as a grantee provide services to our enrolled families. The report when completed will be provided to the school board and Head Start Policy Council once completed. This will be our first year completing the PIR as OHS did not require PIR due to COVID during the 19-20 school year.

Parent Family Engagement:

During the summer months the Family Advocates and the Health and Social Services Specialist have been working together to plan parent engagement events for next school year. A calendar of events was drafted to clearly display the number of events we would like to host with community partners next year as well as the facilitation of our parenting curriculum lessons. In addition, the end of the year feedback survey was sent to families at the end of the school year to gather valuable feedback to be used for program improvement. 85 enrolled families participated in the survey providing feedback regarding their overall experience in AISD Head Start during the 2020-2021 school year. Overall, parents shared positive feedback regarding the level of communication with Head Start Staff, their child's educational growth, and participation in parent engagement events throughout the program year. The feedback gathered on this survey will be evaluated throughout the summer and used to inspire program implementation efforts for the 2021-2022 school year.

Education:

During the month of May the Head Start Education Specialist completed a second of round coaching cycles with Head Start teaching staff. Coachees engaged in a debriefing and a time of personal

reflection where the Education Specialist elicited feedback on coaching and goals for next school year. As a result, teaching staff were able to set goals for the next school year. Additionally, the Education Specialist made visits to classrooms this month and summer professional development is in the process of being created.

Communication & Guidance from the Secretary of DHHS and Office of Head Start:

June 2021 - [All Communications](#)

- [6.2.21](#) - Directors Email Digest- May 2021
- [6.3.21](#) - COVID-19 Vaccination for Head Start Families
- [6.21.21](#) - Child Tax Credit in the American Rescue Plan



AISD Head Start Self-Assessment 2020-2021 Report

Table of Contents

I. Introduction	Pg. 3
II. Methodology	Pg. 4
III. Progress on 2019-2020 Self-Assessment Goals	Pg. 5 - 6
IV. Key Insights	Pg. 7 - 8
V. Recommendations	Pg. 9 - 10

Introduction

Austin Independent School District Head Start (AISD HS) provides comprehensive, high- quality early childhood services to low income families residing in Travis County, Texas within the Austin Metropolitan area. Services provided by AISD HS are designed to promote the educational, social, nutritional and emotional development of children while providing family support services to their family. The staff of AISD HS strive to assist families in reaching self-sufficiency and to ensure children are prepared for school.

AISD HS's long and short-range goals, objectives, and strategies are found in a variety of documents and sources including; the AISD HS School Readiness Plan, Training and Technical Assistance Plan, and our 5-year programmatic goals. These documents were created from information gathered using the community needs assessment and other data sources. Data sources included feedback and input from program staff, parents, community representatives, Policy Council members, and the Governing Board (AISD School Board). As this is our second full year as a Head Start grantee, we will be reflecting on our previous self-assessment goals and determining a path forward with our newly analyzed data.

The Austin Independent School District Head Start program with the capacity to serve 204 children in 12 classrooms on 8 public school sites in the Austin Metropolitan area. All sites are located within Travis County, Texas. All programs are housed inside of AISD school campuses operating 5 days a week following a typical school schedule of 7:30am-3pm with some minor time adjustments at each individual campus. The AISD HS program staff at the school level consists of one teacher and one teaching assistant in each classroom as well as a lunch monitor to maintain ratio and provide staff with breaks. Each classroom has the ability to enroll up to 17 children, all who turned 3 on or before September 1st of the current school year.

AISD's Head Start Self-Assessment process, mandated to be completed annually, involved the collection of information from a variety of sources to determine if systems and services have been implemented and are working effectively. Engaging in this process allows the program to assess progression in reaching program goals and objectives along with recognizing areas of strength and areas for continued growth. The results of the Self-Assessment provide a path forward in setting program goals that will improve the program's services as well as acknowledge the program successes. In conducting the Self-Assessment, AISD HS program staff worked in collaboration with policy council members, parents, and community representatives on the Self-Assessment team to focus on improving services for enrolled children and families in three focus areas.

Methodology

In accordance with paragraph 45 CFR 1302.102(b)(2) of the Head Start Performance Standards, Austin Independent School District Head Start (AISD HS) annual Self-Assessment process was conducted in the early summer of 2021. The Self-Assessment purpose, process, and timeline must be reviewed and approved by the Policy Council. Prior to approval by the Head Start Policy Council, the AISD HS management team held a meeting to discuss program information and data to determine three (3) focus areas for the Self-Assessment teams to explore. Various sources of program data were gathered and used to identify areas of strength, concerns, and issues that would benefit from further evaluation by the Self-Assessment Review Team (SA) team comprised of individuals from several groups including management and leadership staff, policy council, and community partners. Training and support were provided for each Self-Assessment Review Team (SA) by a pre-determined group lead who helped to guide the discussion and gather feedback

2020-2021 Head Start Self-Assessment Timeline of Events

In order to complete the Self-Assessment, a timeline of events which identified activities and person(s) involved was developed. This timeline was used to ensure the Self-Assessment process was completed. See below for the chart listing events associated with the Self-Assessment process and timelines:


Timeline	Activity	Person(s) Responsible
March 11, 2021	Self-Assessment Overview by HSPC	Ashlee Johnson, Head Start Administrator
May 19, 2021	Approval of Self-Assessment Plan by HSPC	
June 7 th - June 10 th 2021	Self-Assessment Team Engagement and Orientation	ERSEA - Gena Padilla Health - Lauren Jackson Education - Amanda Bolding
June 14 th - 17 th 2021	Conduct Self-Assessment Process - Analysis and Dialogue	
June 21 st - 24 th 2021	Collate Information and Develop Self-Assessment Report	Ashlee Johnson, Head Start Administrator
July 2021	Management Team uses the self-assessment report for planning and goal setting	Head Start Management Team
August 2021	Provide Governing Body and Policy Council with a copy of the Self- Assessment Report for review and approval	Ashlee Johnson, Head Start Administrator
September 2021	Submit Report to the Regional Office	







Progress on 2019-2020 Self-Assessment Goals

When reviewing the previously written goals and strategies from the 19-20 Head Start Self-Assessment, one factors that has impacted the program's ability to provide services in the ongoing worldwide pandemic caused by COVID-19. Over the last year at times, all business, schools, and offices were closed, making it difficult for families to access services, for programs to provide services, and to ensure that follow-up care is provided. The pandemic has impacted the program's ability to provide services and support families. As vaccines are increasingly available to all who would like to receive them and business, schools and offices are returning to in-person services, we anticipate that meeting our goals will be possible.

Focus Area	Strategies	Timeframe	Completed
Health Screenings <u>Goal:</u> 90% of enrolled students will have completed medical and dental exams within the 90 days of first date of attendance. Those not complete will receive follow up care to ensure the completion of this item. Goal Not Met	Improve the methods to communicate with parents about physical/dental exams so that parents understand the purpose and benefits of regular exams	August 2020	<input checked="" type="checkbox"/>
	Revise and outline the information provided to parents during the application/enrollment process to include information on exams	August 2020	<input checked="" type="checkbox"/>
	Train staff on the process and staff expectations around required exams	Aug/Sept 2020	<input checked="" type="checkbox"/>
	Monitor the amount of health/dental exam forms returned and provide more outreach to families to help them overcome hurdles in access	Ongoing	<input checked="" type="checkbox"/>
<u>Results:</u> At the conclusion of the 2020-2021 school year, 58 % of students had completed physicals and 48% of students had completed dental exams. When reviewing which students had access to medical care and dental care, about 81% of students had medical/and or dental insurance, which demonstrates that the lack of completed physicals and dentals may not be due to access. While the goal has not been met, work on this goal will continue to ensure compliance with Head Start Program Performance Standards.			

Focus Area	Strategies	Timeframe	Completed
Education and Disabilities <u>Goal:</u> Enroll a minimum of 21 students with disabilities throughout all AISD Head Start classrooms. Goal Not Met	Collaborate with ECSE office and ECI agencies to ensure all parties are aware of opportunities in Head Start	Ongoing	<input checked="" type="checkbox"/>
	Outreach to all schools with information regarding AISD Head Start and the option of a transfer for eligible families	August 2020	<input type="checkbox"/>
	Provide training and information for staff in Head Start classrooms to they have the tools to help facilitate learning for students with disabilities	Sept/Oct 2020	<input type="checkbox"/>

	Monitor enrollment of students with disabilities and determine in additional steps are required to reach goal	November 2020	
<i>Results:</i> At the conclusion of the 2020-2021 school year, 11 students with disabilities were enrolled in AISD Head Start programs. This does not meet our goal of 21 students; however, efforts were impacted by the COVID-19 pandemic and AISD's delays in timely completions of evaluations and work will continue toward this goal moving forward.			

Focus Area	Strategies	Timeframe	Completed
Parent and Family Engagement Goal: Increase parent attendance at parent meetings and policy council meetings by 40% Goal Met	Create monthly activity calendars for enrolled families	Summer 2020	
	Create a yearly schedule of parent meeting topics to ensure all families are receiving similar information	Summer 2020	
	Provide Parent/Guardian orientation session at first parent meeting of the new school year	August 2020	
	Create social media accounts to improve communication with enrolled and prospective families	July/Aug 2020	
	Share meeting information for all parent monthly meetings with all enrolled families to ensure access if they are unable to attend a meeting at their enrolled school	Ongoing	
	Use social media accounts and Head Start database to share information about enrollment, upcoming events, and parent meetings	Ongoing	

Results: At the conclusion of the 2020-2021 school year, 130 of 190 families attended at least one parent meeting which is an increase of 75% from the prior year. All meetings in the 20-21 school year were held virtually and recorded to be shared with all parents in both English and Spanish. Moving forward, we will continue to provide recordings of meetings and ensure that families have access to which ever method of communication is preferred.

Key Insights: Successes and Opportunities for Improvement

AISD Head Start is dedicated to building a sustainable comprehensive early childhood education program that provides quality family support services to families. The AISD Head Start program considers that the care and education of children requires partnerships and by putting families first will build a strong foundation for future generations. Some of the key strengths of the program and achievements of AISD Head Start over the last year include:

- Reaching and maintaining 93% enrollment during a pandemic when other PK programs were struggling with enrollment
- 100% of parents surveyed reported that they felt their student had made academic growth during the school year
- Over 80% of students enrolled in the program had health and dental care coverage
- 70% of families surveyed regularly attended parent meetings

The AISD Self-Assessment Review Team completed a review of the services, systems, policies and procedures relating to: 1) Health Screenings; 2) Education - Cognition/Mathematics; and 3) Enrollment and Recruitment. After analyzing and discussing the three focus areas, members of the Review Team made recommendations. Results were categorized as: Strengths in AISD Head Start and Opportunities for Growth. The chart below summarizes the program strengths and opportunities for growth:

Focus Area	Strengths in AISD Head Start	Opportunities for Growth
Health and Social Services <ul style="list-style-type: none"> ▪ Number of students with health insurance coverage ▪ Number of students with a completed dental/physical exam ▪ Number of students and families receiving Mental Health referrals 	<ul style="list-style-type: none"> ▪ 82% of students had verified health insurance ▪ 80% of students had verified dental coverage ▪ Staff made numerous attempts to support families with medical and dental during a pandemic ▪ Meeting focused on mental health supports was great to offer to families 	<ul style="list-style-type: none"> ▪ Could survey families to determine times for meetings ▪ Implement Health Literacy goals: teaching families how to find, understand and use services ▪ Incentivize completion of required forms ▪ Provide more mental health information to destigmatize accessing services

Focus Area	Strengths in AISD Head Start	Opportunities for Growth
Education Cognition and Mathematics <ul style="list-style-type: none"> ▪ Student growth in rote counting and shape naming ▪ Instructional methods used by teachers when teaching mathematical concepts 	<ul style="list-style-type: none"> ▪ Students showed continued growth throughout the year ▪ Teachers reported using a variety of teaching methods including using objects to count, counting aloud, and singing ▪ Varied opportunities for students to learn in small group, whole group, and transitions 	<ul style="list-style-type: none"> ▪ Provide teaching staff coaching around additional mathematical strategies ▪ Use learning environment as the 2nd teachers ▪ Review implementation of curriculum and fidelity to curriculum

Focus Area	Strengths in AISD Head Start	Opportunities for Growth
Enrollment and Recruitment <ul style="list-style-type: none"> ▪ Recruitment efforts during 2020-2021 ▪ Enrollment Process ▪ Number of students enrolled 	<ul style="list-style-type: none"> ▪ Recruitment efforts were substantial considering the pandemic ▪ PK screener makes it easier for parents to check if they are eligible ▪ Retention rate was high and very few withdrawals 	<ul style="list-style-type: none"> ▪ Physical events at schools to support enrollment ▪ Marketing on radio or television ▪ More presence on social media

Recommendations

Based on the feedback and opportunities for growth the Head Start leadership has developed some strategies for how to assist in our program improvement efforts. Strategies identified affect the education, health, recruitment and enrollment of all children and families enrolled in the AISD Head Start program. To address the opportunities for growth identified through the Self-Assessment, goals have been identified with actionable steps, timelines, and person(s) responsible, which are listed below. Strategies outlined for achievement of goals will be tracked over the next 12 months for effectiveness. Results will be monitored by the Head Start Director, program management team, and reported to stakeholders.

Focus Area	Strategies	Responsible Persons	Timeframe
Health Screenings <u>Goal:</u> 90% of enrolled students will have completed medical and dental exams within the 90 days of first date of attendance. Those not complete will receive follow up care to ensure the completion of this item. (Continuation of 2019-2020 goal)	<ul style="list-style-type: none"> Provide detailed information for parents during the application/enrollment process to include information on exams 	Head Start Health and Social Services Specialist	August 2021
	<ul style="list-style-type: none"> Train all staff on the process and staff expectations around required exams 	Head Start Health and Social Services Specialist	August 2021
	<ul style="list-style-type: none"> Provide 5 mental health resources and 1 parent learning sessions on mental health in 21-22 school year 	Head Start Health and Social Services Specialist and Family Advocates	September 2021 to May 2022
	<ul style="list-style-type: none"> Monitor the amount of health/dental exam forms returned and provide more outreach to families to help them overcome hurdles in access 	Head Start Health and Social Services Specialist	Ongoing in the 2021-2022 school year
<u>Desired Outcome:</u> Parents will recognize and understand the importance of their child receiving regular health/dental exams and will have completed the Head Start requirement.			

Focus Area	Strategies	Responsible Persons	Timeframe
Education <u>Goal:</u> Increase the % of students who are rated proficient on cognition indicators at exit from 25% to 50%.	<ul style="list-style-type: none"> Provide Creative Curriculum Implementation training to improve fidelity 	Head Start Administrator	July/Aug 2021
	<ul style="list-style-type: none"> Provide targeted mathematics resources and supports for teaching staff 	Head Start Education Specialist	Ongoing in the 2021-2022 school year
	<ul style="list-style-type: none"> Coaching focused on room arrangement and supporting student learning 	Head Start Education Specialist	Ongoing in the 2021-2022 school year
<u>Desired Outcome:</u> Students will have gained age-appropriate mathematical skills to prepare them for PK4 and beyond.			

Focus Area	Strategies	Responsible Persons	Timeframe
Enrollment and Recruitment <u>Goal 1:</u> Reach and maintain 100% enrollment by Sept 30 th , 2021.	<ul style="list-style-type: none"> ▪ Collect data on all recruitment efforts and analyze data to determine trends in enrollment 	ERSEA Specialist	August 2021 to May 2022
	<ul style="list-style-type: none"> ▪ Create a weekly and monthly posting schedule for social media 	Head Start Administrative Team	July 2021
	<ul style="list-style-type: none"> ▪ Post weekly/monthly posts on social media 	Head Start Administrative Team	Ongoing in the 2021-2022 school year
	<ul style="list-style-type: none"> ▪ Hold physical enrollment events at school campuses, if not fully enrolled 	ERSEA Specialist and Family Advocates	September 2021
	<ul style="list-style-type: none"> ▪ Work with AISD Marketing and Communications to create television/radio ads 	Head Start Administrator	September 2021 Jan./Feb. 2022
<u>Desired Outcome:</u> All seats will be filled and remain filled for the 2021-2022 school year.			