

CARROLL COUNTY CHILD DEVELOPMENT CENTER

"Nurturing the Champion in Every Child"

GOVERNING BOARD REPORT

September 14th, 2017- October 19th, 2017

ERSEA: Enrollment, Recruitment, Selection, Eligibility and Attendance – J. Winkle:

Head Start / Kentucky Preschool

Head Start Four Year Olds	40
Enhanced	18
Head Start Three Year Olds	47
Kentucky Preschool Four Year Olds	26
Kentucky Preschool Three Year Olds	7

Total Enrollment as of 10/13/2017 – 138

Head Start Waiting List

Eligible	1 (3 year old)
Over-Income	6
Total Head Start Waiting List	7

Early Head Start

Early Head Start Center Based	48
Early Head Start Home Based	27
Total Enrolled as of 10/13/2017	75

Still recruiting for Home Based slots

Early Head Start Waiting List

Eligible	10 (All need center-based slots)
Over-Income	7
Total Early Head Start Waiting List	17

Attendance for August:

Head Start – 89% Actual Attendance (without excuses)

Head Start – 99% with Excused Absences

Early Head Start – 86% Actual Attendance (without excuses)

Early Head Start – 97% with Excused Absences

Environments – K. Warren, Manager:

October Board Report Environments

- 18 maintenance requests were sent between 9/14 and 10/17.
- Kelly has met with Dwayne about moving the latches on the playground gates for the safety of our children.
- Kelly has met with Dwayne about building a covered area at the modular so that the children will be shaded. The purchase order for this project has been approved.
- Licensure was at the modular on 10/11/17 for the annual review. There were no deficiencies regarding outside/inside environments.
- The EHS playground is under construction with the new shade being installed. Not all ordered pieces of equipment have been delivered to complete the project. The fiscal officer and environments manager have been in contact with the company several times trying to make lead way on completing this project in a timely manner. Kelly has spoken with the company on 10/17 and three remaining pieces will be delivered on 10/18/17.
- The HS playground shade has been delivered and is waiting for install.

Family Service Worker Report

9/14/2017-10/17/17

- 16 phone calls were made to parents in regards to needing health or other documentation for files.
- 26 letters were sent home to families in regards to needing health or other documentation for files.
- 8 face to face contacts were made in regards to needing health or other documentation for children's files.

Health- B. Brewer, Manager

- School Smiles completed 14 Head Start dental exams on September 18th. They are scheduled to return on November 6th to see students that were absent on original exam date, there were 3 absent.
- First Health Services Advisory Committee meeting scheduled for October 30th at the Health Department. Dr. Bessinger, Dr. Kates, Dr. Nesmith, a rep from Gaddies, a rep from Dr. Easterling's office, and several parents are attending.
- Worked with Parent Family Community Engagement Manager to schedule Parent meeting for November 9th to discuss child nutrition.
- Dr. Nesmith is scheduled to come on October 18th to complete dental exams at the center for students in need.

- Hearing screenings, vision screenings, and growth assessments for Head Start students complete.
- Working with home based nurturers to assist our pregnant moms in health and nutrition needs and education.

Family Service Workers are working on getting all health documentation into the Child Plus system and working with parents to gather all documentation.

Data Manager/Co-ERSEA – J. Spillman, Manager:

- From September 12th to October 17th, family and health services related contacts for the families in my 2 classrooms were completed via 21 letters, 36 phone calls, and 7 face-to-face contacts. I have made 23 contacts to medical providers to request health related documentation. 42 contacts for attendance follow up were documented.
- ChildPlus, the Head Start Management Software/database management system, is updated periodically by the software provider. An update in September modified education services tracking for home visits, parent teacher conferences, and developmental screenings. Head Start Family Services Workers and the Program Coordinator brainstormed the most efficient settings to use for education events and statuses. Changes were made to the education event settings in ChildPlus in order to streamline data entry and tracking for education services. All staff were informed of changes via a written overview of the changes being added to CCCDC's Google classroom/blog.
- Also in ChildPlus, four family event options were added in order to maximize the efficiency of family services contact tracking. A not-scheduled option was added for EHS Home Visitors to accurately record home visits not performed due to school not being in session (e.g. Fall Break, snow days, etc.). The Health event status for Head Start lead testing was modified to reflect performance standards and EPSDT requirements, and a status for hearing screening result was added to adequately track students' results for such. A contact form was sent to all families to give staff permission to text and email parents/guardians/caregivers via ChildPlus. The information received is in the process of being entered. The ChildPlus manager has made several contacts to families via text.
- Record keeping and reporting procedures for students' files were improved by revising the tracking form and filing structure for students' records. The Program Coordinator is conducting file checks for monitoring purposes with feedback provided to each family service worker.
- Family Services Workers are in the process of completing Parent Family Community Engagement Assessments which are due October 24th. The assessment was revised for this program year to improve objectivity as well as

accurately reflect the intent of the program's school readiness and program goals.

- **PFCE, D. Roth**

CCCCDC's must establish Parent Group which is comprised of parents of currently enrolled children. The first meeting was held Thursday, September 14th beginning at 1:00. A power point presentation will be present to show several different aspects of our program and why the parent group meetings are so important to our program. We had five families participating in this parent group meeting. Our second parent group meeting was held on October 12, 2017 beginning at 1:00. Liz Brown, our Mental Health Specialist, presented a power point about behavior management/conscious discipline. We had two families participating in this parent group meeting. While compiling topic/educational opportunities from the needs assessment 32 families wanted information about child behavior making this a great topic for this parent group meeting. Flyers was sent home to every family members prior to both meetings and posted on the Carroll Co. Child Development Facebook page.

- The first PFCE Assessment are due on October 24th. Remind via e-mail was sent to all Family Service Workers and EHS Teacher/Family Service Workers on September 22nd. Another reminder will be e-mailed to everyone on Thursday.
- Sent home with every families the following flyers:
 - *What is In-Kind? We Need Your Help- In-Kind hours are down from this time last year. Also given examples to parents what in-kind is and what activities can be counted toward in-kind.
 - *Check us Out on Facebook- Flyer telling parents all about our Carroll Co. Child Development Page and how to like us.
 - *Family Movie Night- Champions for a Drug Free Carroll Co. is hosting a Family Movie Night on October 20th on the courthouse square. Popcorn and Slushies will be free to all. Also posted on our Carroll Co. Child Development Facebook Page.
 - *Quit Smoking-Smoking Cessation Support Group beginning on October 24th at 6:00 p.m. Eight families was interested in this as a topic/education information from information compiled from the needs assessments.
 - *Getting your Child Ready for Kindergarten at the Carroll Co. Library on Tuesday, October 17th from 10:00-12:00 or 5:00-7:00. Also posted on our Carroll Co. Child Development Facebook Page.
- Sent home a flyer about Relatives Raising Relatives. Flyers sent only to family members who are raising grandchildren, great-grandchildren, nieces or nephews. If family member attend one of two times available on November 1st at the Carroll Co. Courthouse they will qualify to receive Christmas assistance for the minor relative.
- Our first Family Fun Night titled: A Not So Scary Family Fun Night will be October 26th from 5:30-6:30. Each class room will have educational fun activities for the

families to do related to literacy or math. Everyone can come dressed in costumes.

- The table below shows the Facebook CCCDC page activity for the last month.

<ul style="list-style-type: none"> • Page Views • September 18th-October 15th • 68 • Total Page Views 	<ul style="list-style-type: none"> • Page Likes • September 18th-October 15th • 19 • Page Likes 	<ul style="list-style-type: none"> • Reach • September 18th-October 15th • 5,228 • People Reached 	<ul style="list-style-type: none"> • Post Engagements • September 18th-October 15th • 802 • Post Engagement 	<ul style="list-style-type: none"> • Videos • September 18th-October 15th • 342 • Total Video Views
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Transportation – K. Horine, Manager:

- Bus Routes have been updated and placed in binders
- Buses had monthly maintenance.
- One Head Start vehicle received services at Bus Garage to fix a lose fender.
- One Head Start Bus needed tire replacement.
- Three family service workers had to sub drive on Head Start Buses for 8 individual routes.
- Bus evacuation is scheduled for Oct. 25, for rear exiting.
- Family Service Work:
 - Made 10 face-to-face contacts
 - Made 32 calls
 - Sent 31 letters w/follow up contacts

Mental Health/Disabilities – L. Brown, Manager

- Attended OVEC ARC Chair training in Shelbyville.
- Observed classrooms and students identified by Brigance social/emotional screeners.
- Completed watching Conscious Discipline training and prepared for facilitating staff training on October, 27th.
- Reviewed Health History with School Nurse to review documented mental health concerns.
- Scheduled annual ARC meetings with special education director
- Attended parent group meeting with PFCE Manager
- Prepared for presentation at October Parent group meeting
- Attended school readiness team meeting
- Attended parent meeting at extension office
- **Disability Meetings:** Consent-5, Eligibility- 6, Annual- 2, First Step Transition- 3

Education/Early Child Development – R. Kates, Manager:

- Met with Nancy Shinault (Head Start Point of Contact) to begin implementing Practice Based coaching in a small group format. She consulted regarding curriculum fidelity also.
- Weekly management and instruction for IEC101 Dual Credit/CDA class: blackboard assignments and grading, class meeting and instruction preparation, emails, student guidance.
- Attended Carroll County CCEC. Helped plan and facilitate free developmental screening event for 10/17/17 to create school readiness awareness.
- Management of Brigance data and screening process prior to 45 day window. Assisted with data entry and classroom reports. Organized data in spreadsheets for Head Start and Early Head Start Students, program wide.
- Met with Coordinator and Speech Therapist to evaluate Students' Brigance data and target students' for RTI and or further evaluation.
- Recorded official CLASS reliable scores for Head Start teachers on spreadsheets. Analyzed data for center performance. Held individual meetings with each teacher to discuss observations and reflection. Assisted teachers in writing an individual plan for improvement of practice. Reflection and plan are documented in order to monitor progress.
- Participated with review of ECCERS and ITERS evaluations for EHS and HS classrooms. Evaluations were performed by consultants from WKU. Follow-up reporting reviewed and will be monitored for improvement.
- Attended Home Based Training on 9/25 for curriculum overview.

Program Design and Management – Leah Spencer, Manager:

- Management Team Meeting held on 10/20
- Staff Meetings held on 10/20
- ChildCare Aware consultant visit to modular in preparation of licensure visit
- Licensure Visit on 10/11: Two deficiencies- Student Health Files/Orientation Procedures (no written policy)
- Loren Jackson, Head Start Program Specialist came to visit our program- Met with Management Team, Dr. Livingood, Carolyn Jones, and Pam McNeal, informal observations of classrooms and bus arrival/departure
- Nancy Shinault, ECE Specialist, visit regarding PBC and TLC on 9/22
- Amy Hood and Sherri Myer, TTA Education Specialists- observations in all classrooms using ITERS and ECERS
- Attended Preschool Leadership Conference, Lexington, KY on 9/19
- Attended Preschool Cadre on 10/17
- Collaborated with CCECC on first event held on 10/17- Free Developmental Screener Event; promoting School Readiness
- Spot Checking FSW student files: EHS and HS
- Monitoring Protocol- Focus 2 and CLASS Review FY18
- Official CLASS scoring week was held 9/18-22nd

- All emergency drills have been completed for the month of September
- Daily observations in the classroom

Fiscal – S. Byrd, Manager:

	Total Expenditures Year To Date	Total Administrative Costs Year To Date	Total In-Kind Year to Date	Credit Card Purchases	Carry Over
			\$48,335		
Head Start 655C	\$712,248	\$89,640			
Early Head Start 644C	\$1,145,542	\$108,270			
KY Preschool	\$218,140				
Head Start 655D	\$169,637	\$8,251	\$		
Early Head Start 644D	\$210,785	\$13,667	\$		
KY Preschool	\$34,822				
PNC/ US Bank				\$3,997.00	
Kroger				\$0	
Walmart				\$0	