



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

General Information

- Mathematica Policy Research (FACES) completed their study at LaFayette and Jordan sites.

Early Childhood Development

Education

- Meeting with Janette McCord and Coaching team to update and review
- Coaching observations at Sumner and Merrick
- Meeting weekly with coaching staff to reflect
- Assisted classrooms in making the environment more developmentally appropriate for the age of the children enrolled.
- Gave TSG training/technical assistance with a teacher in EHS.
- Collaboratively worked on reviewing/revising Policies and Procedures that will be presented to Policy Council.
- Attended interviews for the vacant Child Development Coach position

Health

- 5 clinics with Dr. Dasher for Spring Chompers Dental program at Merrick, St Brigid's, Sumner and Rockwell in May. Children from LaFayette, MANOS and Cab Horse also attended the clinics. Dr. Dasher examined approximately 120 children.
- Dr. Pellegrino, Audiologist and Director at the Gebbie Hearing Clinic has joined the Health Services Advisory Committee. Dr. Pellegrino provides guidance and recommendation for best practice hearing screening for EHS/HS Children.
- Douglas Russell from the Liverpool Lions Club has joined the Health Services Advisory Committee. Lions Club will provide free vision exams for children without insurance or if their insurance does not cover vision. They will also provide a free pair of glasses if needed for uninsured children. Lions will also pay for a second pair of glasses if needed for Medicaid children (if they lose or break their glasses)
- In addition a new partnership with Liverpool Lions Club for Vision Screening. Parent permission form will be signed at final registration. Lions Club uses a SPOT Vision Screener and will be coming into the schools to screen children; a schedule will be set this summer.
- Health Service Advisory Committee meeting 5/18, discussed new Performance Standards- evidence based screenings. In addition to new members Dr. Pellegrino and Douglas Russell, two parents Rosha Huntly and Jineen Emery have joined the committee. Program plan in place for screening in the new school year.
- Successful Regional Health cluster meeting 5/5. Health Staff from Oswego, Otsego, Monroe, Madison and Cortland attended. Group would like to meet every 4 months, next meeting planned for July 14th and will include nutrition staff.

Mental Health

- Attended and participated in case conferences
- Attended and participated in the children's mental health meeting and discussed NY Zero to Three conference as well as new provider list for children's mental health.
- Attended a children's coalition meeting and discussed the importance of children's mental health and the need for additional providers in the community. Discussed upcoming conferences and ways in which the children's mental health community can continue to provide support and referrals to the younger generation.
- Attended PEDAL's (Positive Emotional Development and Learning Skills) informational meeting that discussed how the tools and strategies that they developed can be a support in our classrooms.
- Provided DECA technical support to all sites

- 10 alerts were directed to MH this month

Disabilities

- The Disabilities Coordinator attended several annual review meetings for various children receiving services in our program in an effort to advocate for them to get a slot in a special class integrated setting in the fall next year, rather than attending our Head Start program. Many of these children were not as successful this program year with related services within the Head Start program and need more than what our program can offer them.
- Attended an unsafe behavior meeting for a child at Merrick and advocated for him to get into a special class integrated slot in the fall since he was only in an EPK classroom this program year. The hope is that this child will be more successful next year in a new placement with much more support for him.
- Completed several classroom observations in an EHS classroom and was able to try to provide the staff with some strategies since they do have several children with disabilities in that one classroom. She also was able to observe the kids to ensure that they will be appropriate for the Head Start classrooms if they are strategically placed next fall.
- Attended the monthly MANOS meeting that was held at Merrick this month. The meeting went well. There were just some questions regarding additional training for their staff on TSG and DECA, since the school district was also moving in that direction and when we were going to hire a Child Development Job Coach for them.
- Attended two socializations this month, one at St. Brigid's and other at the Zoo. As always, it is great to interact with families in a relaxed atmosphere and see the children and how they interact in different environments.
- Attended the Preschool Coalition of Young Children with Special Needs meeting this month. Once again, the main topic of concern was challenging behaviors and mental health issues in our community. Michael Gilbert was a speaker at this meeting. He runs a non-profit that assists children with mental health concerns.
- Attended a meeting put on by the Early Childhood Alliance on the Help Me Grow system that is used in Western New York. It was interesting to see what other counties are doing regarding screenings for children birth to five. Head Start is ahead of the game in all of since we are required to screen all children and we already do the follow up that is involved after screening results are obtained.
- We currently have 158 children in HS entering as a preschooler with a disability and 24 who are in the referral process and 24 children in EHS who have a designated disability and 8 children who are referred to early intervention

Nutrition

- Nutrition Coordinator monitored and assessed all sites for compliance, concerns and needs.
- Covered for staff shortage as needed at Merrick and Sumner site kitchens.
- Met with HS accountants and director to review CACFP checklist and plan for review. Collected infant feeding statements, logs, reviewed charts.
- Nutrition Program Specialist, monitored and updated special diet menu, Try-Me Food School to Home Connection. Also, 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.
- Collected and reviewed meal surveys from parents and staff.
- Preparing for upcoming staff training will address policies, procedures, performance.
 - New CACFP changes and requirements.
 - Documentation and retention of infant feeding statements, food and diaper logs.
 - Documentation of recipes, production records, portion sizes, food policy.

Program Operations

- Monthly meeting held with Site Supervisors on 5/18/17.
 - They were shown some of the new upcoming changes, and new features in PROMIS. Discussion regarding children coming in late. Some sites are more lenient about parents bringing in children late. As long as they are individualizing for each families circumstance and refraining from allowing families to take advantage, then they are following appropriate procedures.

- Update about the mandatory health and safety training. Some smaller sites have had all staff already complete it. Deadline is September 30th for all site supervisors and classroom employees. Certificates are being submitted to Associate Director.
- Discussed “person in charge” at the site in case of the site supervisor absence. Staff member does not have to make any major decisions, just know where site supervisor is and how they can be reached.
- Annual evaluations are due before staff leave in June. Site supervisors will be using the shorter version (much like the 90 day) for each employee to assist with accuracy, and time management.
- OCFS visits: None
- Vacancies:
 - LaFayette – Teacher Aide
 - Liverpool – Teacher Assistant
 - Merrick – 2 EHS Teachers, 1 EHS Teacher Aide 2 UPK Teachers, 2 HS Teacher Aides
 - St. Brigid’s – 1 3PK Teacher
 - Sumner – 1 UPK Teacher, 2 HS Teachers, 1 HS Teacher Aide
- Transportation: Self-transport days
 - James Street – 5/1, 5/10, 5/12
 - Liverpool – 5/8, 5/9
 - Merrick – 5/12, 5/18, 5/19, 5/24
- Children transported

5/1 – 5/5	326
5/8 – 5/12	325
5/15 – 5/19	329
5/22 – 5/26	323
5/29 – 6/2	319

Family and Community Services

- May enrollment was 100% for HS and EHS
- May attendance was 83% for HS and 81% for EHS. The reasons for this month were parental non-compliance, religious reasons, and health sickness.
- Congratulations to Baldwinsville, UUMC and Jordan for meeting their in-kind for April and Baldwinsville and Jordan for meeting their in-kind for May.
- Our program received 32 referrals and 133 applications
- Family workers from Jordan and Merrick resigned their position and the Intake position was vacated.
- On 5/25 Male Involvement luncheon had about 10 men and 1 grandmother attended
- Family workers completed a training survey for what they felt they needed for the 2017/18 program year. The F&C functional area will discuss and plan based on their requests
- 5/25 Meeting with Elmcrest to discuss enrollment and meeting contracted numbers
- 5/24 CPR/First Aid for policy council members
- Met with MANOS staff to discuss family workers role and detail how a day should look. There was a discussion of upcoming events and families.
- 5/10 Meeting with SCSD to discuss attendance and sites for next year
- Transition Coordinator set up visits to all Merrick classrooms. She participated in transition activities at LaFayette where the children visited Grimshaw Elementary and had lunch. Also read books on transition to children at St. Brigid’s.

Trainings and Staff Development

- CPR for Policy Council parents and HS staff. Two parents were able to attend.
- Two Data team members attended training in Reston, Va. at the Cleverex offices to become more proficient with our data system which is changing from Promis to MyHeadStart

