



Head Start/Early Head Start Program Director's Report April 2017

General Information

- In process of scheduling Mathematica Policy Research (FACES) during the week of May 15 to interview and survey staff at our LaFayette and Jordan sites. They will also conduct classroom observations at these sites.

Early Childhood Development

Education

- Completed CLASS observations and shared with staff.
- Reviewed Potty Training policy & procedure for updates.
- Meeting with Janette McCord and Coaching team to update and review
- Assisted classrooms in making the environment more developmentally appropriate for the age of the children enrolled.
- CLASS observations in the toddler room at Elmcrest, Sumner, and Merrick
- Reviewed CLASS results with rooms at Merrick and Sumner.
- Attended a meeting with Janette McCord
- Attended a Child Development meeting and reviewed policies and procedures
- Delivered caterpillars to sites

Health

- Spring Chompers Dental program scheduled at Merrick, St Brigid's, Sumner and Rockwell in May.
- Hearing machines were recalibrated. Eight audiometers used for HS hearing screening passed but are old and will start to replace. Six OAE machines used for EHS hearing are up to date.
- New vision tool for HS nurses training scheduled for 5/8
- The Assistant Health Coordinator presented to Fayetteville Manlius Lyons club seeking donation for new vision screening equipment on April 19th. We are awaiting outcome.

Mental Health

- Participated in the Health Advisory committee meeting to discuss upcoming topics
- Attended home base monthly meeting
- Attended and participated in unsafe behavior case conferences
- Attended and participated in the children's mental health cluster meeting discussing refugees and the services available to support their transition.
- Attended MANOS monthly meeting to discuss follow and concerns the site may have
- Participated in interviews for the hiring of a new Assistant Mental Health Coordinator
- 7 alerts were directed to MH this month

Disabilities

- The Disabilities Coordinator attended a case conference on a child at that is exhibiting challenging behaviors who currently is receiving services. In addition, the Disabilities Coordinator attended this child's annual review to discuss that he needs a special class integrated setting placement for next year. At our follow-up meeting, more discussion was had on how to help the child and the classroom which included some staffing changes.
- Attended the monthly socialization at Children's Consortium. At this social, she was able to observe a child who the home visitor had questions and concerns on regarding speech. It was great to see the child

- OCFS visits: None
- 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
- Transportation:
 - Self-transport days
 - Baldwinsville – 4/10 through 4/13
 - Merrick – 4/28
 - Rockwell – 4/3 & 4/27
 - St. Brigid's – 4/24 through 4/28
- Children Transported
 - 4/3 – 4/7 295
 - 4/10 – 4/14 295
 - 4/17 – 4/21 spring break
 - 4/24 – 4/28 318

Family and Community Services

- April enrollment for HS and EHS was 100%
- Not all April attendance was complete as of this writing we were missing Atonement, Cab Horse, and Delaware. EHS was at 86% and HS was at 85.43 % without those centers
- Parent Engagement Coordinator attend Volunteer Appreciation events 4/12 St. Brigid's and 4/28 Merrick.
- All collaboration sites and day cares received caterpillars for the HS/EHS classrooms
- Family worker(s) at Delaware School and Atonement /Cab Horse have resigned their positions
- Hired a Transition /Parent Engagement Coordinator from internal candidates
- Held meeting to discuss family worker responsibilities, outline for parent meetings, and general expectations
- 4/10 Transition Meeting at Merrick to discuss EHS transitions
- 4/12 Meeting with Franklin School to discuss issues and concerns. It was discussed in detail the children that needed medical follow up and who has what responsibility. Follow up meeting is set for 5/15
- 4/25 Parent Engagement Coordinator and In-Kind Data Entry Clerk visited the Merrick site and classrooms

Trainings and Staff Development

- CPR/FA April 7th
- Parent Engagement Coordinator has attended several sites for parent meetings 4/7 Baldwinsville, 4/13 Merrick, 4.27 home based, 4/28 Liverpool.
- 4/7 Parent Engagement Coordinator did training with new family worker on Program Governance and policies and procedures for parent groups
- Parent Engagement Coordinator delivered MILK Day shirts and gave instructions to family workers on how to set up events for this day 4/27 Merrick and James St, 4/28 Rockwell
- 4/12 training on Family Engagement Outcomes and discuss how things were going.
- 4/28 Transition Coordinator met with Classroom Specialist at Merrick to go over in detail the transition packet forms and to discuss issues from last year
- 4/11-4/28 Family Services Coordinator provided training on home visit observation, rapport building, documentation of case notes and having her rewrite case notes already done in PROMIS, In-Kind, and watching simulations on ECLCK.
- 4/7 PROMIS training was provided to three staff

