

**Terrebonne Parish Consolidated Government  
Head Start Program  
Annual Report**

1. FY 2019

Terrebonne Parish Consolidated Government received \$ 1, 412,578.00 from the Administration for children and Families for the 2019 fiscal year. \$1,393,100.00 was allocated for Program funding and \$ 19,478.00 was allocated for Training and Technical Assistance.

TPCG is required to a 20% NFS match of \$ 353,144.00 to fund the Head Start Program. General Fund allocated \$ 565,431.00 for Head Start during the current fiscal year.

Terrebonne Parish Consolidated Government also received \$ 24,658.00 for a Cost of Living Allowance for the Head Start employees.

The Community Development Block Grant provided \$ 12,000.00 in funds during this fiscal year.

2. School Readiness

The School Readiness Plan and Goals for 2018-2019 School year have been revised and updated. These goals have been developed to ensure that children are prepared and ready to enter Pre-Kindergarten or Kindergarten when they leave the Head Start Program. The plan and goals have been developed by the School Readiness Team. The team members include Head Start staff, TPL's Reading Outreach Manager, Head Start Policy Council members and Head Start Parents.

The School Readiness Plan includes goals developed by parent, staff and community input. The goals aligned with the curriculum used by the Head Start Program (Creative Curriculum) and our data system (Teaching Strategies GOLD), and the Louisiana Department of Education's Early Learning Standards.

Data collected from each child is inputted into the data system at least twice per week and a Child Outcomes report is generated three times per year. This data is then analyzed to ensure that each child is progressing towards his or her goals as well as the overall School Readiness Goals. A report is run to show how each classroom, center and the program is progressing towards meeting the SR Goals. The data is then used for planning purposes, including building capacity in the classrooms if needed and/or for professional development of the teaching staff.

The School Readiness Plan and Outcomes Report have been uploaded to the Head Start link on TPCG's website.

3. 2019-2020 School Year

The Head Start Program was funded for 170 children.

The total actual enrollment for the 2019-2020 school year was 204 children.

4. Disabilities  
During the 2019-2020 school year, we served 38 children who had diagnosed disabilities. We met the mandate of serving at least 10% of our funded enrollment (18.6%) for that school year. Currently, we are serving 28 of children with diagnosed disabilities or 15% of our total enrollment of 186 children.
5. The Head Start Program is a sponsor of the Child and Adult Care Food Program and receives a reimbursement from USDA/LA Department of Education for the meals served to the children. Through December 2019, we received \$ 142,067.00 from the Department of Education/USDA. Total food costs through December 2019 were \$ 201,351.28.

Total Meals Served from January through December 2019:

Breakfast:	23,047
Lunch:	22,930
PM Snack	19,121

6. The Terrebonne Foundation for Academic Excellence is continuing to fund the cost for all Head Start children to receive a book each month from the Dolly Parton Imagination Library. Children can receive a book each month from birth to five years of age. The foundation has also agreed to fund a book a month for each of the ten Head Start classrooms.

## **Annual Governance Training For TPCG's Governing Board**

### **1. Bylaws**

### **2. Impasse Policy**

### **3. Roles and Responsibilities**

- **Governing Board has ultimate responsibility of the Head Start grant (legal and fiscal responsibility)**
  - **Grantee must have written policies that define the roles and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high-quality program.**
  - **Grantee agencies must ensure that appropriate internal controls are established and implemented to safeguard Federal funds in accordance with 45 CFR 1301.13.**
- **Each Grantee agency and Policy Council must establish written procedures for resolving internal disputes, including Impasse procedures, between the governing body and the policy group.**

### **4. Financial Reporting**

**Each month, the Policy Council and Governing Board members shall receive the following financial reports:**

- **Monthly Head Start Program budget spreadsheet that includes information on monthly expenditures in each line item as well as budget to date information.**
- **Administrator's Monthly Report that shall include all credit card expenditures and information on monthly meal counts and expenses.**