

# The City of Baton Rouge Parish | East Baton Rouge | Head Start Program

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## 2021 -2022 ANNUAL REPORT

**Vernadine Mabry, DHDS Director**  
**Dr. Kar-tina Roberts, Program Administrator**



## About Us

The City of Baton Rouge | East Baton Rouge Parish | Head Start Program provides eligible children with education, leadership, and advocacy. The program promotes school readiness of children from age three to age five with a pre-school curriculum assisting them in enhancing their cognitive, language, literacy, social, and emotional development. Head Start emphasizes the role of parents as their child's first and most important teacher. This program also helps build relationships within families that support the family's well-being.

## Our Vision

Provide high-quality, comprehensive program services to income-eligible preschool children to enhance their readiness for school and self-sufficiency.

# TRANSPARANCY

The City of Baton Rouge | East Baton Rouge Parish | Head Start Program is making available to the public its 2021 – 2022 annual report as required by “*The Improving Head Start for School Readiness Act of 2007*” and The Office of Head Start Program Performance Standards.

The report identifies the resources received for the provision of Head Start services, how the resources were used in the provision of the services, and the services provided to the children and families during the 2021 -2022 Head Start Fiscal Year.

**Continuous Quality Improvement**

**&**

**Data Driven Performance**

## Executive Summary

During the 2021 Head Start Fiscal Year, The City of Baton Rouge | East Baton Rouge Parish | Head Start Program received \$15,380,900.00 in federal public funds and \$0 in private funds to operate the Head Start program and serve 1207 funded enrolled eligible students and families.

Cumulatively, during the 2021 – 2022 school year, we served 658 three-year-olds, and 362 four-year-olds, for a total of 1020 children enrolled and served by 168 staff, and 153 volunteers, in 43 center-based classrooms, across 12 centers city-wide.



884 students were enrolled that met the eligibility criteria of parents with income at or below 100% of the federal poverty line.

35 students received public assistance such as TANF and SSI.

Three (3) students' primary eligibility were in foster care.

Four (4) students' primary eligibility was due to homelessness.

82 students enrolled met income eligibility between 100% and 130% of the federal poverty line.

# 2021 FISCAL YEAR

## HEAD START PUBLIC FUNDS FROM EACH SOURCE JANUARY 2021 – DECEMBER 2021

SOURCE	HEAD START	TOTAL
HEAD START FEDERAL FUNDS (COP)	\$11,275,939.00	\$11,275,939.00
HEAD START CARES ACT FUNDS	\$1,071,162.00	\$1,071,162.00
HEAD START CRRSA FUNDS	\$363,270.00	\$363,270.00
ARP FUNDS	\$1,444,176.00	\$1,444,176.00
FEDERAL FUNDS (T/TA)	\$124,351.00	\$124,351.00
USDA (CACFP)	\$1,102,002.00	\$1,102,002.00
<b>TOTAL</b>	<b>\$15,380,900.00</b>	<b>\$15,380,900.00</b>

## EXPENSES

### Cost of Program Operations | Training & Technical Assistance | Federal Match

#### HEAD START BUDGETARY EXPENDITURES (January 2021 – December 2021)

The Head Start expenditures for the 2021 grant period were \$9,581,265.96.

- Federal Head Start Funds (\$8,859,879.40):** The funds were used to compensate the staff salaries and benefits; purchase supplies for staff children and families, contract with services providers to support staff children and families; and pay other costs, including rent, utilities local travel training, professional development, and other costs.

- Federal Head Start Funds (Cares Act) (\$10,750.65):** The funds were used to cover the costs of the supplies necessary to mitigate Center Staff and student’s exposure to the COVID-19 Pandemic while participating in the center-based services.
- USDA (CACFP) (\$710,635.91):** The funds were expended to cover the costs of the food for the meals served to the children and families. In addition, a portion of the funds were used to compensate the salaries and fringe benefits of the staff preparing the food for the children.

The table in this section explains the proposed budget for the 2022 Head Start Fiscal Year. The narrative explanation includes all the sources of funds: Cost of Program Operations; Training & Technical Assistance Cares Act; Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA); American Rescue Plan (ARP) and Match.

BUDGET CATEGORIES	COP	T/TA	CARES ACT	CRRSA	ARP	TOTAL FEDERAL	MATCH
PERSONNEL	\$5,150,817.00				\$500,000.00	\$5,650,817.00	
FRINGE BENEFITS	\$3,767,871.00				\$150,000.00	\$3,917,871.00	
TRAVEL		\$42,232.00			\$100,000.00	\$142,232.00	
					\$114,649.00	\$114,649.00	
SUPPLIES	\$299,008.00		\$730,000.00	\$193,270.00	\$359,527.00	\$1,581,805.00	
CONTRACTUAL	\$325,000.00				\$70,000.00	\$395,000.00	
OTHER	\$1,602,011.00	\$82,119.00	\$341,162.00	\$170,000.00	\$150,000.00	\$2,345,292.00	\$2,816,096.00
<b>TOTAL DIRECT</b>	<b>\$11,144,707.00</b>	<b>\$124,351.00</b>	<b>\$1,071,162.00</b>	<b>\$363,270.00</b>	<b>\$1,444,176.00</b>	<b>\$14,147,666.00</b>	<b>\$2,816,096.00</b>
INDIRECT COSTS	\$131,232.00					\$131,232.00	
<b>TOTAL BUDGET</b>	<b>\$11,275,939.00</b>	<b>\$124,351.00</b>	<b>\$1,071,162.00</b>	<b>\$363,270.00</b>	<b>\$1,444,176.00</b>	<b>14,278,898.00</b>	<b>\$2,816,096.00</b>

# HEAD START BUDGETARY EXPENDITURES (January 2021– December 2021)

**The Head Start expenditures for the 2021 grant period were \$9,581,265.96.**

- PROGRAM OPERATIONS
- TRAINING & TECHNICAL SUPPORT
- NON-FEDERAL MATCH / IN-KIND

- **Federal Head Start Funds (\$8,859,879.40):** Funds were used to compensate the staff salaries and benefits; purchase supplies for staff children and families, contract with services providers to support staff children and families; and pay other costs, including rent, utilities local travel training, professional development, and other costs.
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# 2022 HEAD START PROPOSED BUDGET

The table in this section explains the proposed budget for the 2022 Head Start Fiscal Year. The narrative explanation includes all the sources of funds: Cost of Program Operations; Training & Technical Assistance Cares Act; Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA); American Rescue Plan (ARP) and Match.

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## PROPOSED BUDGET CONTINUE

- PERSONNEL: The personnel funds (\$5,650,817.00) to pay the salaries of the Head Start employees during the grant period.
- FRINGE BENEFITS: The funds (\$3,917,871.00) to pay to the federal taxes for the Head Start employees during the grant period.
- TRAVEL: The travel funds (\$142,232.00) to pay the travel costs associated with the Head Start employee's out-of-town professional development activities during the fiscal year.
- SUPPLIES: The funds (\$1,581,805.00) to pay the cost of supplies for the staff, children, and families to support their work and participation in the Head Start Program during the fiscal year.
- CONTRACTUAL: The funds (\$395,000.00) to pay the costs of contracts necessary to implement the provision of services required by the Head Start Performance Standards.
- OTHER: The funds (\$2,345,292.00) to pay the other costs, including rent, utilities, local travel, building insurance, parent services, training & staff development and other costs need in the provision of Head Start services.
- INDIRECT COSTS: The funds (\$131,232.00) to pay the administrative support from the grantee necessary in the provision of the Head Start services, including fiscal and administration.

## ENROLLMENT

The Total Number Of Children And Families Served, The Average Monthly Enrollment (As A Percentage Of Funded Enrollment), And The Percentage Of Eligible Children Served.

The Table In This Section Describes The Children And Families Served During The 2021 Head Start Fiscal Year

### HEAD START CHILDREN AND FAMILIES SERVICED

PROGRAM	CHILDREN	FAMILIES
HEAD START	1020	908

### MONTHLY ENROLLMENT (AS A PERCENTAGE OF FUNDED ENROLLMENT) DURING THE 2021 HEAD START FISCAL YEAR

MONTHLY PERCENTAGE OF ENROLLMENT TO ACTUAL ENROLLMENT			
MONTHS	HEAD START		
	FUNDED ENR.	ACTUAL ENR.	% OF FUNDED ENR.
JANUARY	1207	992	82%
FEBRUARY	1207	975	81%
MARCH	1207	968	80%
APRIL	1207	935	77%
MAY	1207	913	76%
AUGUST	1207	861	71%
SEPTEMBER	1207	984	82%
OCTOBER	1207	901	75%
NOVEMBER	1207	910	75%
DECEMBER	1207	889	74%

## ELIGIBLE CHILDREN SERVED

The table in this section describes the percentage of eligible children served during the 2021 - 2022 Head Start Fiscal Year. The eligibility determination was based on: The family's income; The family is eligible for or, in the absence of childcare, would be potentially eligible for public assistance; including TANF child-only payments; the child is homeless; or the child is in foster care.

### ELIGIBLE CHILDREN SERVED DURING THE 2021-2022 HEAD START FISCAL YEAR

DATA	HEAD START
ELIGBLE CHILDREN	938
OVER INCOME CHILDREN	82
TOTAL CHILDREN	1020
% OF ELIGBLE CHILDREN SERVED	92%

The Table In This Section Describes The Percentage Of Children In The Head Start Program Receiving Medical And Dental Exams During The 2021 -2022 Fiscal Year.

<b>DATA SETS</b>	<b>HEAD START</b>
<b>Enrollment</b>	<b>1020</b>
<b>Medical Exams</b>	<b>588</b>
<b>% of Children receiving Medical Exams</b>	<b>58%</b>
<b>Dental Exams</b>	<b>736</b>
<b>% of Children receiving Dental Exams</b>	<b>72%</b>

# PARENT INVOLVEMENT ACTIVITIES

The City Of Baton Rouge | East Baton Rouge Parish |  
Head Start Program Engaged The Parents In The Following  
Activities And Workshops Throughout The Year.

## Activities And Workshops Conducted

	# Participants
Emergency/Crisis Intervention (E.G., Meeting Immediate Needs For Food, Clothing, Or Shelter)	350
Housing Assistance (E.G., Subsidies, Utilities, Repairs)	53
Asset Building Services (E.G., Financial Education, Debt Counseling)	67
Mental Health Services	99
Substance Misuse Prevention	69
Substance Misuse Treatment	104
English As A Second Language (ESL) Training	7
Assistance In Enrolling Into An Education Or Job Training Program	195
Research-Based Parenting Curriculum	198
Involvement In Discussing Their Child's Screening And Assessment Results And Their Child's Progress	502
Supporting Transitions Between Programs (I.E., EHS To HS, HS To Kindergarten)	182
Education On Preventive Medical And Oral Health	342
Education On Health And Developmental Consequences Of Tobacco Product Use	69
Education On Nutrition	424
Education On Relationship/Marriage	141
Assistance To Families Of Incarcerated Individuals	34
Involvement In Child's Head Start Child Development Experiences (E.G., Home Visits, Parent-Teacher Conferences, Etc.)	292
Head Start Program Governance, Such As Participation In The Policy Council Or Policy Committees	14
Fatherhood Initiative	40

## SCHOOL READINESS

### The agency's efforts to prepare children for kindergarten.

The City of Baton Rouge | East Baton Rouge Parish | Head Start Program engaged the **Parents AND 182 students** in efforts to prepare children for kindergarten and school-readiness.

The City of Baton Rouge | East Baton Rouge Parish | Head Start Program worked collaboratively with the East Baton Rouge Parish School System, our local LEA, and the various Charter School Organizations to invite our Head Start students to open houses and various activities at the school children would attend for kindergarten. The Education Managers worked with Center Supervisors and the Parent Community Family Engagement Content Specialists on monthly planning tasks and activities for supporting parents and students school readiness in a variety of settings across the program year.

## PROGRAM STAFFING

- 168 total staff members during 2021 – 2022
- 12 staff members were current or former Head Start or Early Head Start Parents
- **Seven (7) Center Supervisors**
- **43 Classroom Teachers**

Staff	Numbers
<b>Teachers (Bachelor or Associate Degreed)</b>	
Teachers with Bachelor's degrees	17
Teachers with Associates Degrees	5
Teachers in need of professional development or credentials to meet OHS staff requirements.	25
<b>Teaching Assistants</b>	51
Teaching Assistants in need of professional development or credentials to meet OHS staff requirements.	29
<b>Staff Turnover</b>	
Total number staff that left during the program year.	33
Vacancies unfilled for three months or longer.	10
<b>Staff left for the following primary reasons.</b>	<ul style="list-style-type: none"> <li>• Higher compensation - 2</li> <li>• Retirement or relocation - 1</li> <li>• Involuntary separation - 0</li> <li>• Other (e.g., change in job field, reason not provided) - 14</li> </ul>

## OTHER INFORMATION

The Secretary from the Administration of Children and Families does not require any additional data to be included in the 2021 - 2022 The City of Baton Rouge | East Baton Rouge Parish | Head Start Program Annual Report to the Public.

### **REVIEW BY THE SECRETARY:**

The City of Baton Rouge | East Baton Rouge Parish | Head Start Program did not receive a review from the Office of Head Start for the 2021 - 2022 fiscal year.

### **FINANCIAL AUDIT:**

The City of Baton Rouge | East Baton Rouge Parish | Head Start Program 2021 - 2022 Audit did not include findings, questions costs, or management concerns related to the Head Start Programs. The audit included an Unmodified Opinion for the (1) financial statements and (2) major programs.