



**SWEETWATER COUNTY  
SCHOOL DISTRICT #1**

## Consent Agenda Item 9-p

Recommendation for the approval of the Head Start Proposal to Extend Duration of Education Services.

## **Sweetwater County School District #1**

### **Head Start Proposal to Extend the Duration of Education Services**

#### **Beginning Fall 2019**

#### **Current Center Based Program Schedules:**

Rock Springs Center:

Two classrooms (40 children) operate 4 hours/day, 130 days, 520 hours/year

Two classrooms (40 children) operate 6 hours/day, 170 days, 1020 hours/year

Green River Center:

One classroom (20 children) operates 4 hours/day, 130 days, 520 hours/year

#### **Condition of Eligibility**

We are applying for this grant under Condition 5. Our program currently operates with fewer than 45% of our slots at 1020 hours. As a very small program, we propose adding one additional classroom of extended duration hours. With this addition and shifting of classroom sizes, 11 additional children will receive increased service hours.

#### **Rationale**

Community Assessment information, including Head Start parent input, reflects the lack of affordable, high quality early childhood education and childcare programs in the two communities we serve. The highest barrier to employment was identified as a lack of childcare. The number of families who indicated a need for full day preschool was nearly double the number for part-day preschool. In addition, the demographics of the communities within Sweetwater County are changing, with many more low-income and

high need families living in Rock Springs than in Green River. We are experiencing increasing difficulty filling enrollment spots in Green River with eligible children while our waiting list in Rock Springs steadily increases with high need, eligible families.

Additionally, each of our current classes serve 20 children, the highest possible number of children allowed by state childcare ratio standards for 4-year-old children. We have an increasing number of 3-year-olds applying for Head Start but are somewhat limited with how many we can enroll due to ratio standards.

We propose the addition of an extended day classroom in Rock Springs. By opening an additional extended day classroom we will be able to 1) increase the number of child openings in extended day classes, 2) increase the total number of openings in Rock Springs, 3) reduce the number of openings in Green River, 4) reduce class size for every class, and 5) increase the ability to serve the highest need children, regardless of their age or where they live. These changes will significantly improve our program's ability to serve children and families with the highest needs, help to reduce barriers to self-sufficiency, and increase the quality of education for each child.

Additionally, research on child care classrooms indicates that when groups are smaller and staff-child ratios are higher, teachers provide more stimulating, responsive, warm, and supportive interactions. They also provide more individualized attention, engage in more dialogue with children, and spend less time managing children and more time in educational activities.

Throughout the selection and enrollment process, we will identify interested families and children most in need of the extended schedule. Highest priority for placement in extended day classes will go to families where parents are working or in school and

have childcare needs. By enrolling children in extended day classes who might otherwise go to a babysitter or other childcare, we will reduce the number of daily transitions for our students, reduce the number of children who have inadequate supervision, and save families childcare costs.

### **Implementation Plan**

We propose adding an additional class in Rock Springs. Our community assessment, historical enrollment data, and county demographics all indicate a significantly greater number of low-income families in Rock Springs versus Green River. Although our overall enrollment will remain at 100 students, by opening an additional, full-day class, we will be able to offer more openings in Rock Springs. This will allow us the flexibility to reduce the class size in Green River, thereby ensuring that the children with the highest needs are enrolled. By adding this additional class, we will be able to convert 11 part day slots into full day slots. This will also bring our class sizes down from 20 students to 17, with 15 students in Green River.

In order to implement our plan, we propose the hiring of the following additional positions: One full-time lead teacher, one full-time assistant teacher, one part-time coach, extended hours for substitutes, and extended number of days for managers. Additionally, we are requesting funding for more staff training and education as well as startup materials and supplies.

The structure and content of an extended duration class is similar to a part day class but offers more individualized learning time for students as well as higher learning outcomes. The children's class schedule includes planning time, work time, recall time,

small group time, large group time, outside time, transition time, eating and rest time. A daily schedule is attached.

### **Timeline**

The process to fill staff positions proposed in our budget will begin as soon as notification of the award is received. Job openings will be posted March 2019 with interviews and offers in April 2019 and new staff starting in August 2019.

We currently have space in our building that could be converted into a functioning classroom. In March 2019 we will begin classroom setup and begin purchases of additional furniture and materials beginning July 1, 2019.

Students will be selected for the additional extended day openings in May, June, and August of 2019. We expect the extended services to be fully operational as designed by August 2019 and to commence school the same day as the rest of our students.

### **Non-Federal Waiver**

Head Start is requesting permission to submit a request to waive \$38,275 of the required non-federal match for the Supplemental Funds to Increase Program Hours due to the lack of resources available in the community.

**Sweetwater County School District #1 Head Start  
Supplemental Funding to Extend Duration of Services  
Abbreviated Budget  
July 1, 2019 through June 30, 2020**

	Federal Head Start	USDA
<b><u>PERSONNEL:</u></b>		
<i>Family and Community Partnerships</i>	1,844.00	
<i>Child Health and Development Services</i>	\$76,042	
<i>Other Personnel</i>		\$576
<b>Total Personnel</b>	<b>\$77,886</b>	<b>\$576</b>
<b><u>FRINGE BENEFITS:</u></b>		
Wy Retirement 15.0565%	\$11,734	\$86.77
FICA 6.2%	\$4,829	\$35.71
Medicare 1.45%	\$1,129	\$8.35
Health, Dental, Vision, Life, Disability (family w/vision and dental \$21,180)	\$42,360	
<b>Total Fringe Benefits</b>	<b>\$60,052</b>	<b>\$130.84</b>
<b>Total Personnel &amp; Fringe Benefits</b>	<b>\$137,938</b>	<b>\$706.84</b>
<b><u>TRAINING:</u></b>		
Training for New Teacher and Classroom Aide (Training for HighScope, COR Advantage, and Conscious Discipline)	\$3,500	
<b>Total Training</b>	<b>\$3,500</b>	

**SUPPLIES:**

***Food Service Supplies***

Food for nutrition program

\$1,500

Nutrition Supplies

\$150

***Other Supplies***

Additional custodial supplies

\$200

<b>Total Supplies</b>	<b>\$200</b>	<b>\$1,650</b>
-----------------------	--------------	----------------

**TOTAL FEDERAL REQUEST                      \$141,638**

**NON-FEDERAL SHARE                              \$35,410**

**TOTAL OPERATIONAL LINE ITEM BUDGET, FEDERAL REQUEST                      \$177,048**

**TOTAL USDA    \$1,650**

<b>TOTAL OPERATIONAL BUDGET, ALL FUNDING SOURCES</b>	<b>\$178,698</b>
--	------------------

**Sweetwater County School District #1 Head Start  
Extended Duration Grant START UP  
Operational Line Item Budget  
July 1, 2019 through June 30, 2020**

	<b>Federal Head Start</b>
<b><u>Personnel</u></b>	
Mechanic for Bus Maintenance, 8 hours	\$200
<b>Total Personnel</b>	<b>\$200</b>
<b><u>Supplies</u></b>	
Costs for rest time, 12 @ \$35.99 each	\$432
Cart for cots, 1 @ \$72.99 each	\$73
Light weight cotton blankets for rest time, 2 sets of 6 @ \$69.99 each	\$140
Pillows (12) with pillowcase for rest time	\$300
Sun hats for walking field trips, gardening, etc.	\$180
Kidney Tables, 2 @ \$233	\$466
Chairs for classroom tables, (5) 4/set @ \$91.88	\$459
Teacher's Desk, 1 @ \$850	\$850
Shelves/Bookcases, 6 @ \$244	\$1,464
Classroom Rug	\$375
Classroom Supplies	\$420
Computers for new Teacher and Classroom Aide	\$4,999



**Supplies (continued):**

HighScope Preschool Curriculum Classroom Kit, 1 @ \$825	\$825
Conscious Discipline Classroom Edition: Feeling Buddies Toolkit	\$325
As a safety measure, purchase highly visible fluorescent colored t-shirts with the Head Start logo on the back to put over children's clothing when we take them out of the building in groups (field trips, walks, etc.)	\$150

**Total Supplies \$11,458**

**Training:**

Training for new staff	\$5,000
<i>CLASS Training (2 staff, \$175 Teachstone, 2 nights, mileage, M&amp;IE)- \$1,016</i>	
<i>TLC Training (2 staff, 1 night, M&amp;IE)- \$525</i>	
<i>ChildPlus Training for Family Advocate- \$400</i>	
<i>Child &amp; Family Partners Certificate for Family Advocate- \$650</i>	
<i>Hightscope, COR Advantage and Active Supervision (2 days)</i>	
<i>Conscious Discipline webinar for new staff- \$200</i>	

**Total Training \$5,000**

**Other:**

Maintenance on bus (tires, fuel pump, brakes)	\$2,000
---	---------

**Total Maintenance \$2,000**

<b>Total Start Up Federal Request</b>	<b>\$18,658</b>
<b>Non-Federal Match</b>	<b>\$4,665</b>
<b>TOTAL START UP BUDGET REQUEST</b>	<b>\$23,323</b>

**Sweetwater County School District #1 Head Start  
Non-Federal Match for Extended Duration Proposal  
July 1, 2019 through June 30, 2020**

<b>SWEETWATER COUNTY SCHOOL DISTRICT NUMBER ONE</b>
---

SCSD #1 Head Start is requesting permission to submit a request to waive 100% of the required non-federal match

<b>TOTAL NON-FEDERAL BUDGET</b>	<b>\$0</b>
---------------------------------	------------

**Sweetwater County School District #1 Head Start  
Non-Federal Match for START UP Extended Duration Proposal  
July 1, 2019 through June 30, 2020**

<b>SWEETWATER COUNTY SCHOOL DISTRICT NUMBER ONE</b>
---

SCSD #1 Head Start is requesting permission to submit a request to waive 100% of the required non-federal match for Start-Up Costs.

<b>TOTAL NON-FEDERAL BUDGET</b>	<b>\$0</b>
---------------------------------	------------