

# College Station Independent School District

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*Success...each life...each day...each hour*



## MEMORANDUM

To: Mike Martindale, Superintendent *mm*  
From: Dr. Penny Tramel, Chief Academic Officer *P. T.*  
Date: February 11, 2021  
Subject: Approval of Birth-to-Five Head Start Grant Submission, Eligibility  
Criteria, and Budget  
Agenda Item: H-1.

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## BACKGROUND

The Birth-to-Five Head Start Policy Council approved the Birth-to-Five Head Start Continuation Grant and the updated Eligibility Criteria for program acceptance at the February 9, 2021 Policy Council meeting. The Policy Council and the Governing Body (Board of Trustees) have to approve the submission of the continuation of our grant each year. As part of the grant, an updated budget also has to be submitted. The updated eligibility criteria was approved for the birth to three year old children (Early Head Start) and for the three to four year old children (Head Start). Applications will be distributed this spring and returned to the Head Start Office. Each child's application is ranked according to Eligibility Ranking Criteria to establish a level of need for program services. The attached ranking sheets are used to determine the final number of points for each applicant.

## RECOMMENDATION

It is recommended that the CSISD Board of Trustees approve the 2021 grant continuation submission, eligibility criteria ranking forms, and budget for the College Station Independent School District Birth-to-Five Head Start Program. A signature page will be provided at the meeting for the approval of this request.