



Head Start/Early Head Start Program Director's Report January 2016

General Information

- Entered into new partnership with Syracuse City School District to provide Expanded Pre-k (EPK) for 15 three year old children at Merrick.
- Various components of the Head Start program took part in presentations during the Board Retreat that was held on January 19.

Early Childhood Development

Education

- Conference call placed with teaching strategies gold, admin staff and OCC to discuss allowing OCC to purchase the on line tool at our price
- Home Base – Reformatted lesson plan, attended home visits to help staff identify strategies for educational planning, planning meeting for socialization, assisted two visitors with move to new office space, met to discuss decreasing head start home visiting numbers, assist with socializations
- Merrick EHS –observed in classrooms, technical assistance to EHS staff, train at staff meeting, implemented plan for maternity leave, met to discuss continuity of care plan for the building
- Jamesville – technical assistance provided regarding socialization
- Research and development of Same Book Parent and Teachers guides. This was done in collaboration with Family and Community to enhance literacy with our families and children.
- Head Start Early Learning Outcomes Framework crosswalk with Teaching Strategies Gold. This was developed to assist teachers in aligning objectives for children birth thru age five in our program.
- Child development file review conducted at Baldwinsville, LaFayette and Rockwell.

Health

- Dental program continues with dental hygienist completing cleaning at Merrick, Sumner and St. Brigid's.
- Onondaga County Lead Bureau completing lead testing at Merrick, Sumner, LaFayette and Rockwell.

Mental Health

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Disabilities

- The Disabilities Coordinator attended several CPSE meetings in January. Due to the shortage of providers currently in the county, she felt it necessary to attend meetings to not only support teachers and parents, but also to advocate for the children as well.
- Attended the CRM (Community Resiliency Model) training on January 8th, 22nd and 29th of this month. This model is not only effective for the families we service, but also it is effective to help one's own individual self. The Disabilities Coordinator hopes to pursue what she has learned further in hopes to have it be more effective for the children in the classrooms.
- Met with Margaret Ninno from the Developmental Evaluation Center and Lauren Harris, an Occupational Therapist from Hear-2-Learn to discuss many social stories that would be beneficial for children in our Head Start classrooms.
- Attended the Community Luncheon on January 28th and helped with a display to advertise the disabilities component area of comprehensive services in Head Start. She was able to give out a flyer with basic information on it that many of the participants took while at the luncheon.
- Meeting to pursue how to enter disabilities data into PROMIS. Provided sample reports from access database presently used in hopes Cleverex is able to create similar reports.

- We currently have 110 children in HS entering as a preschooler with a disability and 65 who are in the referral process and 9 children in EHS who have a designated disability and 4 children who were referred to early intervention
- We are low in numbers in EHS. Disabilities Coordinator has notified director and asked about a waiver.

Nutrition

- Our student nutrition intern, Emily Kratz has been planning and presenting nutrition education materials to children in the classroom and to parents at sites.
- Nutrition Coordinator resourced and provided staff with education and management strategies of an infant diagnosed with tracheomalacia who requires ongoing feeding/swallowing evaluation and input on care plan to prevent complicating risks including the potential for aspiration.
- Collaborated with family workers and teachers to plan nutrition education.
- Nutrition Program Specialist attended Community Resiliency Model (CRM) Training on Jan. 8th, 22nd & 29th. This training helps individuals understand their nervous system and learn to track sensations connected to their own wellbeing. The training discussed common reactions resulting from individual or communal traumas/stresses such as poverty, racism, military services and family violence. These skills are very useful for staff, not only for helping the families they serve but also for their own self-care.
- Provided information and support to the infant room at Merrick. Discussed the introduction of table foods to infants with classroom staff; including appropriate textures and consistencies.
- Participated in Community Luncheon at Sumner. Provided information to community partners about the nutrition component at HS/EHS.

Program Operations

- Child Development conducted a meeting with site supervisors on 1/20 and the main topic of discussion was the upcoming comprehensive services review. CD Manager printed some highlights of the protocol and asked SS to share with classroom staff. The intent is for staff to know ahead of time exactly what the reviewers will be looking at. Information for same book was shared by F&C Manager and was working with her staff to get books counted and out to sites. The kick-off was scheduled for the week of Feb 8th.
- Program Operations had a meeting on 1/28 and SS came up with the third Friday of the month for new staff orientation. They have committed to sending new staff every month and finding coverage no matter what for this to happen. Eight SS have been elected to attend the agency management training to begin in February. This is held monthly for six months and SS have been asked to share the information with their co-workers after each session.
- The office moves at Sumner is scheduled for February break. The family workers who have been in an office on the second floor away from other staff, children and families will now be in an office on the first floor. They will be more accessible to families on a daily basis. Also be more visible to staff. The SS finally has moved into a private office in back off the gym. This allows for confidential conversations and meetings that could not have happened in her previous office. The two new rooms constructed at Sumner in the gym are finally finished and in use. One serves as a staff lounge and the other a parent room.
- OCFS Visits
Jordan – 1/22/16 scheduled renewal visit
- Non-scheduled closings
1/13/16 all sites closed for inclement weather
- Vacancies
Staff as well as Coordinators and SS are feeling extremely frustrated and stressed at the number of vacancies and the length of time it takes to fill positions. Many staff have qualified for an increase due to a vacancy in their classroom for often times a few months.

Jamesville – Supervisor/home visitor out on medical leave.

Jordan – Teacher Assistant out on medical leave. CD Coordinator, Nut. Coor. and Ass. Dir. have filled in at the site in the absence of the third person.

Liverpool – Floater on maternity leave and Aide position vacant

Merrick – 2 EHS Teachers, 1 HS Teacher, 1 EHS Teacher on maternity leave, 1 HS TA on medical leave, and 1 aide out on FMLA.

St. Brigid's – HS Teacher and Family Worker

Sumner – 1 Teacher Aide

- Transportation

Self-transport – James Street – 2 days

Children transported

1/4/16 – 1/8/16 313

1/11 – 1/15 312

1/18 -1/22 316

1/25 – 1/29 315

Family and Community Services

- January enrollment for HS and EHS was 100%
- January attendance was 83% for EHS and 81% for HS. We have had illness with scabies and intestinal virus, the Onondaga Nation is holding Longhouse ceremonies, and transportation
- 1/22 Data Specialist attended Agency Tech Committee- encryption is coming to all agency laptops, new antivirus software soon, copiers were discussed, USB drive policy
- The Data team received 59 referrals and 40 applications
- 1/28 Enrollment Luncheon was attended by 20 community partners that refer to HS/EHS, guest speaker Lee Livermore, from Upstate Hospital and a member of our Health Advisory Committee spoke about personal mastery and how to better serve our community. We presented on comprehensive services
- Re enrollment meetings have been scheduled for all sites

Trainings and Staff Development

- CPR/First Aid class for Parents at Merrick had eight parents attend and CPR/First Aid for staff with eight in attendance.
- Health staff received training on performance standards and parent engagement.
- NCQTL, Teacher Talk Suite, at Merrick for all staff. This whole group training was requested by Site Supervisor to meet the needs of the site at the time to increase positive climate in classrooms.
- 1/28 Data met with Disabilities Coordinator about customizing PROMIS report
- 1/6 training with Andrea Bernard, 1/15 MANOS staff was trained on entering case notes and received case note training, 1/25 Kendra Powell was trained on using PROMIS
- 1/8 Transition Specialist met with James ST and Rockwell SS about more in depth Kindergarten Transition plans for their sites
- 1/15 First Parent Engagement meeting held
- 1/4 UUMC transition meeting to discuss plans for next year

