



## Head Start/Early Head Start Program Director's Report September 2015

### General Information

- Opened a new collaboration with MANOS that will include two new classrooms providing services to 22 Head Start children.

### Early Childhood Development

#### Education

- Intensive classroom observations to support CLASS domains.
- Classroom observations, goal setting, and follow up to support coachee, the teacher who has volunteered to participate to receive intensive teaching and technical assistance with the program Coaching Initiative.
- Child Development Policy and Procedures being reviewed and revised.
- Reviewed Continuation Application with Child Development team.
- Classroom Immersion: Strengthening Instructional Support training with teaching teams throughout HS/EHS and Home Based.
- Teaching Strategies Gold, Child Development Assessment Tool, monitoring with transferring children.
- Coaching mentoring with coachee(s), the teachers who have volunteered to participate in the Coaching Initiative.
- Attended UPK meetings with Merrick UPK staff and Martha Rodriguez.
- Attended Leadership and Professionalism in Early Care and Education Workshop led by Gretchen Kinnell. Topics included professionalism, leadership, and management.
- Facilitated Classroom Immersion Training at three locations (HB at St. Brigid's, EHS at Merrick and HS at James St.).
- Met on presentation in October for the Community Foundation Grant. Comparisons are being made between Teaching Strategies GOLD (TSG) scores of children going to Kindergarten and their attendance.
- Attended the UPK director's meeting. New UPK staff administrator was introduced as well as announcements of new staff titles, new tracking sheet for site supervisors and new funding for more Pre-K slots.
- Met with new staff at Sumner and Baldwinsville regarding the CLASS tool in preparation of the upcoming federal review.
- Facilitated new program year training at Atonement (paperwork, deadlines, etc.).
- Preparing TSG for this program year.
- Child Development main focus for the month was training staff, and being present in the classrooms for observations in order to prepare for the CLASS review.

#### Health

- Dental program meeting to discuss this year's program. The Dentists will be changing. Awaiting start date on new dentist.
- Lemoyne nursing students started clinical hours.
- Attended Safe Kids meeting. Safe Kids Manager will present at next Health Service Advisory meeting information about bike safety car seats, poison control issues.

#### Mental Health

- Met with site supervisors and requested feedback on new alert form.
- Participated in the monthly Trauma Resilience conference call where participants shared updates from across the nation and the world.
- Spoke with a mental health person for a HS in Oregon to talk about Community Resiliency Model (CRM) Trauma resource with preschoolers.

- 9 alerts to MH this month

### **Disabilities**

- The Disabilities Coordinator has spent a lot of time this month, working with the intake workers as children are still being selected and placed in our classrooms. It is important to ensure that proper selection and placement of children with disabilities and those with suspected disabilities are made as children enter our classrooms and sites.
- Spent time trying to update her database of children with disabilities and those who have been referred for an evaluation. Often children may be in PROMIS as being enrolled in a classroom, however, they may be there only for numbers and have not truly walked through the doors. It is important to get a handle on children with Individualized Education Program (IEP's) at this time of year, so that providers can get their schedules set on when they are available to see children. In addition, it is also important for us to learn about these children so that we can begin to get releases and obtain their IEP's.
- The Disabilities Coordinator has been in contact with Committee on Preschool Special Education (CPSE) chairperson's, especially in the Syracuse City School District, ensuring that agencies are aware of what sites if any children with disabilities are attending. Often parents may state at a CPSE meeting that their child is at Head Start, but they are unaware of which location. Also, some parents may tell the CPSE chairperson that they are in Head Start, when they may only be at the application or intake phase.
- Spent a lot of time processing alerts since staff have been doing home visits and since the children have been in program. She has been busy contact parents to answer any questions they may have regarding the evaluation process and what CPSE is all about.
- We currently have 73 children in HS entering as a preschooler with a disability and 29 who are in the referral process and 16 children in EHS who have a designated disability and 1 child who is referred to early intervention.

### **Nutrition**

- Our new nutrition student intern, Stacia Southcott started in September. She is providing teachers and parents with nutrition education activities and resources throughout October. She has developed and introduced nutrition education materials for staff to enhance "Try Me" food program activities with relevant information regarding local and regional foods that can be incorporated into lesson plans for the classroom and for parents to do at home with children. Also, she has been engaging parents in conversations about nutrition and encouraging their participation in nutrition related activities at sites.
- We have been covering for staff shortages at site kitchens.
- We have been monitoring sites and preparing staff for the audit.

### **Program Operations**

- Each site has established an Attendance committee who has the responsibility to monitor all children's attendance then report to Associate Director at the end of the month how many children had chronic absence and what steps have been taken to assist those families. September was the first month trying this so we should see results in the upcoming months.
- This program year, in order to save time and minimize the amount of time Site Supervisors have away from sites, the child development monthly meetings will combine with family and community on the same day. A calendar of dates has been given to all parties involved.
- Beginning on Monday, September 28th, the maintenance staff at Merrick, Sumner, and St. Brigid's will report directly to the site supervisors of those sites. They are now responsible for their time and attendance and overall performance at the site.
- MANOS received their license to allow them to now have Head Strat children as collaboration in the additional two rooms down the hall from our existing classroom. Staff has been hired and children are enrolled in those rooms. Monthly meetings will begin in October to discuss the partnership along with our Manito's classroom.

- OCFS visits:
  - Baldwinsville – Fire & Safety Inspection on 9/8/15. Building needed fire extinguisher inspections. (now complete)
  - Jordan Elbridge – Fire & Safety Inspection on 9/8/15. Fire alarm needed update inspection.(now complete)
  - Lafayette – 9/18/15. New licenser (Ellen Walters went to site to introduce herself. 9/21/15 – Fire & Safety Inspection. No violations.
  - Rockwell – Quarterly visit on 9/15/15. No violations.
- On 10/19/15, the fire & safety inspector and licenser will visit Liverpool to inspect the new large motor space.
- Vacancies:
  - Liverpool – HS Teacher Assistant, Nutrition Aide
  - Merrick – 3 EHS Teachers, 1 EHS Teacher Aide, and 1 HS Teacher Aide
  - St. Brigid's – Administrative Assistant, Teacher Assistant
  - Sumner – Nurse, UPK class Aide, and 1 HS Teacher on maternity leave.
- Bussing has been an issue at a few sites this year thus far. The catchment area for James Street and Liverpool is so vast that many children who can't self-transport are not getting a bus due to the amount of time it takes to run the entire route. The double session mid-day runs are arriving 15-20 minutes late each day. Meetings have been set up at those sites with the transportation director, site supervisor, and associate director to trouble shoot different ideas.
- HS Children transported
  - 9/9/15 – 9/11/15      251
  - 9/14/15 – 9/18/15      274
  - 9/21/15 – 9/24/15      305
  - 9/28/15 – 10/2/15      307

## Family and Community Services

- September enrollment for HS and EHS was 100%
- September attendance for HS was 92 % and for EHS 89%
- Attendance teams were trained and each site will report attendance and issues at the next School Readiness meeting in October
- The Data Team received 53 referrals and 249 applications for this month
- Orientation for the new program year was completed at all sites and home based
- 9/17 Transition meeting held at Merrick to discuss four EHS children
- 9/22 Dad's Bring your Kids to School Day, UUMC provided snacks and activities. Merrick had a training facilitated by Partnership Coordinator with 20 males in attendance; Cab Horse had 25 parents in attendance.
- Completed intakes to add MANOS 22 slots to our partnership site. The partnerships started 9/28 to allow for them to make full enrollment. This later date allowed time for re-enrollment due to kindergarten transition the first week of September.

## Trainings and Staff Development

- Ed Coordinator conducted Classroom Immersion Training: Strengthening Instructional Support for Merrick HS, Sumner HS, St Brigid's, Manos, Lafayette, Jordan, Rockwell, MANOS.
- Presented Mental Health/Conscious Discipline (CD) information to education staff at their Immersion trainings.
- Provided additional CD training to MANOS Teacher and Teacher Assistant and completed material necessary to begin CD in the classroom. Discussed the peace place and how it should be discussed with children and provided teaching staff with feedback based on observations.
- Asked site supervisors to let us know when and who will need DECA training and CD overview.
- Showed HB supervisor how to input children and move them in the DECA system.

- Classroom Immersion training for all staff at Merrick, Sumner, MANOS, Lafayette, Rockwell, St. Brigid's. The focus was on instructional support in the classroom, by using the lesson plan. Intentional and deliberate lesson planning was stressed
- Writing training for St Brigid's staff. We have set classroom writing as a center goal. Training was geared towards shared writing experiences, journal writing, and the use of print to connect to literacy.
- CLASS training for new staff at St. Brigid's and new staff at Liverpool.
- PROMIS training 9/11 for new teachers, 9/16 for new family workers, 9/29 for new intake worker
- 9/22 Technical assistance with family worker to discuss placement, attendance, and upcoming parent meeting. Five files were reviewed. Family worker also discussed placement, attendance, and case notes. 9/29 T/TA with family worker at Liverpool
- 9/24 Family workers meeting- staff learned to input father engagement as part of new PIR tracking for 2015/16 also homelessness, and WIC
- Medicating waiver class on 9/11/15
- New nursing staff orientation 9/22/15, 9/29/15 and 10/1/15 PROMIS training
- Home base visitor health training 9/18/15