

General Information

- We have received notification that our ERSEA review was conducted with no findings.
- We have also received notification that our CLASS scores were not in the lower 10%.

Domain(s)	Lowest 10%	Median 50%	Our Score (%)	Highest 10%
Emotional Support	5.5952	6.04	5.9922	6.35
Classroom Organization	5.2500	5.76	5.8385	6.15
Instructional Support	2.2222	2.74	2.7083	3.53

Early Childhood Development

Education

- Coaching observations continue and meeting weekly with coaching staff to reflect
- Assisted classrooms in making the environment more developmentally appropriate for the age of the children enrolled.
- Completed CLASS observations in assigned rooms
- Meeting with Janette McCord and Coaching team to update and review. Janette showed a video called- Moving Right Along: Using Practice-Based Coaching to Support Classroom Transitions
- Attended 2 day NYSAEYC Annual Conference
- Collaborated with Chris Scott on Family and Community Initiative, The Same Book and to distribute.
- Attended NYSAEYC Conference 2017 for personal professional development goals.

Health

- Received \$2500 from a presentation made at Locked Martin Federated Fund Board for the Pregnancy Care Luncheon.
- In process of updating health policies.
- Evidenced based hearing and vision screening research completed. New screening tools identified. The Assistant Health Coordinator to present at Fayetteville Manlius Lyons club seeking donation for vision screening equipment on April 19th.
- New Assistant Health Coordinator has visited all sites.
- Safe kids meeting planning helmet give away at Raymour and Flanagans on 4/8. All HS children invited.

Mental Health

- Spoke to SS about Conscious Discipline (CD) and how MH will continue to support sites. Discussed the transition of MHC's and what can be expected during this time. Discussed monthly CD book study and how it will be suspended for the time being until an additional MHC is hired.
- Continue to create summary reviews of each CD chapter to assist sites while they adopt the philosophy of CD. The review packet is meant to begin a conversation about CD and encourage site staff to read and utilize the tools and strategies being offered through this comprehensive program.
- 3 alerts were directed to MH this month

Disabilities

- The Disabilities and Transition Coordinator(s) held two different workshops this month regarding transition and children with disabilities. March 8th was for parents and March 24th was for staff. Maria Gill from the Early Childhood Direction Center was the facilitator for the meetings. We had three parents show up on the

8th. Although small, it was beneficial for those that attended. We also received transition to kindergarten information for parents in Karen and Arabic. On the 24th, we had 10 staff members participate. It was a nice variety from family workers, to education staff and home base visitors. It was a beneficial discussion on how to assist children with disabilities and their families from preschool to kindergarten when they may or may not have a disability.

- Attended and phone conferenced in on several CPSE meetings for children. Due to our staff shortage, it can be difficult for teachers to be released to attend the meetings. It is important to represent Head Start at these meetings and keep an open line of communication between the CPSE chairpersons and Head Start.
- Worked with the Developmental Evaluation Center for them to observe one of our children who was evaluated and it was noted that he might be on the spectrum. With parental permission, the DEC staff observed the child and then were able to offer additional strategies and visual materials to assist this child in the classroom due to the lack of providers.
- Worked with ERSEA Committee on revising the selection criteria for our upcoming school year. It is always important to look at all areas when revising the selection criteria.
- Met with staff at Rockwell with Margret Ninno from DEC in helping them with some visual strategies for their classroom. The Disabilities Coordinator then followed up with an observation and was able to provide additional strategies and ideas to the staff to help with their classroom management. The Disabilities Coordinator also met with staff in a room at Merrick assisting them with strategies around a child who has disabilities.
- Attended the Preschool Coalition of Young Children with Special Needs meeting this month. Again, the main topic of concern was children with challenging behaviors and mental health services for young children in our county. Disabilities Coordinator shared with the group on Head Start works as a team with all component areas in trying to do what is best for all children.
- Attended a subcommittee meeting of the Coalition on collaboration of providers in daycare settings. It was at this meeting where there was much discussion about how special education agencies can collaborate more closely with preschools in an effort to make things more effective for the center and children as well as the therapists. A panel discussion meeting will take place in June to discuss this further.
- We currently have 148 children in HS entering as a preschooler with a disability and 38 who are in the referral process and 23 children in EHS who have a designated disability and 1 children who are referred to early intervention

Nutrition

- Nutrition Coordinator welcomed new nutrition student intern who will work on emergency food system details.
- Continued collaboration with Onondaga County Health Department on 'Sodium Reduction' plan.
- Covered at Merrick and Sumner site kitchens due to staff shortage as needed.
- Participated in interviews of candidates for open nutrition aid positions.
- Consulted with site managers, family workers and teachers in regard to any concerns about the food, menu, equipment and children with special dietary needs.
- Attended CRM training Part 2 on 3/3/17.
- Nutrition Program Specialist: Monitored and updated special diet menu, Try-Me Food School to Home Connection.
- Shopped for special diet items for Merrick Kitchen and nutrition activities.
- Addressed special diet concerns and assisted with Food Requests for special activities.
- Planned and prepared menu for review and facilitated Menu Planning meeting.
- Distributed meal survey to parents and staff.
- Attended ERSEA committee meetings.
- Met with PROMIS Data Quality Assistant to review Nutrition reports in PROMIS; including meal count reports, BMI reports, allergy reports.
- We are reviewing Nutrition Aid, Nutrition Assistant and Food Carrier job descriptions to make sure we are communicating information about the job details to candidates so that they understand the job requirements when they accept the position.

Program Operations

- Monthly SS meeting held on 3/22. Topics discussed were; regarding any communication with the SCSD concerning UPK should be forwarded to our Director. Discussed the possibility of all sites having a volunteer appreciation event or some way to honor their most consistent volunteers, Also, discussed all staff signing into buildings and the importance of always knowing who is in your building, including bringing back “meet and greet” sign in tables at Merrick and Sumner for the parents to ensure they are signing in and out. Discussed the latest inventory process and how to better this in the upcoming years. We also discussed classroom orders and the importance of taking an inventory of all classrooms, storage closets and basements before placing an order, and to keep track of new items as they are delivered to assist in the effectiveness of next year’s inventory. There was a discussion to follow- up from the previous Family and Community meeting. One of the concerns was inconsistency at sites in regards to children’s absenteeism. SS feel there are inconsistent messages given to FW’s and the fact that SS are never involved with the content of those meetings does not allow them to monitor F&C at their sites. The plan beginning next month will be to provide an agenda prior to the Family and Community meetings to the SS. The F&C Manager will also begin to attend monthly SS meetings to share pertinent information.
- OCFS Visits: None
- In regards to the four licenses not yet up to date, Associate Director has been in contact with the OCFS Regional Manager and local licensor, and all documents are submitted and ready for OCFS supervisor to process. Both new Site Supervisor(s) at James Street and Jordan have been approved.
- Vacancies:
 - Liverpool – 2 Teachers
 - Merrick – 2 EHS Teachers, 1 UPK Teacher, 1 EPK Teacher
 - Rockwell – 1 Teacher
 - St. Brigid’s – 1 EPK Teacher
 - Sumner – 2 UPK Teachers, 1 HS Teacher, 1 UPK Teacher Assistant, 1 HS Aide
- Non-scheduled closings:
 - All sites closed on 3/14 & 3/15
 - UUMC closed on 3/6, no heat
 - Liverpool closed on 3/20, no heat & 3/31 for staff conference
- Transportation: Self-transport days
 - Liverpool – 3/29 & 3/30
 - Merrick – 3/30
 - Rockwell – 3/13
 - St. Brigid’s – 3/28
 - Sumner – 3/20 & 3/28
- Children transported
 - 3/6 – 3/10 323
 - 3/13 – 3/17 325
 - 3/20 – 3/24 316
 - 3/27 – 3/31 320

Family and Community Services

- March enrollment for EHS was 100 % and for HS we are down 3 slots beyond 30 days.
- March attendance was 83.41% for EHS and 83.24% for HS. Illness is the main reason for absences, noncompliance, and transportation. Liverpool classroom 4 am is at 70 %, Manos classrooms are at 75%, 70%, and 75 %, Merrick 108 UPK is at 70%, Merrick 203 is at 76%, Rockwell AM is at 77%, Sumner 111 is at 77%, Sumner 112 is at 70% all for HS. For EHS Merrick 106 is at 76%. These are some of the stats for the lowest attended classrooms in March.
- Our data team received 17 referrals and 105 applications this month
- Re-enrollment sessions are almost complete for next program year

- The Partnership Coordinators position has been filled and the Transition Coordinator Position is now open and interviews have been scheduled
- The Partnership Coordinator met with the Director at Atonement to discuss enrollment and also met with the director at Elmcrest to introduce herself and to meet staff.

Trainings and Staff Development

- CPR/FA training held March 24th
- Two staff attending Breast Feeding workshop on March 20th
- Maternal Child Health Nurse completing Lactation Consultant training week of March 27th
- 3/3 PROMIS has made updates to the nutrition area and met with nutrition coordinator to discuss and show her how to run meal reports
- Three new family workers received training on 3/16 Documentation, Drop Summaries, and Attendance, 3/24 PFCE Outcomes, Needs Assessments, Engagements, FPA's and Services, 3/30 End of Month Reports
- 3/24 Kindergarten Transition workshop for children with disabilities was offered 10 staff attended
- 3/14- 3/16 Partnership coordinator and a family worker attended the Parent Committee training in New Orleans