



ACADIA PARISH SCHOOL BOARD
HEAD START PROGRAM
POLICY COUNCIL



MEMORANDUM

TO: Policy Council Representatives/ Alternates
FROM: LaTanya Evans – Head Start Director
DATE: Thursday, February 15, 2024
SUBJECT: FEBRUARY 2024 MEETING SCHEDULED

The regularly scheduled meeting for the Head Start Policy Council is:

POLICY COUNCIL MEETING (FEBRUARY 2024) - ACADIA PARISH HEAD START PROGRAM
Thursday, February 22, 2024 · 6:00pm

Google Meet joining info
Video call link: <https://meet.google.com/gxk-astu-bon>
Or dial: (US) +1 920-249-5021 PIN: 649 887 010#

IMPORTANT – QUORUM NEEDED

IF YOU NEED A SITTER, PLEASE CALL THE OFFICE AT 337-783-6377.

We want to make your attendance as convenient as possible. Child sitting services will be provided and we can also arrange to provide transportation for those who may need it.

ALL POLICY COUNCIL MEMBERS, ALTERNATES, COMMUNITY REPRESENTATIVES ARE ASKED TO CALL AS SOON AS POSSIBLE AND LET US KNOW THAT YOU WILL ATTEND. When you phone us, please let us know if you will need a sitter or transportation.

RSVP by calling (337) 783-6377, ext. 231.

SPECIAL NOTE FOR PARENT COMMITTEE PRESIDENT:

Enclosed is your copy of the Policy Council meeting packet. Remember the Parent Committee must be informed that your council's Parent Representative is attending the meetings for your center.

cc: *APSB Executive Staff/ APSB Board Members*

AGENDA

ACADIA PARISH SCHOOL BOARD - HEAD START PROGRAM POLICY COUNCIL

Thursday, February 22, 2024 - 6:00 P.M.

Acadia Parish Head Start Central Office (Conference Room)

800 North Western Avenue – Crowley La 70526

SECTION I. OPENING ITEMS

- A. CALL TO ORDER
- B. PRAYER/ PLEDGE OF ALLEGIANCE
- C. WELCOME/ RECOGNIZE NEW REPRESENTATIVES/ RECOGNIZE GUESTS, STAFF & VISITORS
- D. ROLL CALL – DETERMINE IF THERE IS A QUORUM
- E. CONSIDER APPROVAL OF AGENDA/ STATE REVISIONS, IF ANY
- F. CONSIDER APPROVAL OF MINUTES OF MEETING HELD JANUARY 18, 2023

SECTION II. REPORTS

- A. CENTER REPORTS
- B. TREASURER'S REPORT
- C. HEAD START DIRECTOR'S REPORT
- D. BUDGET REPORT AND APPROVAL OF ANY BUDGET ADJUSTMENTS, IF NEEDED

SECTION III. ROUTINE ITEMS (ACTION ITEMS)

- A. RECEIVE RECOMMENDATION AND CONSIDER APPROVAL OF NEW HIRE FOR BUS DRIVER AT AP CHURCH POINT HEAD START CENTER
- B. RECEIVE RECOMMENDATION AND CONSIDER APPROVAL OF NEW HIRE FOR TEACHER ASSISTANT AT AP ROSS HEAD START CENTER
- C. RECEIVE RECOMMENDATION AND CONSIDER APPROVAL OF ELIGIBILITY CRITERIA FOR 2023-2024 PROGRAM YEAR
- D. RECEIVE RECOMMENDATION AND CONSIDER APPROVAL OF SELF ASSESSMENT IMPROVEMENT PLAN 2023-2024
- E. RECEIVE RECOMMENDATION AND CONSIDER APPROVAL OF CONTINUATION APPLICATION 2024-2025

SECTION IV: NEW BUSINESS (DISCUSSION ITEMS)

- A. RECEIVE REPORT ON FULL ENROLLMENT INITIATIVE (FEI) INITIAL UNDER-ENROLLMENT MEETING

SECTION V. OLD BUSINESS (ACTION ITEMS)

- A. COUNCIL FUND RAISER

SECTION VI. CORRESPONDENCE REVIEW

- A. ACF MEMORANDUM – FULL ENROLLMENT REQUIREMENTS

SECTION VII. ADJOURNMENT

MINUTES OF MEETING

THURSDAY, JANUARY 18, 2024

6:00 P.M.

REGULAR MEETING

MEETING CALLED BY: Eric Jolivette, Council Chairperson
NOTE TAKER: Google Meet Recording
COUNCIL PRESENT: Brian Mouton, Eric Jolivette, Cassidy Stoma, Kristy Johnson, Shavaun Miller, Brandon Miguez
STAFF/ GUESTS PRESENT: Shawn Lejeune, LaTanya Evans, Sonjatina Wilridge, Rosaline Landry, Janet Walker, Kim Breaux, Peggy Cormier, Paula Wheeler, Karen Marx, Sondrea Wade

AGENDA TOPICS:

SECTION I. OPENING ITEMS: CALL TO ORDER, PRAYER/ PLEDGE OF ALLEGIANCE, WELCOME/ RECOGNIZE NEW REPRESENTATIVES/ RECOGNIZE GUESTS, STAFF & VISITORS, ROLL CALL

The Acadia Parish Head Start Policy Council met for a regularly scheduled meeting on Thursday, January 18, 2024 at 6:00 p.m. on Google Meeting. Eric Jolivette, Chairperson, called the meeting to order at 6:10 p.m. Brandon Miguez, Council Chaplain, led the prayer. Pledge done in unison. Chairperson called for recognition of those persons present in the meeting. Kristy Johnson, Council Treasurer, called the roll.

QUORUM PRESENT

CONSIDER APPROVAL OF AGENDA/ STATE REVISIONS, IF ANY:

Council reviewed the agenda. Revision under Section IV. New Business (Discussion Items) item A should read Council Training – Self Assessment and Community Assessment.

Motion made by Kristy Johnson; second Brian Mouton. MOTION CARRIED

CONSIDER APPROVAL OF MINUTES OF MEETING HELD DECEMBER 14, 2023:

Council reviewed the minutes of the December 14th meeting.

Motion made by Brandon Miguez; second by Brian Mouton. MOTION CARRIED

SECTION II. REPORTS:

A. CENTER REPORTS:

Representatives from each center gave a report on center activities and events.

B. TREASURER'S REPORT:

Kristy Johnson, Council Treasurer, reported a beginning balance of \$201.94 and ending balance of \$201.94.

C. HEAD START DIRECTOR'S REPORT:

COUNCIL TRAINING (COMMUNITY ASSESSMENT, HEALTH, AND MENTAL HEALTH) – Training will be administered on the Self Assessment, Community Assessment and Mental Health content area as part of tonight's meeting. **INTERNAL DISPUTE RESOLUTION (IMPASSE) POLICY** – The council received training on Internal Dispute Resolution strategies at the Program Governance Training held in September. The currently policy is included in this month's packet. The policy will be up for approval tonight. **WEBCAST** – Was held on December 15th addressing questions on the Notice of Proposed Rule Making (NPRM). Deadline to submit comments is January 19th. **SELF ASSESSMENT 2023-2024** – A list of team members serving as assessors for this year's self assessment will be presented at tonight's meeting. **PARISH-WIDE TRAINING** – Parish-wide training held Monday January 8th in the AP Ross Head Start Gymnasium. **HSCO STAFF MEETING** – Meeting held Tuesday, January 9th. **SITE SUPERVISOR MEETING** – Meeting held January 12th. **MONTHLY CALL** – Monthly support meeting with Lisa Tarrant held on January 10th. The funding guidance letter was issued, noting the total funding which includes Training and Technical Assistance funding. Application deadline is April 1st. This correspondence will be included in next month's packet. **STAFFING** – Medical leave include one (1) Specialist, one (1) Site Supervisor, one (1) Teacher, and three (3) Teacher Assistants. Interviews held for Teacher Assistant at AP Estherwood Head Start on Thursday, January 11th. The Interview Committee has made a recommendation and a request for approval of new hire will be at tonight's meeting. Interviews for Bus Driver at AP Church Point Head Start is rescheduled due to school closures/ inclement weather. The program continues to seek substitute classroom assistants at all four (4) locations.

D. BUDGET REPORT AND APPROVAL OF ANY BUDGET ADJUSTMENTS, IF NEEDED:

Kim Breaux, Bookkeeper, reviewed the Budget Report with the council. There are some budget adjustments. Adjustments needed by the 25th. Staffing is shorthanded this year. Quite a bit of an overage and most will be moved to worker's comp. Few other areas to include electricity and a few supply accounts that to have a shortage. There is an overage in teacher payroll.

Motion made by Kristy Johnson; second by Brandon Miguez. MOTION CARRIED

SECTION III. ROUTINE ITEMS (ACTION ITEMS):

A. REVIEW AND CONSIDER APPROVAL OF NEW HIRE FOR TEACHER ASSISTANT AT AP ESTHERWOOD HEAD START CENTER

The Interview Committee recommends Sandra Roberts to fill the position of Teacher Assistant at AP Estherwood Head Start Center.

Motion made by Brandon Miguez; second by Shavaun Miller. MOTION CARRIED

B. RECEIVE RECOMMENDATION AND CONSIDER APPROVAL OF INTERNAL DISPUTE RESOLUTION (IMPASSE) POLICY

The council reviewed the policy. A recommendation for approval was made.

Motion made by Brandon Miguez; second by Brian Mouton. MOTION CARRIED

SECTION IV. NEW BUSINESS (DISCUSSION ITEMS):

A. RECEIVE LIST OF TEAM NAMES FOR SELF ASSESSMENT 2023-2024

Ms. Evans gave a list of team assessors.

B. COUNCIL TRAINING – COMMUNITY ASSESSMENT & SELF ASSESSMENT

The annual Self Assessment is going to be conducted on February 7th through 9th, beginning at 9:00 a.m.

LaTanya Evans administered training on the Self Assessment and Community Assessment.

C. COUNCIL TRAINING – HEALTH/ MENTAL HEALTH

Rosaline Landry, Health/ Mental Health/ Nutrition Specialist, administered training on the Health/ Mental Health content area.

D. DISCUSSION – UPCOMING COUNCIL TRAINING (REFUNDING PROCESS AND ERSEA/ ELIGIBILITY CRITERIA)

Council decided a training on Refunding Process and ERSEA/ Eligibility Criteria would be held Thursday, January 25th at 6:00 p.m.

SECTION V. OLD BUSINESS (ACTION ITEMS):

A. COUNCIL FUND RAISER

More books are available for sale; 500 tickets distributed at the last meeting. Raffle is 50/50. Drawing will be held February 15th at the PC Meeting.

SECTION VI. CORRESPONDENCE REVIEW:

A. ACF MEMORANDUM

B. COUNCIL TRAINING – COMMUNITY ASSESSMENT & SELF ASSESSMENT

Council discussed the informational memorandum.

SECTION VII. ADJOURNMENT:

The Chairperson thanked everyone for attending. The Chairperson called the meeting to adjourn at 6:59 p.m.

MEETING ADJOURNED

(Minutes prepared by Program Secretary via Council Secretary's notes)

Approved by Policy Council – February 22, 2024 – YES / NO

Eric Jolivette, Policy Council Chairperson

DIRECTOR'S REPORT

1301.3 PROGRAM GOVERNANCE

1302.101 MANAGEMENT SYSTEM

- **FULL ENROLLMENT INITIATIVE (FEI) UNDER-ENROLLMENT MEETING** – Meeting held on February 15th. Jamesetta David, Shawn Lejeune, Sonjatina Wilridge, and LaTanya Evans were in attendance.
- **MONTHLY MEETING HELD** – Meeting held with Program Specialist, Lisa Tarrant, on February 9th. Jamesetta David, Shawn Lejeune, Sonjatina Wilridge and LaTanya Evans were in attendance.
- **ELIGIBILITY CRITERIA 2023-2024** – An Eligibility Criteria meeting will be held on Wednesday, February 21st. A recommendation for approval of Eligibility Criteria 2024-2025 will be presented to the council at the upcoming February 22nd meeting. (*See the ATTACHMENT section*)
- **SELF ASSESSMENT 2024-2025** – The annual Self Assessment was held on Wednesday, February 7th through Friday, February 9th. A recommendation for approval of the Self Assessment Improvement Plan will be presented to the council at the upcoming February 22nd meeting. (*See the ATTACHMENT section*)
- **CONTINUATION APPLICATION 2024-2025** - A recommendation for approval of Continuation Application 2024-2025 will be presented to the council at the upcoming February 22nd meeting. Deadline to submit the application is April 1st. (*See the ATTACHMENT section*)

1302 SUBPART I—HUMAN RESOURCES MANAGEMENT

1302.90 PERSONNEL POLICIES

- **STAFFING -**
 - Medical Leave – One (1) HSCO Specialist, one (1) Site Supervisor, three (3) Teachers, one (1) Teacher Assistant, one (1) Office Assistant, and one (1) Cafeteria Technician.
 - Resignation – One (1) Family Advocate at AP Ross and one (1) Teacher Assistant at AP Ross.
 - Interviews Held – Interviews held Wednesday, January 31st for Bus Driver at AP Church Point Head Start. A recommendation for approval of new hire will be made at the upcoming February 22nd meeting.

- Interviews Scheduled – Interviews for Teacher Assistant at AP Ross Head Start is scheduled for Wednesday, February 21st.
- Position Openings – The following positions are available: The program is seeking a Family Advocate at AP Ross and Teacher Assistant at AP Ross. The program is also seeking substitute classroom assistants at all four (4) site locations.

CONTENT AREA SUMMARIES

1302.30 EDUCATION AND CHILD DEVELOPMENT PROGRAM SERVICES

1302.30 FULL PARTICIPATION IN PROGRAM SERVICES AND ACTIVITIES

- Site Supervisor's meeting held January 12th.
- The fall/ winter SUPPORT Conference conducted for AP Estherwood, AP Rayne and AP Church Point.

1302.61 DISABILITIES

- Head Start has 50 students receiving IEP services: AP Church Point—10, AP Estherwood—three (3), AP Rayne—22 and AP Ross—15.

Submitted by Kelly Rogers – Education/ Disabilities Specialist

EARLY CHILDHOOD DEVELOPMENTAL SERVICES

1302.40 CHILD HEALTH AND DEVELOPMENTAL SERVICES

- All centers are reporting some cases of the flu, RSV and a few cases of COVID19. Staff are taking extra measures in making sure our schools continue to be sanitized.

1302.42 CHILD HEALTH STATUS

- Family Advocates (FAs) are reviewing children's files for missing information such as physicals, dentals, immunizations, heights and weights and any other health-related concerns.

1302.45 CHILD MENTAL HEALTH AND SOCIAL AND EMOTIONAL WELL-BEING

- Mental Health Consultant is continuing observations and intervention in classrooms on those students with behavior concerns.

Submitted by Rosaline Landry – Health/ Mental Health/ Nutrition Specialist

1302 SUBPART A – ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, & ATTENDANCE

- Registration is ongoing. Actively recruiting to register eligible children for the program. There is a currently waitlist of 43 children and will classrooms as staffing issues are resolved.

- Full enrollment is 331 children. Current enrollment is 303:
 - AP Estherwood – 17
 - AP Church Point – 54
 - AP Rayne – 93
 - AP Ross - 139

1302.31 ERSEA – ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE

- Family Advocates are continuing to accept applications for the 2023-2024 program year.
- Average Daily Attendance for January 2024:
 - AP Church Point – 90%
 - AP Estherwood – 85%
 - AP Rayne – 82%
 - AP Ross – 79%

Submitted by Sonjatina Wilridge – Family Partnerships/ Community Engagement Specialist

1302.47(1) FACILITIES

- There were several facility issues resulting from the January 2024 winter storms (freezes). A number of power outages during the freeze set off fire and burglar alarms at the Ross center which caused the fire department to come out a number of times. As a result, a follow up was made with the alarm company and the local fire department to communicate a list of contacts at the center who should be called in order to verify whether or not there is a need to dispatch emergency . Pipes burst at Ross and Church Point; however, they were quickly attended to and had no affect on reopening of the Head Start Centers.
- Bids / price quotes are being accepted for several remaining facility projects / upgrades that will be funded by remaining funds in the American Rescue Plan grant.

1302.47(4) SAFETY TRAINING

- Monthly fire drills were satisfactorily conducted at all of the centers for the month of January.
- The 2nd bus emergency evacuation drills were satisfactorily conducted during the month of January

1303.4 IN-KIND/ NON-FEDERAL SHARE

PROGRAM RESPONSIBILITY:		\$781,637.00
CURRENT BALANCE DUE:		\$712,067.97
CURRENT IN-KIND TOTAL:		-\$39,000.71
NEW BALANCE DUE:		\$673,067.26

1303.73 TRIP ROUTING

A.M. ROUTE	CENTER	TOTAL # STUDENTS	TOTAL # STUDENTS	CHANGE
		DECEMBER 2023	JANUARY 2024	(-) (+)
	CHURCH POINT HEAD START	16	17	+1
RAYNE HEAD START	47	45	-2	
ROSS HEAD START	54	59	+5	
TOTAL # OF STUDENTS SERVICED:	117	121		
P.M. ROUTE	CENTER	TOTAL # STUDENTS	TOTAL # STUDENTS	CHANGE
		DECEMBER 2023	JANUARY 2024	(-) (+)
	CHURCH POINT HEAD START	26	25	-1
RAYNE HEAD START	52	54	+2	
ROSS HEAD START	76	76	0	
TOTAL # OF STUDENTS SERVICED:	154	155	+1	

Submitted by C. Domingue – Program Operations Specialist

REPORT(S)

- BUDGET REPORT (JANUARY 2024)
- BILL PAYMENTS (JANUARY 2024)
- CREDIT CARD CHARGES (JANUARY 2024)

2023-2024

BUDGET REPORT

FOR

JANUARY 2024

- 570 HEADSTART (PG. 1-5)
- H-001 T T A (PG. 6)
- H-006 AMERICAN RESCUE (PG. 7)

HEADSTART

FOR: 7-1-23 THRU 02-09-2024

PG -

<u>HEADSTART</u>		<u>ACCOUNT DESCRIPTION</u>	<u>ADJUSTED</u>	<u>YTD</u>	<u>PURCHASE</u>	<u>AVAILABLE</u>	<u>% USED</u>
			<u>BUDGET</u>	<u>EXPENSES</u>	<u>ORDERS</u>	<u>BUDGET</u>	
H0000003	44340	HEADSTART PROGRAM	-3,371,452	-1,616,291.03	0.00	-1,755,161	47.90
H0000003	45230	IN-KIND (NONFEDERAL SHARE)	-781,637	-69,569.03	0.00	-712,068	8.90
<u>DISABILITY</u>		<u>PAYROLL</u>					
H1210000	5115	AIDES	27,819	3,252.66	0.00	24,566	11.70
H1210000	5210	GROUP INSURANCE	1,500	0.00	0.00	1,500	0.00
H1210000	5225	MEDICARE	403	47.17	0.00	356	11.70
H1210000	5231	TRS	6,704	783.89	0.00	5,920	11.70
<u>CLASSROOM</u>							
H1530000	5115	TEACHERS	512,154	217,269.50	0.00	294,885	42.40
H1530000	5119	SPECIALIST	45,828	26,741.79	0.00	19,086	58.40
H1530000	5210	GROUP INSURANCE	45,700	23,846.35	0.00	21,854	52.20
H1530000	5225	MEDICARE	10,168	3,339.91	0.00	6,828	32.80
H1530000	5231	TRS	173,222	44,855.98	0.00	128,366	25.90
H1531000	5115	TEACHER AIDES	316,229	137,167.15	0.00	179,062	43.40
H1531000	5119	PAYROLL/ EXTENDED TIME PAY	25,001	13,708.05	0.00	11,293	54.80
H1531000	5210	GROUP INSURANCE	29,225	17,768.17	0.00	11,457	60.80
H1531000	5225	MEDICARE	5,574	2,041.87	0.00	3,532	36.60
H1531000	5231	TRS	86,957	31,997.35	0.00	54,960	36.80
H1531000	5233	SCHOOL EMPLOYEES RETIREMENT	209	241.97	0.00	-33	115.80
<u>HEALTH</u>							
H2120000	5115	CFST	42,062	15,226.64	0.00	26,835	36.20
H2120000	5210	GROUP INSURANCE	2,200	749.57	0.00	1,450	34.10
H2120000	5225	MEDICARE	610	203.49	0.00	407	33.40
H2120000	5231	TRS	10,136	3,669.67	0.00	6,466	36.20
H2134000	5119	SPECIALIST	28,808	16,805.41	0.00	12,003	58.30
H2134000	5210	GROUP INSURANCE	6,400	2,766.97	0.00	3,633	43.20
H2134000	5225	MEDICARE	418	215.11	0.00	203	51.50
H2134000	5231	TRS	6,943	4,050.09	0.00	2,893	58.30
<u>ADMINISTRATION</u>							
H2329000	5111	DIRECTOR	79,604	46,435.65	0.00	33,168	58.30
H2329000	5114	CENTRAL OFFICE/RECEPTIONIST	16,721	0.00	0.00	16,721	0.00
H2329000	5210	GROUP INSURANCE	7,725	4,256.91	0.00	3,468	55.10
H2329000	5225	MEDICARE	1,396	630.42	0.00	766	45.20
H2329000	5231	TRS	23,214	11,190.96	0.00	12,023	48.20

HEADSTART

FOR: 7-1-23 THRU 02-09-2024

HEADSTART		ACCOUNT DESCRIPTION	ADJUSTED BUDGET	YTD EXPENSES	PURCHASE ORDERS	AVAILABLE BUDGET	% USED
<u>CENTERS</u>							
H2410000	5114	CENTER- SECRETARY	51,550	24,551.87	0.00	26,998	47.60
H2410000	5115	SITE SUPERVISORS	110,201	45,817.30	0.00	64,384	41.60
H2410000	5210	GROUP INSURANCE	16,900	10,788.82	0.00	6,111	63.80
H2410000	5225	MEDICARE	2,346	940.61	0.00	1,405	40.10
H2410000	5231	TRS	38,982	13,334.45	0.00	25,648	34.20
<u>FINANCE</u>							
H2510000	5114	BOOKKEEPER	30,892	18,019.50	0.00	12,873	58.30
H2510000	5210	GROUP INSURANCE	7,725	4,256.91	0.00	3,468	55.10
H2510000	5225	MEDICARE	448	225.03	0.00	223	50.20
H2510000	5231	TRS	7,446	0.00	0.00	7,446	0.00
<u>MAINTENANCE</u>							
H2620000	5116	CUSTODIANS	88,463	37,126.92	0.00	51,336	42.00
H2620000	5210	GROUP INSURANCE	1,300	0.00	0.00	1,300	0.00
H2620000	5225	MEDICARE	1,282	535.09	0.00	747	41.70
H2620000	5231	TRS	301	573.23	0.00	-272	190.40
H2620000	5233	SCHOOL EMPLOYE RETIRE	24,456	5,725.14	0.00	18,731	23.40
<u>BUSES</u>							
H2721000	5116	BUS DRIVERS	55,580	24,800.85	0.00	30,779	44.60
H2721000	5210	GROUP INSURANCE	13,400	7,495.74	0.00	5,904	55.90
H2721000	5225	MEDICARE	807	303.73	0.00	503	37.60
H2721000	5231	TRS	2	0.00	0.00	2	0.00
H2721000	5233	SCHOOL EMPLOYE RETIRE	15,370	5,847.97	0.00	9,522	38.00
H2731000	5115	BUS ASSISTANTS	33,187	16,482.61	0.00	16,704	49.70
H2731000	5225	MEDICARE	482	239.00	0.00	243	49.60
H2731000	5231	TRS	2	1,712.33	0.00	-1,710	85,616.50
H2731000	5233	SCHOOL EMPLOYEE RETIRE	9,190	2,588.20	0.00	6,602	28.20
<u>KITCHEN</u>							
H3111000	5119	SPECIALIST	15,512	9,049.07	0.00	6,463	58.30
H3111000	5210	GROUP INSURANCE	3,625	1,489.94	0.00	2,135	41.10
H3111000	5225	MEDICARE	226	115.78	0.00	110	51.20
H3111000	5231	TRS	3,738	2,180.85	0.00	1,557	58.30
H3120000	5116	KITCHEN TECHS	30,002	42,217.69	0.00	-12,216	140.70
H3120000	5225	MEDICARE	435	612.16	0.00	-177	140.70

HEADSTART

FOR: 7-1-23 THRU 02-09-2024

PG - 3

<u>HEADSTART</u>		<u>ACCOUNT DESCRIPTION</u>	<u>ADJUSTED</u>	<u>YTD</u>	<u>PURCHASE</u>	<u>AVAILABLE</u>	<u>% USED</u>
			<u>BUDGET</u>	<u>EXPENSES</u>	<u>ORDERS</u>	<u>BUDGET</u>	
		TRS	7,231	10,322.35	0.00	-3,091	142.80
H3120000	<u>KITCHEN</u>						
H3121000		KITCHEN-MANAGERS	18,365	18,736.56	0.00	-372	102.00
H3121000		MEDICARE	266	271.14	0.00	-5	101.90
H3121000		TRS	4,426	2,234.76	0.00	2,191	50.50
H3121000		SCHOOL EMPLOYEE RETIRE	0	2,611.98	0.00	-2,612	100.00
	<u>FAMILY SERVICES</u>						
H3300000		PROGRAM SECRETARY	29,760	17,114.95	0.00	12,645	57.50
H3300000		CFST	78,114	28,705.24	0.00	49,409	36.70
H3300000		SPECIALIST	89,943	52,434.94	0.00	37,508	58.30
H3300000		GROUP INSURANCE	16,712	9,030.68	0.00	7,681	54.00
H3300000		MEDICARE	2,869	1,313.21	0.00	1,556	45.80
H3300000		TRS	47,674	23,679.49	0.00	23,995	49.70
H1500000		WORKER'S COMPENSATION	215,908	83,000.00	0.00	132,908	38.40
		<u>SUPPLIES</u>					
H1210000		MATERIALS & SUPPLIES	2,500	542.88	0.00	1,957	21.70
H1530000		MATERIALS & SUPPLIES	18,000	1,008.84	2,277.56	14,714	18.30
H1530000		TECHNOLOGY RELATED	34,066	159.94	0.00	33,906	0.50
H2130000		MATERIALS & SUPPLIES	9,526	2,591.29	0.00	6,935	27.20
H2300000		MATERIALS & SUPPLIES	16,338	6,057.38	32.50	10,248	37.30
H2400000		MATERIALS & SUPPLIES	14,862	7,479.18	0.00	7,383	50.30
H2600000		JANITOR SUPPLIES	18,000	11,078.25	0.00	6,922	61.50
H2600000		BUILDING MATERIALS/SUPPLY	15,000	6,497.27	0.00	8,503	43.30
H3110000		MATERIALS & SUPPLIES	4,058	413.00	0.00	3,645	10.20
H3300000		SOCIAL SERVICES- M & S	4,000	1,239.23	0.00	2,761	31.00
H3300000		PROGRAM RESOURCES - M & S	500	160.59	0.00	339	32.10
		<u>TRAVEL</u>					
H1500000		TRAVEL EXP REIMBURSE	400	69.43	0.00	331	17.40
H2130000		TRAVEL EXP REIMBURSE	400	0.00	0.00	400	0.00
H2329000		TRAVEL EXP REIMBURSE	400	0.00	0.00	400	0.00
H2400330		TRAVEL EXP REIMBURSE	300	0.00	0.00	300	0.00
H2600000		TRAVEL EXP REIMBURSE	814	261.71	0.00	552	32.20
H3100000		TRAVEL EXP REIMBURSE	299	0.00	0.00	299	0.00
H3300000		TRAVEL EXP REIMBURSE	800	44.54	0.00	755	5.60

HEADSTART

FOR: 7-1-23 THRU 02-09-2024

PG - 4

HEADSTART	ACCOUNT DESCRIPTION	ADJUSTED BUDGET	YTD EXPENSES	PURCHASE ORDERS	AVAILABLE BUDGET	% USED
H2600000	EQUIPMENT	0	0.00	0.00	0	0.00
H3100000	EQUIPMENT	2,200	2,200.00	0.00	0	100.00
<u>BUILDING</u>						
H2600000	TECHNOLOGY/ BUILDNG	0	0.00	0.00	0	0.00
H2620000	BUILDING REPAIRS & MAINTENANCE	64,084	16,913.68	0.00	47,170	26.40
H2620000	RENT/ BUILDINGS	42,000	28,000.00	0.00	14,000	66.70
H2624000	FIRE ALARMS	5,400	2,232.00	0.00	3,168	41.30
H2629000	PEST CONTROL	2,000	851.00	0.00	1,149	42.60
H2630000	LAWN CARE	2,000	1,839.25	0.00	161	92.00
H3110000	KITCHEN-REPAIRS & MAINTENANCE	9,999	4,563.00	0.00	5,436	45.60
<u>CONSULTANT</u>						
H1210000	CONSULTANT SERVICES	30,000	9,671.40	0.00	20,329	32.20
H1530000	CONSULTANT SERVICES	25,500	0.00	0.00	25,500	0.00
H2130000	CONSULTANT SERVICES	52,676	17,048.50	0.00	35,628	32.40
H3100000	CONSULTANT SERVICES	3,001	520.00	0.00	2,481	17.30
H3300000	CONSULTANT/FAMILY SERV	16,000	0.00	0.00	16,000	0.00
<u>STAFF</u>						
H2830540	MEDICAL DOCTORS	1,422	630.00	0.00	792	44.30
H2830540	FINGERPRINTS/BACKGROUND	5,901	1,874.25	0.00	4,027	31.80
H2835000	WELL FITNESS/EMPLOYEES	1,000	278.07	0.00	722	27.80
<u>VANS/ BUSES</u>						
H2600000	GASOLINE	1,701	815.38	0.00	886	47.90
H2650000	VEHICLE -REPAIRS & MAINTENAN	2,500	77.09	0.00	2,423	3.10
H2650000	VEHICLE-FLEET INSURANCE	3,231	3,231.08	0.00	0	100.00
H2721000	BUS -FLEET INSURANCE	4,847	4,846.62	0.00	0	100.00
H2721000	BUS- GASOLINE	8,399	4,746.00	0.00	3,653	56.50
H2721000	BUS CLEANING SUPPLY	500	0.00	0.00	500	0.00
H2723000	BUS-REPAIRS & MAINTENANCE	10,000	808.15	0.00	9,192	8.10
<u>UTILITIES</u>						
H2300000	ADMIN-PHONE	500	288.74	0.00	211	57.70
H2300000	ADMIN -ELECTRICITY	1,356	589.89	0.00	766	43.50
H2400000	CENTERS-TELEPHONE	14,300	8,429.00	0.00	5,871	58.90
H2620000	WATER/SEWAGE	11,500	6,266.19	0.00	5,234	54.50
H2620000	DISPOSAL SERVICES	8,000	5,408.06	0.00	2,592	67.60

HEADSTART

FOR: 7-1-23 THRU 02-09-2024

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HEADSTART	ACCOUNT DESCRIPTION	ADJUSTED BUDGET	YTD EXPENSES	PURCHASE ORDERS	AVAILABLE BUDGET	% USED
	<u>UTILITIES</u>					
H2620000	5530 TELEPHONE & POSTAGE	12,000	6,805.61	0.00	5,194	56.70
H2620000	5621 NATURAL GAS	14,000	8,646.80	0.00	5,353	61.80
H2620000	5622 ELECTRICITY	61,800	33,435.60	0.00	28,364	54.10
	<u>OTHER</u>					
H2311000	5890 MEMBERSHIP/SUBSCRIPTIONS	14,700	11,352.20	0.00	3,348	77.20
H2400000	5521 LIABILITY INSURANCE	3,465	3,463.65	0.00	1	100.00
H2510000	5340 WEBPAGE/BANK -OTHER FEES	299	106.16	0.00	193	35.50
H2830540	5540 ADVERTISING	2,999	0.00	0.00	2,999	0.00
H3100000	5631 PURCHASED FOOD	18,501	32.21	0.00	18,469	0.20
H5200000	5890 INKIND	781,637	69,569.03	0.00	712,068	8.90
H5200000	5933 INDIRECT COSTS	185,360	72,711.46	0.00	112,649	39.20
	TOTALS	3,371,452	1,452,033	2,310	1,917,109	

HEADSTART

FOR: 7-1-23 THRU 02-09-2024

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HEADSTART	ACCOUNT DESCRIPTION	ADJUSTED BUDGET	YTD EXPENSES	PURCHASE ORDERS	AVAILABLE BUDGET	% USED
H001						
H0000003	44340 HEADSTART PROGRAM	-37,607	-9,650.36	0.00	-27,957	25.70
	<u>STAFF DEVELOPMENT</u>					
H2230000	5582 TRAVEL EXPENSE REIMBURSE	11,090	1,737.74	0.00	9,352	15.70
H2230000	5610 MATERIALS AND SUPPLIES	3,400	324.89	0.00	3,075	9.60
H2230000	5890 MISCELLANEOUS EXPENDITURES	14,900	2,442.49	0.00	12,458	16.40
	<u>ADMINISTRATION</u>					
H2329000	5582 TRAVEL EXPENSE REIMBURSE	0	0.00	0.00	0	0.00
	<u>FAMILY SERVICES</u>					
H3301000	5612 PARENTS SUPPLIES	2,500	250.79	0.00	2,249	10.00
H3301000	5890 POLICY COUNCIL	3,589	1,623.31	0.00	1,966	45.20
H5200000	5933 INDIRECT COSTS	<u>2,128</u>	<u>387.17</u>	<u>0.00</u>	<u>1,741</u>	18.20
	TOTALS	37,607	6,766.39	0.00	30,841	

HEADSTART

FOR: 7-1-23 THRU 02-09-2024

HEADSTART	ACCOUNT DESCRIPTION	ADJUSTED BUDGET	YTD EXPENSES	PURCHASE ORDERS	AVAILABLE BUDGET	% USED
H006						
H0000003	44340 HEADSTART PROGRAM	-247,462	-188,003.00	0.00	-59,459	76.00
H1530000	5610 MATERIALS & SUPPLIES	36,996	20,009.00	2,602.80	14,384	61.10
H2410000	5114 CENTER- SECRETARY	1	0.00	0.00	1	0.00
H2410000	5115 MEDICARE	1	0.00	0.00	1	0.00
H2410000	5225 TRS	1	0.00	0.00	1	0.00
H2600000	5730 EQUIPMENT	1	0.00	0.00	1	0.00
H2620000	5430 BUILDING REPAIRS & MAINTENANCE	195,809	173,723.00	0.00	22,086	88.70
H5200000	5933 INDIRECT COSTS	14,653	11,832.53	0.00	2,821	80.80
	TOTALS	247,462	205,565	2,603	39,295	

2023-2024

**BILL PAYMENT
EDITS**

JANUARY - 2024

HEADSTART
INVOICE ENTRY PROOF LIST

CHECK DATE: 02-09-2024

			<u>Invoice</u>	<u>PO</u>	<u>Invoice Amt</u>
6850	CITY OF RAYNE	0	310382000jan24		193.64
6850	CITY OF RAYNE	0	310380001JANU24		767.77
20630	UTILITY PAYMENT PROC	0	061518850008510JAN24		503.47
11700	CENTERPOINT ENERGY	0	91603076JAN24		2,177.53
11700	CENTERPOINT ENERGY	0	28770022JAN24		355.88
6900	CLECO	0	200003053507JAN24		431.82
35912	LAFAYETTE ALARM SERV	0	R630374		30.00
35912	LAFAYETTE ALARM SERV	0	R630372		63.00
35912	LAFAYETTE ALARM SERV	0	R630373		30.00
10688	BRIGHTSPEED	0	300201508JAN24		372.83
35895	OUR MOTHER OF MERCY-	0	FEB2024RENT		2,000.00
35964	OUR MOTHER OF MERCY-	0	FEB2024RENT		1,500.00
9988	MICHAEL VALLONE LLC	0	9860		270.00
10488	CAPITAL ONE	0	604195JAN24		24.74
34811	ADVANCE CHEMICAL	0	214657		65.48
34811	ADVANCE CHEMICAL	0	214652		913.88
504	STINE LUMBER CO #A08	0	10425273		13.16
504	STINE LUMBER CO #A08	0	10425284		60.97
10952	RDR ELECTRICAL SERVI	0	3749		550.00
35939	J & L PLUMBING SERVI	0	011824		925.00
35939	J & L PLUMBING SERVI	0	012624		437.00
35935	H & H ELECTRICAL SER	0	17874		364.75
5328	POP-A-LOCK	0	67106		159.00
2291	BORILLS AUTO TRIM &	0	000044		10.00
4599	SHOP RITE #1218	0	172604CT		647.72
1037	LINUS DIES PLUMBING	0	HS24.224		1,062.69
1037	LINUS DIES PLUMBING	0	HS24.225		228.00
1037	LINUS DIES PLUMBING	0	HS24.226		130.00
1037	LINUS DIES PLUMBING	0	HS24.227		<u>100.00</u>

BATCH # 4655

TOTALS

14,388.33

HEADSTART

INVOICE ENTRY PROOF LIST

CHECK DATE: 01-25-2024

				Invoice	PO	Invoice Amt
10077	CARDMEMBER SERVICE	0	012524	JS01112024		397.82
6900	CLECO	0	012524	200001478953JAN24		958.86
11700	CENTERPOINT ENERGY	0	012524	29815586JAN24		2,010.37
1822	AT&T	0	012524	337M622903JAN24		662.84
1822	AT&T	0	012524	3377836377JAN24		365.95
1822	AT&T	0	012524	3377836884AN24		74.60
1822	AT&T	0	012524	3377836340JAN24		76.15
9016	CINTAS CORP#543	1	012524	15536628DEC23		142.26
9016	CINTAS CORP#543	1	012524	15536821DEC23		204.00
9016	CINTAS CORP#543	1	012524	15536797DEC23		286.77
34811	ADVANCE CHEMICAL	0	012524	213670		158.16
34811	ADVANCE CHEMICAL	0	012524	213664		1,301.84
34811	ADVANCE CHEMICAL	0	012524	213662		1,618.45
3008	BEAU INTERCONNECT	0	012524	3371		255.00
35935	H & H ELECTRICAL SER	0	012524	17833		45.00
504	STINE LUMBER CO #A08	0	012524	11114503		10.77
504	STINE LUMBER CO #A08	0	012524	11116261		34.90
8478	O'REILLY AUTO PARTS	0	012524	6458180844		19.99
12300	EVANGELINE BROKERAGE	0	012524	62595		44.85
2246	DAIGLE HARDWARE	0	012524	00756793		<u>17.43</u>

BATCH # 4638

TOTALS 8,686.01

529	LOWES #99001664723	0	LOWES	910402MECIDE		51.50
529	LOWES #99001664723	0	LOWES	910989MAXWIG		12.91
529	LOWES #99001664723	0	LOWES	910684LYBNJN		<u>68.10</u>

BATCH # 4634

TOTALS 132.51

757	DADDYS PRIDE PRODUCE	0	012524	HS2023DECCEM		1,240.60
19200	LAMM FOOD SERVICE IN	0	012524	HS2023DECCEM		6,830.78
10323	NEW DAIRY OPCO, LLC	1	012524	4786741		2,627.00
1910	PIGGLY WIGGLY	0	012524	HS010124		<u>10.04</u>

BATCH # 4635

TOTALS 10,708.42

HEADSTART

INVOICE ENTRY PROOF LIST

CHECK DATE: 01-19-2024

			<u>Invoice</u>	<u>PO</u>	<u>Invoice Amt</u>
5331	SAMS CLUB	1	HS01022024		287.64
10173	DRONE TECHNOLOGIES L	0	6341		1,228.50
10173	DRONE TECHNOLOGIES L	0	6340		4,500.50
35224	ENTERGY	0	10018403653		442.93
35224	ENTERGY	0	10018403654		615.72
35912	LAFAYETTE ALARM SERV	0	R628760		30.00
35912	LAFAYETTE ALARM SERV	0	R628761		30.00
35912	LAFAYETTE ALARM SERV	0	R628759		63.00
10594	WINTERS LEON , LCSW	0	APSB004		2,880.00
10594	WINTERS LEON , LCSW	0	APSB005		2,835.00
9385	ACADIANA SPEECH THER	0	5108		764.40
34886	LOUISIANA SPECIAL SY	0	1246029		49.00
17500	J & J EXTERMINATING	0	5590585		45.00
17500	J & J EXTERMINATING	0	5622554		<u>70.00</u>
BATCH # 4621					13,841.69

HEADSTART

INVOICE ENTRY PROOF LIST

CHECK DATE: 01-10-2024

			<u>Invoice</u>	<u>PO</u>	<u>Invoice Amt</u>
35895	OUR MOTHER OF MERCY-	0	JAN2024RENT		2,000.00
35964	OUR MOTHER OF MERCY-	0	JAN2024RENT		1,500.00
10488	CAPITAL ONE	0	1652798713		474.56
6850	CITY OF RAYNE	0	310380001JAN24		635.60
6850	CITY OF RAYNE	0	310382000JAN24		101.16
31930	TOWN OF CHURCH PT WA	0	410400DEC2023		86.97
31930	TOWN OF CHURCH PT WA	0	410420DEC2023		170.30
20630	UTILITY PAYMENT PROC	0	061518850008510DEC23		351.82
11700	CENTERPOINT ENERGY	0	91603076DEC23		1,056.29
11700	CENTERPOINT ENERGY	0	28770022DEC23		211.61
6900	CLECO	0	200003053507DEC23		469.78
10688	BRIGHTSPEED	0	300201508DEC23		376.51
1149	CLASSIC BUSINESS	1	553544		247.88
1149	CLASSIC BUSINESS	1	554608		262.35
1149	CLASSIC BUSINESS	1	554607		949.85
10453	MCCARTY, SHATONIA C	0	464		130.00
8995	CROWLEY PRIMARY CARE	0	APSBHEAD01JAN24		325.00
2319	SCHOOL HEALTH CORPOR	1	429035700		101.94
4599	SHOP RITE #1218	0	171502CT		640.90
9988	MICHAEL VALLONE LLC	0	9577		266.00
9988	MICHAEL VALLONE LLC	0	9629		<u>377.00</u>

BATCH # 4614

TOTALS 10,735.52

2023-2024 Credit Card Charges

JANUARY - 2024

- Wal – Marts
- Shop Rite (gas)
- Sam’s Club
- VISA

REQUEST FOR SUPPLIES

School/Department HSCO

Date 02/09/2024

Vendor VISA - Rice Palace
Complete name & address

Will be completed by Central Office:

Fund: _____ Name: T&TA

Org: _____

Object: _____ Project: _____

Vendor Number: _____

P.O. Number: _____

Phone: _____

Fax: _____

Email: _____

Notes: _____

To be used for:

 Date: _____

PLEASE TYPE ORDER AND INCLUDE FREIGHT CHARGES

CATALOG NO.	DESCRIPTION (SIZE, COLOR, TITLE, ETC.)	QUANTITY	UNIT PRICE	TOTAL
	Self Assessment - Training			\$0.00

RICE PALACE
 Welcome to Rice Palace!

Acadia headstart

2/9/24, 11:35 AM

Server: Abigail L

T0\$\$\$0\$ORDERS

Invoice: 240209-10-22

Acadia headstart

Ticket: CSR22

Credit Sale
 Status: 000000 - Approved

Card Type: VISA

Card Number: XXXXXXXXXXXX6603

Card Owner: EVANS/LATANYA

Entry Method: Chip

Auth Code: 119053

APPLAB: VISA CREDIT

AID: A000000031010

TC: AMOUNT 233.91

TIP _____

TOTAL _____

Sign X _____

I agree to pay the total amount above according to the card issuer agreement.

Merchant Copy

Thank you for visiting us!

© 2024 Heartland Payment Systems

		\$0.00
Shipping and Handling		
TOTAL		\$0.00

Form Rev 02-02-22

REQUESTED BY _____
(TEACHER)

APPROVED BY _____
(PRINCIPAL)

APPROVED BY _____
(DIRECTOR/SUPERVISOR)

DATE _____

NOTE: Use separate sheet for each vendor. Prepare two copies; retain one copy and forward other to Central Office.

DO NOT USE THIS FORM TO ORDER SALES TAX SUPPLIES

REQUEST FOR SUPPLIES

School/Department HSCO

Date 02/06/2024

Vendor Walmart
Complete name & address

Will be completed by Central Office:

Fund: _____ Name: T&TA

Org: _____

Object: _____ Project: _____

Vendor Number: _____

P.O. Number: _____

Phone: _____

Fax: _____

Email: _____


Notes: _____

To be used for: _____
Date: _____

PLEASE TYPE ORDER AND INCLUDE FREIGHT CHARGES

CATALOG NO.	DESCRIPTION (SIZE, COLOR, TITLE, ETC.)	QUANTITY	UNIT PRICE	TOTAL
	Self Assessment - Training			\$0.00

Walmart+
Become a member
Scan for free 30-day trial



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Thank you! ID #: 7FKQZ03C636

Walmart

337-783-6387 Mgr. JENNIFER
729 DDD FELLOWS RD
CROWLEY LA 70526
ST# 00310 OP# 000560 TE# 01 TR# 04129
TIENS SLD 15
TC# 0445 5593 1711 7133 3109

WALMART CREDIT TEND ***** 3632 I 1
APPROVAL # 684911
REF # 1042000314
TRANS ID - 094037788684911
VALIDATION -
PAYMENT SERVICE -
ATD A000000917001001
TC D907315672E7979
TERMINAL # 29772978
AND SIGNATURE REQUIRED
02/06/24 15:54:29
02/06/24 CHANGE DUE
15:54:38
CUSTOMER COPY

NV SQRS CINB 001600044646 F 6.78 0
CHS DANISH 007874220117 F 3.72 0
CINN ROLLS 007874220116 F 3.72 0
APPLE 3 BAG 068113143048 F 4.36 0
APPLE 3 BAG 068113143050 F 3.56 0
APPLE 3 BAG 068113143050 F 3.56 0
** VOIDED ENTRY **
APPLE 3 BAG 068113143050 F 3.56 0
SN DNGE BAG 079192811000 F 4.87 0
BANANAS 000000004011NF 4.87 0
1 95 lb @ 1 lb /0.58
MILK APPLE 002500005676 F 1.13 0
MILK ORANGE 002500005677 F 4.98 0
T8CT CLASSIC 0028400069291 F 9.88 0
PEVA TC 002833282059 3.48 0
SUBTOTAL 51.56
DR PEPPER 007800008216 F 7.28 0
GV 5L WATER 007874227909 F 5.36 0
COKE 004900002890 F 7.64 0
SPRITE 004500002892 F 7.26 0
GV 5L WATER 007874227909 F 5.36 0
** VOIDED ENTRY **
GV 5L WATER 007874227909 F 5.36 0
SUBTOTAL 79.10
TOTAL 79.10

				\$0.00
Shipping and Handling				
TOTAL				\$0.00

Form Rev 02-02-22

REQUESTED BY _____ APPROVED BY _____
(TEACHER) (PRINCIPAL)

APPROVED BY _____ DATE _____
(DIRECTOR/SUPERVISOR)

NOTE: Use separate sheet for each vendor. Prepare two copies; retain one copy and forward other to Central Office.

DO NOT USE THIS FORM TO ORDER SALES TAX SUPPLIES



ACADIA PARISH HEADSTART
Account Number ending in 8984

synchrony

HS 01-02-24

HS 01-02-24

Payment Information

New Balance: \$287.64
Total Minimum Payment Due: \$50.00
Payment Due Date: 01/22/2024

Payments must be received by 5pm ET on 01/22/2024 if mailed, or by 11:59pm ET on 01/22/2024 for online and phone payments.

MEMBER SERVICE: For Account Information log on to SamsClubCredit.com/businesscard. This account is not registered. The authentication code is: ZPIC489. Or call toll-free 1-800-203-5764.

To make a payment please visit us online or mail your payment using the coupon below. Payments are also accepted at your local CheckFreePaySM or MoneyGram locations*. * Fees may apply.

Account Summary

Previous Balance as of 12/03/2023	\$62.72	Credit Limit	\$1,000
Payments	- 62.72	Available Credit	\$712
Purchases/Debits	+ 287.64		
New Balance as of 01/02/2024 ✓	\$287.64		

31 Day Billing Cycle from 12/03/2023 to 01/02/2024



Inv# HSD1022024 \$287.64
SAMS CLUB FP4.DOC311S120
01/02/2024 # Pages 4



APPROVED

Your next smart business move.
Register and experience the Sam's Club Business credit card Online Account Management site.

Registering for online account management is as easy as...

Have your account number and authentication code ready. **1**

Scan the QR code or go to sams.syl.com/commercial/registration to register. **2**



ACADIA PARISH HEADSTART
Account Number ending in 8984



PAGE 2 OF 5 <http://first.samsclubcredit.com/BUSINESSCARD> Call 1-800-235-5788

See what new items have landed at your club.
Visit SamsClub.com/NewItems or scan the QR code to check them out.



Transaction Detail

Date	Reference #	Description	Amount
Payments			
12/13	P928000B101MX38ZE	PAYMENT - THANK YOU	-\$62.72
			-\$62.72
Purchases and Other Debits			
11/28	P928000AJ01KLJ996	SAM'S CLUB 008114 LAFAYETTE LA	\$287.64
		Total for ACADIA PARISH HEADSTART	\$287.64
Total Fees Charged This Period			\$0.00
Total Interest Charged This Period			\$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of	Expiration	Annual	Balance Subject to	Interest	Balance
Balance	Date	Percentage Rate	Interest Rate	Charge	Method
Purchases	N/A	28.15% (v)	\$0.00	\$0.00	2D

(v) = Variable Rate

Cardholder News and Information

NOTICE: We may convert your payment into an electronic debit. See back of page one for details, Billing Rights and other important information.

Member News and Information

Interested in changing your due date for your Sam's Club® credit card account? Call the Credit Customer Service phone number, located on your billing statement and on the back of your Sam's Club® credit card, to determine eligibility and discuss available options.

Go green and support the environment with paperless statements! All you have to do is visit SamsClubCredit.com/businesscard to sign up. Register today to start receiving your statements online.

Walmart

Capital One
PO BOX 60506
CITY OF INDUSTRY, CA 91716-0506



Credit Account #
Statement Date
Statement #

604195
01/19/24
1653380051

CREDITS & ADJUSTMENTS	CURRENT	PAST DUE			ACCOUNT BALANCE
		1-59 DAYS	60-89 DAYS	90+ DAYS	
\$0.00	\$24.74	\$474.56	\$0.00	\$0.00	\$499.30

OPEN ITEMS

PO #	Job Code	Invoice #	Purchase Location	Trans Date	Due Date	Trans Total	Balance Due
			WM SUPERCENTER #310 310 CROWLEY LA	12/01/23	01/13/24	\$166.58	\$166.58
			WM SUPERCENTER #310 310 CROWLEY LA	12/01/23	01/13/24	\$54.48	\$54.48
			WM SUPERCENTER #310 310 CROWLEY LA	12/13/23	01/13/24	\$109.91	\$109.91
			WM SUPERCENTER #310 310 CROWLEY LA	12/13/23	01/13/24	\$32.13	\$32.13
			WM SUPERCENTER #310 310 CROWLEY LA	12/19/23	01/13/24	\$111.46	\$111.46
			WM SUPERCENTER #310 310 CROWLEY LA	01/09/24	02/13/24 ✓	\$7.72	\$7.72
			WM SUPERCENTER #310 310 CROWLEY LA	01/11/24	02/13/24 ✓	\$5.86	\$5.86
			WM SUPERCENTER #310 310 CROWLEY LA	01/11/24	02/13/24 ✓	\$11.16	\$11.16
Account Balance							\$499.30

PURCHASES

PO #	Job Code	Invoice #	Purchase Location	Trans Date	Due Date	Trans Total	Balance Due
			WM SUPERCENTER #310 310 CROWLEY LA	01/09/24	02/13/24	\$7.72	\$7.72
			WM SUPERCENTER #310 310 CROWLEY LA	01/11/24	02/13/24	\$5.86	\$5.86
			WM SUPERCENTER #310 310 CROWLEY LA	01/11/24	02/13/24	\$11.16	\$11.16
Total Purchases						\$24.74	

OTHER CHARGES AND CREDITS

Description	Trans Date	Due Date	Trans Total	Balance Due
No other charges and credits in current period.				

PAYMENTS

Date	Payment Number	Amount
No payments in current period.		

ACADIA PARISH HEAD START
BILL PROCESSING

BUDGET CATEGORY:

CP ES RY RS

BUS REPAIRS

BUILDING REPAIRS
FACILITY CONTRACTOR

BUILDING REPAIRS
REPAIR SUPPLIES

EQUIPMENT

JANITOR SUPPLIES
CLEANING & MAINTENANCE SUPPLIES

LAWN CARE

PEST CONTROL

FIRE CODE COMPLIANCE

FUEL
 BUS LAWN MOWERS VAN

NOTES / DESCRIPTION:

CHECKED JAN 18 2024

DATE RECEIVED:

15-24-20
P.O. # *[Signature]*
[Signature]

APPROVED:

APPROVED:

Give us feedback @ survey.walmart.com
Thank you! ID #:7TKF2K3C9GC



337-783-6387 Mgr: JENNIFER

729 ODD FELLOWS RD
CROWLEY LA 70526

ST# 00310 OP# 007893 TEN 01 TR# 07358

ITEMS SOLD 2

TC# 9660 4162 0588 0366 6862



PHN CORD	068113131086	5.58 0
PHN CORD	068113131086	5.58 0
	SUBTOTAL	11.16
	TOTAL	11.16

WALMART CREDIT TEND

WALMART CREDIT **** * 3809 I 1

APPROVAL # 202383

REF # 1042000314

TRANS ID - 674011638202383

VALIDATION -

PAYMENT SERVICE -

ATD A000000817001001

TC 15A9F3AAE2F28F52

TERMINAL # 29772978

*NO SIGNATURE REQUIRED

01/11/24 11:43:41

CHANGE DUE 0.00

01/11/24 11:43:50

CUSTOMER COPY



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ACADIA PARISH HEAD START
BILL PROCESSING

BUDGET CATEGORY:

CP ES RY RS

- BUS REPAIRS
- BUILDING REPAIRS
FACILITY CONTRACTOR
- BUILDING REPAIRS
REPAIR SUPPLIES
- EQUIPMENT
- JANITOR SUPPLIES
CLEANING & MAINTENANCE SUPPLIES
- LAWN CARE
- PEST CONTROL
- FIRE CODE COMPLIANCE
- FUEL
- BUS LAWN MOWERS VAN

NOTES / DESCRIPTION:

CHECKED JAN 18 2024

DATE RECEIVED:

15-24-25
P.O. # *Alvans*

APPROVED:

APPROVED:

Give us feedback @ survey.walmart.com
Thank you! ID #:7TKF2K3C9GB



337-783-6387 Mgr: JENNIFER
729 000 FELLOWS RD
CROWLEY LA 70526

ST# 00310 OP# 007893 YE# 01 TR# 07357
ITEMS SOLD 1
TC# 0023 1903 2822 5706 0293



CRDLS BLIND 079347840397 5.86 0
SUBTOTAL 5.86
TOTAL 5.86
WALMART CREDIT TEND 5.86

WALMART CREDIT **** * 3889 I 1
APPROVAL # 675900
REF # 1042000314
TRANS ID - 704011637675900
VALIDATION -
PAYMENT SERVICE -
AID A000000017001001
TC 0BA2BC5A990BA5A5
TERMINAL # 29772970
*NO SIGNATURE REQUIRED)

01/11/24 11:42:48
CHANGE DUE 0.00
01/11/24 11:42:57
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Ry

January 2024 Statement
Open Date: 12/14/2023 Closing Date: 01/11/2024

Visa® Business Bonus Rewards Card

ACADIA HEAD START
LATANYA EVANS (CPN 001871487)

New Balance	\$687.81
Minimum Payment Due	\$10.00
Payment Due Date	02/10/2024

Earned This Statement	860
Reward Center Balance as of 01/11/2024	55,177

For details, see your rewards summary.

Due By Handsmt
101 By Ross Handsmt - 289.99
397.82

Page 1 of 3
Account: 4798 5106 3531 6603
Elian Financial Services
1-866-552-8855

Activity Summary

Previous Balance	+	\$987.14
Payments	-	\$987.14CR
Other Credits	-	\$39.76CR
Purchases	+	\$727.57
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$687.81
Past Due		\$0.00
Minimum Payment Due		\$10.00
Credit Line		\$27,000.00
Available Credit		\$26,312.19
Days in Billing Period		30

Inv# JS01112024 \$397.82
CARDMEMBER SERVICE
FP10 DOC312S1509

Mail payment coupon
With a check

Pay online at myaccountaccess.com

Pay by phone 1-866-552-8855

Payment Options:

Please detach and send coupon with check payable to: *Elian Financial Services* CPN 001871487

BANK of COMMERCE
And Trust Company

24-Hour Elian Financial Services: 1-866-552-8855

to pay by phone
to change your address

ACADIA HEAD START
LATANYA EVANS
PO BOX 1585
CROWLEY LA 70527-1585

000030582 01 SP 000638636589265 P X
JAN 28 2024
RECEIVED

Account Number	4798 5106 3531 6603
Payment Due Date	2/10/2024
New Balance	\$687.81
Minimum Payment Due	\$10.00

Amount Enclosed \$

Elian Financial Services

P.O. Box 790408
St. Louis, MO 63179-0408



4501112024

ACADIA HEAD START
LATANYA EVANS (CPN 001871487)

Rewards Center Activity*	0
Rewards Center Balance	55,177

* This item includes points redeemed, expired and adjusted.

Rewards Earned	This Year	Statement to Date
Points Earned on Net Purchases	688	688
25% Monthly Bonus	172	172
Total Earned	860	860

For rewards program inquiries and redemptions, call 1-888-229-8864 from 8:00 am to 10:00 pm (CST) Monday through Friday, 8:00 am to 5:30 pm (CST) Saturday and Sunday. Automated account information is available 24 hours a day, 7 days a week.

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Transactions

Payments and Other Credits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
12/19	12/19	4348	PROV FR CR Tesla Inc Superchar # 9067	\$19.88CR	★ <i>fraud</i>
12/22	12/21	0062	Tesla Inc Supercharger tesla.com CA	\$19.88CR	<i>from charge last month/fraud -</i>
01/02	12/28	0075	PAYMENT THANK YOU	\$575.00CR	
01/02	12/28	0018	PAYMENT THANK YOU	\$412.14CR	

TOTAL THIS PERIOD

\$1,026.90CR

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
12/19	12/11	9067	Tesla Inc Supercharger tesla.com CA	\$19.88	★ <i>fraud</i>
12/19	12/11	5604	Dollar Tree, Inc. 877-530-8733 VA	\$289.99	<i>Ross Paint Item</i>
12/19	12/11	0584	POSITIVE PROMOTIONS 800-6352666 NY	\$192.95	
12/20	12/19	3413	LDOE CCCBC 225-3426311 LA	\$40.00	
12/20	12/19	3470	LDOE CCCBC 225-3426311 LA	\$40.00	
12/22	12/21	7129	IDENTOGO - LA FINGERPR 877-512-6962 MA	\$60.75	
01/10	01/09	8904	GATTIS PIZZA - CROWLEY CROWLEY LA	\$84.00	

INVOICE

Positive Promotions, Inc.

PO Box 11537, Newark, NJ 07101-4537
Phone: 800-635-2666; Fax: 631-486-2269
www.positivepromotions.com

VIA EMAIL

Federal Tax ID: # 13-1968593

Customer Number: 01778737-03	Your Purchase Order Number: 62159700
BILL TO:	SHIP TO:

ATTN: ACCOUNTS PAYABLE DEPT. ACADIA HEAD STARI 800 N WESTERN AVE CROWLEY LA 70526-4163	ATTN: LAFANYA EVANS ACADIA HEAD STARI 800 N WESTERN AVE CROWLEY LA 70526-4163
---	--

QUANTITY	ITEM NO.	DESCRIPTION	UNIT PRICE	AMOUNT
100	VP10097	SOCKS:CRUSHIN/ IT EVERY STEP 0	1.49	149.00

INVOICE NUMBER	ON8R1YT8GJ
INVOICE DATE	12/11/23

Payment Confirmation

Payment Processed: !!! Payment Successful !!!

Confirmation Number: ON8R1YT8GJ

Invoice Amount Paid: \$40.00

Payment Submission Date: 12/19/2023

Invoice No. Application ID Name Amount
112650 139353 DOUCET, CALLIE SHEA' \$40.00

Total Amount Paid: \$40.00

[Print](#) [Home](#)

Sub-Total	149.00
Shipping & Handling	43.95
Sales Tax	.00
Invoice Total	192.95
Amount Prepaid	.00
Balance Due	192.95

TERMS: NET-CASH, F.O.B. HAUPPAUGE, NY

ALL INVOICES ARE SUBJECT TO A 1.5% MONTHLY FINANCE CHARGE IF PAYMENT IS NOT RECEIVED WITHIN 30 DAYS

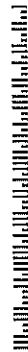
Positive Promotions, Inc., PO Box 11537, Newark, NJ 07101-4537

Phone: 800-635-2666; Fax: 631-486-2269 Federal Tax ID: # 13-1968593
www.positivepromotions.com

For proper crediting to your account:
- Please detach and return this portion with your payment
- Please write your customer number on your check
- Please enter the payment amount in the box below.

CUSTOMER #	01778737-03
INVOICE #	
BALANCE DUE	192.95

AMOUNT ENCLOSED



ATTN: ACCOUNTS PAYABLE DEPT.
ACADIA HEAD STARI
800 N WESTERN AVE
CROWLEY LA 70526-4163

3000017787370000000100019295



CONFIRMATION # - 27N4H1G7B553NG9S4

Payment Confirmation

!!! Payment Successful !!!

Payment Confirmation Number: ON8R1YJQCX

Invoice Amount Paid: \$40.00

Payment Submission Date: 12/19/2023

Invoice No. Application ID Name Amount
112643 139346 RICE, BREANNA ALEXANDRA \$40.00

Total Amount Paid: \$40.00

[Print](#) [Home](#)

Status as of 12/19/2023

Pre-Enrolled
You have successfully pre-enrolled.

Service Details:

Date: 12/19/2023
UE ID: UZ7S-556248
Applicant: BREANNA RICE
Service: 27N4H8 - LDOE Early Learning Centers
Estimated Amount Due: \$60.75

We accept the following methods of payment:

Authorization Code, Business Check, Money Order, Credit Card
Card holder must be present at the time of payment.
Cash will not be accepted.



27N4H8 - Louisiana LDOE Early Learning Centers Appointment Details:

Crowley, LA
IdentoGO
1037 Capitol Ave
Crowley, LA 70526-3227
(<https://maps.google.com/?q=30.21006,-92.39934>)
[View Map \(https://maps.google.com/?q=30.21006,-92.39934\)](https://maps.google.com/?q=30.21006,-92.39934)

Appointment Time:

12/21/2023 @ 1:20 PM

Please provide 24 hours notice when canceling/rescheduling an appointment.

[Cancel Appointment](#)

[Reschedule Appointment](#)

IdentoGO Center (2800014)
1037 Capitol Ave
Crowley, LA 70526-3227



Date: 12/21/2023 @ 1:20 PM
Customer: BREANNA A. RICE
ID: UZ7S556248

Services: LA - LDOE Early Learning Centers
Amount: \$60.75

Subtotal: \$60.75
Total: \$60.75

Payment Auth Code: 27N4H1G7B553NG9S4
Amount Paid: \$60.75

ATTACHMENT(S)

- ELIGIBILITY CRITERIA 2024-2025
- SELF ASSESSMENT IMPROVEMENT PLAN
- CONTINUATION APPLICATION 2024-2025 (SUMMARY)



ACADIA PARISH HEAD START PROGRAM

SELF ASSESSMENT REPORT: 2023-2024

2024 FOCUS AREA 2 MONITORING PROTOCOL



PROGRAM DESIGN, MANAGEMENT, AND IMPROVEMENT

CONTENT AREA / KEY INDICATOR	SUMMARY OF FINDINGS (STRENGTHS)	SUMMARY OF FINDINGS (AREA OF NON-COMPLIANCE)	RECOMMENDATIONS FOR IMPROVEMENT
<p>Performance Area 1: Program Design and Strategic Planning</p>	<ul style="list-style-type: none"> • 1.1 Updated Community Needs Assessment • 1.1 Change in Scope approved • 1.2 Confidentiality Policy, Trainings and signed oaths 	<ul style="list-style-type: none"> • NONE 	<ul style="list-style-type: none"> • 1.3 Weekly leadership team meetings w/standing agenda to include data reports, action plans and review, new agenda items • 1.3 Self-Assessment – include additional assessment piece with leadership team and department leads to review strengths/areas of growth in addition to current process of using outside assessors
<p>Performance Area 2: Program Governance</p>	<ul style="list-style-type: none"> • 2.1 Trainings conducted throughout the program year • 2.1 Monthly Policy Council meetings that are productive in assuring the council remains informed to assure Head Start business is conducted accordingly • 2.2 Diverse Policy Council • 2.2 Policy Council packet with agenda and relevant information (detailed monthly reports) to make informed decisions provided in a timely manner • 2.3 Bylaws 	<ul style="list-style-type: none"> • NONE 	<ul style="list-style-type: none"> • 2.1 Additional Parliamentary Procedures training-as needed-to ensure everyone understands their roles when it comes to making/seconding motions • 2.2 Provide additional time for financial discussions during meetings to ensure a clear understanding of the budget

<p>Performance Area 3: Staffing and Staff Supports</p>	<ul style="list-style-type: none">• 3.3 On-going trainings and established Human Resources policies and procedures• 3.4 Completed Wage Comparability Study	<ul style="list-style-type: none">• NONE	<ul style="list-style-type: none">• 3.1 Weekly leadership team meetings and department lead meetings• 3.2 Full-day assignments at center locations with feedback – utilize a form for tracking purposes• 3.2 Utilize Child Plus reports: 4110, 4240, 2306
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EDUCATION AND CHILD DEVELOPMENT SERVICES

CONTENT AREA / KEY INDICATOR	SUMMARY OF FINDINGS (STRENGTHS)	SUMMARY OF FINDINGS (AREA OF NON-COMPLIANCE)	RECOMMENDATIONS FOR IMPROVEMENT
<p>Performance Area 1: Curricula, Screening, and Assessment Tools</p>	<p>The AP Head Start uses the Creative Curriculum. The curriculum is aligned with the programs school readiness goals. The Brigance is the developmental screener used by the program. Newly enrolled students are screened upon entry into the program within 45 calendar days. Teaching Strategies Gold is the assessment tool. Teachers assess students three times a year. The Creative Curriculum, the Brigance, and Teaching Strategies Gold are all research-based materials. They are age appropriate for head start students.</p>	<p>None</p>	<p>None</p>
<p>Performance Area 2: Teaching Strategies and Learning Environments</p>	<p>AP Head Start teachers are implementing Teaching Strategies in the classrooms as a resource tool for lesson plans. Teaching staff are providing effective teaching practices for the students in their classrooms. There are daily routines that are being followed. The program conducts two documented home visits and two documented teacher/parent conferences.</p>	<p>None</p>	<p>Teacher need to be mindful of challenging students to think higher order as well as remembering to ask how/why questions. Teachers need to be aware of their voice tone and facial expressions.</p>
<p>Performance Area 3: Qualifications, Professional Development, and Coaching</p>	<p>All teaching staff are qualified through earning either a CDA certificate, Associate degree or Bachelor degree in Early Childhood Education. Staff are provided several trainings and</p>	<p>Adequate staff in classrooms</p>	<p>Adequate staff for all classrooms Program Coach</p>

	<p>training opportunities through conferences, videos, or program in-services throughout the year. Teachers are provided a mentor teacher to better understand the curriculum and CLASS.</p>		
<p>Performance Area 4: Transitions</p>	<p>Teachers with students transitioning to kindergarten use a study from the Teaching Strategies to prepare students for what to expect in kindergarten. A field trip to tour the kindergarten is taken by each center. On this tour the students has opportunity to see the morning activities by the kindergarten students. The Principal or a representative from the school will come to a parent meeting to talk to head start parents about registration and documents needed. There is a great collaboration between site supervisors and principals in the parish.</p>	<p>None</p>	<p>None</p>

HEALTH SERVICES

CONTENT AREA / KEY INDICATOR	SUMMARY OF FINDINGS (STRENGTHS)	SUMMARY OF FINDINGS (AREA OF NON-COMPLIANCE)	RECOMMENDATIONS FOR IMPROVEMENT
<p>Performance Area 1: Child Health and Oral Health Status and Care</p>	<p>None</p>		
<p>Performance Area 2: Mental Health and Social and Emotional Well- Being</p>	<p>None</p>		
<p>Performance Area 3: Child Nutrition</p>	<p>None</p>		

HEALTH SERVICES . . . CONTINUED

CONTENT AREA / KEY INDICATOR	SUMMARY OF FINDINGS (STRENGTHS)	SUMMARY OF FINDINGS (AREA OF NON-COMPLIANCE)	RECOMMENDATIONS FOR IMPROVEMENT
<p>Performance Area 4: Safe and Sanitary Environments</p>	<p>Policies and procedures for safe and sanitary environments, safety practices and systems of preventive maintenance are established and clearly defined. Staff is also very knowledgeable and able to communicate procedures.</p>	<p>N/A</p>	<p>The center is small (square footage) and there is not enough space for storage. Consider removing existing outdoor storage (portable buildings) and replace with (1) narrow outdoor storage container if it will allow for more storage space.</p> <p>If the landlord will allow, add an overhang to the front of the facility to allow for more coverage on days when there is inclement weather.</p>
<p>Performance Area 5: Expectant Families</p>			

FAMILY AND COMMUNITY ENGAGEMENT SERVICES

CONTENT AREA / KEY INDICATOR	SUMMARY OF FINDINGS (STRENGTHS)	SUMMARY OF FINDINGS (AREA OF NON-COMPLIANCE)	RECOMMENDATIONS FOR IMPROVEMENT
<p>Performance Area 1: Program Foundations to Support Family Well-Being and Family Engagement</p>	<p>The Family Advocates interviewed explained and showed their ability to perform the necessary skills to engage in parent child staff relationships; to enhance family goals and student well-being for academic growth.</p>	<p>None</p>	
<p>Performance Area 2: Family Partnerships</p>	<p>The Family Advocates partner with businesses and organizations to help support families</p>	<p>None</p>	<p>Workshops for family engagement are needed with parents/guardians to encourage them to be more involved</p>
<p>Performance Area 3: Promoting Strong Parenting, Parent-Child Relationships, and Engagement in Children’s Learning</p>	<p>Schedule individual meetings for parent teacher engagement</p>	<p>None</p>	
<p>Performance Area 4: Community Partnerships</p>	<p>The Family Advocates interviewed explained and showed their ability to perform the necessary skills to engage in parent child staff relationships; to enhance family goals and student well-being for academic growth.</p>	<p>None</p>	

FISCAL INFRASTRUCTURE

CONTENT AREA / KEY INDICATOR	SUMMARY OF FINDINGS (STRENGTHS)	SUMMARY OF FINDINGS (AREA OF NON-COMPLIANCE)	RECOMMENDATIONS FOR IMPROVEMENT
<p>Performance Area 1: Budget Development, Implementation, and Oversight</p>	<p>There are no findings. Policies and procedures are in-place and followed accordingly. All monies are allocated where needed. For any department needing equipment, the managers come together and decide on what they need in each department. The central office consist of all the department heads. Eighty percent of the budget is payroll. The accounting system seems to generate all the reports needed. Supporting documentation was presented as needed.</p>	<p>There are no findings.</p>	<p>This department has a great support system in-place. Nothing needs improvement. Continue following the same policies and procedures.</p>
<p>Performance Area 2: Comprehensive Financial Management Structure and System</p>	<p>There are no findings. Policies and procedures are in-place and followed accordingly. All purchase orders are approved by the Acadia Parish School Board. No one person is responsible for purchasing and ordering any equipment as material. All checks are printed and distributed by the Acadia Parish School Board. The accounting software is up-to-date, user-friendly and accessible. It is easy to generate and access reports as needed.</p>	<p>There are no findings.</p>	<p>This department has a great support system in-place. Nothing need improvement. Continue following the same policies and procedures.</p>

Performance Area 3: Facilities and Equipment Management			

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE

CONTENT AREA / KEY INDICATOR	SUMMARY OF FINDINGS (STRENGTHS)	SUMMARY OF FINDINGS (AREA OF NON-COMPLIANCE)	RECOMMENDATIONS FOR IMPROVEMENT
<p>Performance Area 1: Recruitment</p>	<p>Flyers, eddm, psa, outside recruitment efforts, radio, social media</p>	<p>none</p>	
<p>Performance Area 2: Selection</p>	<p>Based on need, by points and most in need selected based on prioritization points</p>	<p>none</p>	
<p>Performance Area 3: Eligibility</p>	<p>Prioritization of students, review of files for completion, one person does enrolling and replacing</p>		

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ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE . . . CONTINUED

CONTENT AREA / KEY INDICATOR	SUMMARY OF FINDINGS (STRENGTHS)	SUMMARY OF FINDINGS (AREA OF NON-COMPLIANCE)	RECOMMENDATIONS FOR IMPROVEMENT
<p>Performance Area 4: Enrollment</p>	<p>Advocates track enrollment, run reports and follow up, encourage parents to keep attendance up</p>	<p>Not at full enrollment since COVID began</p>	
<p>Performance Area 5: Attendance</p>	<p>Parents are notified by message day 1, phone call day 2, home visit day 3 and an attendance plan began if needed</p>	<p>None</p>	<p>Having a parent-school workshop for more engagement with the school</p>

CONTINUATION APPLICATION 2024-2025

(SUMMARY)

Acadia Parish School Board
Head Start Program

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PROJECT SUMMARY/ ABSTRACT

PROJECT TITLE: Acadia Parish School Board Head Start Program

APPLICANT NAME: Acadia Parish School Board

ADDRESS: Acadia Parish School Board
2402 North Parkerson Avenue
Crowley, Louisiana 70526

CONTACT PHONE NUMBERS: (337) 783-6377

EMAIL ADDRESS: levans@acadia.k12.la.us
gtheriot@acadia.k12.la.us

WEB SITE ADDRESS: www.hs.acadia.k12.la.us

Acadia Parish School Board Head Start proposes to provide comprehensive Early Childhood Education, Health/Mental Health and Nutrition Services, Parent Engagement Services and Transportation Services to 331 low-income families and their children, ages three to five, in accordance with Head Start Program Performance Standards.

Acadia Parish School Board Head Start Program operates a center-based program with nine full-day classes of three year old children and nine classes of four year old children. Days of service will begin on August 9, 2024 through May 21, 2025 for a total of 147 days. Center-based services will be provided 425 minutes a day, four days a week, which is in alignment with the Acadia Parish School Board public schools 2024-2025 school year calendar.

Acadia Parish School Board Head Start Program serves a population that is 76.6% white, 17.2% black, and 2.8% Hispanic. The two largest Acadia Parish racial/ethnic groups (white and black) have shown a slight decrease from the 2010 census. The Hispanic population of Acadia Parish has increased according to the 2020 census.

The Program will deliver services through four centers: AP Ross Head Start (166 children), AP Rayne Head Start (94 children), AP Church Point Head Start (54 children), and AP Estherwood Head Start (17 children). The service area encompasses the Acadia Parish boundary area of 233 square miles. This includes the cities of Crowley, Rayne, Church Point, Estherwood, and rural areas surrounding these cities. The population of the incorporated areas includes approximately 56,576 residents as reported in the 2020 census.

SECTION I. PROGRAM DESIGN AND APPROACH TO SERVICE DELIVERY

SECTION A. GOALS

The program has formulated goals and objectives in all content areas based on an identified self-assessment, continuous monitoring, community assessment needs, and school readiness goals. Data for continuous improvement has shown no significant changes resulting in no revisions to our program goals.

PROGRAM GOVERNANCE

Upon review of Program Governance, there were no additions, deletions or revisions.

Program Goals	Measurable Objectives	Progress/ Outcomes	Challenges
Goal 1: Maintain a system of shared decision-making between Acadia Parish School Board and Head Start Policy Council that involves current parents and approved community persons	A To establish an informed, knowledgeable Policy Council and Board through outlined training and information sharing regarding their roles and responsibilities as members	The Acadia Parish School Board Head Start Program has established monthly trainings to ensure that the members understand the information received and can effectively oversee and participate in the programs of the Head Start agency.	No challenges
	B To create a system that communicates how Program Governance	School Readiness goals are reviewed with members of the Policy Council and the necessary activities needed to fulfill requirements are discussed throughout the program year.	No challenges

supports school readiness goals

MANAGEMENT SYSTEMS AND PROCEDURES

Upon review of Management Systems and Procedures, there were no additions, deletions or revisions.

See Program Approach for a summary of Management Systems and Procedures.

Program Goals	Measurable Objectives	Progress/ Outcomes	Challenges
Goal 2: Maintain systems that integrate a systems approach to the program's school readiness goals	A To outline an organizational structure that clearly delineates management duties and establishes lines of authority and supervision	The Acadia Parish School Board Head Start Program has an organizational framework that effectively outlines the duties and responsibility for each position and the hierarchy of authority that exists in its program.	No challenges
	B To create a system of ongoing monitoring and recordkeeping procedures to efficiently track progress toward program administrative and school readiness goals	The Acadia Parish School Board Head Start Program has established an ongoing monitoring system, which seeks to ensure that each management system operates effectively.	No challenges
	C To maintain a monthly report, review and analysis process from each content area specialist to track progress toward goals and make necessary adjustments	Content area specialists meet on a weekly basis to discuss ongoing monitoring data and any suggestions for improvement are discussed before implementation. Each content area specialist prepares monthly reports that are included in the monthly agenda report for Policy Council meetings.	No challenges
	D To review and analyze expenditures on a monthly basis that	All program expenditures are included in the monthly report to the Policy Council.	No challenges

Program Goals	Measurable Objectives	Progress/ Outcomes	Challenges
	available resources are known to implement changes and/ or revisions to funds available	An updated budget is provided at each meeting, which lays out the year to date disbursements and the available funds for each account. If a budget revision is needed, it is presented to the Policy Council with rationale for approval.	

Program Approach

The Program has clearly defined an organizational structure that delineates management duties and responsibilities. A system of ongoing monitoring has been established to ensure that each management system operates effectively. The self-assessment report identified monitoring as an area of improvement. The Director and content area specialists will develop a plan to oversee day-to-day operations of all areas of the program to ensure effective ongoing monitoring and improvement.

HUMAN RESOURCES MANAGEMENT

Upon review of Human Resources Management, there were no additions, deletions or revisions. See Program Approach for a summary of Human Resources Management.

Program Goals	Measurable Objectives	Progress/ Outcomes	Challenges
Goal 3: Recruit and select well-qualified, skilled staff with appropriate skills, knowledge and experience to provide high quality services to children and families within an	A To maintain teachers and managers qualified with the required Bachelor's Degree to promote quality services	All managers have bachelor's degrees; seventy-two percent of teachers have bachelor's degrees.	No challenges
	B To continue to have provisions	All teacher assistants are credentialed with either a CDA, an associate, or a	No challenges

Program Goals	Measurable Objectives	Progress/ Outcomes	Challenges
<p><i>organizational structure that assures monitoring of staff conduct and performance and provides opportunities for training and development for staff, consultants, volunteers, Policy Council, parents and the Governing Body</i></p>	<p>for newly hired Teacher Assistants to receive the minimum qualification of a CDA within two (2) years of entering that position</p>	<p>bachelor's degree or enrolled in a program to achieve degree/certification/credential.</p>	
	<p>C To provide financial support to teaching staff pursuing higher learning</p>	<p>The program is committed to providing financial support to those persons who are pursuing higher learning. A portion of the Training and Technical Assistance budget is dedicated for this purpose.</p>	<p>No challenges</p>
	<p>D To retain staff who acquire Bachelor's degrees and attract staff who hold Bachelor's degree by committing funding increase salaries for Specialists, Site Supervisors, and Teachers and require a commitment of three (3) years of service from staff who have benefited from program resources to acquire degrees</p>	<p>In an effort to maintain competent individuals in the positions of Content Manager and Site Supervisor, the Acadia Head Start has a salary schedule that provides additional compensation for employees who are appointed to these positions.</p> <p>If an employee receives tuition assistance from the program to pursue an advanced degree, these individuals are required to sign a Memorandum of Understanding that requires three years of service to the program after the degree is received.</p>	<p>Retaining and obtaining qualified staff due to district and state-wide teacher shortage</p>

Program Goals	Measurable Objectives	Progress/ Outcomes	Challenges
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Program Approach

The Program continues to face challenges acquiring qualified teaching staff to fill positions that require certain credentials in addition to acquiring general staff. The Program plans to use available funding resources to retain and obtain qualified staff to fill open positions.

ERSEA (ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT AND ATTENDANCE)

Upon review of ERSEA, there were no additions, deletions or revisions. See the chart for updated challenges in reference to Goal 4 Measureable Objective A. See Program Approach for a summary of ERSEA.

Program Goals	Measurable Objectives	Progress/ Outcomes	Challenges
Goal 4: Address the challenge of maintaining a fully-funded enrollment within a parish of increasing numbers of Pre-K classes	A To continue outreach program to new parents at local hospitals, doctor’s offices, collaborate with local daycares and communities with procedural plans written	Recruitment begins in January with a review of eligibility criteria and any necessary revisions (committee comprised of staff, parents and Policy Council). Approved criteria is then sent to the Policy Council and Governing Board for approval. Returnee children are recruited in January. Publicity is distributed through various sources to notify parents of recruitment beginning in February. The program looks at areas that may require partnering with other educational agencies to recruit eligible children, such as: Pre-K, Head Start, APSB Special Populations, and daycare facilities.	Although there are no challenges to our outreach programs, we have experienced low enrollment throughout the program year. Upon implementing new recruitment strategies, the program has seen slight increases in enrollment on a month-to-month basis. Decrease in the number of eligible children
	B To provide telephone interviews to assist families with questions	For working parents or for those that do not have transportation and cannot come to center, a phone interview is done.	No challenges

Program Goals	Measurable Objectives	Progress/ Outcomes	Challenges
	and scheduling and transportation issue		

Program Approach:

Upon review of the community assessment and the most recent demographic information, there are no significant changes in the make-up of the program’s service areas. The Acadia Parish School Board Head Start Program continues to serve at least ninety (90%) percent of economically at-risk children who are income eligible. The program population serves approximately 30% of four-year-olds and 70% of three-year-olds.

Based on enrollment figures and the Community Assessment the increase in the availability of Pre-K classes/ slots through the school system and private schools continues to cause a decrease in the number of four-year-olds enrolling in the Head Start Program. The parish serves about 402 four-year-olds each year in elementary and kindergarten schools.

According to the most recent Kids Count Special Report on Child Care in Acadia Parish, there were 15 Licensed Child Care Centers including Head Start (an increase of two since 2022). Other preschool programs within the various communities are serving approximately 350 children in various day care programs.

The recruitment area for 2023-2024 will continue to be in the communities where centers are located but additional publicity will be sent to other communities in the parish service area. In an effort to recruit eligible children, the program’s recruitment plan includes going out into the community to reach families and each center conducts a Head Start Roundup. This plan also encompasses distributing flyers, circulating

direct door mail, ads in local newspapers, going to local businesses and shop for children, as well as participating in community events.

EARLY CHILDHOOD DEVELOPMENT – EDUCATION

Upon review of Early Childhood Development-Education, there were no additions, deletions or revisions.

Program Goals	Measurable Objectives	Progress/ Outcomes	Challenges
Goal 5: Provide continuous quality comprehensive child development services utilizing a systems approach that will foster developmental growth and promote school readiness in Head Start children	A To provide developmentally appropriate early childhood experience for 331 three and four year-old children in 18 classrooms throughout the 2024-2025 program year.	Teaching Strategies Gold reports show outcomes of child growth and promoting school readiness through the fall/winter/spring reports.	No challenges
	B To incorporate the current curriculum and resources in a correlation with the Louisiana Department of Education’s outlined Comprehensive Curriculum	The Louisiana Department of Education has tiered curriculum based on the Louisiana State Birth to Five Standards. Teaching Strategies, LLC The Creative Curriculum and Eureka Math Curriculum received a Tier 1 rating from the LDOE-the highest rating for a curriculum. The use of the Creative Curriculum and Eureka Math Curriculum will provide students with instruction that is developmentally appropriate and best aligns to the state standards.	No challenges
	C To provide in-service and pre-service training to education staff on curriculum, child outcomes and the assessment instrument prior to the opening of school and ongoing throughout the year.	In-service and pre-service meetings are held annually along with scheduled staff development trainings throughout the school year.	No challenges

Program Goals	Measurable Objectives	Progress/ Outcomes	Challenges
	D To maintain program quality through continuous assessment, monitoring and evaluation of program goals and objectives and classroom observation reports as a tool for interventions to improve classroom instructional strategies	Continuous monitoring, Fall and Spring CLASS observations, Teacher assessments, Curriculum Fidelity Checklist, and PBC are all tools to ensure improvement of classroom instructional strategies.	No challenges

NUTRITION

Upon review of Nutrition, there were no additions, deletions or revisions.

Program Goals	Measurable Objectives	Progress/ Outcomes	Challenges
Goal 6: Improve the nutritional choices of staff, families and children	A To identify each child's nutritional, development, special feeding needs as deemed necessary by the USDA guidelines and directed by a Registered Dietician	Outcomes continue to be successful by adding a Child health/nutrition history assessment to be filled out during registration and discussed during Teacher Visitation Day Progress is ongoing	No challenges
	B To provide parents with ongoing trainings throughout the program year that will include opportunities for hands on nutritional, sanitation, and efficient meal planning	Progress is ongoing	No challenges

HEALTH

Upon review of Health, there were no additions, deletions or revisions.

Program Goals	Measurable Objectives	Progress/ Outcomes	Challenges
Goal 7: Assure appropriate and needed health screenings and follow up services are provided through collaboration among families, staff and health professionals	A To maintain a consistent procedure to assure that entry health screenings (dental, nutritional, physical) are conducted on all children enrolled in Head Start for the safety of individual children and enrolled children	Progress is ongoing	Getting parents to comply with deadlines
	B To ensure all child health and developmental concerns are identified, and children and families are linked to an ongoing source of continuous, accessible care to meet the basic health needs through collaboration among families, staff and health professionals	Progress is ongoing	No challenges
	C To assure continued progress, weekly monitoring will be conducted through ChildPlus	Progress is ongoing	No challenges

DISABILITIES

Upon review of Disabilities, there were no additions, deletions or revisions.

Program Goals	Measurable Objectives	Progress/ Outcomes	Challenges
Goal 8: Provide appropriate special needs services to 100% of Head Start	A To provide appropriate special needs services to at least 10% of 331	By the end of the program year, the Acadia Parish School Board Head Start will provide appropriate service to at least 10% of its population.	No challenges

Program Goals	Measurable Objectives	Progress/ Outcomes	Challenges
children identified as eligible for IDEA – Part C and/ or Head Start Performance Standards identified in Section 1308		children identified as eligible for IDEA – Part C	
	B	To screen children at the annual Meet & Greet and Health Fair for early detection of any speech or language delays.	Outcome – 100% of children who attend Meet & Greet and Health Fair are screened for speech and language and categorized based on need for services on day one of the school year. No challenges

MENTAL HEALTH

Upon review of Mental Health, there were no additions, deletions or revisions.

Program Goals	Measurable Objectives	Progress/ Outcomes	Challenges
Goal 9: Utilize a standardized instrument for assessing children's behavior to identify needs for intervention	A	To work collaboratively with parents and staff utilizing the ASEBA which identifies at risk behaviors of children	Parent input assessments have allowed consultants to begin observations and interventions as soon as the child's first few days of school. No challenges
	B	To utilize the mental health professionals and classroom staff for observing and reporting findings to proper sources when suspected	Teachers are able to indicate specific concerns based on the child's behavior. Once the behavior is identified a referral along with the assessment is reported to the Mental health specialist and consultants. Interventions and/or observations are put into place accordingly. Progress is ongoing.

FAMILY ENGAGEMENT

Upon review of Family Engagement, there were no additions, deletions or revisions. Efforts to increase parent participation is summarized in the program approach.

Program Goals	Measurable Objectives	Progress/ Outcomes	Challenges
Goal 10: Empower families through training and opportunities for engagement within Head Start and within the community	A To increase the number of center visits by parents and the involvement of parents in Head Start related activities-providing schedule of training events based on topics identified by parents (as allowable under COVID guidelines)	Regular attendance by parents	Although attendance is regular; participation is low
	B To promote literacy in the home through trainings about encouraging reading in the family unit	Progress is ongoing.	No challenges
	C To involve fathers or male role models by planning and coordinating ongoing fatherhood activities	Progress is ongoing.	No challenges

Program Approach:

Although attendance at meeting is regular, participation continues to be low. The program will continue to hold in-person meetings next program year in the hopes that participation will increase. In addition, discussion with key stakeholders will allow the program to reassess program needs in this area.

COMMUNITY ENGAGEMENT

Upon review of Community Engagement, there were no additions, deletions or revisions.

Program Goals	Measurable Objectives	Progress/ Outcomes	Challenges
Goal 11: <i>Collaborate with community organizations and agencies in providing for the highest level of services to children and families within the parish and community</i>	A To increase the number of community partnerships and networking opportunities each year by recruiting new parents and providing Head Start representation with other community groups thereby increasing in-kind contributions	Partnerships are renewed in October of each program year. Community partnership training is held with current partners with outreach to new area business to establish new partnerships.	No challenges
	B To strengthen community awareness and involvement in Head Start by coordinating meetings with other agencies and organizations throughout the 2023-2024 program year	Participate on other agency boards.	No challenges

FACILITIES

Upon review of Facilities, there were no additions, deletions or revisions. See the chart for updated Progress/Outcomes and Challenges in reference to Goal 12. Efforts to meet the challenges with facilities are described in the program approach.

Program Goals	Measurable Objectives	Progress/ Outcomes	Challenges
<p>Goal 12: Assure that facilities used for the provision and management of all services to children and families meet standards of regulating agencies (Office of Head Start, Louisiana Department of Education, Licensing, Louisiana Department of Sanitation and Louisiana Office of State Fire Marshall) and that maintenance and upkeep costs reflect sound fiscal expenditures and investments</p>	<p>A To continually provide safe and healthy physical environment for students in order to prepare them for formal schooling / school readiness</p>	<p>Current year Program Self-Assessment reports indicate a clear and effective system of ongoing monitoring to assure that facilities are maintained properly thru a system of daily inspections, work order processes, weekly meetings, reports, management supervision and oversight.</p>	<p>Current national economic conditions has caused a sharp increase in the costs of upkeep, maintenance and repair of facilities</p>
	<p>B Improve services to children via researching the costs, methods and options for upgrading Head Start-owned facilities and also by collaborating with lessors to address facility repair concerns in leased facilities in a timely manner</p>	<p>Communications have improved with landlord / lessor to become more actively involved in supplementing the costs of facility repairs in leased facilities.</p>	<p>The Program continues to cover most of the costs of repairs for leased facilities.</p>
	<p>C To improve services to children by researching the costs, methods and options for adding new items which facilitate improved use of outdoor time</p>	<p>Remaining funds from the American Rescue Plan funding was utilized for security enhancements (<i>fencing, gate security access, additional cameras and monitoring equipment</i>) also playground improvements (<i>new pavilion, surfacing, equipment and improvements to buildings</i>). Upgrades which will allow for improved use of outdoor learning spaces are still in process in accordance with funding stipulations. The grant will be fully utilized before the grant expiration date.</p>	<p>Current national economic conditions have caused an increase in prices, slow response by contractors / vendors and extreme delays in delivery of parts and equipment.</p>
	<p>D To take into consideration long-range plans for replacing leased facilities with Head Start-</p>	<p>Research is ongoing.</p>	<p>Funding options are limited and location / building options are limited in rural communities; however, this</p>

Program Goals	Measurable Objectives	Progress/ Outcomes	Challenges
	owned facilities when funding allows.		continues to be a long term goal of the Program.

Program Approach:

The program continues efforts to find cost-efficient contractors and vendors. Steps are being made to improve communications with landlord/ lessor to become more actively involved in supplementing the costs of facility repairs. The program will also continue its efforts to meet its long range goal to purchase Head Start-owned facilities.

TRANSPORTATION

Upon review of Transportation, there were no additions, deletions or revisions. See chart for updated Progress Outcomes and Challenges in reference to Goal 13.

Program Goals	Measurable Objectives	Progress/ Outcomes	Challenges
Goal 13: Assist families by providing transportation to and from school via Head Start owned buses	A To conduct an ongoing monitoring and assessment of families’ transportation needs via parent surveys, community assessment and parent requests for transportation assistance	School bus transportation continues to be provided at the Church Point, Rayne and Ross Head Start centers. Parents are offered the opportunity to request transportation at the time of registration and at the annual Health Fair / Visitation at opening year and also at any time during the school year when there is a need for or change in families transportation needs. Community transportation needs are monitored and assessed via ongoing parent surveys and community assessment reviews. The Program’s transportation department continues to	Current national economic conditions has caused a sharp increase in the costs of upkeep, maintenance and repair of buses. There also continues to be a shortage of bus repair parts. As a result, when there is a bus repair issue, there are sometimes long waiting periods for parts which causes disruptions in bus services to students and families. Additionally, if a bus driver has to be out, there are no substitute bus drivers available due to a shortage of qualified bus drivers in the

Program Goals	Measurable Objectives	Progress/ Outcomes	Challenges
		operate with three (3) school buses (<i>purchased with a one-time funding grant in 2020</i>) which has contributed to overall improved school transportation.	area. This results in cancellation / disruptions in bus transportation services.
	B To assist families' other (non-school related) with transportation needs through Head Start partnerships via referrals to community transportation services	Progress is ongoing	There are very few options for public transportation in the rural communities serviced by the Program. Acadia Parish does not have a public transit system (nearest is Lafayette Parish, LA)

Program Approach:

Although we have no control over the national economic conditions causing shortages of parts for bus repairs, the program will continue to provide transportation services as efficiently as possible.

School Readiness Goals

There were no additions, deletions, or revisions to the program's School Readiness Goals.

SECTION B: SERVICE DELIVERY

Service and Recruitment Area

There are no changes in the program's service and recruitment area. The program will continue to deliver services through four (4) centers: Ross, Rayne, Church Point and Estherwood locations.

Needs of Children and Families

There are no identified changes in the needs of children and families the program serves. The program will continue to review program data to evaluate, analyze and address any needs that may arise.

Proposed Program Option(s) and Funded Enrollment Slots

Acadia Parish School Board Head Start Program will continue to provide in-person comprehensive Early Childhood Education, Health/Mental Health and Nutrition Services, Parent Engagement Services and Transportation Services in a center-based option; however, the program will convert to a four-day school week. Fifth Ward schools of the Acadia Parish School district have operated on a four-day school week for over 20 years. Surveys and needs assessments were conducted and resulted in transitioning all schools in the parish to the four-day school week. The Program will implement the four-day week for all centers for the 2023-2024 program year. This service option will be accessed after two (2) years. This option applies to all Acadia Parish students, teachers and staff. The program will provide services 147 days a year, seven (7) hours a day, four (4) days a week, which is in alignment with the Acadia Parish School Board district calendar and meets the 1,020-hour requirement of Office of Head Start. The center-based program will continue to be offered to low-income families of children age three (3) to five (5) in the communities of Crowley, Church Point, Rayne and Estherwood.

Acadia Parish School Board Head Start Program has faced challenges with enrollment. Although there were small increases in the number of children enrolled (HSES Monthly Enrollment Report), full enrollment has not been met since PY 2019-2020. The program is currently operating at maximum capacity maintaining the specified child-staff ratio with a small waitlist. The program is funded for 387 children, currently serves 307 children and is proposing to convert from 387 slots to 331 slots (a reduction of 56 slots/14.5%).

Census data show a change in the distribution of ages in Acadia Parish. The share of the population that is zero (0) to 4-years-old decreased from 7.5% in 2010 to 6.7% in 2020. The program has not seen any

significant increases in racial/ethnic groups-the population consists of 76.6% white, 17.2% black and 2.8% Hispanic. White and black groups have shown a slight decrease and the Hispanic group has increased according to the 2020 census. In addition, there has been a shrinking trend of enrolled children within the entire school district for the past eight years. Local school district data show a decrease of approximately 850 children enrolled parish-wide. This shrinking trend is evidence that no child will be displaced due to a reduction in enrollment.

Equity concerns are addressed within the eligibility criteria. Eligibility criteria for the program is based on a point system that awards the most points to families who are homeless and to low-income families with additional hardships, and to children who have identified disabilities. Additionally, criteria include priority for three year olds with identified disabilities to enter the program on the occasion of their third birthday when waiting lists have been exhausted. Partnerships with the Department of Child and Family Services and Acadia Early Childhood Network promotes collaboration among key stakeholders to support each other in providing services to pre-k age children. The program is currently meeting the needs of all enrolled families and a reduction in enrollment will not adversely affect the children who present the greatest need for head start services who are within the service area.

There were also challenges obtaining and retaining qualified staff. Four Acadia Parish School Board Head Start employees transitioned to the public school system in response to a district-wide teacher shortage. A reduction in enrollment will allow the program to continue to provide services to the maximum number of children who are eligible to be accepted into the program.

Centers and Facilities

There are no changes in centers and facilities. Acadia Parish School Board Head Start Program will continue to service children and families in the towns of Estherwood, Church Point, Rayne, and Crowley. The program will continue to perform annual and regular maintenance and repairs of facilities as needed as

outlined in Office of Head Start Regulations, Louisiana State Licensing, Department of Health, and Fire Marshall.

Eligibility, Recruitment, Selection, Enrollment, and Attendance

There are no changes in the programs eligibility, recruitment, selection, enrollment, and attendance criteria. The Eligibility Criteria Points System used to prioritize has been updated to reflect the receipt of food stamps making a family categorically eligible.

Education and Child Development

There are no changes in education and child development. Acadia Parish School Board Head Start Program will continue to focus on school readiness as part of the overall goal of Head Start. The program proposes to promote children's school readiness in the areas as designated in the Head Start Child Development and Early Learning Outcomes Framework.

Health

There are no changes in health. Acadia Parish School Board Head Start Program will continue to provide high-quality health, oral health, mental health, and nutrition services that are developmentally, culturally, and linguistically appropriate and that will support each child's growth and school readiness through active partnership and collaboration with the parents.

Family and Community Engagement

There are no changes to family and community engagement. Acadia Parish School Board Head Start Program continues to be child-centered and family-focused. Our engagement strategies weave into all systems and program services to support family well-being and promote children's learning and development.

Services for Children with Disabilities

There are no changes to services for children with disabilities. Acadia Parish School Board Head Start Program will continue to provide full program services and opportunities to all enrolled children with disabilities, including but not limited to, those who are eligible for services under IDEA, so that the children and their families can participate in all program activities.

Transition

There are no changes in transition. Acadia Parish School Board Head Start Program will continue to provide a transition into the preschool program, and for preschoolers, a transition into the elementary school setting. The program will continue to encourage parent/child trips to future schools that familiarize children with the transition to kindergarten and foster confidence about the transition. We will also provide additional transition services for children with an IEP.

Services to Enrolled Pregnant Women

Acadia Parish School Board Head Start Program does not provide services to Pregnant Women.

Transportation

There are no changes in transportation. The program owns four (4) school buses and offers school transportation services to Head Start families who reside within the city limits of Church Point, Rayne and Ross Head Start centers. There are very few public transit options in the small communities of Acadia Parish; however, when families indicate a need for transportation, reasonable assistance to coordinate transportation resources with other agencies (*such as medical transportation is provided*).

SECTION C: GOVERNANCE, ORGANIZATIONAL, AND MANAGEMENT STRUCTURES

Governance

There are no changes to program governance. Acadia Parish School Board Head Start Program has established and maintains a shared structure for program governance that includes a Governing Board, a Policy Council, and parent committees (at each center) as outlined in the Head Start Act.

Human Resources Management

District and state-wide teacher shortages have made it difficult to obtain and retain qualified teaching staff. The program lost teachers to the public school system. Increased pay played a role in these teachers making that transition (\$22.62/hour – Head Start vs \$28.55/hour – Acadia Parish). These teachers were not replaced, nor were their teacher assistants; and the program was able to operate at capacity, adhere to the child-staff ratio and maintain a small waitlist. The program lost one family advocate who was not replaced because there were smaller caseloads as a result of being under enrolled. These changes result in a decrease of three (3) teachers and three (3) teacher assistants and one (1) family advocate. Eliminating these positions did not impact the current staff-no staff were displaced. The proposed enrollment reduction will positively impact current staff by providing better wages in addition to improving classroom management and teacher morale bought on by difficulty finding substitutes and qualified staff. The program has plans to repurpose these salaries to increase pay in the effort to compete with the pay of surrounding parishes, retain current staff and improve staffing conditions and center operations.

Program Management and Quality Improvement

Acadia Parish School Board Head Start Program ensures a program, fiscal, and human resource management structure that provides effective management and oversight of all program areas and fiduciary responsibilities to enable delivery of high-quality services in all program services. The proposed enrollment

reduction will not impact *non-program staff or the current* management staff. Non-program staff (contractual) salaries will be budgeted as they were last program year with the exception of one (1) staff member (nurse) whose hours will increase therefore require an increase in salary, which is reflected in the budget justification. Upon review of program needs, evidence supports that the current organizational structure is reasonable and necessary. Over the years, specialists' duties have been combined to allocate for past changes in program management needs. Current supervisory positions are necessary for effective monitoring and oversight of all content areas.

SECTION II. BUDGET AND BUDGET JUSTIFICATION NARRATIVE

BUDGET AND BUDGET JUSTIFICATION

Funds are budgeted to provide all required comprehensive Head Start services to eligible children and families in a cost-effective manner. The program will adhere to the guidelines of the Program Instruction regarding Head Start Funding increases.

PERSONNEL: PERSONNEL COSTS

The Program has established a salary schedule for all staff. This salary schedule varies according to years of experience, and it is updated yearly to reflect COLA and/or Quality Improvement funding. This action is approved by the policy council and Acadia Parish School Board.

- **A1 \$90,148 - Program Managers and Content Area Experts.** - This amount reflects the combined salaries of the Education/Disabilities Specialist and Health/Mental Health/Nutrition Specialist. These employees have full-time commitments to the Program and are considered 12-month employees.
- **A2 \$548,316** – This amount reflects the combined salaries of 18 Teachers. These employees have full-time commitments to the Program and considered 9-month employees, which includes student instructional and in-service days.
- **A5 \$333,120** – The Head Start Grant pays salaries for 18 Teacher Assistants. These salaries are based on “years of experience” following the LEA pay scale for hourly employees. These employees have a full-time commitment to the Head Start Program and considered nine (9) month employees. This includes student instructional and in-service days.
- **A6 \$43,435** – This amount reflects the combined salaries of Family Advocates (FA portion of

health services for children and families).

- **A8 NUTRITION SERVICES \$53,089** – This amount reflects the combined salaries of Cafeteria Managers, Cafeteria Technicians and substitutes. Thirty-five percent of costs is budget to Head Start and 65% is funded with CACFP funds. These employees have full-time commitments and considered ten (10) month employees.
- **A9(1) OTHER CHILD SERVICES \$109,957** – This amount reflects the combined salaries of Site Supervisors who monitor classroom instruction and work with parents. These employees have full-time commitments and considered ten (10) month employees.
- **A9(2) OTHER CHILD SERVICES \$35, 466** – This amount reflects the salary of Practice-Based Coach. This employee has full-time commitments and is considered a (10) month employee.
- **A9(3) OTHER CHILD SERVICES \$29,996** – This amount reflects the salaries for Direct Support Assistants. These employees have a full-time commitment and considered nine (9) month employees.
- **A10 PROGRAM MANAGERS AND CONTENT AREA EXPERTS \$89,871** – This amount reflects the combined salaries of the Family Partnerships/ Community Engagement Specialist/ ERSEA and the Program Operations Specialist. These employees have full-time commitments and considered 12-month employees.
- **A11(1) OTHER FAMILY AND COMMUNITY PARTNERSHIPS \$29,765** – This amount reflects the salary of the Program Secretary who provides upkeep and tracking of personnel records, technology assistance and office management. This employee has full-time commitments and considered as a 12-month employee.
- **A11 (2) OTHER FAMILY AND COMMUNITY PARTNERSHIPS \$80,665** – This amount reflects the combined salaries of Family Advocates portion of family services including partnerships.

These employees have full-time commitments and considered ten (10) month employees.

- **A11(3) OTHER FAMILY AND COMMUNITY PARTNERSHIPS \$53,059** – This amount reflects combined salaries of three (3) office assistants at AP Ross, AP Rayne and AP Church Point Head Start centers. These employees have full-time commitments and considered ten (10) month employees.
- **A13 HEAD START DIRECTOR \$79,604** – This amount reflects the salary of the Head Start Director who administers the program. This employee has full-time commitments and considered as a 12-month employee.
- **A17 FISCAL \$30,876** – This amount reflects the salary of the Bookkeeper. This employee has full-time commitments and considered as a 12-month employee.
- **A18(1) OTHER ADMINISTRATIVE** – This amount reflects the salary of the Central Office Receptionist. This employee has full-time commitments and considered as a 12-month employee.
- **A19 MAINTENANCE \$80,064** – This amount reflects Combined salaries of custodians at Head Start Centers including Central Office.
- **A20 TRANSPORTATION \$54,185** – This amount reflects the combined salaries of bus drivers. These employees have full-time commitments and considered nine (9) month employees.
- **A21(1) OTHER PERSONNEL \$34,435** – This amount reflects the combined salaries of three (3) bus aides. These employees have full-time commitments and considered nine (9) month employees.
- **A21(2) OTHER PERSONNEL \$3,500** – This amount reflects the allocation for maintenance substitutes.

- **A21(3) OTHER PERSONNEL \$2,000** – This amount reflects the allocation for bus substitutes and field trips.

FRINGE BENEFITS

- **BI \$94,000** - This amount is allocated to pay Social Security (FICA), State Disability, Unemployment (FUTA), Worker’s Compensation, State Unemployment Insurance (SUI).
- **B2 \$156,696** - This amount is allocated for Health, Dental, Life Insurance.
- **B3 \$487,428** - This amount is allocated for Retirement
- **B4(1) \$27,222** - This amount is allocated for Other Fringe/ Medicare

SUPPLIES

- **E1 OFFICE SUPPLIES \$17,338** – Office supply costs also include copy machine lease costs through state contract prices. Office supply items purchases include: ink cartridges, tape, staples, ink pens, pencils, tablets, labels, folders, sticky note pads, liquid paper, etc.
- **E2 CHILD AND FAMILY SERVICES SUPPLIES \$4,500** - Child and Family Services supplies include items to encourage parent engagement
- **E3 FOOD SERVICES SUPPLIES \$2,600** - Food Service supplies not covered by CACFP funding.
- **E4(1) OTHER SUPPLIES/ FACILITIES \$45,458** - Building maintenance and custodial supplies
- **E4(2) OTHER SUPPLIES – STAFF DEVELOPMENT/ CLASSROOM SUPPLIES \$32,000** - Curriculum supplies and instructional materials/ supplies for classroom center furnishings. Technology upgrades for Wi-Fi access for classrooms.
- **E4(3) OTHER SUPPLIES –CENTERS \$15,928**

- **E4(4) OTHER SUPPLIES – HEALTH/ DISABILITY \$8,026**
- **E4(5) OTHER SUPPLIES – BUS \$500**
- **E4(6) OTHER SUPPLIES – TECHNOLOGY \$25,000**

CONTRACTUAL

- **F2 HEALTH/ DISABILITIES SERVICERS \$20,676** - Cost of Mental Health Specialist for children who do not have the Medical Card.
- **F3 FOOD SERVICE \$3,000** - Registered Dietician outlines menus and conducts nutritional assessments on children
- **F8(3) OTHER CONTRACTS \$30,000** – Speech/ Language Services
- **F8(4) OTHER CONTRACTS \$32,000** – Nurse
- **F8(5) OTHER CONTRACTS \$3,000**

OTHER

- **2 \$42,000 RENT** - Leased property for AP Rayne and AP Church Point Head Start Centers.
- **4 \$105,056** - Utilities/ telephones for all Head Start Centers.
- **5 \$3,464** - Building and Child Liability Insurance.
- **6 \$74,084** - Building maintenance repair and other occupancy
- **8 \$3,414** – Reimbursement of mileage to staff and parents for local travel
- **9 \$18,500** – Nutrition Services for adult meals
- **15 \$3,000** - Publications, advertising and printing
- **16 \$5,000** – Training or Staff Development
- **17(1) \$5,900** – Physicals, background checks

- 17(2) \$46,200 – Other – Memberships and subscriptions
- 17(3) \$7,900 – Liability insurance, vans/ buses
- 17(4) \$8,200 – Other – gasoline, vans/ buses
- 17(5) \$12,500 – Other maintenance/ repairs – van/ buses
- 17(6) \$15,500 – Other – building and grounds (alarms, pest, lawn care, garbage disposal)

INDIRECT COSTS

- J1 \$185,360 – Indirect costs charged to Head Start by Acadia Parish School Board (payroll, Accounts Payable, accounting functions for Head Start, property insurance, liability insurance, audit fees, management oversight with superintendent and board) *(See explanation of Indirect Costs below)*

EXPLANATION OF INDIRECT COSTS

The indirect costs rate is calculated by the State of Louisiana not by APSB. We use the funds generated by this to pay for the following:

- 1) Payroll Head Start - Accounting software, print checks, reconcile checks, mail checks.
- 2) Accounts Payable - Accounting software, print checks, reconcile checks, mail checks, set up all vendors including 1099 processing.
- 3) All accounting functions for Head Start - General Ledger set up, reconciliation, verification and W2 processing for all employees as well as 1099 processing for all vendors.
- 4) Property Insurance
- 5) Liability insurance for Head Start buses.
- 6) Audit fees for the year-end audit.

- 7) Management oversight with superintendent and board.

Head Start is a grantee that must be operated by other agency. Acadia Parish School Board spends more money on Head Start directly than what is taken in by the indirect costs. Examples of this include:

- 1) Four supplements for all Head Start employees paid 100% out of general fund including benefits.
- 2) For all Head Start retirees that have health insurance, the school board pays 65% of their retiree health insurance out of the general fund.

NON-FEDERAL

The non-federal share for the continuation grant totals \$781,637. Rates are derived from the Department of Labor report on national averages and from local compensation rates. Funds for in-kind services and supplies are derived from contractual services, parent volunteers, volunteer assistance from local persons, space costs from agency, staff duties provided by agency non-Head Start personnel, and donations of educational materials and supplies from area businesses and organizations.

TRAINING & TECHNICAL ASSISTANCE PLAN 2024-2025

Acadia Parish School Board Head Start Program's Training and Technical Assistance Plan will address the program and parent needs, well as staff development needs. The trainings and staff development plans will be determined through parent and staff surveys. In addition to parent and staff surveys, data from program goals, school readiness goals, Self-Assessment and Community Needs Assessment data will be sources that guide program training and staff development plans.

TOTAL BUDGET: \$37,607.00

- **\$3,000** - Education updates and supplies and Education Consultants
- **\$15,590** - allocated for 20 staff persons to attend the Louisiana Head Start Association Conference, sometime in July 2023 (dates TBD) (estimated costs: \$4,500 for registration, \$3,000 for meals, \$6,000 for lodging, and \$2,090 for travel in staff cars)
- **\$3,600** - allocated for full staff membership in NAEYC
- **\$2,500** - allocated for Policy Council trainings
- **\$2,128** - allocated for Indirect Cost
- **\$500** - for Parent Curriculum & Training
- **\$1,500** - allocated for Parent Activities
- **\$1,589** - allocated for Community Partnership Activities
- **\$4,800** - allocated for Certified CLASS Observer recertification, CDA renewal, tuition assistance
- **\$2,000** - allocated for Prevention and Early Intervention Training/ Staff Certifications
- **\$100** - allocated for Safety Practices Training
- **\$300** - allocated for Transportation Training

TRAINING & TECHNICAL ASSISTANCE PLAN 2024-2025

BUDGET SUMMARY

Travel \$11,090

- Meals \$3,000
- Lodging \$6,000
- Mileage \$2,090

Supplies \$6,989

- Child and Family Services – parent trainings and activities \$3,589
- Staff Development Training/Classroom Supplies \$3,400

Other \$17,400

- Parent Services/Policy Council \$2,500
- Training and Staff Development \$11,300
 - Conference Registration \$4,500
 - Certified CLASS Observer recertification, CDA renewal, tuition assistance \$4,800
 - Prevention and Early Intervention Training/ Staff Certifications \$2,000
- Membership/Subscriptions \$3,600 – NAEYC

Indirect Cost \$2,128

CORRESPONDENCE

- ACF MEMORANDUM – FULL ENROLLMENT REQUIREMENTS



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region 6 | 1301 Young Street, Room 937, Dallas TX 75202 | ecikc.ohs.acf.hhs.gov

January 31, 2024

Ms. Rebecca Foux Atkinson, Board President
Acadia Parish School Board
2402 N Parkerson Ave
Crowley, LA 70526-2015

Re: Grant No. 06CH011660

Dear Ms. Atkinson,

The Head Start Act sets forth specific requirements with regard to enrollment levels in Head Start programs. The Office of Head Start (OHS) is committed to supporting grant recipients' efforts to achieve full enrollment while maintaining the highest quality of services for children and families. To further our collective mission, OHS works together in partnership with grant recipients to increase enrollment in programs that have fewer children enrolled than their funded enrollment level.

We are writing to inform you that, pursuant to Section 641A(h)(3) of the Head Start Act, Acadia Parish School Board is required to develop a plan in collaboration with OHS to address its current underenrollment status. OHS recognizes that many Head Start programs are experiencing unprecedented challenges in hiring and retaining qualified staff. Please know that OHS staff will be working in partnership with you through this process to offer support, technical assistance, and guidance to better understand the enrollment challenges you are experiencing and develop solutions.

OHS also wants to ensure that grant recipients are fully aware of the requirements, expectations, and next steps in this process, which are further outlined in the sections below.

Full Enrollment Requirements

Section 641A(h)(3) of the Head Start Act requires OHS to determine which Head Start agencies have operated with an actual enrollment that is less than full funded enrollment for at least four consecutive months. OHS is also required to collaborate with such agencies on the development of a plan and timetable for reducing or eliminating underenrollment.

Based on the Head Start enrollment level reported by your agency, Acadia Parish School Board, will be required to initiate a plan to improve enrollment in collaboration with OHS. The plan will last 12 months, with the goal of achieving at least 97 percent enrollment, as described in Section 641A(h)(5) of the Head Start Act. The 12-month period goes into effect 10 days following the date of this letter. During the 12-month period, OHS will partner with your agency to ensure that you have a plan and the technical assistant support necessary to reach full enrollment. The 12-month period will conclude not later than February 10, 2025.

OHS requests a meeting with your agency leadership within the next 30 days to collaborate on development of a plan for reaching at least 97% funded enrollment. OHS requests the Board Chair and/or a Governing Body Official be present during the meeting.

In preparation for the meeting, your organization should review available data and information including the community assessment as well as the factors in Section 641A(h) of the Head Start Act (included as Attachment A). This review should guide your agency in identifying the factors which may be contributing to your program's underenrollment.

The Regional Office will send an invitation for the Initial Underenrollment Meeting with the meeting details separately.

Underenrollment Reporting Requirements

During the 12-month period, the following is required:

- **Center Level Enrollment Reporting** –Monthly enrollment **must be** reported by center and program option using the Center Level Reporting Spreadsheet. A webinar training on this requirement is available in the Head Start Enterprise System. Please watch, "Training –Center Level Reporting Spreadsheet", under the Enrollment tab of the Resources page to learn how to download, complete, and upload this spreadsheet when reporting monthly enrollment.
- **Enrollment Plan Submission** –Your organization must develop, in collaboration with the Regional Office, a plan and timetable for reducing or eliminating underenrollment. A working plan to reduce underenrollment **must be** submitted to the Regional Office within 30 days of the meeting. Please note, the Regional Office does not formally approve plans; however, the plan will be used to support and facilitate conversations during the 12-month period.

Next Steps and Potential Actions

The Head Start Act also outlines potential actions if a Head Start program is under 97 percent enrollment after the 12-month period. OHS wants to ensure that you are fully aware of the potential actions following the 12-month period. If your agency reaches at least 97 percent enrollment at the end of the 12-month period, then OHS will continue to evaluate enrollment to ensure your program maintains at least 97 percent enrollment for the next six consecutive months. If this is achieved, a Completion Letter at the end of the six consecutive months will be issued as formal recognition of satisfactory completion of the underenrollment plan.

If your agency has not reached at least 97 percent enrollment at the end of the 12-month period, the Office of Head Start has the option of reducing grant funds. OHS will consider improvements in enrollment and action steps that the grant recipient has taken to address enrollment issues. We strongly recommend that you consider a Change in Scope application to restructure your budget to address the underlying causes of under-enrollment, including reducing slots to increase wages in order to recruit and retain teachers.

Based on your most recently reported enrollment levels, your Head Start program is underenrolled by 27 slots. If OHS were to decrease your funded enrollment according to this figure, it would equate to recapturing \$269,716 from your Head Start base grant. Please note, OHS is **not** recapturing any funds from your agency at this time and the figures presented in this letter are provided to you for informational purposes only based on current data.

We look forward to working with you as you evaluate your community, plan strategically, and implement your plan to reach full enrollment. For more information about the Full Enrollment Initiative, please see ACF-PI-HS-18-04.

Sincerely,

/Kenneth Gilbert/

Regional Program Manager
Office of Head Start, Region 6

ATTACHMENT A

Sec. 641A Standards; Monitoring of Head Start Agencies and Programs

...

(h) Reduction of Grants and Redistribution of Funds in Cases of Underenrollment-

(1) DEFINITIONS- In this subsection:

(A) ACTUAL ENROLLMENT- The term 'actual enrollment' means, with respect to the program of a Head Start agency, the actual number of children enrolled in such program and reported by the agency (as required in paragraph (2)) in a given month.

(B) BASE GRANT- The term 'base grant' has the meaning given the term in section 640(a)(7).

(C) FUNDED ENROLLMENT- The term 'funded enrollment' means, with respect to the program of a Head Start agency in a fiscal year, the number of children that the agency is funded to serve through a grant for the program during such fiscal year, as indicated in the grant agreement.

(2) ENROLLMENT REPORTING REQUIREMENT- Each entity carrying out a Head Start program shall report on a monthly basis to the Secretary and the relevant Head Start agency

(A) the actual enrollment in such program; and

(B) if such actual enrollment is less than the funded enrollment, any apparent reason for such enrollment shortfall.

(3) SECRETARIAL REVIEW AND PLAN- The Secretary shall

(A) on a semiannual basis, determine which Head Start agencies are operating with an actual enrollment that is less than the funded enrollment based on not less than 4 consecutive months of data;

(B) for each such Head Start agency operating a program with an actual enrollment that is less than its funded enrollment, as determined under subparagraph (A), develop, in collaboration with such agency, a plan and timetable for reducing or eliminating underenrollment taking into consideration--

(i) the quality and extent of the outreach, recruitment, and communitywide strategic planning and needs assessment conducted by such agency;

(ii) changing demographics, mobility of populations, and the identification of new underserved low-income populations;

(iii) facilities-related issues that may impact enrollment;

(iv) the ability to provide full-working-day programs, where needed, through funds made available under this subchapter or through collaboration with entities carrying out other early childhood education and development programs, or programs with other funding sources (where available);

(v) the availability and use by families of other early childhood education and development options in the community served; and

(vi) agency management procedures that may impact enrollment; and

(C) provide timely and ongoing technical assistance to each agency described in subparagraph (B) for the purpose of assisting the Head Start agency to implement the plan described in such subparagraph.

(4) IMPLEMENTATION- Upon receipt of the technical assistance described in paragraph (3)(C), a Head Start agency shall immediately implement the plan described in paragraph (3)(B). The Secretary shall, where determined appropriate, continue to provide technical assistance to such agency.

(5) SECRETARIAL REVIEW AND ADJUSTMENT FOR CHRONIC UNDERENROLLMENT-

(A) IN GENERAL- If, after receiving technical assistance and developing and implementing the plan as described in paragraphs (3) and (4) for 12 months, a Head Start agency is operating a program with an actual enrollment that is less than 97 percent of its funded enrollment, the Secretary may--

(i) designate such agency as chronically underenrolled; and

(ii) recapture, withhold, or reduce the base grant for the program by a percentage equal to the percentage difference between funded enrollment and actual enrollment for the program for the most recent year for which the agency is determined to be underenrolled under paragraph (3)(A).

(B) WAIVER OR LIMITATION OF REDUCTIONS- The Secretary may, as appropriate, waive or reduce the percentage recapturing, withholding, or reduction otherwise required by subparagraph (A), if, after the implementation of the plan described in paragraph (3)(B), the Secretary finds that--

(i) the causes of the enrollment shortfall, or a portion of the shortfall, are related to the agency's serving significant numbers of highly mobile children, or are other significant causes as determined by the Secretary;

(ii) the shortfall can reasonably be expected to be temporary; or

(iii) the number of slots allotted to the agency is small enough that underenrollment does not create a significant shortfall.

(6) REDISTRIBUTION OF FUNDS-

(A) IN GENERAL- Funds held by the Secretary as a result of recapturing, withholding, or reducing a base grant in a fiscal year shall be redistributed by the end of the following fiscal year as follows:

(i) INDIAN HEAD START PROGRAMS- If such funds are derived from an Indian Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Head Start programs.

(ii) MIGRANT AND SEASONAL HEAD START PROGRAMS- If such funds are derived from a migrant or seasonal Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more programs of the type from which such funds are derived.

(iii) EARLY HEAD START PROGRAMS- If such funds are derived from an Early Head Start program in a State, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Early Head Start programs in that State. If such funds are derived from an Indian Early Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Early Head Start programs.

(iv) OTHER HEAD START PROGRAMS- If such funds are derived from a Head Start program in a State (excluding programs described in clauses (i) through (iii)), then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Head Start programs (excluding programs described in clauses (i) through (iii)) that are carried out in such State.

(B) ADJUSTMENT TO FUNDED ENROLLMENT- The Secretary shall adjust as necessary the requirements relating to funded enrollment indicated in the grant agreement of a Head Start agency receiving redistributed funds under this paragraph.