

General Information

- Planning taking place for the upcoming Head Start / Early Head Start Training week beginning February 17th

Early Childhood Development

Education

- Attended Learning Community at Lemoyne as part of the requirement for the Community Foundation Grant. Met with Frank Ridzi to discuss our progress on the grant. We will use the spreadsheet (TSG results for children now in Kindergarten) as well as a PROMIS report on how long children were in our program and a separate PROMIS report on their attendance will be used in a next step meeting with Frank. The hope is to generate useable data for program improvement and to compare to collaborating districts to compare with Kindergarten screening/assessments.
- Conducted file review (3 random files from each classroom) at Sumner, Rockwell, LaFayette and Baldwinsville. Site supervisors are responsible for sharing results with the classroom staff, ensure corrections are made (if applicable) and forward File review forms back after all appropriate signatures are collected and confirmed corrections are made.
- School Readiness Committee and community members to address ongoing attendance issues. Head Start is to collaborate with the Literacy Coalition for a Literacy Event, Footprints at the Zoo in March.
- Education coordinators met with Janette McCord, ECE to discuss Practice Based Coaching and future training.
- Conducted the 2nd round of CLASS Observations to compare and contrast against round one to see growth and improvement in teaching staff. Shared CLASS results with classroom team, site supervisor and classroom specialists. Goals were developed from these meetings.

Health

- Dental Program in process, currently at Merrick.
- Lead testing is in progress. Only site left for testing is Liverpool on 2/10/15
- PROMIS training for health coordinators on 1/8. PROMIS P12 has made adjustment so that immunization may be imputed as before. This allows health staff to make determination and input without inputting all immunization dates
- Health staff currently putting in immunization data in preparation for NYS Immunization survey due 3/5/15

Mental Health

- Attended Safety Committee meeting. Staff members who do home visiting shared their safety concerns and some ideas. Some ideas were: offer self-defense classes, go in pairs, use a PEACE marked vehicle, carry pepper spray, do not sit on cloth furniture (may have bugs). Housing said they will not do visits if the home has bed bugs, lice, etc. and tells people to call back when their house is free of bugs.
 - Attended a meeting at Children's Consortium to talk about their case load and updates or concerns about each one. MHC offered to meet to talk about use of the e-DECA. They are now using the ASQ-SE.
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- 7 alerts to MH this month, 5 Post-Partum visits

Disabilities

- The Disabilities Coordinator spent a lot of time checking for current IEP's at various sites this month. She advised site supervisors that if we were missing the IEP/IFSP's, that she would need a release signed by the

parents in order to obtain a current copy of the new IEP/IFSP. The Disabilities Coordinator is putting in a case note whenever she requests an IEP or IFSP from the school district or Early Intervention.

- Took part in training for both the intake workers as well as the new family workers. It is important that everyone understands the disabilities component area of EHS/HS since it involves the child and the family.
- Attended a Children's Consortium meeting in which all children on the case load were discussed at length. It served as a great way for everyone to be informed about the families we service at Children's Consortium. Family and Community, Health, Education, Disabilities and Mental Health were all represented at this meeting.
- The Disabilities Coordinator attended a meeting at MANOS regarding the Ukrainian family who has a child who is deaf. The parents, as well as a relative who could interpret and all of the Hear 2 Learn providers were present. It was very beneficial to go over the successes and concerns regarding the child's educational needs. Although, an opening at Sumner was available, since the family and providers feel the child needs to be in an English speaking environment, the parents opted to keep their child at MANOS due to how far Sumner was from their home. It was advised that the family go and look at St. Brigid's since it is closer to their home, in case an opening in the future should arise there.
- We currently have 95 children in HS entering as a preschooler with a disability and 71 who are in the referral process and 16 children in EHS who have a designated disability and 5 children that have been referred to early intervention.

Nutrition

- We are working to develop a plan to utilize donated foods for preparing and cooking meals with Head Start families at DeFrancisco family resource center. We will also provide nutrition and food safety education. Our Syracuse University intern, Erin Kelly, has been assisting.
- Participated in the Youth Wellness Committee made up of community leaders from Syracuse City School District, the YMCA, American Cancer Society and Onondaga
- County Health Department to explore and consider interventions and sustainable plans to address access to foods and physical activity opportunities for local youth and families.
- We have been fulfilling requests for classroom and parent nutrition education.
- Nutrition Program Specialist received training in identifying child sexual abuse from McMahon/Ryan Child Advocacy Center.
- Attended Intake Worker training on 1/28. Provided Intake Workers with talking points to discuss with families during intake, such as: food allergies/intolerances/special diets, infant feeding, breastfeeding friendly locations, CACFP, family style dining, nutrition education and activities (Try-Me program), and emergency food resources.
- Attended Merrick's movie night on 1/29. Provided fruit "slushies" and information on how to "re-think your drink."

Family and Community Services

- January enrollment was 100% for Head Start and Early Head Start
- January attendance was 77.57% for HS and 76.85% for EHS. The weather has certainly affected our attendance due to cold temperatures and late openings along with illness. There were some classrooms that had some of the lowest attendance percentages; EHS room 103 was at 66%, HS Merrick 102 UPK 60.5%, Merrick 202 am 68%, Merrick 204 am 57% Merrick 206 pm 65%, Merrick 211 UPK 65%, St Brigid's Rm 1 pm 72%, LaFayette A 70%.
- Functional Area meeting discussed reviewing files and process for getting results to site supervisors
- Family worker meeting covered transition activities and expectations for plans at sites
- Transition Specialist attended Merrick parent meeting to discuss the Kindergarten transition process
- 100 Transition packets were purchased to use with transition activities at sites
- Met with Sharon Barrett to discuss using social media pertaining to PEACE Inc. Transition / Parent Engagement Specialist will be posting on Facebook for the HS/EHS program
- The data team received 47 referrals and 80 applications

Program Development Management

- HOORAY! Our Liverpool site opened on 1/5/15.
- Site Supervisors attended a program operations meeting on 1/22. File review sheets were given and discussed how to make necessary corrections along with follow-up needed. The SS will keep a binder at their sites with the file review sheets with corrections & follow-up written on the back. SS also requested that the monthly report they complete has a space added for reporting any staff visitors conducting monitoring at their sites. This will be added beginning with the February monthly report. SS also requested the file sticker on the front have a space for enrollment and start date. Talked with Family & Community Manager to get these changed.
- Concerns discussed with many SS were the amount of time vacancies have been open and how difficult it has been to adequately cover classrooms. Associate Director shared with SS the many meetings with HR & Director & CD Manager to address the teacher qualifications. This is to be able to begin to offer more candidates the opportunity to interview with a variety of qualifications.
- SS attended a CD meeting on 1/28. Child Development Coordinator did a group activity to show how children engage with others. School Readiness & Quality Stars updates were shared as well.
- OCFS Visits:
 - Baldwinsville – 1/15/15 unscheduled. 1 minor violation that was corrected on site. Remove bin in front of door)
 - Liverpool – unscheduled. 1 minor violation corrected on site (Place stickers on glass panels)
 - St. Brigid's – 1/23/15 – unscheduled. No violations.

4 sites are up for licensing renewal this program year. Baldwinsville, Merrick, St. Brigid's & Sumner all have a license expiring on 4/30/15. Individual packets are currently being completed, inspections renewed, and licensing appointments being scheduled for April.

- Vacancies:
 - James Street – Teacher Assistant
 - LaFayette – Nutrition Aide
 - Liverpool – 2 Teacher Assistants, 1 Classroom Aide
 - Merrick – 1 HS Teacher, 1 HS Teacher Assistant
 - St. Brigid's – 1 UPK Teacher, 1 Teacher Assistant
 - Sumner – 1 UPK Teacher, 1 HS Teacher Assistant, 1 EHS Teacher
 - U'UMC – Classroom Aide
- Unscheduled Closings:
 - 1/5/15 – Liverpool (district closed)
 - 1/8/15 – all sites closed (weather)
 - 1/13/15 – No AM classes at all sites (weather) and James Street closed all day due to lack of heat.
 - 1/14/15 – No AM classes at all sites. Jordan and Rockwell closed all day. (weather)
 - Merrick was remodeling EHS classrooms and the following were closed in January;
 - Room 105 – 1/21 - 1/23.
 - Room 106 – 1/22 - 1/27.
 - Room 103 – 1/27- 1/28.**
- Transportation:
 - Children Self-transport due to driver absence.
 - Liverpool – 1/7
 - LaFayette – 1/14 & 1/15
 - Merrick – 1 run on 1/22, & 1 run on 1/26 & 1/27.
 - Sumner – 1/22.