

COUNTY ADMINISTRATOR
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TO: Jeff Irwin
Chair, Ways & Means Committee

THROUGH: Robert E. Guenzel
County Administrator

FROM: Patricia J. Horne McGee, Director
Washtenaw County Head Start

DATE: August 22, 2006

SUBJECT: Program Improvement Supplemental Grant

Board Action Requested:

The Washtenaw County Head Start program is requesting that the Board of Commissioners ratify the County Administrator's signature on the application to the Department of Health and Human Services for the One Time Supplemental for Program Improvement for the period of August 1, 2005 through July 31, 2006 in the amount of \$31,250.

Background:

Washtenaw County has administered the Head Start program for eligible children and their families in Washtenaw County for more than forty (40) years, and currently directly operates programs in Ypsilanti for 209 children and families and at Time for Tots (12), Ann Arbor (136), Lincoln (68), Whitmore Lake (34), and Willow Run (102) for 352 children and families.

Discussion:

Ratification of the signature of the County Administrator on the Head Start Grant and approval of the budget will allow the federal grant of \$25,000 to be used for large motor equipment for the Ann Arbor site and playground equipment for the Whitmore Lake site.

Impact on Human Resources:

There will be no impact on Human Resources.

Impact on Budget:

The requested board action will approve the Washtenaw County Head Start Grant budget in the amount of \$31,250. This amount includes \$25,000 Federal funding; and \$6,250 in-kind match from the delegates.

Impact on Indirect Costs:

There will be no impact on direct costs as they are not allowable costs in this grant.

Impact on other County Departments or Outside Agencies:

This action reflects the ongoing community collaboration with Ann Arbor Public Schools and Whitmore Lake Schools.

Conformity to County Policies:

The requested board action is in conformity with county policies.

Attachments/Appendices:

Head Start Grant Application

Head Start Budget

**Washtenaw County HEAD START
ONE TIME SUPPLEMENTAL
GRANT APPLICATION
2006-2007**

NARRATIVE

Two delegates of Washtenaw County Head Start will be moving into new permanent space, provided by the delegate (the local school districts) In both sites, Ann Arbor and Whitmore Lake, all early childhood education programs will be housed together thus enhancing ongoing collaboration between the State Funded programs, the First Step programs (ASAP-PIE), the Special Education programs and the Head Start programs. The sharing of space and services can only enhance the child growth and development of all children including the Head Start children.

Washtenaw County Head Start serves 561 children and families in one NAEYC accredited grantee operated program, four school district delegates and one child care partnership. The entire program was named as a National Head Start Association Quality Initiative – Program of Achievement for 2005-2008.

Ann Arbor, which is delegated to serve 136 children and families, will be moving to a newly renovated facility that has been designed by staff and parents to provide a Developmentally Appropriate, child centered learning environment that is very conducive to meeting the early childhood education and special needs of young children.

Whitmore Lake is delegated to serve 34 children and families. It will be moving into a wing of what was formally the middle school in that community and will likewise be part of an early childhood center. The building is being renovated to be appropriate for young children and to ensure them space for positive child growth and development.

The building and renovation projects are well underway for both centers and plans have been made for the program to be fully moved in and open at the start date of our program year.

The One Time Request of both programs is to equip space for the children's planned and progressive large muscle development.

FUNDING REQUEST DETAILS
(HEALTH AND SAFETY REQUESTS)

THE ANN ARBOR REQUEST

The Ann Arbor program seeks to provide an OT and PT curriculum for all children. In observations of the children over the last year the program has identified children who have been diagnosed as having special needs because they did not have the requisite skills such as holding pencil, running, skipping etc. In, also, observing children in the Head Start class, children who were not designated as special needs, they saw some of these same skill needs. Thus determined that many children had not had the large muscle experiences that they need to develop these skills. The large muscle experiences needed were not just those of special needs children. The equipment necessary to support these rooms will benefit all of the children

in the center by developing age appropriate motor skills, improving overall coordination, balance, flexibility and strength. Activities will be adapted for all students at all levels using the same motor equipment. In addition to physical gains, appropriate motor activities help all children gain independence, improve confidence and provide opportunities for social interaction and development. This provides yet another opportunity for building collaborative learning experiences with diverse children—children with special needs, children who pay tuition, and children who are at risk and supported by the state early childhood programs.

This funding request is for \$8000.00 (the pro rated share for Head Start children in the building) to equip an OT/PT weekly curriculum that all children will flow through. The new preschool will have two designated gross motor spaces that all the children in the center, Head Start, Special Education, State funded and tuition based children, will use on a scheduled basis. One of the two rooms will be set up with equipment to encourage climbing, balance and coordination activities. The equipment in this room will, also, be rotated on a scheduled basis. Supervised, independence and exploration of movement will be encouraged for the students with all activities. The second room will be set up on a weekly basis under the direction of the physical therapist, but with input from the occupational therapists, speech therapists and teachers. The room will be focused on developing motor skills through theme based activities. Centers with instructions will be set up that can be used by all classes throughout the week.

The equipment proposed is related to the developmental health of the children and thus long range success in life and school for all preschoolers in the district and will allow them to offer additional large muscle experiences that are targeted to developmental needs, with the personnel support of trained Occupational and Physical Therapists- provided by the district.

In building and equipping the new building, cost overruns and school district cuts have been the norm, and funds for such equipment were cut. The program did not envision this equipment as a part of the program cost and they were never included in the program budget, however, ongoing monitoring, child outcomes and individual observations of children have indicated this as a great need.

Should the funding request be declined the program will continue with the equipment they have and not implement the OT/PT curriculum, while continuing to look for other funding options.

WHITMORE LAKE REQUEST

Whitmore Lake is requesting one-time program improvement funds to ensure health and safety quality for the children through providing quality gross motor development areas in the new building and on the playground. **This funding request is for \$17,000.00**

Since all early childhood programs will be, here, housed together, this assures ongoing collaboration, sharing, diversity and learning in yet another area of programming

Gross motor equipment and supplies are requested for the gross motor room and for the outdoor play area. This includes mats, riding toys, tunnels, an outdoor playhouse and one large piece of playground equipment, which would add to the availability of large muscle play opportunities for all children.

Additionally, this request is for the removal of the existing playground equipment from the former site of Head Start at the elementary school and the installation of this equipment at the new site. Ground cover for the new playground is also requested to increase the level of safety

as children actively play in the outdoor area.

Without the program improvement funds the site will be unable to provide the children quality gross motor development areas in the new building and on the playground to experience and develop their gross motor skills fully.

BUDGET

Ann Arbor

| | |
|-----------------------|-----------|
| Large Motor Equipment | \$8000.00 |
|-----------------------|-----------|

Glider Rocker, tactile stones, hoop n hoop, megascooter pusher, plug n barrel, infant swing and adaptation, standard linear glider, crash mat with cloud nine and floor mat, foam dome, puzzle mats, balance beam, curved beams

Whitmore Lake

| | |
|---|-------------|
| Trikes, tunnel and towers, zoo cube, playhouse, Playsense Structure Design (\$6,870.00) | \$12,000.00 |
|---|-------------|

| | |
|---|------------|
| Removal and Installation of Existing playground equipment | \$4,200.00 |
|---|------------|

| | |
|--------------|----------|
| Ground Cover | \$800.00 |
|--------------|----------|

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|----------------------|--------------------|
| Total Request | \$25,000.00 |
|----------------------|--------------------|

In kind

Ann Arbor (25%) \$2000.00
Installation, OT/PT services for all children (Ann Arbor Public Schools)

Whitmore Lake (25%) \$4250.00
Fencing around playground, installation of fence
Building renovation to accommodate large muscle areas
(Whitmore Lake Public Schools)

Total In kind \$6,250.00

TOTAL \$31,250.00

A RESOLUTION RATIFYING THE ADMINISTRATOR'S SIGNATURE ON THE APPLICATION TO THE DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE HEAD START PROGRAM FOR THE PERIOD OF AUGUST 1, 2005 THROUGH JULY 31, 2006 IN THE AMOUNT OF \$31,250; AUTHORIZING THE ADMINISTRATOR TO SIGN THE NOTICE OF GRANT AWARD; AND APPROVING THE HEAD START BUDGET.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

SEPTEMBER 6, 2006

WHEREAS, Washtenaw County has administered the Head Start program for eligible children and their families in Washtenaw County for more than forty (40) years;

WHEREAS, the Head Start program continues to serve 561 children of which 209 are served directly by the county and 352 through four delegate programs and one child care partnership; and

WHEREAS, the equipment proposed is related to the developmental health of the children and thus long range success in life and school for all preschoolers in the district and will allow them to offer additional large muscle experiences that are targeted to developmental needs, with the support of trained Occupational and Physical Therapists- provided by the district; and

WHEREAS, the federal grant of \$25,000 will be used for large motor and playground equipment for Ann Arbor and Whitmore Lake sites both moving into a new child care facility, serving 136 and 34 Head Start children, respectively; and

WHEREAS, required local match will be provided by Ann Arbor in the amount of \$2,000 and Whitmore Lake Public Schools in the amount of \$4,250; and

WHEREAS, the Head Start Management Team will ensure compliance with all regulations; and

WHEREAS, this matter has been reviewed by the Head Start Policy Council, the County Administrator's Office, Corporation Counsel, the Office of Finance, Human Resources, and the Ways and Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby ratifies the County Administrator's signature on the application to the Department of Health and Human Services for the Head Start Program for the period of August 1, 2005 through July 31, 2006 in the amount of \$31,250 to be filed with the County Clerk.

BE IF FURTHER RESOLVED that the Board of Commissioners takes the following actions contingent upon receipt of the grant award in conformity with the application:

1. Authorizing the County Administrator to sign the Notice of Grant Award
2. Amending the budget, as attached hereto and made a part hereof
3. Authorizing the Administrator to sign the delegate contracts upon review of Corporation Counsel, to be filed with the County Clerk.

**Washtenaw County Head Start
Program Improvement Supplemental Grant
2510069420**

| | | <u>Current</u> | <u>Revised</u> | <u>Variance</u> |
|--------------|--------------------------|----------------|----------------|-----------------|
| Revenue: | | | | |
| 50000 | Federal Revenue | 0 | 25,000 | 25,000 |
| 69000 | In-kind Contributions | 0 | 6,250 | 6,250 |
| | Total | 0 | 31,250 | 31,250 |
| Expenditures | | | | |
| 80000 | Other Services & Charges | 0 | 25,000 | 25,000 |
| 93500 | In-kind Charges | 0 | 6,250 | 6,250 |
| | Total | 0 | 31,250 | 31,250 |