



Agenda

Parks, Arts, Education and Equality Subcommittee

Wednesday, January 24, 2018

9:30 AM

First Floor Assembly Rooms A, B & C

CALL TO ORDER

CALL TO THE PUBLIC

MINUTES OF MEETINGS

- 1 **For Approval or Correction, the Minutes of the Parks, Arts, Education and Equality Meeting on Dec. 6, 2017** **Page 6**

Responsible Department

This item is submitted by Deputy City Manager Deanna Jonovich and the City Manager's Office.

CONSENT ACTION (ITEMS 2-6)

- 2 **Phoenix Public Library's Request to Apply, Accept, and Enter an Agreement for Federal Library Services and Technology Act Funds** **Page 14**

Phoenix Public Library (PPL) requests authorization for the City Manager, or designee, to apply for, accept and enter an agreement for funds up to the amount of \$50,000, to be used to create an early language (age birth to three years) development partnership program for low-income families, from the Federal Library Services and Technology Act in FY 2018-2019.

THIS ITEM IS FOR CONSENT ACTION.

Responsible Department

This item is submitted by Deputy City Manager Deanna Jonovich and Phoenix Public Library.

3 Approval of the 2018-2019 Head Start Birth to Five ERSEA Plans and the Selection Criteria

Page 16

This report requests the Parks, Arts, Education and Equality Subcommittee, which serves as the Head Start Governing Board, approval of the 2018-2019 Head Start Birth to Five, Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Plans, and the Selection Criteria.

THIS ITEM IS FOR CONSENT ACTION.

Responsible Department

This item is submitted by Deputy City Manager Deanna Jonovich and the Human Services Department.

4 Authorization to Apply for and Accept 2018-2019 Head Start Birth to Five Funds Contract with Delegate Agencies and Child Care Partners

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This report requests the Parks, Arts, Education and Equality Subcommittee recommend City Council approval to apply for, and accept, Fiscal Year 2018-2019 Head Start Birth to Five program grant funds from the U.S. Department of Health and Human Services (DHHS) for up to a total of \$33,459,691.

Further, the Human Services Department (HSD) requests the Subcommittee recommend approval to contract with Delegate Agencies and Child Care Partners upon successful award of the grant. Further request authorization to amend contracts to move one-time monies to

Delegate Agencies and Child Care Partners for necessary health and safety items, or enter into collaborative contracts or other related agreements required for Head Start services. One-time funding additions to Delegate Agencies and Child Care Partners will be approved by the governing board before award.

THIS ITEM IS FOR CONSENT ACTION.

Responsible Department

This item is submitted by Deputy City Manager Deanna Jonovich and the Human Services Department.

- 5 **Arizona Governor's Commission on Service and Volunteerism Funding for AmeriCorps Members through the Corporation for National and Community Service (CNCS)**

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This report requests the Parks, Arts, Education and Equality Subcommittee recommend City Council retroactive approval to apply for, accept and enter into an agreement for up to \$900,000 (\$300,000 per year for 3 years) in Arizona Governor's Commission on Service and Volunteerism funding for the AmeriCorps Program through the Corporation for National and Community Service (CNCS) for the Read On Phoenix Experience Corps Tutoring Program.

THIS ITEM IS FOR CONSENT ACTION.

Responsible Department

This item is submitted by Deputy City Manager Deanna Jonovich and the Youth and Education Office.

- 6 **AARP Foundation Grant Fund for Afterschool Programs**

Page 37

This report requests the Parks, Arts, Education and Equality Subcommittee recommend City Council approval to apply for, accept and

enter into agreements for up to \$35,000 in AARP Foundation grant funds to further support the AARP Experience Corps Phoenix Tutoring Program.

THIS ITEM IS FOR CONSENT ACTION.

Responsible Department

This item is submitted by Deputy City Manager Deanna Jonovich and the Youth and Education Office.

INFORMATION ONLY (ITEM 7)

7 Head Start Monthly Report - October and November 2017

Page 39

This report provides the Parks, Arts, Education and Equality Subcommittee, which serves as the City of Phoenix Head Start Governing Board, an updated summary on the financial and programmatic status of the program.

THIS ITEM IS FOR INFORMATION ONLY.

Responsible Department

This item is submitted by Deputy City Manager Deanna Jonovich and the Human Services Department.

INFORMATION AND DISCUSSION (ITEM 8)

8 Review of Jan. 25, 2018 Parks and Recreation Board Agenda

Page 46

The report provides the Parks, Arts, Education and Equality Subcommittee with information regarding agenda items that are scheduled to be considered by the Parks and Recreation Board at its Jan. 25, 2018 meeting.

THIS ITEM IS FOR INFORMATION AND DISCUSSION.

Responsible Department

This item is submitted by Deputy City Manager Deanna Jonovich and the Parks and Recreation Department.

CALL TO THE PUBLIC

FUTURE AGENDA ITEMS

ADJOURN

For further information or reasonable accommodations, please call Kacie Howard, Management Assistant II, City Manager's Office at 602-262-7684. 7-11 Friendly.

Persons paid to lobby on behalf of persons or organizations other than themselves must register with the City Clerk prior to lobbying or within five business days thereafter, and must register annually to continue lobbying. If you have any questions about registration or whether or not you must register, please contact the City Clerk's Office at 602-262-6811.

Members:

Vice Mayor Laura Pastor, Chair
Councilman Sal DiCiccio
Councilman Michael Nowakowski
Councilwoman Debra Stark



For Approval or Correction, the Minutes of the Parks, Arts, Education and Equality Meeting on Dec. 6, 2017

Summary

This item transmits the minutes of the Parks, Arts, Education and Equality Meeting on Dec. 6, 2017 for review, correction or approval by the Parks, Arts, Education and Equality Subcommittee.

The minutes are attached.

Responsible Department

This item is submitted by Deputy City Manager Deanna Jonovich and the City Manager's Office.

**Phoenix City Council
Parks, Arts, Education and Equality Subcommittee
Summary Minutes
Wednesday, December 6, 2017**

City Council Subcommittee Room
Phoenix City Hall, Assembly Rooms A, B and C
200 W. Washington St.
Phoenix, Ariz.

Subcommittee Members Present

Vice Mayor Laura Pastor, Chair
Councilman Michael Nowakowski
Councilman Sal DiCiccio
Councilwoman Debra Stark

Subcommittee Members Absent

Call to Order

Chairwoman Pastor called the Parks, Arts, Education and Equality Subcommittee meeting to order at 1:08 p.m. with Councilwoman Stark and Councilman Nowakowski present, and Councilman DiCiccio present telephonically.

Call to the Public

Jerry Van Gasse requested the PPPI repayment plan be on the January Subcommittee agenda.

Tim Sierakowski discussed the Burton Barr Library report, and expressed concern regarding the lack of action when inspecting and maintaining buildings.

Charmaine Tyler expressed concern regarding the homeless population and complaints about the parks closing during evening hours. She thinks citizens should be allowed to use the park afterhours as long as the individuals are following the law.

1. For Approval or Correction, the Minutes of the Parks, Arts, Education and Equality Meeting on Oct. 25, 2017

Councilman Nowakowski made a motion to approve the minutes from the October 25, 2017 Parks, Arts, Education and Equality Subcommittee meeting. Councilwoman Stark seconded the motion which passed unanimously, 4:0.

Item 2 was for consent action. No presentation was planned but staff was available to answer questions.

2. Phoenix Sky Harbor International Airport Terminal 3 West Atrium Sculpture

Councilwoman Stark made a motion to approve consent item 2. Councilman Nowakowski seconded the motion which passed, 3:1.

3. Head Start Monthly Report - September

Information only. No Councilmember requested additional information.

4. Phoenix Suns Renovations of Basketball Courts

Information only. No Councilmember requested additional information.

5. Arts Grants for Youth-Oriented Programming

Information only. No Councilmember requested additional information.

6. Intergovernmental Agreement with Laveen School District to Jointly Develop Park/School Site

Councilman Nowakowski mentioned all Councilmembers have been briefed on this item. He made a motion to approve item 6. Councilwoman Stark seconded the motion which passed unanimously, 4:0.

7. 2018 Youth Ambassador Exchange Program

Christine Mackay, Community and Economic Development Director, introduced the item, an update on the City of Phoenix's 2018 Youth Ambassador Program, and introduced Deputy Community and Economic Development Director and the president of Sister Cities, Rita Marko.

Councilman Nowakowski left the meeting at 1:17 p.m.

Ms. Marko introduced Youth Ambassadors, Ashlyn Bradshaw and Marcus Wolf. She presented on the Youth Ambassador Exchange Program, including the history of the program and Sister Cities. She said the City of Phoenix has sent approximately 900 Youth Ambassadors to Sister Cities across the globe in the past 35 years. She also discussed the application process and said the 2018 application is currently open.

Councilman Nowakowski returned at 1:19 p.m.

Ms. Marko explained the program is open to sophomores and juniors in high school who are both United States citizens and residents of Phoenix. She described how the Youth Ambassadors go overseas for three weeks to experience daily life in their Sister City, selected by the selection panel. In July, the 26 Youth Ambassadors return to Phoenix with one of their host family siblings and experience various aspects of life in the Phoenix area.

Chairwoman Pastor asked if an update of this item will be incorporated at the community meetings in the villages.

Ms. Marko thanked Chairwoman Pastor for the suggestion and said staff will do so. She continued to present on the costs of the program, including the robust scholarship program based on income need. She turned to Ms. Bradshaw and Mr. Wolf to share their experiences.

Ms. Bradshaw detailed her experience in France over the summer, including school, local restaurants, special gatherings and living with her host family. She said this program changed her perception of others, made her want to learn more, improved her public speaking confidence which helped her run for Class President, and changed her career path. She said she now wants to move to France after college to teach English for a year and then hopefully continue to travel thanks to this program.

Mr. Wolf said he traveled to Chengdu, China over the summer and described how the program changed his life. He said he uses the program on his job, scholarship, and college applications, and he recently got accepted into the American University of Paris, a university he discovered because of the program. He said the program expanded his horizon, created long lasting friendships, and promoted a connection between different countries and cities. He also said the program gave him the opportunity to volunteer at multiple events within the Phoenix community and network, providing him connection with the Global Network for Sustainable Development, an organization he will be going to Nepal with in January.

Ms. Marko said applications will be accepted through 5:00 p.m. January 12 and the application packet is available online at phoenixsistercities.org.

Councilman Nowakowski asked Mr. Wolf what his major is.

Mr. Wolf said he is looking into majoring in International Affairs.

Chairwoman Pastor asked if students are able to give a ranking of what cities they would prefer.

Ms. Marko said students are not able to give a ranking and described how the panel chooses the cities the students are sent to.

Chairwoman Pastor made a suggestion to allow students the ability to provide a preference of placement on their applications, without being guaranteed, because families are investing their time and money.

Ms. Marko said she strongly emphasizes how much time the panel spends with the students and their families, so she thinks there is an opportunity for those discussions without including a preference ranking on the application.

Ms. Bradshaw shared how she was disappointed with the selection of her Sister City at first but got more excited as she started preparing for it. In the end, she said she started taking her French class more seriously, became French Club president and truly believed there was no other country that would have been better suited for her.

Councilman Nowakowski asked if the program could connect with the students in Hermosillo and those Councilmembers.

Ms. Marko said it is a marvelous idea. She stated the Youth Ambassadors have continuing relationships with the volunteers who promote those cities and staff will follow up with his idea.

8. Review of Nov. 16, 2017 Parks and Recreation Board Agenda

Inger Erickson, Parks and Recreation Director, presented on the November Parks and Recreation Board Agenda. She discussed the items on the agenda, including but not

limited to the Hance Park Master Plan, an economic impact study, and repayment of PPPI.

Chairwoman Pastor mentioned how Jerry Van Gasse requested the repayment of PPPI to be on the agenda and he attends the Parks and Recreation Board meetings.

Ms. Erickson confirmed she is correct and said the repayment of PPPI item will also be included on next month's agenda with some more substance to it. She continued to present on other items from the November agenda, including Papago baseball, the Adopt-a-Trail program, donors and sponsorships to improve trail systems, Phoenix Suns renovations, an update on the APS electric light parade, PHX C.A.R.E.S, Park Ranger update, PHXteens program update, and more.

Councilman Nowakowski left the meeting at 1:37 p.m.

Ms. Erickson continued to present on agenda items, including the operating agreement for Phoenix Indian School visitors center, the annual request of city parks and more.

Councilman Nowakowski returned at 1:38 p.m.

Ms. Erickson finished presenting on the items with the modification of hours at Willow Park. She detailed the negative activity happening in the park as a concern for community members in the area.

Chairwoman Pastor asked Ms. Erickson to explain the annual request to vend in city parks. She asked which events do citizens have to request to vend with the Parks and Recreation department versus the Parks and Recreation Board, and how does staff inform the parks hosting these events. She also asked about the code of conduct, mentioning Valley Metro's code of conduct for the light rail, and asked how can staff ensure the code of conduct is culturally sensitive.

Ms. Erickson provided examples of different recreational activities and events the Board would need to approve before vending, explaining how smaller events would get vending approved administratively through the Parks and Recreation department and how larger events would get vending approved through the Board. She said staff can include this information in newsletters, on the website, and generally staff receives phone calls and walks residents through the steps. Ms. Erickson also said Parks and Recreation has a code of conduct for buildings and swimming pools, and is now going to expand the code of conduct to include the City's parks. She said staff is still in the early stages of it and will need community input and feedback on it. She said staff will continue to work on it and will have those conversations with the public.

Chairwoman Pastor suggested staff be very cognizant about being culturally sensitive as the code of conduct is being written, which interconnects with the parks closing at night. She said if bad behavior is happening at the park, then staff should deal with it, similar to PHX C.A.R.E.S., rather than shutting the park down.

Councilman Nowakowski said he has heard the concerns of parents who go to the parks. He suggested having town halls meetings throughout the City to hear the community's concerns. He said there is a code of conduct for the City's recreation sports leagues and coaches, and he thinks the code of conduct should be passed onto the parks and the leagues that rent from the City also. He said he agrees with Chairwoman Pastor about being culturally sensitive, but the number one concern is safety at the parks.

Ms. Erickson said the leagues who rent the City's fields are governed by a code of conduct because the City has a connection with them already.

Charmaine Tyler stated she fully agrees with the concerns of the parents and the code of conduct regarding how individuals should act around parents bringing their children to the park. She said maybe the solution is to change some rules around or have more security, rather than shut down the park.

9. Park Ranger Program Update

Inger Erickson, Parks and Recreation Director, introduced Alonso Avitia, Deputy Parks and Recreation Director, to discuss the park ranger program. She said during the last budget cycle, Parks and Recreation was able to hire some additional rangers for the traditional flatland parks as well as extend summer hours for the mountain parks in three locations.

Mr. Avitia provided an update of the full-time and part-time ranger positions, including 22 new positions, totaling 77 park rangers to preserve, maintain, and enforce safety at 182 flatland parks. He said the flatland park patrol unit focused on enforcing park rules and regulations by educating the public and gaining compliance through education. He stated the 22 new positions also enabled the parks to extend the summer hours of operation. He discussed how the public expressed desire to use the facilities later in the summer, so staff extended hours of operation from 7:00 p.m. to 9:00 p.m. at three major locations, increasing usage of the facilities by over 6,000 residents at one of the locations.

Chairwoman Pastor asked what time the locations open during the summer months.

Mr. Avitia said the parks still open at 5:00 a.m.

Call to the Public

None.

Future Agenda Items

Chairwoman Pastor requested an update on which facilities are slated for maintenance, including a maintenance plan on all library and parks facilities.

Adjournment

Chairwoman Pastor adjourned the meeting at 1:56 p.m.

Respectfully submitted,
Ryley Buchanan
Management Intern

PHOENIX CITY COUNCIL
 PARKS, ARTS, EDUCATION, AND EQUALITY SUBCOMMITTEE
 Wednesday, December 6, 2017
 Assembly Rooms A, B, C

PLEASE SIGN-IN

	Name	Title	Department / Organization
1.	Craig Beck	PIO	Park
2.	Khyla Stanfield	Mgt Asst II	COP / B + R
3.	Ryley Buchanan	mgt. intern	B + R
4.	P. Marko	Dep. - CED	CED
5.	Bethany Bennick	Dep - CED / Prgm Mgr	PSC
6.	Marcus Wolf	Youth Ambassador Alumni	PSC
7.	Sharmaine Tyler	Citizen	PUBLIC
8.	Jessy Van Gasse		PUBLIC
9.	GAIL BRONNE	ED	MAJ. Cuetum
10.	Wendy Howard	CMO MAAT	MAAT
11.	Ann Brewer	IMPACT FEE - TEAM LD.	COP - PPD
12.	Marchelle Franklin	Interim Director	HSD
13.	Carcey Chubb	Asst Dir	Park
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PHOENIX CITY COUNCIL
 PARKS, ARTS, EDUCATION, AND EQUALITY SUBCOMMITTEE
 Wednesday, December 6, 2017
 Assembly Rooms A, B, C
PLEASE SIGN-IN

	Name	Title	Department / Organization
25.	JENNY HEGERY	EXEC DIR OF BUSINESSES	LAVEN SCHOOL DIST
26.	ANNA AVILA	PRD Dep. Director	PRD
27.	JUDY WEISS	DEP DIR	COP PRD
28.	ASHLEY HARCE	Arts + Culture	ARTS EDUCATION
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Phoenix Public Library's Request to Apply, Accept, and Enter an Agreement for Federal Library Services and Technology Act Funds

Phoenix Public Library (PPL) requests authorization for the City Manager, or designee, to apply for, accept and enter an agreement for funds up to the amount of \$50,000, to be used to create an early language (age birth to three years) development partnership program for low-income families, from the Federal Library Services and Technology Act in FY 2018-2019.

THIS ITEM IS FOR CONSENT ACTION.

Summary

Phoenix Public Library (PPL), Phoenix Head Start, and Southwest Human Development (SWHD) will use grant funds to create a pilot partnership program to promote early language development for low-income families with children age birth to three years. Funds will be used to purchase Starling Digital Word Counters (imagine a Fitbit™ for words) which will be used across three different service delivery platforms: Phoenix Public Library "Smart Talk" series, Early Head Start Home Visits and child care partnerships, and SWHD "Raising a Reader" programs. Families will use the devices in their homes for up to eight weeks and receive real time feedback on the amount of words the child is hearing during the course of a day. Data from the devices, as well as participant surveys will be utilized to evaluate impact and provide a foundation of measurement in which to determine a potential for an expanded deployment.

Research shows that the quality of a child's experiences in the first few years of life--positive or negative--help shape his or her brain development and ability to learn and succeed in school and in life. Research also tells us that a child's success in school is linked to the quality and quantity of words spoken to the child in the first three years of life.

Financial Impact

The amount of the grant (up to \$50,000) will be expended in FY2018-2019 and no matching funds are required.

Location

This pilot partnership program will be implemented in Council Districts 4, 5, and 7.

Responsible Department

This item is submitted by Deputy City Manager Deanna Jonovich and Phoenix Public Library.



Approval of the 2018-2019 Head Start Birth to Five ERSEA Plans and the Selection Criteria

This report requests the Parks, Arts, Education and Equality Subcommittee, which serves as the Head Start Governing Board, approval of the 2018 -2019 Head Start Birth to Five, Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Plans, and the Selection Criteria.

THIS ITEM IS FOR CONSENT ACTION.

Summary

Each year, the Head Start Birth to Five program is required to develop and implement a written plan defining their policies and procedures for the Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) of children. As the Governing Board for the City of Phoenix Head Start Birth to Five programs, the PAEE Subcommittee is required to establish the procedures and criteria for the recruitment, selection and enrollment of children as illustrated in the ERSEA Plan (Attachment A). Some minor edits (added or changed items are in red font & deleted items have a strikethrough) were made to clarify procedure and ensure alignment with the new Head Start Program Performance Standards. In addition, the selection criteria was updated with guidance from Office of Head Start.

The accompanying document specifically denotes the goals of the ERSEA plan including:

- The specifics for determining eligibility.
- Recruiting eligible children and establishment of wait lists.
- Selection of children in order to serve those most in need.
- Enrollment process.
- Attendance policies.

The ERSEA plan is necessary to ensure decisions on the selection of enrollees are made in a systematic and fair way based on the selection criteria within each local community. The City of Phoenix ERSEA plan also specifies the connection to other federally funded programs including the McKinney-Vento Homeless Assistance Act

and the Individuals with Disabilities Education Act (IDEA).

As the grantee operator, the City of Phoenix must develop a selection criteria to determine the children most in need. Priority is determined based on:

- Children with Disabilities.
- Children living in a Foster Home.
- Children living with a Teen Parent or Grandparents.
- Families experiencing Homelessness.
- Children and families with Adverse Childhood Experiences (ACES).

Page 11 of Attachment A includes the proposed, complete selection criteria for all Head Start service options.

Concurrence/Previous Council Action

This item is scheduled to be approved by the Head Start Policy Council on Jan. 8, 2018.

Responsible Department

This item is submitted by Deputy City Manager Deanna Jonovich and the Human Services Department.



City of Phoenix

HEAD START
BIRTH TO FIVE PROGRAM

Human Services Department/Education Division

~~City of Phoenix
Human Services Department
Education Division
Head Start Birth to Five Program~~

ERSEA Plan

(Eligibility, Recruitment, Selection, Enrollment and Attendance)

**Program Year
2018-2019**

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Goals of the ERSEA Plan

The Goals of the City of Phoenix **Head Start Birth to Five Program ERSEA** Education Division Plan are:

- To specify the eligibility, recruitment, selection, enrollment and attendance procedures of the City of Phoenix Head Start Birth to Five Program.
- To identify the specific responsibilities of the Education Division staff, including home visitors and caseworkers.
- To identify enough eligible children to maintain a wait list of 20% beyond enrollment per site.
- To assure that efforts are made to inform and recruit potential enrollees identified as the most in need.
- To assure that decisions regarding selection of enrollees are made in a systematic and fair way based on the selection criteria within each local community.
- To abide by the McKinney-Vento Homeless Assistance Act as it applies to Head Start Birth to Five programs.
- To provide a least restrictive environment placement option for children being served under the Individuals with Disabilities Education Act (IDEA).

The **Head Start** Birth to Five **Program** Selection Criteria and ERSEA Plan will be approved annually by the Policy Council and **Governing Board**. Approval will occur prior to the beginning of the intake process. However, identification and recruitment of families is a continual effort. Each Delegate Agency Policy Committee and Governing Board will annually approve its own ERSEA Plan and the **Head Start Birth to Five Program Selection Criteria** which is in alignment with the Head Start Program Performance Standards (**HSPPS**).

Age Eligibility Policy

Preschool children must be three or four years old prior to the date used to determine eligibility for the public school in the community in which the Head Start classroom is located (in Phoenix that date is generally either August 31st or September 1st depending on the school district's kindergarten acceptance date). Children under the age of three and pregnant women are eligible for the Infant-Toddler programs. Children with disabilities requiring special education or related services (as determined by the Individual Education Plan) should be considered age eligible for Head Start Preschool programs as of their third birthday (ACF IM-94-16). Three-year-old classrooms are available in some delegate agencies based on local need.

Serving a Birth to Five Continuum

Three-year-old children transitioning from an infant/toddler placement within one of the Grantees (the City of Phoenix program, Chicanos Por La Causa Early Head Start, Crisis Nursery Early Head Start, **Neighborhood Ministries** and Southwest Human Development Early Head Start) will be given priority consideration for acceptance into City of Phoenix Head Start Preschool programs. The Birth to Five selection criteria supports the purpose and intent of this practice.

Eligible three and four-year-old children transitioning from other Head Start grantees will be given priority, once the family has completed the intake process and been deemed eligible, to ensure continuity of services.

The City of Phoenix Birth to Three program **service options** gives priority to younger children, at risk pregnant women, teen parents, and children with disabilities **as outlined in the selection criteria (Appendix A)**.

Income Eligibility Policy

The City of Phoenix Head Start Birth to Five Program is required to serve children from low-income families as the primary responsibility.

At least 90% of the children must live in families with a total annual income (before taxes) equal to or below the federal poverty income guidelines. The remaining 10% of the children may come from families whose income is above the poverty guidelines.

The remaining 10% of the children may live in families whose income is above the poverty guidelines, but meet other qualifying factors. Children of over-income families with identified disabilities (under IDEA) may be served. Once the 10% mandate has been fulfilled, eligibility decisions should consider low-income **and selection criteria priorities (Appendix A)**.

Income based on family size is the key component in determining eligibility. The federal poverty guideline figures are directly dependent upon the number of persons in a family. In order to implement the regulations regarding income, the City of Phoenix Head Start Birth to Five program will use the definitions of “family” and “income” found in the eligibility regulations 45 C.F.R. 1305.2 **of the HSPPS**, which states:

In determining the size of a family the following definition must be used. Family means *“all persons in the same household who are supported by the child’s parent(s) or guardian(s) income; and are related to the child’s parent(s) or guardian(s) by blood, marriage, or adoption; or are the child’s authorized caregiver or legally responsible party”*.

Once family size has been determined, the family’s income will be compared with the federal poverty guidelines to determine if their income is equal to or below the poverty line. The term income means *“gross cash income and includes earned income, military income (including pay and allowances), veteran’s benefits, Social Security benefits, unemployment compensation, child support income and public assistance benefits”*.

Categorically Eligible

- Age eligible children experiencing homelessness as defined by the McKinney-Vento Homeless Assistance Act and the Office of Head Start.
- Children within the foster care system.
- The family is eligible for or, in the absence of child care, would be potentially eligible for public assistance; including TANF child-only payments.

Income Verification Policy

The City of Phoenix Head Start Birth to Five program is responsible for having accurate information regarding income eligibility. Staff must indicate that they have seen and verified documentation of the income. Staff signature on the Eligibility Verification Form is proof of verification. All income documents/documentation will be kept in the caseworker or family advocate office. Supervisors review and approve all eligibility documents.

If a child has been found income eligible and is participating in a Head Start Preschool program, he or she remains income eligible through that enrollment year and the immediately succeeding enrollment year. Children who are enrolled in a Head Start Infant-Toddler Program remain income eligible while they are participating in the program. When a child transitions from an infant-toddler program to a preschool program the family income must be re-verified. The family income for a child enrolling in a Head Start Preschool program for a third year must also be re-verified.

Verification of the current financial status can exist on any of the following documents:

- W-2 Forms
- Individual Tax Form 1040
- Pay stubs or pay envelopes
- DES or Supplemental Security Income decision letters
- Written statements of income from employer(s)
- Self-Declaration of income may be accepted, under special circumstances after evaluation by the supervisor.
- Unemployment verification
- Foster Care Reimbursement
- Child Support Award Letters

Recruitment of Children

Although recruitment and outreach is conducted on a continual cycle throughout the year, more targeted recruitment and outreach efforts will begin in February of each year to ensure full enrollment at the beginning of the school year the following August. Recruitment and outreach efforts are the responsibility of all staff within the City of Phoenix Birth to Five program, delegate agency partners, and child care partners. Prior to the beginning of the enrollment year delegate partners and caseworkers will create and establish a written Recruitment Plan that takes into account each delegate's unique and individual methods to recruit and enroll families.

The process for making families aware of Head Start Birth to Five opportunities include cyclical and routine advertising, community outreach in collaboration with the designated City of Phoenix Public Information Officer, grantee, delegate agency, and child care partners. Pre-registration forms are completed throughout the year via website, telephone and during community outreach events.

Recruitment Assistance Sources

The City of Phoenix Head Start Birth to Five program will work collaboratively with partners to recruit and identify families. Examples of partnerships include but are not limited to:

- Phoenix Human Services Department-Community Services Division
- Local Homeless Shelters
- Head Start Parents
- Arizona Early Intervention Program (AzEIP)
- Division of Developmental Disabilities (DDD)
- Other organizations serving children Birth to Five with disabilities
- Arizona Health Care Cost Containment System (AHCCCS)
- Local Child Find Efforts
- Agencies serving low income families and children
- Arizona Department of Economic Security
- Local Education Agencies (LEA)
- Women, Infants, and Children Food and Nutrition Services (WIC) Offices
- Child Welfare
- City of Phoenix Housing Department

Recruitment of Children with Special Needs

The City of Phoenix Head Start Birth to Five program provides a least restrictive environment for children identified under IDEA. Preference should be given to children who receive services under IDEA *and* are income eligible. Considerable effort and coordination is required to identify children with disabilities who may benefit from Early Head Start services.

For preschool aged children, each delegate partner will work collaboratively with key staff within the local school district/s to identify children who are currently in self-contained preschool placement and who may benefit from a less restrictive environment. Some children may be targeted for placement in Head Start, as determined by the IEP team. When considering a Head Start placement, a Head Start representative will be an active member of the team.

Delegate agencies will also work with local school districts to participate in a collaborative Child Find process to identify, place, and serve three to five year old children with disabilities.

All Recruitment Plans will include outreach that intentionally market to community agencies that serve children with disabilities. Children may participate in dual programs.

A delegate agency that **which** is also a local education agency must develop written documentation of the district's policies and procedures for placement of students with IEP's and assurance of the 10% mandate.

In cases of non-profit delegate partners, a formalized agreement such as a Memorandum of Understanding (MOU) is required in order to outline specific responsibilities of ensuring the 10% mandate.

Enrollment in other therapy services or programs is not a basis for exclusion in a Head Start Birth to Five program.

Intake Procedures:

The intake processes for first year families will include the following:

- Collection of pre-registration forms
- Scheduling of intakes appointments
- Determination of eligibility
- Verification of family's income
- Verification of child's age
- Verification of address to determine placement

City of Phoenix staff will complete the following forms:

- Application form
- Health/ medical history
- Nutrition screening
- Family Outcomes Pre-Assessment

Review of medical requirements and immunization status will include the following:

- Explanation of health requirements and resources provided, as needed
- Distribution of physical exam form
- Distribution of dental exam form
- Review of immunization status and distribution information on immunization fairs
- Distribution of special health and nutrition forms to gather information from the child's health care provider regarding health or nutrition accommodations children may need while at school or in child care.

Selection Process

The Head Start Birth to Five program has formal written processes for selecting families with a selection criterion that considers income, age, disabilities, and needs identified by the community assessment. ~~The Head Start Infant-Toddler selection criterion is approved by the Policy Council and preschool selection criterion are approved by the local Policy Committee within each delegate partner.~~

The approved Birth to Five selection criteria will be uploaded into the Grantee's electronic management system no later than February 1st. This will allow caseworkers to conduct first year intakes for siblings during the intake for second year children, providing the poverty guidelines have been released.

~~Each Delegate Agency program will submit their approved selection criteria to the Head Start Program Coordinator, no later than the end of March to ensure entry into the electronic management system database, prior to the beginning of the intake process.~~

~~Each Delegate agency program~~ staff will begin selecting **second year preschool** children for enrollment **during the months of February and March**, birth to three selection is on-going throughout the year. **Delegate agency staff will begin selecting new children into the program starting the end of April 1st.**

A waiting list ~~that~~ **which** ranks children according **to their needs and based on the** ~~to the program's~~ selection criteria will be maintained throughout the year to ensure eligible children enter the program as vacancies occur. However, if a child has the opportunity for service due to eligibility according to another funding source, Head Start will work with partners to ensure children are served and not prevented from service due to placement on any waitlist.

No child will be denied placement in a Head Start preschool classroom because they are **due to any chronic health condition or** not potty trained.

Notification of Enrollment

All families completing an Intake in the Head Start Birth to Five programs are notified in writing or by telephone of their enrollment status. All eligible families will be placed either on a class list or a waiting list. The enrollment date is the first date the child attends school for center-based programs, and the date of the first home visit or service for home-based programs. Enrollment is documented in elec by the City of Phoenix **Head Start Birth to Five** caseworkers.

Re-Enrollment

Each child enrolled in the Head Start **Birth to Five Preschool** program must be allowed to remain in **the program until a natural transition as defined in 45 C.F. R. 1302.12(j), Eligibility Duration of the HSPPS, an exception to this would be if** ~~in extenuating circumstances where the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the family income and there is a child with a greater need for services~~ **the family moves out of the service area.**

Re-enrollment

A child can be considered for re-enrollment once they have left the program as long as the family resides in the service area and the request is within the same school year for preschool and same calendar year for infant-toddler programs. If the request is outside of these parameters an intake must be conducted to ensure the family continues to meet the eligibility requirements. A re-enrollment request may also be denied if there are children on the wait list with higher needs based on the selection criteria.

Alternative Placement/Drop Policy

Once a child is enrolled and attending a program and a concern arises regarding the child's individual needs, a multi-disciplinary team meeting must occur to discuss concerns and related services available. The parent/guardian **of the child will be invited to participate in** ~~to all Head Start~~ of this meeting and be a critical part of the multi-disciplinary team. This pertains to all Head Start children not just children with

disabilities. No child will arbitrarily be dropped from the Head Start **Birth to Five** programs.

No child shall be dropped from the program based solely on a parent/guardian's lack of participation in the program or failure to meet its requirements.

For the center-based programs the delegate agency or child care partner director has the responsibility of **informing parents of the impact attendance has on a child's successful educational experience and work with those parents whose children have chronic absenteeism.** Dropping children from the program based on chronic absenteeism will only be done in order to remain in compliance with 45 C.F.R., 1302.15(a) *"Funded enrollment. A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program **must fill any vacancy within 30 days**".* ~~in accordance with their program's absenteeism policy. Parents/guardians will be notified if the child is dropped from the program by phone or mail. An attempt will be made to inform a parent/guardian that the child has been dropped.~~ The caseworker shall be notified of the child's drop and will document the appropriate drop date in the Case Management System database.

In the home-based program two "No Show" appointments and no response from the parent/guardian may result in the family being dropped. Client attendance letters will be sent to request participation in the program before dropping. The parent/guardian may be informed by phone message or letter that they have been dropped. The drop date is the last date of contact with the family.

Transfer Policy

Enrolled children transferring from and to another City of Phoenix Head Start Birth to Five Program will be enrolled if a slot is available to ensure a continuation of services. If a slot is not available, the child will be placed at the top of the waiting list.

Early Head Start children may transfer from one program option to another when family employment circumstances change. The home-base program is available for non-working parents/guardians and the child care partnership option is available for full-time working parents or students enrolled in school.

Class List

Enrollment lists are developed for each program. Children are placed on class lists based upon the service area in which they reside **trying to ensure they are as close as possible to their homeschool.** ~~and the selection criteria.~~ Efforts will be made to maintain a 20% waiting list for each classroom site. Once the class is filled, the rest of the children will be placed on a waiting list. When a vacancy occurs children from the waiting list are considered **based on need** ~~in the order~~ determined by the selection criteria.

Attendance and Absenteeism

Attendance is tracked by instructional staff or family advocates in electronic management system. Caseworkers are responsible to monitor attendance. Each

program has a method of ~~documenting absences~~, **for analyzing causes of chronic absenteeism**, and working with families to remove barriers. If a child's average daily attendance slips below ~~85%~~ **95% in one month**, prompt action ~~can~~ **will** be taken to mitigate the circumstances ~~that~~ **which** are effecting the child's educational opportunity.

All program options in the City of Phoenix **Head Start** Birth to Five program have a written absenteeism policy, approved by the Policy Council or Policy Committee. Each parent/guardian receives a copy of the absenteeism policy. During the parent/guardian orientation, staff communicate to parents/guardians their responsibility in contacting the program when their child is absent.

In compliance with **45 C.F.R. 1302.16(a)(1) of the (HSPPS) Head Start Program Performance Standards**, *"if a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure a child's well-being"*. The delegate agency or child care partner ~~instructional staff~~ is responsible for contacting the parent/guardian the day the child is absent from class, if the parent/guardian has not contacted the program.

On the third consecutive day of absence ~~for causes other than an illness~~, the teacher writes a referral to the caseworker **if there has not been any contact with the parent indicating why the child is absent**. ~~The caseworkers are responsible for initiating appropriate family support.~~ The caseworker makes personal contact with the family to ~~assess the problem~~ **identify the reason for the absence and provide the family with assistance and/or resources to overcome the attendance barrier.** ~~and any need for assistance.~~ If the parent **is unable to overcome the barrier and wishes to drop withdraw** their child from the program, **the caseworker will document the withdrawal** ~~this will be documented~~ in the electronic management system and reported **it** to the appropriate **delegate agency or child care partner** staff.

Vacancy Policy

All vacancies in the program must be filled from the prioritized waiting list as quickly as possible and within thirty (30) calendar days from the last day the child attended **which aligns with 45 C.F.R. 1302.15(a) of the HSPPS**.

A home visitation slot shall be considered vacant after the last contact between the program and the family.

A center-based slot shall be considered vacant on the child's last day **of attendance**. ~~the child attended school.~~ An exception to this rule can be made with the approval of the Head Start Program Coordinator. The caseworker must be informed of a newly enrolled child ~~prior to~~ **on the child's first day of class attendance** to ensure **the child is enrolled in the electronic management system and screening deadlines are established.** ~~immunization requirements have been met.~~

Appendix A

**City of Phoenix Head Start Birth to Five
2018-2019 Selection Criteria**

AGE Birth to 3			
1.	0 – 11 months		3
2.	12- 23 months		2
3.	24 – 36 months		1
PARENTAL/CCDF STATUS (EHS CCP only)			
4.	Has a CCDF Subsidy		2
5.	Qualified for CCDF (on DES wait list)		1
DISABILITIES			
6.	Child born premature (before 36 weeks) EHS ONLY		2
7.	Has a current IFSP/IEP		2
8.	Child with documented referral or diagnosis of developmental delay		1
9.	Child receiving therapy from private agency		1
10.	Parent/Guardian and/or sibling with documented disability		1
PARENTAL STATUS			
11.	Child in Foster Care		2
12.	Kinship – relative/guardian is caring for the child		2
13.	Teen parent at time of registration (18 years old or younger)		2
14.	Teen parent at time of child's birth (18 years old or younger)		1
15.	Parenting single		1
16.	Parent education level 8 th grade or less		1
OTHER FACTORS			
17.	Transition from EHS/HS to HS		2
18.	Continuity of Care- Siblings in EHS/HS		1
19.	Refugee		2
20.	TANF/SSI		1
21.	Three or more children under the age of 5 living in the home		1
CRISIS			
22.	Any member in the home who:	Is currently abusing substances (drugs or alcohol)	2
23.		Is currently incarcerated or has been at some point since child was born	2
24.		Has a mental health diagnoses or receiving mental health treatment	2
25.		History of DCS involvement	2
26.	History of domestic violence within the last 5 years		2
27.	Family separated due to crisis		2
28.	Family Experiencing Homelessness		3
TOTAL POINTS			

DESCRIPTION	
1.– 3.	Higher points for younger children allows families to remain in the program for up to three years.
4.– 5.	Child Care and Development Fund Subsidies – participation in EHS Child Care Partner classrooms
6.	Children born prematurely have a higher likelihood of experiencing developmental delays
7.	Child has an official Individualized Family Service Plan (IFSP, 0 – 3) or an Individualized Education Plan (IEP, 3 – 5). Parent must be able to provide copy.
8.	Child has a referral for an evaluation with a government/private agency, local school district or appointment with a developmental pediatrician. Child has a diagnoses of developmental delay by a government/private agency, local school district or developmental pediatrician and is either in the process of obtaining an IFSP/IEP or does not require special education services at this time for identified diagnosis.
9.	Child is currently receiving therapy services through a private agency, parent is able to provide documentation.
10.	Parent/guardian or the child's sibling has a documented disability (i.e. physical, sensory, cognitive or social/emotional – does not include mental or medical disabilities).
11.	Child is placed with a foster family, in a group home or shelter by DCS (Department of Child Services)
12.	Child is living with a relative – DCS may or may not be involved.
13.	Parent is currently 18 years old or younger during registration.
14.	Parent was 18 years old or younger when child was born.
15.	Parent/guardian is only adult in the home caring for the child/children.
16.	One or both parents/guardians attended school up to the 8 th grade or less, did not go to high school.
17.	Child participated in another EHS/HS program (i.e. does not matter where they participated).
18.	Family has children in both EHS and HS, can include children enrolled in Chicanos Por La Causa or Neighborhood Ministries.
19.	Family who has or is experiencing resettlement in the United States through a resettlement organization.
20.	Family (EHS/HS household) is receiving TANF (Temporary Assistance for Needy Families). Anyone in the EHS/HS household who is receiving SSI (Supplemental Security Income).
21.	Does not need to be children included in the household, currently living in the home.
22.	Anyone living in the home who is using illegal drugs, abusing prescription drugs and/or abusing alcohol per parent/guardian completing intake.
23.	Anyone living in the home who has been in prison for an extended period of time and/or jailed for short periods of time, may or may not be reintegrating into the home but impacts the child's life.
24.	Anyone living in the home who is currently under a doctor's care, has atypical behavior due to diagnosed disorder and/or has been identified as having a disorder which may impact the child(ren) in the home.
25.	Parent or guardian has had or currently has an open case and/or children have been removed from the home including prior to child's birth.
26.	May include sexual, physical and/or emotional abuse involving parent(s) or guardian(s) of the child(ren).
27.	Includes the following; divorce, separation, deportation, and death.
28.	Identify if the family is in temporary housing or if their current housing situation is permanent. <i>McKinney-Vento definition of homeless – “children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in a motel, hotel, trailer park (in a tent or other type of substandard housing), camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters.”.</i>



Authorization to Apply for and Accept 2018-2019 Head Start Birth to Five Funds Contract with Delegate Agencies and Child Care Partners

This report requests the Parks, Arts, Education and Equality Subcommittee recommend City Council approval to apply for, and accept, Fiscal Year 2018-2019 Head Start Birth to Five program grant funds from the U.S. Department of Health and Human Services (DHHS) for up to a total of \$33,459,691.

Further, the Human Services Department (HSD) requests the Subcommittee recommend approval to contract with Delegate Agencies and Child Care Partners upon successful award of the grant. Further request authorization to amend contracts to move one-time monies to Delegate Agencies and Child Care Partners for necessary health and safety items, or enter into collaborative contracts or other related agreements required for Head Start services. One-time funding additions to Delegate Agencies and Child Care Partners will be approved by the governing board before award.

THIS ITEM IS FOR CONSENT ACTION.

Summary

The Phoenix Head Start Birth to Five program currently provides comprehensive education and social services through three service delivery models. There are 300 families, including infant and toddler children, served through a home-based model with an additional 188 served in center-based classrooms and 2,963 preschoolers served in a center-based program. Many services are provided through contractors designated by the Office of Head Start as Delegate Agencies and Child Care Partners. See Attachment A for delegates and funding amounts.

The Delegate Agencies are as follows:

- Alhambra Elementary School District.
- Booker T. Washington Child Development Center.
- Deer Valley Unified School District.
- Fowler Elementary School District No.45.
- Greater Phoenix Urban League.

- Murphy Elementary School District No. 21.
- Roosevelt Elementary School District No. 66.
- Washington Elementary School District.
- Wilson School District No. 7.

The grant supports the partnership of Early Head Start programs with child care providers. The partnerships allow programs to leverage their funds to provide more high quality early learning slots in their community. The partners are as follows:

- Kids Kampus
- Out of This World Childcare
- Cactus Kids
- Robin's Nest

Contract Term

The Grantee is entering into the fifth year of a five-year grant for the Head Start preschool and Early Head Start Home-Based programs and the new contract term is July 1, 2018 to June 30, 2019. The Early Head Start - Child Care Partnership (EHS-CCP) grant is a separate application and will be in its fourth of a four-year grant, the new contract term is July 1, 2018 to June 30, 2019. The contracts will be renewed for the remaining year, conditioned upon approval of the annual refunding applications, new budgets, and updated program information.

Financial Impact

Out of the total \$33,459,691 grant, \$16,723,795 is allocated to the Delegate Agencies, approximately \$2,162,725 to the Child Care Partners, and \$14,573,171 to provide direct and administrative services to Head Start Birth to Five children and families.

Early Head Start Child Care Partners are funded based on enrollment. The funding per day varies depending on whether children are receiving child care subsidies. The funding breakdown and the partners are listed in Attachment B.

A 25 percent match required by the grant is generated by the contractors, City in-kind services, and community volunteers. No additional General Funds are needed to operate the Head Start Birth to Five program.

Concurrence/Previous Council Action

This item is scheduled for Head Start Policy Council approval on Jan. 8, 2018.

Responsible Department

This item is submitted by Deputy City Manager Deanna Jonovich and the Human Services Department.

Attachment A

Head Start Birth to Five Delegate Agencies and funding amounts for 2018-2019

Delegate Agency	Base	Training and Technical Assistance	*Supplemental Duration	Total
Alhambra	\$2,417,243	\$23,923	\$162,000	\$2,603,166
Booker T Washington	\$989,366	\$9,796	\$224,000	\$1,223,162
Deer Valley	\$807,927	\$8,208	\$0	\$816,135
Fowler	\$1,007,616	\$9,977	\$134,400	\$1,151,993
Greater Phoenix Urban League	\$3,769,514	\$37,321	\$676,000	\$4,482,835
Murphy	\$699,162	\$6,922	\$224,000	\$930,084
Roosevelt	\$2,038,264	\$20,180	\$0	\$2,058,444
Washington	\$2,841,478	\$0	\$248,400	\$3,089,878
Wilson	\$364,489	\$3,608	\$0	\$368,097
Subtotal - Delegate Agency Contracts	\$14,935,059	\$119,935	\$1,668,800	\$16,723,794

* Supplemental Duration funds are additional dollars received for full day service.

Attachment B

Early Head Start Child Care Funding and Partners

Funding Description	*Funding
Child under 1 with subsidy	\$23.44
Child 1-3 years with subsidy	\$20.56
Child 0-3 without subsidy	\$54.49
Early Head Start Child Care Partner	Slots
Cactus Kids	72
Kids Kampus	52
Out of This World Childcare	32
Robin's Nest	32

*Per Child



Arizona Governor's Commission on Service and Volunteerism Funding for AmeriCorps Members through the Corporation for National and Community Service (CNCS)

This report requests the Parks, Arts, Education and Equality Subcommittee recommend City Council retroactive approval to apply for, accept and enter into an agreement for up to \$900,000 (\$300,000 per year for 3 years) in Arizona Governor's Commission on Service and Volunteerism funding for the AmeriCorps Program through the Corporation for National and Community Service (CNCS) for the Read On Phoenix Experience Corps Tutoring Program.

THIS ITEM IS FOR CONSENT ACTION.

Summary

The Youth and Education Office is seeking to apply to the Arizona Governor's Commission on Service and Volunteerism for AmeriCorps funding provided by the Corporation for National and Community Service (CNCS). Funds will assist in maintaining support for the Read On Phoenix Experience Corps Tutoring Program. The City partnered with a local organization, Experience Matters, to place AmeriCorps members as Site Coordinators in 2014. The organization is currently going through financial issues, and the organization did not apply for this grant opportunity.

The City of Phoenix intends to seek funding to oversee the AmeriCorps member program for the start of the 2018-19 school year to maintain the consistency and continuity of the Experience Corps Tutoring Program. Grant funds will place one Site Coordinator (AmeriCorps Member) at participating schools recruited over the next 3-year period for a total of 66 AmeriCorps members.

The Read On Phoenix's AARP Experience Corps tutoring program is based on a consistent, structured, one-on-one tutoring model. Trained volunteer tutors provide two, half-hour weekly sessions that support and reinforce the skills taught by the classroom teacher. Students are assigned to volunteers for the entire school year, with the goal of 35 sessions. Students selected for the program are identified as reading below grade level based on a fluency assessment.

If awarded, the Youth and Education Office will implement the program in Phoenix Title 1 schools with high numbers or percentages of children reading below grade level and from low-income families. Currently the program is implemented in nine elementary school districts in metro Phoenix; Creighton, Isaac, Fowler, Laveen, Phoenix EI, Pendergast, Tolleson, Washington, and Wilson. The program is also looking to expand the program to other schools that meet the program criteria; Title 1 School, 80 percent or higher for Free and Reduced Lunch, and 60 percent or more of 3rd Graders not reading at grade level.

Due to the timing of the application and the rescheduling of the Subcommittee dates, approval could not be requested prior to the application deadline.

Financial Impact

The requested grant amount of \$900,000 (\$300,000 per year for 3 years) includes staff, volunteer stipends, training, supplies, and site-preparation costs for implementing the Experience Corps Tutoring Program in at least 20 schools.

Responsible Department

This item is submitted by Deputy City Manager Deanna Jonovich and the Youth and Education Office.



AARP Foundation Grant Fund for Afterschool Programs

This report requests the Parks, Arts, Education and Equality Subcommittee recommend City Council approval to apply for, accept and enter into agreements for up to \$35,000 in AARP Foundation grant funds to further support the AARP Experience Corps Phoenix Tutoring Program.

THIS ITEM IS FOR CONSENT ACTION.

Summary

The Youth and Education Office is seeking to apply to the AARP Foundation to implement the Experience Corps Tutoring Program in local afterschool sites using the sustained tutoring strategy. The goal of this funding opportunity is to increase the number of students receiving sustained tutoring in the afterschool settings using a structured session approach with leveled reading content. Funding is intended to be "seed" funding that could be leveraged to raise additional dollars for local programs.

If awarded, the Youth and Education Office will partner with the Parks and Recreation Department's Phoenix Afterschool Center (PAC) program to implement literacy and math tutoring during out-of-school time hours.

The Read On Phoenix's AARP Experience Corps tutoring program is based on a consistent, structured, one-on-one tutoring model. Trained volunteer tutors provide two, half-hour weekly sessions that support and reinforce the skills taught by the classroom teacher. Students are assigned to volunteers for the entire school year, with the goal of 35 tutoring sessions. Students selected for the program are identified as reading below grade level based on fluency assessments. The program is implemented in Phoenix Title 1 schools with high numbers or percentages of children reading below grade level and from low-income families.

Financial Impact

The requested grant amount of \$35,000 includes staff, supplies, and site-preparation costs for implementing the Experience Corps Tutoring Program in two afterschool sites.

Responsible Department

This item is submitted by Deputy City Manager Deanna Jonovich and the Youth and Education Office.



Head Start Monthly Report - October and November 2017

This report provides the Parks, Arts, Education and Equality Subcommittee, which serves as the City of Phoenix Head Start Governing Board, an updated summary on the financial and programmatic status of the program.

THIS ITEM IS FOR INFORMATION ONLY.

Summary

The Improving Head Start for School Readiness Act of 2007 requires each Head Start Grantee to share information with the Governing Board and Policy Council about program planning, policies, and operations on a monthly basis. To comply with the Act, the Head Start program provides a monthly report on the following Head Start areas:

- Fiscal Expenditures
- Enrollment Reports
- School Attendance
- Medical/Dental Exams
- Monitoring
- Program Information Summaries

Fiscal Expenditures

A report, which includes all expenditures to the City of Phoenix Head Start grant, is prepared and presented to the Governing Board and Policy Council for information each month. Attachment A shows year-to-date expenditures for the Fiscal Year 2017-2018. The report includes a break down for each delegate agency, the policy council and staff support. Expenditures are tracked on a year-to-date basis including the percent expended for the fiscal year, expenditures are on track for the current year.

Enrollment Reports

The Office and Head Start requires programs to submit the total number of funded slots and children enrolled in the program on the last school day of each month. Attachment B indicates enrollment at 3,445 children at the end of October and 3,451 at the end of November for the Head Start Birth to Five Program. In October the program

was six children below the funded enrollment of 3,451. All vacancies were from the Alhambra School District Delegate which had a decline in enrollment at their James W. Rice site. In November, we were fully enrolled.

School Attendance in Head Start

Monthly information on school attendance is tracked by the Human Services Department, Education Division. The annual target for attendance set by the Office of Head Start (OHS) is 85 percent. Attachment C indicates the year-to-date attendance through the month of October, was 90.28 percent for Head Start Preschool and 83.85 percent for Early Head Start Child Care Partnership. Year-to-date attendance through the month of November, was 89.80 percent for Head Start Preschool and 82.39 percent for Early Head Start Child Care Partnership. The low percentage at the Early Head Start Child Care Partnership is due to flu season and in November attendance was impacted by holiday breaks and families choosing not to send their children to child care.

Medical/Dental Exams

Head Start regulations require all children to have complete medical and dental exams each year. Through the end of October, a total 5,763 of medical exams and dental exams had been completed in the Head Start Birth to Five Program as illustrated in Attachment D. The illustrations for November show a total of 6,325 medical exams and dental exams had been completed.

Monitoring

During the months of October and November, the Quality Assurance Team have completed their post conference meetings with their assigned pilot programs. A total of 73 classrooms were observed during this Health and Safety monitoring pilot. The Quality Assurance Team have also been compiling data on the trends that were found during observations. This will provide the Quality Assurance Team with the data needed to offer technical assistance to the Birth to Five Head Start programs in the City. In addition, the team has started following up with programs to ensure concerns are addressed in a timely manner.

Program Information Summaries

School Readiness Education for Parents

On Oct. 2, 2017, 39 parents from Pendergast Early Childhood Center participated in a school readiness meeting where they were provided their child's attendance data for the months of August and September. Caseworkers discussed the importance of good attendance and the impacts poor attendance can have on children later in their school career.

Policy Council Recognition Brunch

On Oct. 10, 2017, the annual Head Start Birth to Five Policy Council Recognition Brunch was held at the Virginia G. Piper Trust Foundation. Approximately 45 guest were in attendance which included Head Start Birth to Five administrative staff, Delegate Directors, Child Care Partner Directors, and Policy Council Members.

Arizona @ Work

On Nov. 14, 2017, a parent from Out of This World Christian Child Care who participated in the Arizona @ Work employment resources was offered employment with Jackson Hewitt Tax Service and started training on November 13. Based upon the success of the Head Start mother, her husband is now getting services through Arizona @ Work and enrolling in an apprenticeship program to eventually pursue a career in the automobile repair industry with one of the local car dealership.

LIHEAP Collaboration Event

During the week of Nov. 13, 2017, the Community & Services Division in collaboration with the Education Division, provided utility assistance using Low Income Home Energy Assistance Program (LIHEAP) funds to 71 Head Start Birth to Five clients totaling \$48,653.

Responsible Department

This item is submitted by Deputy City Manager Deanna Jonovich and the Human Services Department.

Attachment A

POLICY COUNCIL BUDGET REPORT
Yr 4 Head Start Financial Summary Fund 1671
Planned level of Expenditures 41.7%
For the Month Ending November 30, 2017

Fund Center	Program	FTE	Revised Budget 2018	FY18 YEAR-TO-DATE Expenditures	FY18 YEAR-TO-DATE % Spent	Received not Processed
8940050001	HS Administration	9	2,370,420	820,081	35%	
8940050004	HS T&TA	-	119,135	25,842	22%	
8940050012	HS Policy Council	-	18,357	8,308	45%	
8940050015	HS Mental Health	5	483,065	227,224	47%	
8940050016	HS Casework Support	65	5,394,362	2,192,223	41%	
8940050017	HS Classroom Support	14	1,488,638	618,345	42%	
	Total City of Phoenix	93	9,873,977	3,892,022	39%	
8940051001	Alhambra	-	2,603,166	534,480	21%	
8940051003	Booker T Washington	-	1,223,162	592,073	48%	
8940051005	Washington	-	3,089,878	648,119	21%	
8940051006	Deer Valley	-	816,135	164,096	20%	
8940051008	Murphy	-	930,084	204,536	22%	
8940051010	Greater Phoenix Urban League	-	4,482,835	1,734,469	39%	
8940051011	Roosevelt	-	2,058,444	467,037	23%	
8940051013	Wilson	-	368,097	93,596	25%	
8940051116	Fowler	-	1,151,993	287,005	25%	
	Total Delegates	-	16,723,794	4,725,411	28%	
8940505021	Early Head Start Operations Supp	44	3,372,278	1,402,004	42%	
8940505024	Early Head Start T&TA	-	80,944	87,521	108%	
	Total Early Head Start	44	3,453,222	1,489,525	43%	
	Subtotal		30,050,993	10,106,958	34%	
8940606021	EHS Child Care Operations	12	3,327,784	1,186,999	36%	
8940606024	EHS Child Care T&TA	-	80,914	17,475	22%	
	Total EHS Child Care	12	3,408,698	1,204,474	35%	
	Grand Total	149	33,459,691	11,311,432	34%	

Attachment B

City of Phoenix Head Start Enrollment

<u>Month</u>	<u>Enrolled</u>	<u>Funded</u>	<u>Status</u>
July 2017	488 ¹	3,578	100%
August 2017	3,311 ²	3,451	96%
September 2017	3430 ³	3,451	99%
October 2017	3,445 ⁴	3,451	99%
November 2017	3,451	3,451	100%

¹ Early Head Start was fully enrolled. Head Start was not operational during the month of July due to summer break.

² Roosevelt has 2 classrooms (34 slots) that have not started due to Child Care Licensure they are scheduled to start in September. Roosevelt has an additional 38 vacancies due to children not showing up on the first day of school because they were accepted into kindergarten at nearby Charter Schools. Alhambra has 67 vacancies due to starting school later than other delegates. Washington has one vacancy due to child not showing up on the first day.

³ Roosevelt has four vacancies due to two classrooms starting later on September 20 due to licensing. The remaining 17 vacancies are from Alhambra; 1 due to a child with an IEP being absent for over 30 days due to transportation issues. Alhambra has offered a different location but the guardian refused. The remaining 16 vacancies are due to slots located on a school campus with declining enrollment. The Grantee in collaboration with Alhambra are working on recruitment in the area.

⁴ Alhambra has six vacancies due to decline in enrollment at James W. Rice. Alhambra staff along with Grantee staff are diligently working to get the classrooms filled.

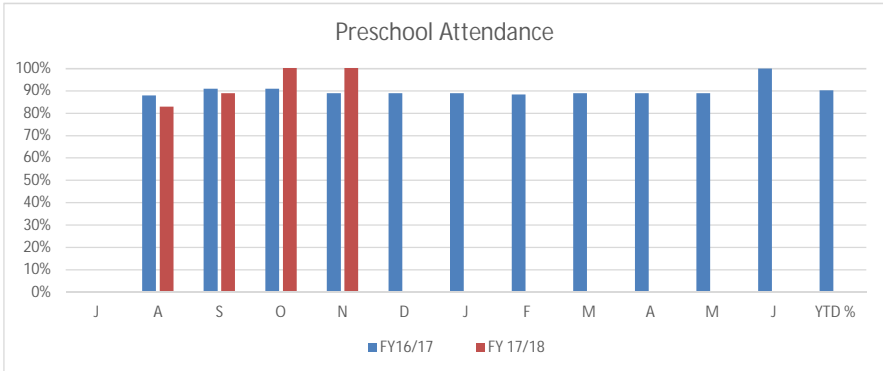
Attachment C

Percentage of Preschool Attendance		
Target: 85%	YTD Percent:	89%

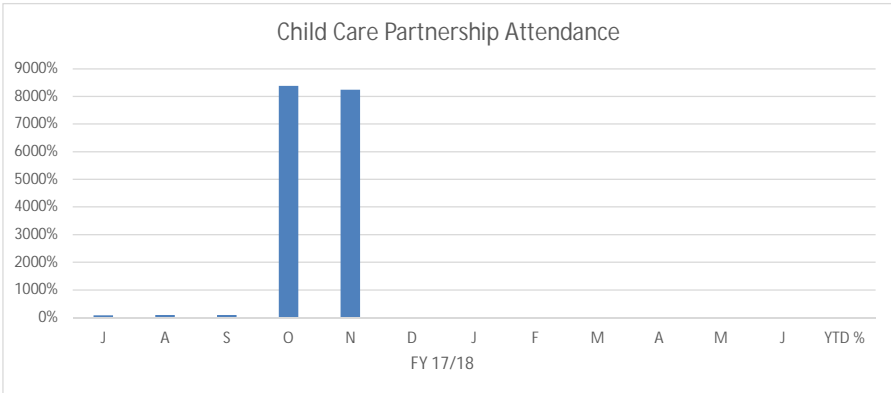
Goal: Increase attendance of Head Start Birth to Five children.

Target: 85% of children will attend each day.

Significance: Attendance is a key factor in being able to get children ready to attend kindergarten.



Percentage of Child Care Partnership Attendance		
Target: 85%	YTD Percent:	87%



Attachment D

Head Start Birth to Five Medical and Dental Exams Completed

Target: 6,902 exams

YTD Exams: 6,325

Goal:

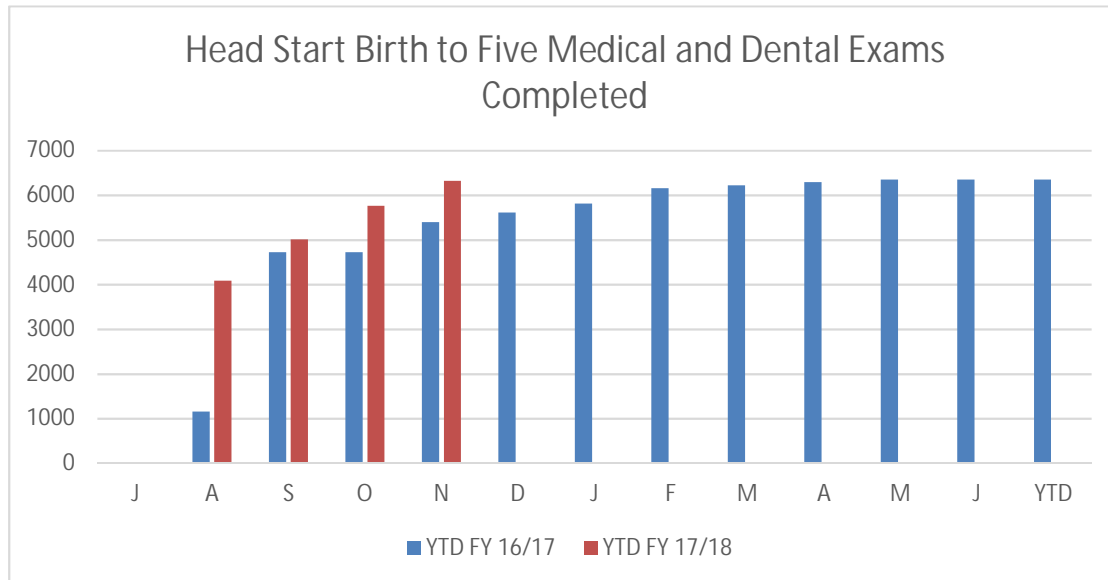
Ensure Head Start Birth to Five children receive necessary medical and dental exams.

Target:

6,902 exams

Significance:

Head Start Birth to Five children are required to have medical and dental exams as part of the Head Start regulations.





Review of Jan. 25, 2018 Parks and Recreation Board Agenda

The report provides the Parks, Arts, Education and Equality Subcommittee with information regarding agenda items that are scheduled to be considered by the Parks and Recreation Board at its Jan. 25, 2018 meeting.

THIS ITEM IS FOR INFORMATION AND DISCUSSION.

Summary

The following items are scheduled to be considered during the Jan. 25, 2018 Parks and Recreation Board (Board) meeting.

Phoenix Parks and Preserves Initiative (PPPI) Repayment Update - This report updates the Board regarding the status of repaying the PPPI fund from the previous golf deficit. Currently there is one property listed with a broker, Rose Mofford. Staff is working closely with Finance to evaluate what funds can be added to the PPPI fund from these sales. This is a standing monthly item.

Coffelt IGA with Maricopa County Housing Authority - This report provides information to the Board regarding a joint effort between the City and the Housing Authority of Maricopa County regarding Coffelt Park and the Coffelt-Lamoreaux Recreation Center. The intent is to continue a longstanding relationship to operate the recreation center and park for the community.

Recognition of Walton Family Foundation Gift - This report provides information to the Board regarding a recent gift of \$45,830 from the Walton Family Foundation to improve Trail 100 in the Phoenix Mountain Preserve. Staff is currently working with a trails contractor to make updates to Trail 100, which is possible in part to the Walton Family Foundation gift, along with matching City funds.

Hance Park Master Plan Update - Economic Impact Study - This report provides information to the Board regarding the recently completed Margaret T. Hance Park economic impact study.

South Mountain Tower Site License/Sub-License Transfer - This report requests Board

approval for the transfer of a telecommunications license and sub-license, located at the South Mountain Tower Site, from Mako Communications, LLC to HC2 LPTV Holdings, Inc.

North Mountain Park Tower Road Project - This report provides information to the Board regarding the ongoing tower-replacement project at North Mountain Park and restrictions to parking and the tower road during the project as well as the future of the small parking lot directly off 7th Street that leads up the tower road.

Camp Colley Foundation Letter of Understanding - This report requests Board approval to amend the existing letter of understanding with the Camp Colley Foundation to exercise the first of three possible five-year extensions.

Slackline Policy - This report provides information regarding slacklining activity in City parks and requests authorization to implement a slackline pilot program to study the use.

Little Canyon Park - This report requests Board approval to proceed with a public input process to vet a proposal Grand Canyon University submitted to the City regarding Little Canyon Park, in accordance with City of Phoenix Parks and Recreation Board Policy 3.9, Public Notification of Sale or Disposition of Park Land.

Designation of City-Owned Property as "Mountain Preserves" - This report requests that the Board recommend to the City Council that several properties the City has acquired through the use of PPPI funds be designated "Mountain Preserves" so that the protections afforded to preserve property will apply to those properties. This is a clean up of language on previous purchases that were intended to have the protection of preserve land.

Encanto Bus Stop - This report provides information on a request from the Public Transit Department for dedicated sidewalk easement at Encanto Golf Course for a new bus stop that will be enhanced with shade.

Responsible Department

This item is submitted by Deputy City Manager Deanna Jonovich and the Parks and Recreation Department.