2017-2018 Self-Assessment Plan

Little Dixie Community Action Agency, Inc.
Head Start, Early Head Start, Early Head Start – Child Care

A plan for the evaluation of the program's progress toward meeting goals, compliance with regulatory requirements, and the effectiveness of professional development and family engagement systems in promoting school readiness.
I. Introduction
Program Description

Little Dixie Community Action Agency, Inc. (Head Start, Early Head Start, Early Head Start – Child Care) is a long standing program, operating since Head Start’s inception in 1965. All three programs are center based and geographically dispersed throughout Choctaw, Pushmataha and McCurtain Counties in twenty-three facilities including Little Dixie CAA owned facilities, leased facilities, public school campuses and private day cares. Little Dixie has 29 Head Start classrooms, 8 Early Head Start classrooms and 33 Early Head Start – Child Care pods. The program is funded to serve 429 Head Start children, 48 Early Head Start children and 132 Early Head Start – Child Care children.

Context for Self-Assessment

1. Little Dixie Head Start/EHS/EHS-CC conducts a self-assessment once annually in accordance with Head Start Performance Standard 1302.102(b)(2). The annual Self-Assessment occurs between April and June in order to ensure timely completion of the Self-Assessment and development of the Program Improvement Plan, which is submitted to the Policy Council, Governing Board and ultimately the HHS Program Specialist. The process relies largely on program data to complete an evaluation of the program’s progress toward meeting goals, compliance with regulatory requirements, and the effectiveness of professional development and family engagement systems in promoting school readiness. As a result, a full set of program year data is not available for the current program term; however, program data from the previous year will be used in conjunction with current program year data in order to ensure a full set of data is reviewed.

2. The Self-Assessment Planning team, comprised of the Management Team, organized and facilitated the 2017-2018 Self-Assessment. The 2017-2018 Self-Assessment Plan was approved by the Policy Council on April 17, 2018 and the Governing Board on May 8, 2018. The Self-Assessment team was comprised of management, staff, Policy Council representatives, parents, and external community members with demonstrated abilities in data analysis and collaborative inquiry.
3. The topics selected for the 2017-2018 Self-Assessment were in alignment with the requirements of Head Start Performance Standard 1302.102(b)(2) and best practices provided by the National Center on Program Management and Fiscal Operations for areas to focus on that will ensure an effective Self-Assessment process.

4. Summaries of Ongoing Monitoring results from each service area, progress on the program’s five year goals and objectives, child assessment data, family engagement data, professional development data, and various other sources of data were used as data sources to identify program strengths, recommendations, and discoveries within the pre-determined focus areas.

II. Methodology
The Self-Assessment took place in five phases, with an additional pre and post phase.

Pre-Phase – Review of Program Data: (April 2, 2018 – April 16, 2018)
The pre-phase consisted of review of monitoring results, progress on program goals and objectives, and other program data to identify focus areas for the Self-Assessment team to analyze, dialogue, and provide recommendations for program improvement. During the pre-phase, the Self-Assessment Planning Team reviewed ongoing monitoring compliance reports to identify areas of strength and discoveries and made recommendations for topics for the Self-Assessment focus areas. Based on review of the Ongoing Monitoring Results, Program Information Reports, and other relevant program data, four focus areas were chosen by the Self-Assessment Planning Team as the focus:

1. School Readiness
2. Health Services
3. Family & Community Engagement
4. Management Systems

Phase 1 - Design the Process: (April 17, 2018 – May 8, 2018)
During Phase 1, the Policy Council reviewed and approved the Self-Assessment Plan on April 17, 2018 and the Governing Board reviewed and approved the plan on May 8, 2018.

During this phase, team members were selected to participate on specific areas of the Self-Assessment team based on their area of expertise and ability to analyze data. The team’s composition included key management and center staff, Policy Council representatives, as well as, information from community partners.

Phase 2 - Engage the Team: (May 9, 2018)
On May 9, 2018 during Phase 2, the Self-Assessment Team was oriented to the Self-Assessment Plan, review of program structure, services provided, self-assessment process and focus areas to be reviewed.
Phase 3 - Analyze & Dialogue: (May 10, 2018 – May 28, 2018)
During Phase 3, the Self-Assessment Team was divided into sub-groups and assigned a focus area topic. Each sub-group was assigned a team leader who was responsible for obtaining any necessary data from the data facilitator and keeping the team focused and on track. The sub-groups organized work sessions to review, discuss and analyze program data, and determine any other data needed in order to generate discoveries. Each sub-group was responsible for reviewing data within their assigned focus area.

Phase 4 required each sub-group to develop recommendations based on their discoveries. Each sub-group developed their team’s Summary of Discoveries and Recommendations. During the development of the Summary of Discoveries and Recommendations, each sub-group was instructed to think about whether the recommendation would help the program achieve progress toward a goal, mitigate a potential systemic issue, and/or pose as an innovation the program may want to consider.

Phase 5 - Prepare the Report: (June 25, 2018 – July 17, 2018)
On June 25, 2018 during Phase 5, the Sub-groups also met with the Self-Assessment Team to debrief the whole team on their discoveries and recommendations. The draft of the Self-Assessment was drafted, which included a compilation of the discoveries and recommendations from each sub-group. The Self-Assessment team reviewed the draft for content and understanding of discoveries. A final Self-Assessment report was written which includes strengths, discoveries and recommendations within one or more of the focus areas, areas for improvement to address potential risks to compliance, opportunities to enhance management systems and ensure progress toward program goals and objectives.

The final Self-Assessment report will be presented to the Policy Council on July 17, 2018 and the Governing Board on July 10, 2018 for their review and approval.

Post-Phase - Program Planning: (July 18, 2018 – August 21, 2018)
During the Post Phase, the Management Team will develop the program improvement plan.

During this post-phase, the annual planning process begins, which includes the review of recommendations from the Self-Assessment team in order to guide programmatic decisions in support of continuous quality improvement and the development of the Program Improvement Plan. All objectives and strategies developed during this process will be implemented and completed in a timely manner. Management, staff, Policy Council members and Governing Board members will also review and discuss long-term goals and short-term objectives to determine if revisions are necessary.
KEY INSIGHTS

Discoveries made by the Self-Assessment team highlighted program strengths and discoveries to demonstrate progress toward goals and objectives. Further analysis of these discoveries identified recommendations to enhance service delivery.

Program Strengths

The Self-Assessment team identified the following program strengths based on the four focus areas reviewed:

School Readiness:
Staff have participated in CLASS training during roundtables and In-Service. Teaching staff will become more familiar with CLASS strategies as they are implemented through the integration of Creative Curriculum for Preschool and Infant/Toddler.

2017/2018 Outcomes showed growth in all areas in meeting and exceeding expectations for all domains as outlined by the Head Start Early Learning Outcomes Framework Ages Birth to Five.

Health Services:
Children maintain an up to date immunization records.

Dental care practices are very effective for the tri-county area.

Fewer children are receiving dental work due to preventive dental care and oral hygiene at centers.

Head Start and Early Head Start exceed IEP/IFSP requirements.

There is strong cooperation between Sooner Start and Head Start Staff.

Collaboration between Public Schools and Head Start staff is strong.

Family & Community Engagement:
According to FPA tracking, 70% of the Family Advocates were averaging greater than 85% of families with open, ongoing goals.

After the February In-Service, some centers established competition amongst themselves to encourage parent/volunteer participation with reading in the classroom.

The centers have had a steady number of participants for Dad’s Day during the 2017-2018 school year with greater numbers during the holiday months – Oct., Nov., Dec., Feb., and March.

Management Systems:
There is a committed and dedicated management team to support the programs.
There is a multitude of data collected and tracked throughout the programs.

Little Dixie has 14 teachers who are Early Childhood State Certified teachers.

Little Dixie exceeded the duration hour requirements for 2017-2018.

Little Dixie has successfully implemented two-generation approaches through the Rural IMPACT program.

**Discoveries & Recommendations**

The Self-Assessment team identified the following discoveries and recommendations based on the four focus areas reviewed:

**School Readiness:**

*Discovery:* Results from CLASS data indicates opportunities for improvement in emotional support, classroom organization, and instructional support thus increasing CLASS scores.

*Recommendation:* Add exemplary CLASS videos to mentor coach toolbox at In-Service and roundtables. In addition, full implementation of Creative Curriculum will assist teaching staff in understanding the correlation between the utilization of the curriculum and CLASS domains as outlined in the discovery.

*Discovery:* Language and Literacy has had an overall increase within outcome data. The areas of social-emotional, cognitive and math domains are areas for consideration to strengthen child outcomes and support learning of young children.

*Recommendations:*

- Continue services implemented within Language and Literacy with consideration of reinstating ELQUA.
- Present math activities at In-Service to help foster a deeper understanding of math concepts for young children.
- Introduce Behavior Tier Plan to teaching staff in an effort to link self-regulation, social emotional well-being, positive behaviors, and interactions in a variety of situations and everyday routines.

**Health Services:**

*Discovery:* Additional communication with parents at enrollment for Head Start health requirements is needed as well as an in-depth screening between the ERSEA Specialist and Health Specialist when a child applies to the program.

*Recommendation:* The ERSEA Specialist will communicate with the Health Specialist to send out physical and dental forms to parents that are about to enter the programs. This will be mailed out with the acceptance letter. The Importance of Well Child Exams and Physicals will be added to the Parent Handbook, it will become another talking point and opportunity for teaching staff to
reach out and remind parents on the importance of Health Requirements. Detailed training at an In-Service on the importance of Well Child Exams and Physicals will be conducted. Family Advocates will share tracking information with the teacher and Health Specialist through Child Plus as Needed.

Discovery:   Family Advocates and center staff need further training on disability/mental health procedures.

Recommendation:   The Disabilities/Mental Health Specialist will conduct an in-depth training at In-Service training over child screenings with Family Advocates and center staff. Family Advocates and center staff will be trained on the importance of child screenings and the importance of follow-up on said child. The Disabilities/Mental Health Specialist conducted training with Early Head Start and Early Head Start-Child Care staff to update them on the disability/mental health procedures.   Head Start will receive this training at an upcoming In-Service training.

Discovery:   Parents sign permission for referral and do not follow up with the outside agency such as “Sooner Start” for assessment or evaluations for Early Head Start and Early Head Start-Child Care.

Recommendation:   Family Advocates and teachers will discuss concerns and possible referrals while Family Advocate is present at center. Parents will be encouraged to a related goal with the Family Advocate. Family Advocates will talk to each parent about the rewards of their child receiving a special service if needed in order to be more prepared for the next learning environment.

Family & Community Engagement:
Discovery:   Data analysis showed a gap in services during some Family Advocate staff vacancies.

Recommendation:   A plan of action designating appropriate staff needs to be developed during a staffing vacancy to ensure the family partnership process is fully carried out.

Discovery:   According to the Parent Ready to Read Tracking and Volunteer Logs, some teachers were not documenting on the Parent Ready to Ready Calendar for all volunteers and some centers were not participating and/or recording their participation.

Recommendation:   Teachers and caregivers will keep volunteer logs and PRR Calendars together so all volunteers can sign both forms. Teachers and caregivers will have a PRR sign up every month. Throughout the year, the Family and Community Engagement Specialist will encourage centers to ask parents and any volunteers for participation. The Family and Community Engagement Specialist will also contact public schools to encourage participation in the ‘Book Buddy’ program.

Discovery:   The program’s goal is to encourage male parents/family members to be active within the classroom and with their child’s education. According to Dad’s Day total attendance, some centers had no participation at some point during the 2017-2018 school year.
Recommendation: In order to increase numbers of participants, Family Advocates and the Family and Community Engagement Specialist will make a “good effort” award to present to the center with the highest number of Dad’s Day participants monthly. The winning centers will be given public recognition at trainings and on the Little Dixie HS/EHS/EHS-CC Facebook page.

Management Systems:
Discovery: Meeting EHS-CC in-kind requirements is a challenge.

Recommendation: Using the existing In-Kind Tracking sheet, ensure the EHS-CC in-kind requirement is obtained monthly.

Discovery: There is sometimes a limited number of quality applicants in employment pool.

Recommendation: Research opportunities to share job openings with all staff throughout the agency; possibly through an “all staff” email to encourage sharing throughout the communities.

Discovery: Some centers with multiple classrooms would benefit from on-site supervisors. Head Start Family Advocates have a higher than average caseload.

Recommendation: Hire a Site Supervisor/Family Advocate for Horace Mann and Idabel to provide on-site supervision and lower the Family Advocate caseload.

Discovery: Facility Checks indicated repair needed for impact surfacing on playgrounds that could present safety concerns for children in the future.

Recommendation: Application was made for One-Time Funds and we have received informal approval. After formal approval, pour-in-place surfacing will be poured at specific locations.
ATTESTATION OF COMPLIANCE

I, James C. Shaw, hereby attest that, as an Attorney and Shareholder with Hall Estill, an Oklahoma-based full service law firm, I have fully reviewed the By-Laws of Little Dixie Community Action Agency, Inc. ("LDCAA") in accordance with Community Services Block Grant Organizational Standards – Category 5, Standard 5.3. Further, I reviewed the Amended By-Laws of LDCAA, Inc. to ensure adherence to applicable Federal and State laws during the months of May and June, 2018, and as such, the agency is in compliance with Organizational Standard 5.3, being that the review took place within the last five years.

During my review of the Amended By-Laws, I corresponded with the agency’s Executive Director, Rebecca Reynolds, and its Senior Program Planner, Kathy James. Ms. James informed me of the following: the Amended By-Laws and Procedures for Democratic Selection of Low-Income Representatives Addendum were approved by the Board of Directors on December 6, 2016. Previously, CAPLAW had provided a copy of the By-Laws with suggestions for changes to better comply with CSBG Organizational Standards, including the creation of an Addendum to specifically detail procedures documenting the democratic selection process for low-income representatives (Standard 5.2). These suggestions and changes were reviewed and incorporated into the Amended By-Laws, which I then reviewed for compliance with applicable State and Federal law in October 2016.

During the months of May and June, 2018, I reviewed the proposed Amended By-Laws in its entirety to ensure the Amended By-Laws complied with all applicable Oklahoma laws (i.e., Open Records Act, Open Meeting Act, not-for-profit incorporation, etc.) as well as Federal laws (Community Services Block Grant Act). I corresponded with Ms. Reynolds and Ms. James to gain input and provide suggestions for changes in certain sections of the Amended By-Laws. I then held a teleconference with Ms. James on June 4, 2018 to discuss additional proposed changes and finalize such changes.

As a result of the CSBG Monitoring Visit and issuing of advice that terms of Directors must be for a period of three (3) years, LDCAA is proposing to amend its Amended By-Laws in order (i) to make it clear that Directors are to serve for a term of three years and that there is no limit on the number of three-year terms that a Director may serve, (ii) to specify which Director is to preside at a meeting of the Board when both the Chairman and Vice-Chairman are unable to serve, and (iii) to state more accurately that a quorum for a meeting of the Board of Directors or a Committee of the Board shall be more than 50% of the current membership of the Board or said Committee.

The Amended By-Laws, with the additional proposed amendments incorporated therein, comply with the Laws of the State of Oklahoma.

Signed,

[Signature]

James C. Shaw, Shareholder
Hall Estill Attorneys at Law
June 4, 2018
LITTLE DIXIE COMMUNITY ACTION AGENCY, INC.
AMENDED BY-LAWS

ARTICLE I
Name
The name of this Corporation is LITTLE DIXIE COMMUNITY ACTION AGENCY, INC.

ARTICLE II
Place of Business
The principal office for the Corporation shall be located in Hugo, Oklahoma at 209 N. 4th Street.

ARTICLE III
Purpose
The principal purposes for which this Corporation is formed within Oklahoma arc:
To assist, for charitable purposes, in developing, executing and coordinating plans and programs authorized under the Economic Opportunity Act of 1964 and subsequent amendments which may be made to that Act, and other legislation affecting the Corporation including, but not limited to, Community Services Block Grant, which activities extend to include other federal, state and local laws, programs and activities and shall include (1) efforts to alleviate and eradicate poverty; (2) planning and the initiation of community development; (3) various efforts in housing-related activities, including assistance and development of affordable housing, housing and loan packaging and counseling, housing rehabilitation and other areas; (4) assisting in the planning, initiation, and operation of economic development that lessens the burdens of state and local governments; (5) aiding in the planning, initiation and operation of other educational activities, including early childhood development, and social and civic purposes for the betterment of communities; and (6) aiding, planning, initiating, and operation of health related activities.

ARTICLE IV
Membership
Section 1. Inasmuch as this Corporation is formed solely for the general welfare of the people of Choctaw, McCurtain, and Pushmataha Counties, the State of Oklahoma and the United States of America, and as such is organized on a non-stock, non-profit basis with no stockholders as such, the entire management and operation of the Corporation shall be vested in a Board of Directors which shall be its members. The Board of Directors of the Corporation shall consist of twenty-seven (27) members, the composition of which must be one-third representatives of the public sector, one-third representatives of the low-income community, and one-third representatives of the private sector.

a. Public Sector: One-third of the members of the Board shall be elected public officials currently holding office or their representatives. If, however, the number of elected officials reasonably available and willing to serve is less than one-third of the
memberships, appointed public officials may be counted in meeting the one-third requirement.

1. The term “elected public official” refers to a duly elected representative of a municipality, county, tribal government or State political subdivision.

2. The term “appointed public official” refers to employees of public agencies and members of boards and commissions established under State and/or local law who have responsibility and authority to determine and implement the policies of those agencies, boards or commissions.

3. An elected or appointed public official may designate another person to serve on the Board as their representative as long as the representative is entitled to act on behalf of the public official represented with regard to the business of the Board.

b. Low-Income Sector: One-third of the members of the Board shall be democratically selected representatives of low-income persons residing in the service area.

c. Private Sector: One-third of the members of the Board shall be officials or members of business, industry, labor, religious, welfare, education or other major groups and interests in the service area.

No current or former employee of Little Dixie Community Action Agency, Inc. may serve on the Board of Directors.

Section 2. Representation of the Public Sector
One-third of the Board shall be represented by the public sector. Such members shall be designated by the governing officials of the political jurisdiction, unless they are chosen to represent independent public agencies; in that event, those agencies should select their own representatives.

The term “public officials” includes those employees of agencies and members of Boards established under state or local law who have the responsibility and authority to decide and carry out the policies of the agencies or Boards. However, those public officials who are designated for representation on the governing Board, may, if they wish, choose representatives to serve on the Board in their place or in their absence. The representatives need not be public or elected officials themselves so long as they are entitled to speak and act for the officials who they represent in connection with the Board’s business.

If the elected officials of the political subdivisions or group of subdivisions are greater in number than one-third of the seats on the Board, the Board shall decide how the available seats shall be allotted among them. In this case, the Board shall devise a plan for equitable rotation.

The Board shall at all times strive to maintain equal representation of the three counties on the public sector of the Board. If for any reason there are not enough qualified public sector representatives able or willing to serve in any county, the Board may allow another county, or counties, to elect more than three representatives to the Board.

Section 3. Representation of the Low-Income Sector
One-third of the Board shall be made up of representatives of low-income individuals and families who reside in Little Dixie Community Action Agency’s service area. Three groups in each county served by the Corporation shall be designated Low-Income Entities for purposes of
representation on the Board. The designated Low-Income Entities are responsible for nominating individuals for election to the low-income sector of the Board.

Low-income sector representatives shall be elected in accordance with Little Dixie Community Action Agency’s Procedures for Democratic Selection of Low-Income Representatives, which is included as an Addendum to these By-Laws.

The Board shall at all times strive to maintain equal representation of the three counties on the low-income sector of the Board. If for any reason there are not enough qualified low-income representatives able or willing to serve in any county, the Board may allow another county, or counties, to elect more than three representatives to the Board.

In the event that a community organization or representative group of the low-income, including, but not limited to, the minority low-income, the elderly low-income or the rural low-income, feel themselves inadequately represented on the Board, they may petition for adequate representation on the Board by following the procedure hereinafter set out.

A low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the Board may submit a petition for representation to the Chairman who shall present the petition to the Directors at the next Board meeting. In the case of unincorporated organizations or interests, the petition must be signed by at least 25 individuals, unless the Chairman determines that it is appropriate to waive this requirement in a particular case. The petitioning individual or organization shall be given an opportunity to be heard at a meeting of the Board, upon such reasonable terms as the Directors shall determine. A written statement of the Board’s action on the petition shall be provided to the petitioning individual or group and a copy of the statement shall be sent to the appropriate government funding sources as required by law or procedure in effect from time to time. Should it decide to provide representation to the petitioning organization or interest, the Board shall take any actions necessary to provide that representation while ensuring that the Board’s composition meets the requirements of the federal Community Services Block Grant Act and any other applicable laws or regulations.

Section 4. Representation of the Private Sector
One-third of the Board shall be officials or members of business, industry, labor, religious, welfare, education or other major groups and interests in the service area.

The groups and interests in the private sector which will be entitled to be represented on the Board shall be selected by a majority of the Board in such a manner as to ensure that the Board is a continuing and effective mechanism to support the mission of the Corporation. After such groups and interests are selected by the Board, the representative groups and interests shall choose their respective representatives to serve on the Board.

The Board shall at all times strive to maintain equal representation of the three counties on the private sector of the Board. If for any reason there are not enough qualified private sector representatives able or willing to serve in any county, the Board may allow another county, or counties, to elect more than three representatives to the Board.
Section 5. Compensation/Distribution
No member of the Board shall receive any compensation or any distribution from the Corporation for services rendered as a Director. No member shall serve the Corporation in any other capacity and receive compensation from the Corporation for such services. However, members may receive reimbursement for expenses for transportation costs incurred as a result of attendance at Board or Board committee meetings and out of area travel. Travel reimbursement shall be in accordance with standardized government travel regulations.

Section 6. Each member of the Board of Directors selected to represent a specific service area within the community shall reside in the area which he/she represents.

Section 7. No person may sit on the Board who is an officer or an employee of an organization contracting to perform a component of the Corporation’s work. No employee of the Corporation may serve on the Board and no Federal employee may serve on the Board in a capacity that shall require him/her to act as an agent of or as an attorney for the Corporation in its dealings with any Federal agency.

Section 8. Each individual who serves on the Board must agree to support the objectives of the Economic Opportunity Act of 1964, as amended, the Consolidated Farm and Rural Development Act, as amended, the Housing Act of 1947, as amended, and other legislation affecting the Corporation including, but not limited to, Community Services Block Grant. All members of the Board of Directors and Committees shall be of good character.

ARTICLE V
Terms and Vacancies

Section 1. No individual shall be allowed to begin a term that may result in exceeding any of the limitations herein.

Section 2. Private Sector
There are no limitations on the number of years that a Director representing the Private Sector may serve on the Board. However, each term shall be for a period of three years. At the end of each three-year term of service on the Board, the Private Sector entity must re-appoint the outgoing representative to be re-seated or appoint a new representative to serve.

Section 3. Low-Income Sector
There are no limitations on the number of years that a Director representing the Low-Income Sector may serve on the Board. However, each term shall be for a period of three years. At the end of each three-year term of service on the Board, the Low-Income Entity will follow a democratic selection process to elect a representative. Through this process, the outgoing representative can be re-seated or a new representative elected to serve. The individual must be elected under the appropriate criteria before obtaining the seat and must not exceed the requirements set forth in the Addendum regarding Procedures for Democratic Selection of Low-Income Representatives.
Section 4. Public Sector
There are no specific time limitations for service on the Board by members representing the Public Sector, but each term shall be for a period of three years. A Public Sector representative may retain the seat for only the period of time that the individual retains the office which the Public Sector Representative represents on the Board. At the end of each three-year term of service on the Board, the appointing council, commission or other group must re-appoint the outgoing representative to be re-seated or appoint a new representative to serve.

Section 5. A vacancy on the Board is created (a) when a member has been notified of his/her official removal by action of the Board for cause, (b) when a member notifies the Board of his/her resignation, (c) when the designating officials remove a public official, (d) when a public official leaves office, or (e) when a member misses three consecutive regularly scheduled Board meetings. For the purposes of this Section 5, any regularly scheduled meeting shall be considered a meeting, whether or not a quorum was present.

Section 6. When the seat of a public official becomes vacant the Board shall request the current holder of the public office to serve or to designate a representative to fill the seat within forty-five (45) days of the vacancy. Every effort shall be made to fill the vacant seat within forty-five (45) days of the vacancy.

Section 7. When the seat of a representative of the low-income sector becomes vacant the designated organization shall hold an election within sixty (60) days to elect the person to fill the vacancy on the Board of Directors. Every effort shall be made to hold an election within sixty (60) days of the vacancy. The election procedure outlined in the Addendum regarding Procedures for Democratic Selection of Low-Income Representatives shall be followed to elect a new member as soon as reasonably possible.

Section 8. When the seat of a representative of a private sector group or interest becomes vacant the Board shall request the designated organization to fill the vacant seat within forty-five (45) days of the vacancy. Every effort shall be made to fill the seat within forty-five (45) days of the vacancy. In the event that organization does not fill the vacant seat within forty-five (45) days, the Board of Directors can, at its next meeting, select another organization to appoint a representative to the Board and the newly selected member shall serve for the unexpired term.

Section 9. From time to time, the Board may designate a new group and interest to have representation on the Board. Once selected, the representative groups and interests shall choose or elect their respective representatives to serve on the Board in accordance with these By-Laws. This procedure shall allow different organizations the opportunity to be represented.

ARTICLE VI
Meetings

Section 1. The Board shall have at least nine (9) meetings within twelve calendar months with at least six (6) of those meetings having a quorum. The required quorum shall be more than fifty percent (50%) of the current membership of the Board. The act of the majority of the Board Members present at a meeting at which a quorum is present shall be the act of the Board of Directors.
Section 2. The annual meeting shall be held in August each year at which the Board of Directors shall elect officers and Executive Committee members.

Section 3. The meetings shall be scheduled for the convenience of its members and the general public and shall be open to the public. All meetings shall be preceded by advance public notice specifying the time and place of each such meeting to be convened as well as the subject matter or matters to be considered at such meeting. All members of the Board shall be notified in writing of all meetings in sufficient time for them to receive the written notice at least five (5) days before the day of the meeting. Board meetings shall receive public announcement and comply with the Oklahoma Open Meeting Act. Minutes of the previous meeting and the agenda shall be distributed to all members before the next meeting and shall be made available to the public upon request.

Section 4. The Board of Directors may designate any place within Choctaw, McCurtain, and Pushmataha Counties for any meeting that is to be held. The Board of Directors shall determine the date, time, and location of the meetings for the following year by December 15th of each calendar year and shall file the same in writing with the County Clerk wherein the Corporation is headquartered.

Section 5. Special meetings of the Board may be called by the Chairman, Executive Committee, or on presentation to the Board Secretary of a petition requesting the same when said petition is signed by no less than twenty-five percent (25%) of the Board. Only matters appearing on the posted agenda may be considered at a special meeting. Notice of special meetings shall be given at least forty-eight (48) hours prior to the meeting. Oklahoma Open Meeting Act requirements shall be met concerning notice and agenda for both special and emergency meetings.

Section 6. Voting by proxy is not permitted at meetings of the Board of Directors or its Committees.

Section 7. No member of the Board may appoint an alternate to attend a meeting of the Board in place of such member.

Section 8. The proceedings of the Board shall be kept by the Board Secretary in the form of written minutes which shall be an official summary of the proceedings showing clearly those members present and absent, and shall maintain a sign-in sheet of attending Board Members. Further, the Board Secretary shall record all matters considered and all actions taken by the Corporation, and votes by members on each motion. The minutes of each meeting shall be open to public inspection and shall reflect the manner and time of notice required by the Oklahoma Open Meeting Act.

In the written minutes of an emergency meeting, the nature of the emergency and the proceedings occurring at such meeting, including reasons for declaring such emergency meeting, shall be included.

Section 9. All Board meetings shall be in compliance with the Oklahoma Open Meeting Act, 25 O.S. §301, et seq., as revised.
Section 10. Robert’s Rules of Order Revised shall govern at all meetings except when they conflict with these By-Laws.

ARTICLE VII
Code of Conduct

Section 1. A Code of Conduct shall be established to ensure the appropriate conduct by members of the Board. Such Code shall prohibit the promotion of or involvement in nepotism, conflict of interest, and discriminatory practices.

Section 2. Each member of the Board shall sign the Code of Conduct upon becoming a member of the Board and in each January thereafter.

ARTICLE VIII
Powers, Responsibilities, and Role of the Board

Section 1. The Corporation’s Board of Directors shall possess the following specific powers:
   a. Appointing an Executive Director;
   b. Evaluating the Executive Director annually;
   c. Determining the rules of procedures for the Board;
   d. Determining the policies under which the Board and Corporation shall operate;
   e. Determining within regulations and policies, the major fiscal, personnel, and program policies;
   f. Reviewing and approving programs and expenditures;
   g. Considering and approving all program proposals and budgets;
   h. Enforcing compliance with all conditions on grants;
   i. Determining overall program plans and priorities;
   j. Determining the use of all discretionary money;
   k. Compliance with the Oklahoma Open Meeting Act, 25 O.S. §301, et seq., as revised, and Oklahoma Open Records Act, 51 O.S. §24A.1, et seq.; and
   l. Compliance with the Code of Conduct.

Section 2. The role of the Board shall include but not be limited to:
   a. Being a catalyst for positive change in the community;
   b. Bringing the problems and needs of the community to the Board for discussion;
   c. Looking at options for solving some of the problems or fulfilling the needs of the community;
   d. Examining issues affecting the quality of life in the community;
   e. Raising money;
   f. Serving as an advocate for clients and being a catalyst for institutional change in institutions that serve them;
   g. Serving as a link between the Board of Directors and the people or groups represented;
   h. Serving as a good public relations advocate for the programs, projects, and activities of the Corporation;
   i. Recruiting volunteers and space for programs and activities; and
   j. Mobilizing resources for the entire community.
Section 3. Limitations of the Board
Individual Board Members do not have the authority to direct, coerce or in any way influence the actions of the Corporation's staff.

ARTICLE IX
Officers of the Board

Section 1. The officers of the Corporation shall consist of a Chairman, Vice-Chairman, Secretary, and Treasurer. The Board of Directors may, by majority vote, combine the offices of the Secretary and Treasurer.

Section 2. The said officers shall be elected from the membership of the Board of Directors at the annual meeting and shall serve one (1) year or until their successors are elected and qualified. Officers may be re-elected by majority vote but their successive term in one office shall not exceed three (3) years. If combined, the offices of Secretary and Treasurer shall be considered one office for calculation of time served.

Section 3. A vacancy in any office shall be filled promptly by majority vote of the Board either at a regular meeting or at a special meeting called for that purpose.

Section 4. The Chairman shall be the principal officer of the Corporation and, subject to the control of the Board of Directors, shall in general maintain an overview of the business of the Corporation. He/she shall preside at all meetings of the Board of Directors when he/she is present. He/she shall represent the Corporation and shall serve as ex-officio member of committees. In general, the Chairman shall perform all duties as may be described by the Board of Directors.

Section 5. The Vice-Chairman, in the absence of the Chairman or in the event of his or her inability or refusal to act, shall have all the powers of and be subject to all restrictions of the Chairman. The Vice-Chairman shall perform such other duties as from time to time may be assigned to him/her by the Chairman or by majority vote of the Board of Directors.

Section 6. The Secretary shall keep the Minutes of the Board of Directors and all Committees' meetings, be custodian of the records of the Corporation and of the Seal of the Corporation and see that the Seal of the Corporation is affixed to all documents requiring the Seal, the execution of which on behalf of the Corporation under its Seal is fully authorized, and in general perform all duties incident to the office of Secretary and other such duties as from time to time may be assigned to him/her by the Chairman or by majority vote of the Board of Directors. In the absence of the Chairman and Vice-Chairman during a Board of Directors meeting, the Secretary shall preside at such meeting.

Section 7. The Treasurer shall ensure all funds received by the Corporation are deposited into accounts of the Corporation or otherwise secured, receipts are given for money due and payable to the Corporation, and all such moneys are deposited in the name of the Corporation in such banks as selected by the Board of Directors, and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the Chairman or by majority vote of the Board of Directors. In the absence of the Chairman, Vice-
Chairman, and Secretary during a Board of Directors meeting, the Treasurer shall preside at such meeting.

Section 8. An officer may receive assistance from another individual in performing such duties, so long as the officer retains responsibility and reviews the records and documents prepared and distributed.

ARTICLE X
Executive Committee

Section 1. The Board shall annually elect an Executive Committee to transact routine and ordinary business between meetings of the full Board. The composition of this committee shall consist of seven members. The Committee shall be comprised of the elected officers of the Board of Directors; the remaining members shall consist of at least a representative from each sector (public, low-income, and private) elected by majority vote of the Board.

Section 2. The Executive Committee shall not take the place of a full Board meeting more than two (2) times during a twelve (12) month period.

Section 3. The quorum for the Executive Committee shall be more than fifty percent (50%) of the current membership of the committee.

Section 4. Any decision of the Executive Committee shall be discussed and may be ratified by a majority vote of the Board at the next Board meeting.

Section 5. In the event of an Executive Committee member’s resignation, inability to serve, or failure to serve, the majority of the Board shall elect a member to fill the vacancy at the Board’s next meeting.

ARTICLE XI
Other Committees

Section 1. At any Board meeting the Board may establish any committees it considers necessary for carrying on its business. Members of said committees shall be elected by majority vote of the Board. To the extent possible, the composition of these committees shall fairly reflect the composition of the full Board.

Section 2. The Board shall establish all standing committees. All standing and temporary chairman of committees shall be appointed by the Board Chairman. Standing committees shall exist until terminated by majority vote of the Board. A committee quorum vote shall be required for any official committee action. A quorum shall be more than fifty percent (50%) of the current membership of the committee. Each committee chairman shall report the actions of the committee to the Board of Directors.

Section 3. In addition to the standing committees, the Board may elect to establish policy advisory committees to advise the Board in various program areas.
ARTICLE XII  
Committee Restrictions

No committee of the Board shall have the authority to:
   a. adopt, amend or repeal the By-Laws or Articles of Incorporation;
   b. elect, appoint or remove Board Members or fill vacancies on the Board or on any of its committees; or
   c. approve a dissolution or merger of the Corporation or the sale of any or all of the Corporation’s assets.

ARTICLE XIII  
Executive Director and Staff

Section 1. The Board of Directors shall select and hire an Executive Director who shall be given the necessary authority and responsibility for the management of the Corporation, subject only to the policies and regulations enacted by the Board of Directors. A majority vote of the Board of Directors shall be required to appoint or to discharge the Executive Director.

The Executive Director shall be the Chief Executive Officer of the Corporation and shall:
   a. Serve at the pleasure of the Board of Directors;
   b. Faithfully carry out the policies and directives of said Board;
   c. Serve as liaison between the Board and various funding agencies;
   d. Advise and recommend policies and programs to the Board within the scope of the Corporation’s purposes;
   e. Keep the Board informed of activities both within and without the Corporation that affect the programs, purposes and business of the Corporation; and
   f. Develop proposals to various funding agencies to provide the means to carry out the Corporation’s purposes and shall negotiate same on behalf of the Board.

Section 2. In the event of a vacancy of the Executive Director, the Executive Committee of the Board of Directors shall convene to recommend an Executive Director for hiring. The Board Chairman shall appoint two (2) additional Board Members to serve on the Executive Committee only for this purpose, so that member representation on the Committee will be comprised of: three (3) from Choctaw County, three (3) from McCurtain County, and three (3) from Pushmataha County. After this Committee recommends an Executive Director for hiring, the Board of Directors shall then act upon said recommendation.

Section 3. The Executive Director shall employ such staff as may be needed to assist in the operations of the Corporation. All such staff employment shall be governed by established personnel policies as adopted from time to time by the Board of Directors. Salary schedules shall be established by the Board of Directors.
ARTICLE XIV
Fiscal Year of Corporation

The fiscal year of the Corporation is and shall remain as beginning on the first day of January and ending on the thirty-first day of December of each year.

ARTICLE XV
Contracts

Section 1. The Board of Directors may authorize any officer or officers, or agents to enter into any contract or execute and deliver any instrument in the name and on behalf of the Corporation and such authority may be general or confined to specific instances.

Section 2. Whenever the Corporation chooses to place the responsibility for planning, conducting or evaluating a component of its work or program with another organization, it shall formalize the relationship with that organization in a contract which states the specific responsibilities contracted and the conditions for performance.

ARTICLE XVI
Books and Records

The Corporation shall keep correct and complete books and records of account. All books and records shall be available for inspection by any member of the Board of Directors.

ARTICLE XVII
Dissolution of Corporation

Section 1. Dissolution of this Corporation shall be in compliance with the laws of the State of Oklahoma.

Section 2. Disposition of all property and assets of this Corporation shall be in accordance with regulations from the funding source and Corporation policy.

ARTICLE XVIII
Amendments

These By-Laws may be changed in part or in their entirety by a majority vote of the Board of Directors, present and voting, provided a quorum is present and provided notice of proposed change or changes shall have been mailed by the Secretary to each member of the Board of Directors not less than five (5) days prior to the meeting.

ARTICLE XIX
Seal

The Board of Directors has heretofore provided a Corporate Seal, which Seal shall be stamped or affixed to such documents as may be prescribed by law or custom or by the Board of Directors.
ARTICLE XX
Waiver of Notice

Whenever any notice is required, a waiver thereof in writing signed by the person or persons entitled to notice, whether before or after the time stated therein shall be deemed equivalent to the giving of such notice.

Adopted this 12th day of June, 2018 by a majority vote of the Board of Directors, present and voting, there being a quorum present and after having mailed the proposed amended By-Laws at least five (5) days prior to the meeting.

LITTLE DIXIE COMMUNITY ACTION AGENCY, INC.

BY:  
Brent Franks, Chairman

ATTEST:

William Smith, Secretary/Treasurer
LITTLE DIXIE COMMUNITY ACTION AGENCY, INC.

BY-LAWS ADDENDUM

PROCEDURES FOR DEMOCRATIC SELECTION OF LOW-INCOME REPRESENTATIVES

1. Little Dixie Community Action Agency, Inc. (LDCAA) serves Choctaw, McCurtain, and Pushmataha Counties. By resolution of the LDCAA Board of Directors (the Board), three groups in each county served by the agency shall be designated Low-Income Entities (LIEs) for purposes of representation on the Board. The designated LIEs are responsible for nominating individuals for election to the low-income sector of LDCAA’s Board. If the LIE is unable, for any reason, to nominate individuals for election to the low-income sector of the Board, then the LDCAA Board will designate a new entity as a replacement LIE.

2. Each county shall have three low-income representatives on the LDCAA Board. A low-income representative must reside in the county he/she represents. If for any reason there are not enough qualified low-income representatives able or willing to serve in any county, the Board may allow another county, or counties, to elect more than three representatives to the Board. The Board shall at all times strive to maintain equal representation of the three counties on the low-income sector of the Board.

3. When a seat in the low-income sector of the Board is up for election, the Board will send a letter (written or electronic) to the LIE in the county seeking nominations for the election. To foster maximum participation by low-income persons, LIEs should strive to nominate low-income individuals (e.g. low-income clients of organization, etc.). While every effort should be made to identify low-income individuals for nomination as representatives, LIEs will ensure those chosen are the best candidates to represent the low-income population fairly. There is no minimum or maximum number of nominations a LIE must make, but the Board will ask the LIE to submit at least two nominations for the voting ballot by a specified date. For reference, a sample letter to a LIE is attached to this document.

4. Once the deadline for nominations from the LIE has passed, the Board will place a notice in a newspaper that is distributed in the county holding the election. The notice will provide all relevant details for the election, including the voting times and location. The notice will explain that any individuals seeking to be placed on the ballot may do so by providing written notice to the appropriate LIE within a designated timeframe. For reference, a sample newspaper notice is attached to this document.

5. All of the nominees for a given county, including individuals nominated by the LIE and individuals who requested a nomination pursuant to #4 of these procedures, shall be placed on a ballot. Voting by ballot shall take place at the time, place, and manner described in the newspaper notice. The Board shall be responsible for designating the method by which the ballots will be distributed, collected, and returned to the Board.

6. Once the ballots have been returned to the Board, the Board will tally the results. The nominee with the highest number of votes will be submitted to the Board for final approval. As long as the nominee with the highest number of votes is qualified to sit on the Board (i.e., the nominee meets the residency requirement and does not have a prohibited conflict of interest) the Board shall seat the nominee on the low-income sector of the Board.
Exhibit A: Sample Letter to a Low-Income Entity

Date

Director
Low-Income Sector Entity
Address
City, State Zip Code

Dear Director,

As you are aware, the Low-Income Sector Entity has a designated seat on Little Dixie Community Action Agency’s Board of Directors. The Low-Income Sector Entity Board seat represents the low-income sector of our agency’s Board of Directors composition.

The current board seat is held by Current Representative’s Name and will expire on Date. To ensure compliance with Community Services Block Grant requirements and agency By-Laws, Little Dixie CAA is required to ensure that a democratic selection process is followed when selecting a representative. Therefore, we are requesting that the Low-Income Sector Entity hold an election to select a representative. While every effort should be made to identify a low-income individual for nomination as a representative, please ensure those chosen are the best candidates to represent the low-income population fairly. There is no minimum or maximum number of nominations, but we ask that the Low-Income Sector Entity submit at least two nominations by Date for the voting ballot.

The election for the LDCAA Board representative needs to be held in Month, Year. Please provide a date and time when the Low-Income Sector Entity will hold the election. A notice will be published in the Newspaper prior to the date of the election, in order to give any resident wishing to be considered as a candidate for election to the Board proper notice. This is pursuant to Little Dixie CAA’s By-Laws, which state that any person wishing to be considered for election to the Board shall be nominated and named a candidate by making written notification to the low-income entity holding the election.

If the Low-Income Sector Entity has any questions regarding this matter, or for further clarification on the procedure, please do not hesitate to contact Little Dixie CAA Executive Director Name at (580) 326-3351. Thank you for your assistance.

Sincerely,

Name, Board Chairman
Little Dixie Community Action Agency, Inc.
Exhibit B: Sample Newspaper Notice

Election Announcement

An election to decide low-income representation for the Little Dixie Community Action Agency, Inc. Board of Directors will be held from \( \text{___ a.m. to ___ p.m.} \) on \( \text{Date} \) at \( \text{Location} \) in \( \text{City or Town} \), Oklahoma.

Two local residents have been nominated to run for a seat representing \( \text{Low-Income Entity} \) in \( \text{City or Town} \), Oklahoma on Little Dixie CAA's Board of Directors. The nominees seeking election are \( \text{Candidate #1} \) and \( \text{Candidate #2} \).

Only low-income residents are eligible to vote in this election. Federal income guidelines will be posted at the election site. Any resident of said low-income service area who has reached the age of 18 years shall be eligible to be elected to the Little Dixie CAA Board of Directors. Any person wishing to be considered for election to the Board of Directors pursuant to the Little Dixie CAA By-Laws shall be nominated and named a candidate by making written notice to the \( \text{Low-Income Entity at Entity Address} \). The written notice must be received by \( \text{___ p.m. on Date} \).
Attestation of Review and Receipt
Little Dixie Community Action Agency, Inc. By-Laws

I, _____________________________, as a Board Member of Little Dixie Community Action Agency, Inc., do hereby attest that I have received a copy of the organization’s most By-Laws and Addendum, as were presented and approved during the June 12, 2018 Board Meeting. I have reviewed these By-Laws and Addendum accordingly.

______________________________  _______________________
Board Member Name               Date
Tickets Now Available!

Tickets can be purchased in advance at Little Dixie, 209 N. 4th or at our Homeownership Center, 500 East Rosewood, Hugo, OK.

Summer is Here!

Drawing will be for an Igloo Wheelie Cool Ice Chest filled with Summertime Goodies!

July is Home Energy Aid Month

Home Energy Aid Month

Raises awareness of the need for utility assistance. Little Dixie and PSO are working together to raise funds to provide emergency assistance for those who need help.

Little Dixie & PSO will be in the lobby of the Hugo Post office on August 1, 2018.

9:00 am—4:00 pm

Drawing at 4:00 pm

Little Dixie Community Action Agency
Little Dixie Community Action Agency, Inc.
Board of Directors Meeting
July 10, 2018

Y. Consideration, Discussion, and Vote on New Business (Not known about or which could not have been reasonably foreseen prior to time of posting the Agenda. Okla. Stat. Title 25 § 311)

New Business Proposed:

Approve Submission of 2018-2019 Transportation Waiver for LDCAA Head Start
Little Dixie Community Action Agency, Inc.

JUSTIFICATION FOR WAIVER

Little Dixie Community Action Agency, Inc. is requesting a waiver of both 45CFR 1303.71(d) Child Restraint Systems and 45CFR 1303.72(a)(4) Bus Monitors.

The Head Start program operates in three counties served by Little Dixie Community Action Agency, Inc. (Choctaw, McCurtain and Pushmataha Counties). The three counties have a total population of 58,764 people living in a 4,000 plus square mile area served by 26 separate rural school districts. The target area is located in extreme rural Oklahoma and is among the poorest in the nation. Choctaw County has 14,885 people, 4,274 families, and 1,844 children under 18 below poverty. Pushmataha County has 11,057 people, 3,247 families, and 1,128 children under 18 below poverty. McCurtain County has 32,822 people, 8,982 families, and 3,696 children under 18 below poverty. This is an indicator that transportation is one of many services needed by our parents.

Head Start is funded for 429 children within 29 classrooms. Currently our program has a partnership and contract with Little Dixie Transit to transport up to 90 Head Start children to and from class. Nine rural public schools in our three counties transport up to 140 Head Start children on approximately 40 rural bus routes with an average of 3 children per bus route. Therefore, approximately 53% of LDCAA Head Start children are transported by public schools and Transit.

At this time, the impact of the Head Start transportation regulations would force our public schools to discontinue transportation services for the up to 140 Head Start children as these services are not mandated by the state of Oklahoma.
1310.15(c)(1) Bus Monitors
Because of the rural nature of our program covering 4,000 square miles of service area, it is unrealistic to provide enhanced transportation services with bus monitors to our Head Start students. With 44 rural bus routes scattered throughout the public schools in our three counties, it would require considerable additional resources to meet this requirement. We are therefore requesting a waiver of this requirement so that we may continue to transport these children through public school routes that do not have these requirements.

1303.71(d) Child Restraint Systems
Not allowing children to be transported on public school buses without these requirements would most certainly disenfranchise many of our families who are the neediest of the needy and do not have the ability to get their children to and from the Head Start center. This would also pose significant safety risks for other children who, instead of being transported on a school bus, would be transported in private vehicles which have been shown in studies by the National Highway Transportation Safety Administration (NHTSA) to put children at greater risk. According to NHTSA – School Bus Crashworthiness Research Report, “American students are nearly eight times safer riding in a school bus than with their own parents and guardians in cars.” Buses differ greatly from passenger vehicles in that they are larger and therefore have a high ground clearance; they are heavier with less crash forces; and their structure provides for different crash force distribution. “The fatality rate for school buses is 0.2 fatalities per 100 million vehicle miles traveled compared to 1.5 fatalities per 100 million VMT for cars.” Between 1988 and 1997 there were 115 fatalities related to large school bus crashes, which indicates a low probability of fatal injuries. This record is in part due to large school buses being required to have compartmentalization. Compartmentalization requires that the interior of large school buses provide occupant protection so that children are protected without the need to buckle-up. They have energy absorbing seat back structures with padded seat backs and strong, closely spaced seats. Because of this, of the estimated 8,500 school bus injuries per
year, 86% were minor, 10% moderate, and 4% serious to critical. “Given that school buses are the safest way to and from school, even the smallest reduction in the number of bus riders could result in more children being killed or injured when using alternative forms of transportation.”

As outlined in ACF-IM-HS-06-05, waivers will not be granted in the following three circumstances:

1. A grantee transporting EHS children will not be given a waiver for the child restraint requirement. *Little Dixie EHS and EHS-CC does not transport any EHS or EHS-CC children and is not requesting a waiver from this requirement.*
2. A grantee transporting children in a vehicle other than a bus (i.e. a van) will not be given a waiver for the child restraint requirement. *Little Dixie Head Start does not transport children in a vehicle other than a bus.*
3. A grantee transporting Head Start children on a bus in which there are adult non-Head Start riders will not be granted a waiver for the monitor requirement. *Little Dixie Head Start does not transport children on a bus with adult non-Head Start riders.*

Therefore, we are requesting a waiver of both 45CFR 1303.71(d) Child Restraint Systems and 45CFR 1303.72(a)(4) Bus Monitors for all 429 Little Dixie Head Start children during field trips and for up to 230 Little Dixie Head Start children on a daily basis so these children may continue to receive transportation services.
HEAD START 45 CFR PART 1310- TRANSPORTATION WAIVER REQUEST
DATA COLLECTION FORM

Grant Number ___________ 06CH7099 ___________

Legal Name of Grantee ___________ Little Dixie Community Action Agency, Inc. ___________

Name, Title and Signature of Authorized Official Requesting Waiver

__________ Mrs. Rebecca Reynolds, Executive Director ___________

Phone Number (580) 326-7581

Fax Number (580) 326-7584

Email Address ___________ dgalyon@littledixie.org ___________

1. Number of Children Served

   Head Start __429__ Early Head Start __48__ Early Head Start – Child Care __132__

2. Number of Children Provided Transportation Services:

   Head Start __225__ Early Head Start __0__ Early Head Start – Child Care __0__

   a. Using Grantee Owned or Leased Vehicles __17__

   b. Through Grantee Contracted Transportation Services __85__

   c. Through Interagency Agreement, Memorandum of Understanding or Informal Agreement at No Cost to Grantee __140__

3. Proposed Number of Children Who Will be Covered by Waiver

   Head Start __429__ on Field Trips & __225__ Daily EHS __0__ EHS-CC __0__

4. Requesting Waiver Of:

   __X__ Child safety restraint systems requirement (45CFR 1303.71(d))

   __X__ Bus monitor requirement (45CFR 1303.72(a)(4))
5. Waiver Request Applies to the Following:

    X    Grantee       ____ Delegate(s) (please list)

6. Grantee's Justification for Requesting a Waiver (attach no more than 5 pages).

    Please explain fully as each request will be considered separately and waivers will not
    receive automatic approval.

    If requesting waivers of both 45CFR1303.71(d), child safety restraint systems
    requirement, and 45CFR 1303.72(a)(4), bus monitor requirement, you must provide
    justification for each requirement.

    Each waiver approved will be effective for a period not to exceed 12 months (one
    year).