



ACADIA PARISH SCHOOL BOARD
HEAD START PROGRAM
POLICY COUNCIL



MEMORANDUM

TO: Policy Council Representatives/ Alternates
FROM: LaTanya Evans – Head Start Director
DATE: Thursday, April 11, 2024
SUBJECT: APRIL 2024 MEETING SCHEDULED

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

**POLICY COUNCIL MEETING - ACADIA PARISH HEAD START
(IN-PERSON MEETING)
Thursday, April 18, 2024 – 6:00 P.M.
HEAD START CENTRAL OFFICE CONFERENCE ROOM
800 NORTH WESTERN AVENUE – CROWLEY, LOUISIANA**

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, April 18, 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 MARCH 21, 2024

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 BUDGET REVISION 2023-2024
- B. RECEIVE RECOMMENDATION AND CONSIDER APPROVAL OF ORGANIZATIONAL CHART 2024-2025

SECTION IV: NEW BUSINESS (DISCUSSION ITEMS)

- A. RECEIVE HEAD START MONITORING REPORT ON FOCUS AREA TWO (FA2)
- B. TRAINING – DISABILITIES CONTENT AREA
- C. TRAINING – FAMILY PARTNERSHIPS CONTENT AREA

SECTION V. OLD BUSINESS (ACTION ITEMS)

SECTION VI. CORRESPONDENCE REVIEW

SECTION VII. ADJOURNMENT

MINUTES OF MEETING

THURSDAY, MARCH 21, 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, James Etta David, Kristy Johnson, Philip Dunbar, Precious Comeaux,
STAFF/ GUESTS: Shawn Lejeune, LaTanya Evans, Sonjatina Wilridge, Kelly Rogers, Janet Walker,
PRESENT: Kim Breaux, Peggy Cormier, Brenda Webster, Cynthia Scott, Shonnetta Green

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, March 21, 2024 at 6:00 p.m. on Google Meet. Eric Jolivette, Chairperson, called the meeting to order at 6:18 p.m. Sonjatina Wilridge, Family Partnerships/ Community Engagement Specialist, 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. Add A. Consider Approval of New Hire for Teacher at AP Ross Head Start Center under Section A. Routine Items (Action Items).

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

CONSIDER APPROVAL OF MINUTES OF MEETING HELD FEBRUARY 22, 2024:

Council reviewed the minutes of the February 22, 2024 meeting.

Motion made by James Etta David; second by Kristy Johnson 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:

PROFESSIONAL DEVELOPMENT TRAINING – Training on Professional Development held with Head Start staff at each center on Monday, March 11th. **CONTINUATION APPLICATION 2024-2025** – Final draft is completed. Recommendation for approval presented to board on Tuesday, March 19th. Deadline to submit to OHS is April 1st. **MEETING HELD** – Monthly meeting held with Lisa Tarrant, OHS Representative, on March 12th. **UNDERENROLLMENT PLAN** – Plan is to be submitted via HSES before the March 15th deadline. **LSUE CAREER EXPO** – Several Head Start Central Office staff participated in the LSUE Career Expo held on February 28th. **LASAFAP SPRING CONFERENCE** – Head Start Director attended the LASAFAP Spring Conference on March 6th through 8th in Lake Charles, La. **STAFFING** – Medical Leave – One (1) HSCO Specialist, one (1) Site Supervisor, two (2) Teachers, three (3) Teacher Assistants and one (1) Cafeteria Technician. Interviews held for Teacher at AP Ross on March 21, 2024. Recommendation for hire will be presented at tonight's council meeting. Current position opening is Family Advocate at AP Ross. The program continues to seek substitute classroom assistants at all four (4) center locations.

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

Kim Breaux, Bookkeeper, stated there are no budget adjustment. Workers Compensation is running very high and will have extra funds to cover it.

No motion made to approve the Budget Report.

SECTION III. ROUTINE ITEMS (ACTION ITEMS):

A. RECEIVE RECOMMENDATION AND CONSIDER APPROVAL OF NEW HIRE FOR TEACHER AT AP ROSS HEAD START

The Interview Committee recommends Angelle Larry to fill the position of Teacher at AP Ross Head Start Center.

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

SECTION IV. NEW BUSINESS (DISCUSSION ITEMS):

A. RECEIVE REPORT ON UNDERENROLLMENT PLAN

Ms. Evans gave report on Full Enrollment Initiative.

SECTION V. OLD BUSINESS (ACTION ITEMS):

Scholarship applications submitted to local high schools. Council will receive a copy of the application via email from Program Secretary.

SECTION VI. CORRESPONDENCE REVIEW:

None

SECTION VII. ADJOURNMENT:

The Chairperson thanked everyone for attending. The Chairperson called the meeting to adjourn at 6:30 p.m.

MEETING ADJOURNED

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

Approved by Policy Council – April 18, 2024 – YES / NO

Eric Jolivette, Policy Council Chairperson

DIRECTOR'S REPORT

1302.101 MANAGEMENT SYSTEM

- **COUNCIL TRAINING (DISABILITIES AND FAMILY PARTNERSHIPS)** – Council will receive training on the content areas of Disabilities and Family Partnerships as part of the April 18th meeting.
- **MONTHLY MEETINGS HELD** – Meeting held with Grants Management Specialist, Tiffany Sowels, for a fiscal check-in on March 22nd. Meeting was held with Program Specialist, Lisa Tarrant, on April 1st.
- **CONTINUATION APPLICATION 2024-2025** – Continuation Application 2024-2025 was uploaded onto the Head Start Enterprise System (HSES) prior to the April 1st deadline.
- **OHS WEBINAR** – Director attended a webinar hosted by the Office of Head Start announcing the updated Head Start Grant Application Instructions with Guidance on March 27th.
- **HEAD START MONITORING REPORT** – A monitoring report was received on April 1st as result of the Focus Area Two (FA2) review conducted on October 31, 2023 through November 3, 2023. The report provides detailed information about Head Start's performance and areas of compliance and non-compliance with the requirements of the Head Start Program Performance Standards. Director and Central Office Specialists will meet to discuss the report and prepare a written timeline for corrections within the specified timeframe. *(see the ATTACHMENT section)*
- **BUDGET REVISION 2023-2024** – The program is requesting approval of a budget revision to use excess funding to provide an incentive to all current Head Start employees. *(see the ATTACHMENT section)*
- **ORGANIZATIONAL CHART 2024-2025** – Head Start is requesting approval of Organizational Chart 2024-2025. *(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, two (2) Teachers, one (1) Teacher Assistant, and one (1) Cafeteria Technician.
 - Resignation – One (1) Cafeteria Technician
 - Position Openings – The following positions are available. Family Advocate (AP Ross Head Start) and Cafeteria Technician (AP Rayne Head Start). The program is also seeking substitute classroom assistants at all four (4) center locations.

CONTENT AREA SUMMARIES

1302.30 EDUCATION AND CHILD DEVELOPMENT PROGRAM SERVICES

1302.30 FULL PARTICIPATION IN PROGRAM SERVICES AND ACTIVITIES

- Site Supervisor's monthly meeting held February 27th.
- Teachers, Angelia Mayfield and Laurie Faulk, served on the Self Assessment Team for Education and Disabilities. They both did an awesome job at being honest with their reporting.
- Spring CLASS observations began in February and are wrapping up. Teacher's scores are improving.
- Teachers finalized student assessments on February 28th.

1302.61 DISABILITIES

- There are currently 52 students receiving services: AP Church Point—10, AP Ross—17, AP Estherwood—3, AP Rayne—22.

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.

1302.44 CHILD NUTRITION

- CACFP reimbursement claims are being processed.

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

- Full enrollment is 331 children. Current enrollment is 301:
 - AP Estherwood – 17
 - AP Church Point – 54
 - AP Rayne – 94
 - AP Ross – 136

Submitted by LaTanya Evans – Head Start Director

1302.47(1) FACILITIES

- Routine work orders were received from all centers and completed during the month of March 2024
- Work orders for facility improvements are ongoing with remaining A.R funds.

1302.47(4) SAFETY TRAINING

- Fire Drills were conducted successfully at centers during the month of March 2024
- Tornado drills were successfully conducted during the month of March. Tornado drills begin in March and will continue during official tornado season during the months of April and May as well.

1303.4 IN-KIND/ NON-FEDERAL SHARE

	PROGRAM RESPONSIBILITY:	\$781,637.00
	CURRENT BALANCE DUE:	\$604,505.00
	JANUARY 2024 IN-KIND:	-\$35,803.79
	NEW BALANCE DUE:	\$568,701.21

1303.73 TRIP ROUTING

A.M. ROUTE	CENTER	TOTAL # STUDENTS	TOTAL # STUDENTS	CHANGE
		FEBRUARY 2024	MARCH 2024	(-) (+)
	CHURCH POINT HEAD START	16	14	-2
RAYNE HEAD START	48	48	0	
ROSS HEAD START	59	59	0	
TOTAL # OF STUDENTS SERVICED:	123	121	-2	
P.M. ROUTE	CENTER	TOTAL # STUDENTS	TOTAL # STUDENTS	CHANGE
		FEBRUARY 2024	MARCH 2024	(-) (+)
	CHURCH POINT HEAD START	24	20	-4
RAYNE HEAD START	57	57	0	
ROSS HEAD START	76	76	0	
TOTAL # OF STUDENTS SERVICED:	157	153	-4	

Submitted by C. Domingue – Program Operations Specialist

REPORT(S)

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

2023-2024

BUDGET REPORT

FOR

MARCH 2024

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

HEADSTART

FOR: 7-1-23 THRU 04-11-2024

PG -

	ORIGINAL BUDGET	COLA	ADJUSTED			YTD	PURCHASE	AVAILABLE
			BUDGET	BUDGET	BUDGET			
H000003 44340	-3,099,965	-271,487	-3,371,452	-1,616,291.03	0.00	0.00	-1,755,161	47.90
H000003 45230	-762,256	-19,381	-781,637	-140,371.15	0.00	0.00	-641,266	18.00
<u>DISABILITY</u>								
H1210000 5115	0	27,819	27,819	3,252.66	0.00	0.00	24,566	11.70
H1210000 5210	0	1,500	1,500	0.00	0.00	0.00	1,500	0.00
H1210000 5225	0	403	403	47.17	0.00	0.00	356	11.70
H1210000 5231	0	6,704	6,704	783.89	0.00	0.00	5,920	11.70
<u>CLASSROOM</u>								
H1530000 5115	452,276	59,878	512,154	293,262.63	0.00	0.00	218,891	57.30
H1530000 5119	42,687	3,141	45,828	34,379.97	0.00	0.00	11,448	75.00
H1530000 5210	45,263	437	45,700	30,312.09	0.00	0.00	15,388	66.30
H1530000 5225	7,023	3,145	10,168	4,477.82	0.00	0.00	5,690	44.00
H1530000 5231	135,406	37,816	173,222	59,588.96	0.00	0.00	113,633	34.40
H1531000 5115	279,976	36,253	316,229	188,055.13	0.00	0.00	128,174	59.50
H1531000 5119	33,885	-8,884	25,001	17,485.56	0.00	0.00	7,515	69.90
H1531000 5210	28,968	257	29,225	22,844.79	0.00	0.00	6,380	78.20
H1531000 5225	4,374	1,200	5,574	2,778.84	0.00	0.00	2,795	49.90
H1531000 5231	70,702	16,255	86,957	44,152.62	0.00	0.00	42,804	50.80
H1531000 5233	0	209	209	438.08	0.00	0.00	-229	209.60
<u>HEALTH</u>								
H2120000 5115	40,992	1,070	42,062	20,831.51	0.00	0.00	21,230	49.50
H2120000 5210	2,470	-270	2,200	749.57	0.00	0.00	1,450	34.10
H2120000 5225	685	-75	610	280.72	0.00	0.00	329	46.00
H2120000 5231	11,705	-1,569	10,136	5,020.45	0.00	0.00	5,116	49.50
H2134000 5119	26,608	2,200	28,808	20,472.52	0.00	0.00	8,335	71.10
H2134000 5210	8,065	-1,665	6,400	3,557.54	0.00	0.00	2,842	55.60
H2134000 5225	386	32	418	260.11	0.00	0.00	158	62.20
H2134000 5231	6,599	344	6,943	5,207.26	0.00	0.00	1,736	75.00
<u>ADMINISTRATION</u>								
H2329000 5111	78,841	763	79,604	59,702.99	0.00	0.00	19,901	75.00
H2329000 5114	6,637	10,084	16,721	0.00	0.00	0.00	16,721	0.00
H2329000 5210	7,830	-105	7,725	5,473.17	0.00	0.00	2,252	70.90
H2329000 5225	1,401	-5	1,396	810.54	0.00	0.00	585	58.10

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		ORIGINAL	ADJUSTED		YTD	PURCHASE	AVAILABLE
		BUDGET	COLA	BUDGET			
H2329000	5231	23,948	-734	23,214	14,388.38	0.00	8,826
<u>CENTERS</u>							
H2410000	5114	51,958	-408	51,550	32,507.97	0.00	19,042
H2410000	5115	102,100	8,101	110,201	64,144.22	0.00	46,057
H2410000	5210	8,218	8,682	16,900	13,871.34	0.00	3,029
H2410000	5225	2,234	112	2,346	1,293.10	0.00	1,053
H2410000	5231	38,207	775	38,982	18,286.19	0.00	20,696
<u>FINANCE</u>							
H2510000	5114	28,739	2,153	30,892	23,168.30	0.00	7,724
H2510000	5210	7,051	674	7,725	5,473.17	0.00	2,252
H2510000	5225	417	31	448	289.33	0.00	159
H2510000	5231	7,128	318	7,446	0.00	0.00	7,446
<u>MAINTENANCE</u>							
H2620000	5116	77,270	11,193	88,463	49,952.78	0.00	38,510
H2620000	5210	7,051	-5,751	1,300	0.00	0.00	1,300
H2620000	5225	1,121	161	1,282	719.99	0.00	562
H2620000	5231	300	1	301	573.23	0.00	-272
H2620000	5233	21,327	3,129	24,456	8,132.92	0.00	16,323
<u>BUSES</u>							
H2721000	5116	50,499	5,081	55,580	32,492.85	0.00	23,087
H2721000	5210	12,407	993	13,400	9,637.38	0.00	3,763
H2721000	5225	733	74	807	396.63	0.00	410
H2721000	5231	1	1	2	0.00	0.00	2
H2721000	5233	13,938	1,432	15,370	7,492.79	0.00	7,877
H2731000	5115	32,634	553	33,187	22,169.63	0.00	11,017
H2731000	5225	474	8	482	321.46	0.00	161
H2731000	5231	8,125	-8,123	2	2,192.55	0.00	-2,191
H2731000	5233	1	9,189	9,190	3,607.86	0.00	5,582
<u>KITCHEN</u>							
H3111000	5119	14,328	1,184	15,512	11,023.67	0.00	4,488
H3111000	5210	4,344	-719	3,625	1,915.63	0.00	1,709
H3111000	5225	209	17	226	140.01	0.00	86
H3111000	5231	3,554	184	3,738	2,803.94	0.00	934

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	ORIGINAL	COLA	ADJUSTED	YTD	PURCHASE	AVAILABLE
	BUDGET		BUDGET			
KITCHEN						
H3120000 5116	23,284	6,718	30,002	36,399.59	0.00	-6,398
H3120000 5225	338	97	435	527.79	0.00	-93
H3120000 5231	6,117	1,114	7,231	9,883.85	0.00	-2,653
H3120000 5233	0	0	0	119.11	0.00	-119
H3121000 5111	19,858	-1,493	18,365	-2,477.19	0.00	20,842
H3121000 5225	289	-23	266	-36.64	0.00	303
H3121000 5231	4,925	-499	4,426	-3,216.38	0.00	7,642
H3121000 5233	0	0	0	3,482.64	0.00	-3,483
FAMILY SERVICES						
H3300000 5114	27,702	2,058	29,760	22,075.95	0.00	7,684
H3300000 5115	77,464	650	78,114	39,299.78	0.00	38,814
H3300000 5119	83,187	6,756	89,943	67,414.40	0.00	22,529
H3300000 5210	17,172	-460	16,712	11,213.14	0.00	5,499
H3300000 5225	2,877	-8	2,869	1,726.15	0.00	1,143
H3300000 5231	49,237	-1,563	47,674	31,038.43	0.00	16,636
H1500000 5260	170,519	45,389	215,908	213,000.00	0.00	2,908
WORKER'S COMPENSATION						
SUPPLIES						
H1210000 5610	1,000	1,500	2,500	542.88	0.00	1,957
H1530000 5610	7,700	10,300	18,000	1,480.91	4,419.55	12,100
H1530000 5615	27,300	6,766	34,066	159.94	0.00	33,906
H2130000 5610	7,026	2,500	9,526	3,326.28	0.00	6,200
H2300000 5610	17,422	-1,084	16,338	7,159.79	0.00	9,178
H2400000 5610	14,862	0	14,862	8,227.78	4,776.00	1,858
H2600000 5430	15,558	2,442	18,000	12,274.11	0.00	5,726
H2600000 5610	20,000	-5,000	15,000	7,031.31	4,378.14	3,591
H3110000 5610	2,600	1,458	4,058	413.00	0.00	3,645
H3300000 5610	3,300	700	4,000	1,239.23	2,626.00	135
H3300000 5612	1,200	-700	500	160.59	0.00	339
PROGRAM RESOURCES - M & S						

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	ORIGINAL BUDGET	COLA	ADJUSTED BUDGET	YTD	PURCHASE	AVAILABLE
<u>TRAVEL</u>						
H1500000 5582	300	100	400	69.43	0.00	331 17.40
H2130000 5582	300	100	400	22.78	0.00	377 5.70
H2329000 5582	300	100	400	0.00	0.00	400 0.00
H2400330 5582	250	50	300	0.00	0.00	300 0.00
H2600000 5582	600	214	814	289.85	0.00	524 35.60
H3100000 5582	200	99	299	0.00	0.00	299 0.00
H3300000 5582	464	336	800	44.54	0.00	755 5.60
H2600000 5730	65,000	-65,000	0	0.00	0.00	0 0.00
H3100000 5730	0	2,200	2,200	2,200.00	0.00	0 100.00
<u>BUILDING</u>						
H2600000 5615	5,000	-5,000	0	0.00	0.00	0 0.00
H2620000 5430	90,079	-25,995	64,084	20,855.68	0.00	43,228 32.50
H2620000 5441	42,000	0	42,000	31,500.00	0.00	10,500 75.00
H2624000 5430	5,500	-100	5,400	2,486.80	0.00	2,913 46.10
H2629000 5430	1,900	100	2,000	1,385.00	0.00	615 69.30
H2630000 5424	1,376	624	2,000	1,871.84	0.00	128 93.60
H3110000 5430	13,231	-3,232	9,999	5,833.00	0.00	4,166 58.30
<u>CONSULTANT</u>						
H1210000 5301	20,676	9,324	30,000	10,774.80	0.00	19,225 35.90
H1530000 5300	0	25,500	25,500	0.00	0.00	25,500 0.00
H2130000 5330	46,023	6,653	52,676	21,875.80	0.00	30,800 41.50
H3100000 5320	9,017	-6,016	3,001	520.00	0.00	2,481 17.30
H3300000 5339	0	16,000	16,000	0.00	0.00	16,000 0.00
<u>STAFF</u>						
H2830540 5335	1,900	-478	1,422	630.00	0.00	792 44.30
H2830540 5339	0	5,901	5,901	2,176.50	0.00	3,725 36.90
H2835000 5610	0	1,000	1,000	278.07	0.00	722 27.80
<u>VANS/ BUSES</u>						
H2600000 5626	1,700	1	1,701	965.53	0.00	735 56.80
H2650000 5430	2,500	0	2,500	167.09	0.00	2,333 6.70
H2650000 5523	1,288	1,943	3,231	3,231.08	0.00	0 100.00

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	ORIGINAL <u>BUDGET</u>	COLA	ADJUSTED		YTD	PURCHASE	AVAILABLE
			BUDGET				
H2721000 5523	3,986	861	4,847	4,846.62	0.00	0	100.00
H2721000 5626	6,500	1,899	8,399	6,069.95	0.00	2,329	72.30
H2721000 5890	500	0	500	0.00	0.00	500	0.00
H2723000 5430	10,000	0	10,000	908.07	0.00	9,092	9.10
<u>UTILITIES</u>							
H2300000 5530	484	16	500	372.61	0.00	127	74.50
H2300000 5622	1,500	-144	1,356	763.15	0.00	593	56.30
H2400000 5530	13,000	1,300	14,300	9,843.02	0.00	4,457	68.80
H2620000 5411	9,356	2,144	11,500	7,309.44	0.00	4,191	63.60
H2620000 5421	7,400	600	8,000	6,185.06	0.00	1,815	77.30
H2620000 5530	9,300	2,700	12,000	8,047.96	0.00	3,952	67.10
H2620000 5621	13,000	1,000	14,000	13,051.48	0.00	949	93.20
H2620000 5622	66,800	-5,000	61,800	38,639.61	0.00	23,160	62.50
<u>OTHER</u>							
H2311000 5890	23,300	-8,600	14,700	12,232.20	0.00	2,468	83.20
H2400000 5521	3,464	1	3,465	3,463.65	0.00	1	100.00
H2510000 5340	300	-1	299	106.16	0.00	193	35.50
H2830540 5540	3,000	-1	2,999	0.00	0.00	2,999	0.00
H3100000 5631	23,581	-5,080	18,501	11,258.21	0.00	7,243	60.90
H5200000 5890	762,256	19,381	781,637	140,371.15	0.00	641,266	18.00
H5200000 5933	182,858	2,502	185,360	72,711.46	0.00	112,649	39.20
TOTALS	3,099,965	271,487	3,371,452	1,926,675	16,200	1,428,578	

HEADSTART

FOR: 7-1-23 THRU 04-11-2024

PG -

6

	ORIGINAL BUDGET	COLA	ADJUSTED BUDGET	YTD	PURCHASE	AVAILABLE
H000003 44340	-37,607	0	-37,607	-9,650.36	0.00	-27,957
HEADSTART PROGRAM						25.70
<u>STAFF DEVELOPMENT</u>						
H2230000 5582	5,970	5,120	11,090	1,971.65	0.00	9,118
TRAVEL EXPENSE REIMBURSE						17.80
H2230000 5610	3,400	0	3,400	324.89	0.00	3,075
MATERIALS AND SUPPLIES						9.60
H2230000 5890	18,600	-3,700	14,900	4,903.59	0.00	9,996
MISCELLANEOUS EXPENDITURES						32.90
<u>ADMINISTRATION</u>						
H2329000 5582	300	-300	0	0.00	0.00	0.00
TRAVEL EXPENSE REIMBURSE						
<u>FAMILY SERVICES</u>						
H3301000 5612	2,500	0	2,500	345.87	0.00	2,154
PARENTS SUPPLIES						13.80
H3301000 5890	4,709	-1,120	3,589	1,771.62	0.00	1,817
POLICY COUNCIL						49.40
H5200000 5933	2,128	0	2,128	387.17	0.00	1,741
INDIRECT COSTS						18.20
TOTALS						
	37,607	0	37,607	9,705	0	27,902
H000003 44340	-433,154	185,692	-247,462	-188,003.00	0.00	-59,459
HEADSTART PROGRAM						76.00
H1530000 5610	112,206	-75,210	36,996	22,691.49	9,563.39	4,741
MATERIALS & SUPPLIES						87.20
H2410000 5114	10,260	-10,259	1	0.00	0.00	1
CENTER- SECRETARY						0.00
H2410000 5115	1,200	-1,199	1	0.00	0.00	1
MEDICARE						0.00
H2410000 5225	169	-168	1	0.00	0.00	1
TRS						0.00
H2600000 5730	228,350	-228,349	1	0.00	0.00	1
EQUIPMENT						0.00
H2620000 5430	69,718	126,091	195,809	188,922.00	4,687.14	2,200
BUILDING REPAIRS & MAINTENANCE						98.90
H5200000 5933	11,251	3,402	14,653	12,638.86	0.00	2,014
INDIRECT COSTS						86.30
TOTALS						
	433,154	-185,692	247,462	224,252	14,251	8,959

2023-2024

**BILL PAYMENT
EDITS**

MARCH - 2024

HEADSTART

INVOICE ENTRY PROOF LIST

CHECK DATE: 03.08.24

			<u>Invoice #</u>	<u>PO</u>	<u>Invoice Amt</u>
20630	UTILITY PAYMENT PROC	0	061518850008510feb24		469.52
6850	CITY OF RAYNE	0	310380001FEB24		782.25
6850	CITY OF RAYNE	0	310382000FEB24		279.91
6900	CLECO	0	200003053507OFEB24		411.57
6900	CLECO	0	200001478953FEB24		874.65
11700	CENTERPOINT ENERGY	0	91603076FEB24		1,196.95
11700	CENTERPOINT ENERGY	0	28770022FEB24		239.00
10688	BRIGHTSPEED	0	300201508FEB24		374.87
1822	AT&T	0	337M622903903FEB24		685.93
1149	CLASSIC BUSINESS	1	CM27186		-490.00
1149	CLASSIC BUSINESS	1	557585		219.00
1149	CLASSIC BUSINESS	1	556641		110.00
1149	CLASSIC BUSINESS	1	556640		110.00
1149	CLASSIC BUSINESS	1	557004		110.00
1149	CLASSIC BUSINESS	1	556551		164.07
1149	CLASSIC BUSINESS	1	559084		262.28
1149	CLASSIC BUSINESS	1	559083		148.16
1149	CLASSIC BUSINESS	1	559081		226.14
1149	CLASSIC BUSINESS	1	559082		321.98
10488	CAPITAL ONE	0	1653962125		179.01
5331	SAMS CLUB	1	HEADSTART030224		430.92
9550	AMAZON CAPITAL SERVI	0	1XQ7LLPKRHXX	240926	34.91
4599	SHOP RITE #1218	0	173718CT		718.28
34886	LOUISIANA SPECIAL SY	0	124532350		49.00
35912	LAFAYETTE ALARM SERV	0	R631990		63.00
35912	LAFAYETTE ALARM SERV	0	R631992		30.00
35912	LAFAYETTE ALARM SERV	0	R631991		30.00
17500	J & J EXTERMINATING	0	5656544		45.00
17500	J & J EXTERMINATING	0	5656469		34.00
9988	MICHAEL VALLONE LLC	0	9956		1,270.00
9385	ACADIANA SPEECH THER	0	5202		373.80
5761	BENECOM TECHNOLOGIES	1	19004		696.00
4738	OFFICE DEPOT INC-295	1	354011107001		7.99
4738	OFFICE DEPOT INC-295	1	354011106001		30.18
4738	OFFICE DEPOT INC-295	1	354003941001		246.21
4738	OFFICE DEPOT INC-295	1	352824341001		79.23
4738	OFFICE DEPOT INC-295	1	352825683001		28.79
11017	DOUCET CALLIE BRISCO	0	HS122123		60.75
4018	WILRIDGE SONJATINA B	0	HS22824		30.00
6946	CASTILLO GLORIA	0	022924		<u>22.78</u>

BATCH # 4683

TOTALS 10,956.13

HEADSTART
INVOICE ENTRY PROOF LIST

CHECK DATE: 03.08.24

			<u>Invoice #</u>	<u>PO</u>	<u>Invoice Amt</u>
529	LOWES #99001664723	0	977390MIMVCI		<u>34.72</u>
BATCH # 4687					<i>TOTALS</i> 34.72

29000	SHERWIN WILLIAMS-#71	0	3051.7		44.49
29000	SHERWIN WILLIAMS-#71	0	23708		9.34
29000	SHERWIN WILLIAMS-#71	0	26754		<u>185.65</u>
BATCH # 4688					<i>TOTALS</i> 239.48

HEADSTART

INVOICE ENTRY PROOF LIST

CHECK DATE: 03-15-2024

			<u>Invoice</u>	<u>PO</u>	<u>Invoice Amt</u>
31930	TOWN OF CHURCH PT WA	0	410420FEB2024		148.80
31930	TOWN OF CHURCH PT WA	0	410400FEB2024		91.18
9016	CINTAS CORP#543	1	15536628FEB24		142.26
9016	CINTAS CORP#543	1	15536821FEB24		204.00
9016	CINTAS CORP#543	1	15536797FEB24		191.18
1937	RAYNE VENTURES LLC	0	HEADSTART22224		12.55
10594	WINTERS LEON , LCSW	0	APSB007		2,430.00
10473	SONNIER TORI CAMILLE	0	007		15.00
5295	DETEL COMPUTER SOLUT	0	INV00015562		<u>37.50</u>
BATCH # 4697					TOTALS 3,272.47

757	DADDYS PRIDE PRODUCE	0	HS2024FEB		1,393.80
19200	LAMM FOOD SERVICE IN	0	HS2024FEB		12,872.69
10323	NEW DAIRY OPCO, LLC	1	4829717		3,667.46
1910	PIGGLY WIGGLY	0	HS030124		<u>13.10</u>
BATCH # 4699					TOTALS 17,947.05

HEADSTART

INVOICE ENTRY PROOF LIST

CHECK DATE: 03-22-2024

			Invoice	<u>PO</u>	<u>Invoice Amt</u>
35964	OUR MOTHER OF MERCY-	0	MAR2024RENT		1,500.00
35895	OUR MOTHER OF MERCY-	0	MAR2024RENT		2,000.00
35224	ENERGY	0	10018603011		448.85
35224	ENERGY	0	1001860312		358.81
11700	CENTERPOINT ENERGY	0	29815586MAR24		789.29
1822	AT&T	0	3377836377MAR24		397.96
1822	AT&T	0	3377836340MAR24		79.39
1822	AT&T	0	3377836884MAR24		78.06
10249	CHILDPLUS SOFTWARE	0	S085650		749.00
10249	CHILDPLUS SOFTWARE	0	S085553		1,498.00
10077	CARDMEMBER SERVICE	0	HEADSTART031224		276.13
17500	J & J EXTERMINATING	0	5690356		70.00
5618	HAHN ENTERPRISES INC	1	93699712		4,999.00
7303	ROMEL ENTERPRISES IN	0	REI009		4,600.00
7303	ROMEL ENTERPRISES IN	0	REI010		1,200.00
1037	LINUS DIES PLUMBING	0	HS24.246		212.00
8478	O'REILLY AUTO PARTS	0	6458187694		33.98
2246	DAIGLE HARDWARE	0	00763803		<u>53.38</u>

BATCH # 4703

TOTALS 19,343.85

HEADSTART

INVOICE ENTRY PROOF LIST

CHECK DATE: 03.28.2024

			Invoice	PO	Invoice Amt
6900	CLECO	0	200003053507MAR24		479.55
6900	CLECO	0	200001478953MAR24		1,370.47
4599	SHOP RITE #1218	0	174935CT		725.82
10488	CAPITAL ONE	0	1654544691		475.01
17500	J & J EXTERMINATING	0	5690407		45.00
17500	J & J EXTERMINATING	0	5590507		34.00
17500	J & J EXTERMINATING	0	5622528		34.00
17500	J & J EXTERMINATING	0	5690330		34.00
9730	RAYNE ACE HARDWARE	0	32387		<u>206.46</u>
BATCH # 4710				TOTALS	3,404.31

2023-2024 Credit Card Charges

MARCH - 2024

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

Visit SamsClubCredit.com to register for Sam's Club credit card.

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
01/19	F928000DP000P039	PAYMENT - THANK YOU	\$287.64
01/19		*INTEREST CHARGE* PREV CYCLE PURCHASES	-\$47.32
01/19		PREVIOUS CYCLE LATE FEE	-\$7.35
02/23	P928000E8014SD7ZN	SAM'S CLUB 008114 LAFAYETTE LA SAM'S/WAL-MART PURCHASE(S) Total for KIM BREAUX	\$430.92
02/23	P928000E8014SD7Z4	SAM'S CLUB 008114 LAFAYETTE LA SAM'S/WAL-MART PURCHASE(S) Total for Latanya Evans	\$299.16
		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 Purchases	Balance	Annual Percentage Rate	Interest Charge
Balance	\$0.00	28.15% (V)	\$0.00
Interest Charge	\$0.00		\$0.00
Total	\$0.00		\$0.00

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.

Payment Information

New Balance: \$430.92
Total Minimum Payment Due: \$50.00
Payment Due Date: 03/22/2024

Payments must be received by Sam's ET on 03/22/2024 if mailed, or by 11:59pm ET on 03/22/2024 for online and phone payments.

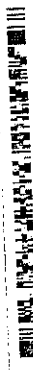
MEMBER SERVICE: For Account Information log on to SamsClubCredit.com/businesscard. This account is not registered. The authentication code is: ZPHC289. Or call toll-free 1-800-203-5764.

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

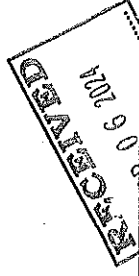
Account Summary

Previous Balance as of 02/03/2024	\$334.96	Credit Limit	\$1,000
Payments	-287.64	Available Credit	\$569
Other Credits	-47.32		
Purchases/Debits	+430.92		
New Balance as of 03/02/2024	\$430.92		

29 Day Billing Cycle from 02/03/2024 to 03/02/2024



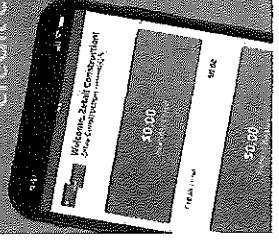
INV# HEADSTART030224 \$430.92
SAMS CLUB
03/02/2024 # Pages 5 FP5 DOC318S1094



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



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2 Scan the QR code or go to sams-yc.com/commercial/registration to register.



REQUEST FOR SUPPLIES

School/Department _____ Date 2-23-24

Vendor _____ Will be completed by Central Office:

Fund: _____ Name: _____
 Org: _____
 Object: _____ Project: Health Supply
 Vendor Number: _____
 P.O. Number: _____

To be used for: _____

sams club
 (337) 216 - 0633
 LAFFRIE, LA
 02/23/24 18:58 7345 08114 005 4137
 ACADIA

5' 308124 LY SOL SP3FK 285.68 E
 95003155 BABY WIPES 21.74 E
 990003155 BABY WIPES 21.74 E
 SUBTOTAL 299.16

SAMS CLUB CREDIT ** *** 299.16
 APPROVAL # 001261
 RID 600000049999984002
 TERMINAL # 50451335
 *NO SIGNATURE REQUIRED
 CHANGE DUE 0.00

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 Visit samsclub.com to see your serv.

ITEMS SOLD 18
 TCH 8248 6542 6912 4407 7235 7
 *** MEMBER COPY ***

sams club
 (337) 216 - 0633
 LAFFRIE, LA
 02/23/24 18:59 1346 08114 005 4137
 ACADIA

12.8 10.98
 99026879 NM WIPES 131.76 E
 SUBTOTAL 131.76

SAMS CLUB CREDIT ** *** 131.76
 APPROVAL # 001083
 RID 600000049999984002
 TERMINAL # 50709280
 *NO SIGNATURE REQUIRED
 CHANGE DUE 0.00

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 Learn more: samsclub.com/freeship
 Visit samsclub.com to see your serv.

ITEMS SOLD 12
 TCH 4511 0213 0696 1154 9374 4
 *** MEMBER COPY ***

Form Rev 02-05-23
 REQUESTED BY _____ (TEACHER)
 APPROVED BY _____ (DIRECTOR/SUPERVISOR)
 DATE _____ (PRINCIPAL)

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

ACCOUNT #:	DATE OF SALE #:	P.O. #:	INVOICE #:	AUTHORIZATION #:	CLUB #:	REGISTER #:
8046 0020 0143 8984	240223		000000	001251	8114	5
REFERENCE #:	TRANSACTION #:					
P926000E80145D72N	0					

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
056189555	LYSOL DISINFECTANT	1.000	EA	\$0.0000	\$0.00
360004889	NM FRAGRANCE FREE	2.000	EA	\$15.9600	\$31.92
				\$21.7400	\$43.48
SUB \$299.16	TAX \$0.00			TOTAL INVOICE	\$299.16
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$299.16

ACADIA PARISH HEADSTART

ACCOUNT #:	DATE OF SALE #:	P.O. #:	INVOICE #:	AUTHORIZATION #:	CLUB #:	REGISTER #:
8046 0020 0143 8984	240223		000000	001083	8114	5
REFERENCE #:	TRANSACTION #:					
P926000E80145D724	0					

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
360115210	NM DISINFECT WIPES	12.000	EA	\$0.0000	\$0.00
				\$10.9800	\$131.76
SUB \$131.76	TAX \$0.00			TOTAL INVOICE	\$131.76
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$131.76

ATTACHMENT(S)

- MONITORING REPORT – FOCUS AREA TWO (FA2)
- BUDGET REVISION 2023-2024
- ORGANIZATIONAL CHART 2024-2025



ADMINISTRATION FOR
CHILDREN & FAMILIES

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

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Mr. Delo Hebert
Acadia Parish School Board
2402 N Parkerson Ave
Crowley, LA 70526 - 2015

From: Responsible HHS Official

Date: 03/29/2024

Mr. Khari M. Garvin
Director, Office of Head Start

From October 31, 2023 to November 3, 2023, the Administration for Children and Families (ACF) conducted a Focus Area Two (FA2) monitoring review of Acadia Parish School Board. This report contains information about the grant recipient's performance and compliance with the requirements of the Head Start Program Performance Standards (HSPPS) or Public Law 110-134, *Improving Head Start for School Readiness Act of 2007*.

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

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

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

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following:

Mr. Kenneth Gilbert, Regional Program Manager
Mr. Scott Richard, Chief Executive Officer/Executive Director
Ms. LaTanya Evans, Head Start Director

Grant(s) included as part of this review

Grant Recipient Name	Grant Number(s)
Acadia Parish School Board	06CH011660

Glossary of Terms

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

How To Read This Report

The Focus Area Two report includes the following sections:

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

Program Overview

Acadia Parish School Board is located in Crowley, Louisiana. The grant recipient is funded to serve 331 children from the city, town, and village of Rayne, Church Point, and Estherwood, respectively. Head Start programming is offered in center-based settings.

Performance Summary

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

Compliance Information

Content Area	Performance Area	Grant Number(s)	Compliance Level	Applicable Standards	Timeframe for Correction
Health Services	Safe and Sanitary Environments	06CH011660	Area of Noncompliance	1302.47(b)(2)(v)	120 days
Health Services	Safe and Sanitary Environments	06CH011660	Area of Noncompliance	1302.47(b)(5)(iii)	120 days
Family and Community Engagement Services	Program Foundations to Support Family Well-Being and Family Engagement	06CH011660	Area of Noncompliance	1302.91(e)(7)	120 days
Eligibility, Recruitment, Selection, Enrollment, and Attendance	Eligibility	06CH011660	Area of Noncompliance	1302.12(k)	120 days

Eligibility, Recruitment, Selection, Enrollment, and Attendance	Eligibility	06CH011660	Area of Noncompliance	1302.12(m)(2)	120 days
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Review Details

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

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



Program Design, Management, and Improvement

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

Performance Area: Program Design and Strategic Planning

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

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

Performance Area: Program Governance

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

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

Performance Area: Staffing and Staff Supports

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

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



Education and Child Development Services

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

Performance Area: Curricula, Screening, and Assessment Tools

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

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

Performance Area: Teaching Strategies and Learning Environments

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

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

Performance Area: Qualifications, Professional Development, and Coaching

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

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



Health Services

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

Performance Area: Child Health and Oral Health Status and Care

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

- The grant recipient performs or obtains vision and hearing screenings for all children.
- The grant recipient provides health education opportunities to parents, assists them with understanding their child's health needs, and supports parents to navigate health systems.
- The grant recipient supports children to become and remain up-to-date on a schedule of age-appropriate medical and oral health care, including needs for referrals and follow-up care.
- The grant recipient leverages the Health Services Advisory Committee (HSAC) to address prevalent community health needs.

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

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

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

Performance Area: Child Nutrition

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

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

Performance Area: Safe and Sanitary Environments

Area of Noncompliance - 1302.47(b)(2)(v)

Summary

Grant Number(s) Cited: 06CH011660

Timeframe for Correction: 120 days

Performance Standard Details

Regulation Text: 1302.47 Safety practices (b) A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety. This system must ensure: (2) Equipment and materials. Indoor and outdoor play equipment, cribs, cots, feeding chairs, strollers, and other equipment used in the care of enrolled children, and as applicable, other equipment and materials meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM). All equipment and materials must at a minimum: (v) Be kept safe through an ongoing system of preventative maintenance.

Compliance Details

- The grant recipient did not ensure all children were kept safe through an ongoing system of preventative maintenance.

Additional details from this review event:

- Outdoor and indoor spaces at one of the four centers explored showed several maintenance issues.
- An exterior windowsill on the playground had peeling paint and was within reach of children. Rotten boards in the eaves and posts of the building were not maintained. The covered walkway to the playground also showed areas of water damage with holes and peeling paint on the ceiling.
- Indoors, each of the six classrooms observed featured a window air conditioning unit with a power cord that dangled into the classroom space. In one classroom, this cord was in the area where children play.

Area of Noncompliance - 1302.47(b)(5)(iii)**Summary****Grant Number(s) Cited:** 06CH011660**Timeframe for Correction:** 120 days**Performance Standard Details**

Regulation Text: 1302.47 Safety practices (b) A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety. This system must ensure: (5) Safety practices. All staff and consultants follow appropriate practices to keep children safe during all activities, including, at a minimum: (iii) Appropriate indoor and outdoor supervision of children at all times;

Compliance Details

- The grant recipient did not ensure all staff and consultants followed appropriate practices to keep children safe during all activities, including appropriate indoor and outdoor supervision of children at all times.

Additional details from this review event:

- The grant recipient did not assign at least two teachers in all its classrooms.
- In a full-day classroom for 3-year-olds, a single teacher was solely responsible for the 13 enrolled children.
- The site supervisor stated the teacher had been the only person assigned to the classroom since school started in August 2023.

Performance Area: Expectant Families

Not applicable



Family and Community Engagement Services

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

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

Area of Noncompliance - 1302.91(e)(7)

Summary

Grant Number(s) Cited: 06CH011660

Timeframe for Correction: 120 days

Performance Standard Details

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

Compliance Details

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

Additional details from this review event:

- One of five family advocates (20%) did not have a credential or certification in social work, human services, family services, counseling, or a related field within eighteen months of hire.
- The family advocate, hired in August 2020, was seeking a Family Service Credential.

Performance Area: Family Partnerships

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

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

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

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

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

Performance Area: Community Partnerships

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

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



Fiscal Infrastructure

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

Performance Area: Budget Development, Implementation, and Oversight

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

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

Performance Area: Comprehensive Financial Management Structure and System

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

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

Performance Area: Facilities and Equipment Management Systems

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

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



Eligibility, Recruitment, Selection, Enrollment, and Attendance

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

Performance Area: Eligibility

Area of Noncompliance - 1302.12(k)

Summary

Grant Number(s) Cited: 06CH011660

Timeframe for Correction: 120 days

Performance Standard Details

Regulation Text: 1302.12 Determining, verifying, and documenting eligibility. (k) Records. (1) A program must keep eligibility determination records for each participant and ongoing records of the eligibility training for staff required by paragraph (m) of this section. A program may keep these records electronically. (2) Each eligibility determination record must include: (i) Copies of any documents or statements, including declarations, that are deemed necessary to verify eligibility under paragraphs (h) and (i) of this section; (ii) A statement that program staff has made reasonable efforts to verify information by: (A) Conducting either an in-person, or a telephone interview with the family as described under paragraph (a)(1)(i) or (a)(2) of this section; and, (B) Describing efforts made to verify eligibility, as required under paragraphs (h) through (i) of this section; and, collecting documents required for third party verification that includes the family's written consent to contact each third party, the third parties' names, titles, and affiliations, and information from third parties regarding the family's eligibility. (iii) A statement that identifies whether: (A) The family's income is below income guidelines for its size, and lists the family's size; (B) The family is eligible for or, in the absence of child care, potentially eligible for public assistance; (C) The child is a homeless child or the child is in foster care; (D) The family was determined to be eligible under the criterion in paragraph (c)(2) of this section; or, (E) The family was determined to be eligible under the criterion in paragraph (d)(1) of this section. (3) A program must keep eligibility determination records for those currently enrolled, as long as they are enrolled, and, for one year after they have either stopped receiving services; or are no longer enrolled.

Compliance Details

- The grant recipient did not ensure eligibility determination records included all the required elements.

Additional details from this review event:

- During the ERSEA eligibility file review, 11 of the 71 (15%) files reviewed either did not have an eligibility determination form or an eligibility determination was not made by the program.
- The grant recipient did not have a process to ensure eligibility was determined correctly.

Area of Noncompliance - 1302.12(m)(2)

Summary

Grant Number(s) Cited: 06CH011660

Timeframe for Correction: 120 days

Performance Standard Details

Regulation Text: 1302.12 Determining, verifying, and documenting eligibility. (m) Training on eligibility. (2) A program must train management and staff members who make eligibility determinations within 90 days of hiring new staff.

Compliance Details

- The grant recipient did not ensure all staff who determine eligibility completed eligibility training within 90 days of hire.

Additional details from this review event:

- The grant recipient did not provide evidence that staff members responsible for determining eligibility had completed training on the process.
- The family partnership/community engagement specialist stated that ERSEA training is provided to staff yearly and within 90 days of hire but did not provide training documents or sign-in sheets to show when the training occurred.

Performance Area: Recruitment

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

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

Performance Area: Selection

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

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

Performance Area: Enrollment

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

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

Performance Area: Attendance

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

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

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



BUDGET REVISION REQUEST

ACADIA PARISH SCHOOL BOARD
HEAD START PROGRAM
PROGRAM YEAR 2023-2024

BUDGET REVISION REQUEST – PY 2023-2024

The Acadia Parish Head Start Program employs 76 staff persons who service 331 children and families in four facilities within a 30-mile radius in Acadia Parish, LA. The Program continues to face challenges acquiring and retaining qualified teaching staff. Within the last two years, the program lost teaching staff (6 employees) to the parish, neighboring parishes and other career paths. In addition, it has been difficult to secure qualified substitutes. Staff shortages are prohibiting the program from reaching full in-person enrollment.

The program received grant awards for period July 1, 2023 through June 30, 2024 for continuation of the program in the amount of \$3,409,059, which includes T/TA, COLA and Quality Improvement funds. Due to staff shortages, the program has excess funding in the personnel category. This circumstance has allowed for a budget adjustment to be made to provide an incentive to all Acadia Parish Head Start staff.

NOTE: T/TA, COLA and Quality Improvement funds were implemented in accordance with OHS Guidance Instructions. The funds requested for the incentive are specific to the Head Start Operations budget. The Acadia Parish Head Start Program is requesting a budget revision to repurpose the excess funds to allocate this incentive.

In response to the Information Memorandum (IM) from OHS which strongly encourages compensating staff for their important role in providing comprehensive services to the children and families of the program, we feel the need to provide a financial incentive to all Acadia Parish Head Start staff.

To determine necessity and reasonableness in making the decision to offer this supplement, the program considered the following:

- \$409 stipend given to Acadia Parish teachers
- The program has entered into a Full-Enrollment Initiative (under-enrolled due to staff shortage)

This is a short-term strategy to invest in the Head Start workforce. This financial incentive is non-recurring and is not a permanent wage increase. The incentive will be dispersed to all Head Start employees in May/ June 2024. The program is requesting an allocation of \$500 (based on a staggered scale of \$100 per year of service less than five years) to all Head Start staff.

BUDGET AND BUDGET JUSTIFICATION

The Program was unable to employ qualified teaching staff for vacant classroom at AP Ross Head Start. The proposed budget for the incentive is \$36,283.95.

- **\$28,9000 – PAYROLL; \$419.05 – MEDICARE; \$6,964.90 – RETIREMENT - \$36,283.95**

An Excess Funding Supplement Request was made to the Acadia Parish School Board Policy Council and Acadia Parish School Board for approval.

The budget justification for the requested revision is as follows:

PERSONNEL	SALARIES AND WAGES	ADJUSTMENT
1 – TEACHER	\$24,776	Budget Category – Personnel
1 – TEACHER ASSISTANT	\$16,314	Budget Category – Personnel
TOTAL	\$41,090	\$36,284

INCENTIVE 2023-2024

TEACHER H1530000-5115

BA	184	6.75	15	500
AA	184	6.75	2	300
BA	184	6.75	9	500
BA	184	6.75	0	100
BA	184	6.75	6	500
BA	184	6.75	4	500
BA	184	6.75	1	200
BA	184	6.75	17	500
BA	184	6.75	28	500
AA	184	6.75	11	500
AA	184	6.5	1	200
BA	184	6.75	14	500
AA	184	6.75	16	500
BA	184	6.75	28	500
BA	184	6.75	4	500
BA	184	6.75	21	500
BA	184	6.75	9	500
BA	184	6.75	24	500

TEACHER ASST H1531000-5115

HS	184	6.5	1	200
CDA	184	6.5	28	500
AA	184	6.5	9	500
AA	184	6.5	9	500
CDA	184	6.5	28	500
CDA	184	6.5	4	500
AA	184	6.5	9	500
CDA	184	6.5	19	500
CDA	184	6.5	2	300
AA	184	6.5	28	500
CDA	184	6.5	16	500
BA	184	6.75	9	500
CDA	184	6.5	26	500
BA	184	6.75	0	100
CDA	184	6.5	24	500
CDA			0	100
AA	184	6.5		
HS	184	6.5	13	500

DSA	H1531000-5115		184	6.5	0	
		HS	184	6.5	0	100
SPEC	H1530000-5119					
		BA	240	6.75	28	500
SPEC	H2134000-5119					
		BA	240	6.75	14	500
FA	H2120000-5115					
			200	6.25	17	500
			200	6.25	25	500
			200	6.25	0	100
			200	6.25	0	
			200	6.25	18	500
		BA	184	6.25	1	200
DIRECTOR	H2329000-5111					
		EdS	240		25	0
ADM ASST	H2329000-5111					
			240	6.75	0	
OFFICE ASST	H2410000-5114					
			200	6.5	0	100
			200	6.5	14	500
		-	200	6.5	3	400
SS	H2410000-5115					
		BA	200	6.75	28	500
		BA	200	6.75	22	500
		BA	200	6.75	17	500
BOOKKEEPER	H2510000-5114					
		AA	240	6.75	26	500
CAF MGR	H3121000-5111					
			182	7		
			182	7	9	500
			182	7	14	500
CAF TECH	H3120000-5116					
			181	6	1	200
			181	6.5	2	300
			181	6	4	500
			181	6.5	4	500
			181	6.5	15	500
			181	6	1	200
PRO SEC	H3300000-5114					
			240	6.75	26	500
SPEC	H3300000-5119					

BA	240	6.75	23	500
BA	240	6.75	14	500

CUSTODIANS H2620000-5116

	220	7	20	500
	220	7	28	500
	220	3.5	1	200
	240	7.5	28	500

CCA I H2731000-5115

	181	5	12	500
			0	100
	181	5	1	200

BUS DRIVER H2721000-5116

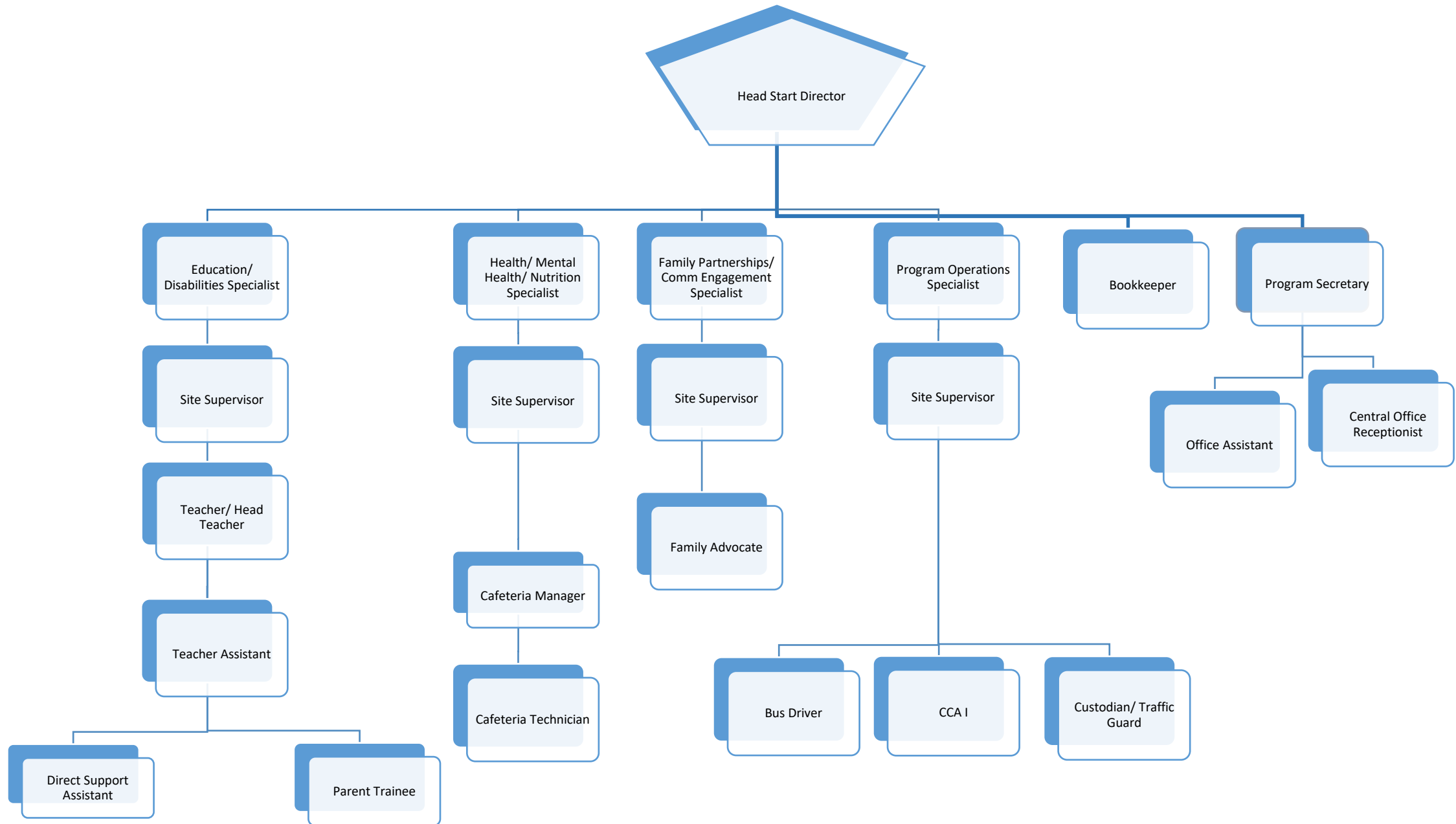
	179		17	500
	179		1	
			0	100

JUST PAYROLL	28.900.00
MED	419.05
RETIRE	<u>6.964.90</u>
TOTAL W/FRINGE	36.283.95

ACADIA PARISH SCHOOL BOARD HEAD START PROGRAM

ORGANIZATIONAL CHART 2024-2025

ACADIA PARISH HEAD START PROGRAM
ORGANIZATIONAL CHART 2024-2025



**AIC 2024-2025
(ADMINISTRATOR IN CHARGE)**

