



CARROLL COUNTY CHILD DEVELOPMENT CENTER
"Nurturing the Champion in Every Child"
 GOVERNING BOARD REPORT
 April 18th, 2019- May 17th, 2019

ERSEA: Enrollment, Recruitment, Selection, Eligibility and Attendance:

Head Start / Kentucky Preschool

Head Start Four Year Olds – 40
 Enhanced – 12
 Head Start Three Year Olds -53
 Kentucky Preschool Three Year Olds – 28
 Kentucky Preschool Four Year Olds – 17

Total Enrolled as of 5/13/2019 – 150

Head Start Waiting List

Head Start 3 Yr. Olds Eligible – 7
 Head Start 4 Yr. Olds Over-Income – 1

Head Start Waiting List Total - 8

Early Head Start

Early Head Start Center Based 48
 Early Head Start Home Based 32

Total Enrolled as of 5/13/2019 80

Early Head Start Waiting List

Early Head Start – Eligible - 8 (6 need Center Slots)
 Early Head Start – Over-Income - 3

Early Head Start Waiting List Total – 11

ATTENDANCE:

Head Start – April 2019	Early Head Start – April 2019
Actual Attendance – 87%	Actual Attendance – 86%
With Excuses – 97%	With Excuses – 97%

Recruitment for Head Start and Early Head Start Program:

Ads for 2019/2020 school year enrollment were in the News Democrat April 11th, 18th, 25th, and May 2nd.



Health Manager- E. Mahoney:

Early Head Start

	UTD	Appointments	Expired/Missing	* Total # of Students
Well Child Checks	33 (89%)	10	4	37
Dental	34 (85%)	6	6	40
Vision	47 (100%)			47
Hearing	47 (100%)			47
Immunizations	45 (94%)		3	48

****Total number of students vary due to age requirements.***

Early Head Start- Home Based

	UTD	Appointments	Expired/Missing	* Total # of Students
Well Child Checks	17 (57%)		13	30
Dental	13 (46%)		15	28
Vision	26 (93%)		2	28
Hearing	19 (61%)		12	31
Immunizations	28 (90%)		3	31

****Total number of students vary due to age requirements.***



Head Start

	UTD	Appointments	Expired/Missing	* Total # of Students
Well Child Checks	134 (90%)		15	149
Dental	95 (64%) 140 (95%) have a dental exam on file and in compliance with HS Regs.		54 (children due for their 2 nd 6 month apt.)	148
Vision	144 (98%)		3	147
Hearing	133 (89%)		16	149
Immunizations	147 (98%)		3	150

****Total number of students vary due to age requirements.***

- Lead testing equipment ordered
- Training completed for lead testing equipment
- CLIA waiver application submitted for lead testing
- HSAC meeting scheduled for May 16th
- School Smiles scheduled fall date
- Cleaning/sanitizing procedures reviewed
- CPR training for staff completed in April, second half scheduled for Friday

Environments Manager – K. Warren:

FSW Report

- 17 letters were sent home asking parents to update health documentation
- 2 face to face contacts were made in regards to health documentation
- 12 fb messenger messages were completed in regards to health and absences
- 1 release of records was given to the nurse to pick up documentation from Mortenson Dental.



- 1 meeting was held with a parent and the guidance counselor at KWP to discuss a child's behavior and what we can do to help the family. Referral will be made to outside services.

Environments

- The playground equipment was disinfected on 5/10/19. All assistants helped, and the storage units were gone through and broken items were thrown away and buildings were then reorganized.
- The STEM Garden is going to be renovated. It is closed until 5/30 due to a health and environment concern that has now been corrected.
- 12 maintenance requests have been sent.
- Two new washer and dryers were installed by the maintenance crew.
- Two fire drills were completed without incident.
- One shelter in place drill was completed without incident.

Transportation Manager – J. Spillman:

- From April 16th to May 13th, family and health services related contacts for the families in my 2 classrooms were completed via 12 face-to-face meetings, 9 phone calls, 26 letters, 9 provider contacts, 4 e-mails, and 2 FaceBook messages. 35 attendance contacts were documented.
- 16 of the 17 students in my 2 classrooms transitioning to Kindergarten in 2019-20 attended the Kindergarten Transition events; forty-seven percent (47%) had a parent attend.
- Forty-eight percent (48%) of center-based EHS students and fifty-seven percent (57%) of HS students have attendance of 85% and above for this school year thus far.
- For this school year seventy-six percent (76%) of our Head Start students have been transported by bus and twenty-four percent (24%) of our Head Start students have been transported by parents/guardians/family members. A driver has been absent twenty-nine percent (29%) of school days to date.
- On 4/17/19, Darren Dunn, Leah Spencer, and Jennifer Spillman discussed the make of the new bus to order for next school year and determined an International as the best choice. I completed purchase requests for lanyards and sleeves to use for bussing student identification in the beginning of next school year. I created and sent home Transportation 2019-20 forms to assist in planning bus routes for 2019-20.
- I completed a Custom Modules training in ChildPlus and forwarded it to management staff to have the opportunity to complete it. I reviewed and entered cell phone and email addresses for staff for upcoming increased security by ChildPlus for Personnel 2 step verification. I wrote instructions for staff for data entry of end-of-year home visits and forwarded to Robin Kates to provide guidance in end-of-year procedures.



Co-ERSEA Manager- J. Consley:

- 20 absence contacts by either phone, text or child-plus
- 5 fax to dr offices for health related needs
- 47 health related correspondence with families via letter, phone call, email, text or in person.
- Spoke to 2 separate families about concern over family issues
- Spoke with 2 separate families about concern with Kindergarten next fall
- Participated in Kindergarten Transition on April 29-30th
- Emailed Cindy Wheeler about a parent interested in a specific class
- 25-30 Backpack Buddies each week
- Met with my teacher team to go over needs, concerns or any issues with children/families
- Completed PFCE for end of the year
- Sent out letters to returning families listing health forms needed over summer break.

PFCE Manager, D. Roth:

- CCCDC's must establish Parent Group which is comprised of parents of currently enrolled children. The April parent group meeting was held on April 18, 2019 in the community room at the Carroll Co. Public Library. Topic for this meeting was Setting Routines at Home. Presenters were Sarah Guerrero-Special Education Teacher and Christina Usleaman- Speech Language Pathologist Assistant. There were seven parents in attendance. Snack were served, and door prizes given to those who attended.
- Flyers/Communication was sent home to all families: Reminder transition letters sent home to families of children moving up to Kindergarten, April Parent/Family Committee Flyers, Transitions Letters to families of children moving from Early Head Start to Head Start, Flyer from Carroll Co. Public Library Summer Reading Blast Off.
 - Transition for children in our program moving up to Kindergarten was held on April 29th and April 30th. Families were invited to attend this transition day with their child. Morning children/families ate breakfast in the cafeteria and afternoon children/families ate snack in the cafeteria. Mrs. Monroe, school principal and Liz Brown, school counselor came into the cafeteria and welcomed the student and new parents. The children were dismissed and was placed into a Kindergarten classroom to visit for 45 minutes and the families was taken on a tour of the building by Leader in Me students from Kathryn Winn. 66 (94%) of the enrolled students at the center participated in transition. 41 (60%) of families of enrolled children at the center attend transition.
- There were 20 children transiting from the two classrooms I service as Family Service Worker. All 20 children participated in the transition and 12 families participated.
- Transition for children in our program moving from the Early Head Start to Head Start was held on May 10, 2019 for two of the center classrooms, modular classrooms and the home base program. Two rooms will be doing transition on May 24, 2019. Of the four rooms and home base program participating on May 10th, 13 out of 25 children participated. Will give an overall percentage on the next board report after the two remaining rooms transition.



- It was discussed at the last Carroll Community Early Childhood Council Meeting that during the Carroll Co. Public Library Summer Reading Kickoff event on May 22, 2019 the Carroll Community Early Childhood Council and Carroll Co. Child Development Center will be setting up a table to pass out books to children birth to five and also use this event as an opportunity for recruitment.
 - I have made 54 contacts with families from April 16, 2019 to May 14, 2019 for various reasons through letter, phone calls, face to face or Facebook messages. I have also made contact 50 times for attendances.

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

<ul style="list-style-type: none"> • Page Views • April 16th- May 14th • 190 Page Views 	<ul style="list-style-type: none"> • Page Likes • April 16th- May 14th • 13 Page Likes 	<ul style="list-style-type: none"> • Likes for Items Posted • April 16th- May 14th • 587 Items Liked 	<ul style="list-style-type: none"> • Reached • April 16th- May 14th • 1083 People Reached 	<ul style="list-style-type: none"> • Post Engagements • April 16th- May 14th • 764 Post Engagement 	<ul style="list-style-type: none"> • Videos • April 16th- May 14th • 278 Total Videos Views
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Disability March Report

	Current # (monthly)		Year-to-Date #	
Head Start students w/IEP			42	
Early HS students w/IEP			3	
Annual ARC's	2		15	
	HS	FS	HS	FS
Initial/consent ARC's	2	4	13	17
Eligibility ARC's	1	1	6	5
RTI Classroom	1		5	
Early HS students w/IFSP			13	
First Steps kids with IFSP not in program			5	
Total kids with IFSP			22	
Total IEP kids in program			45	
	DD	Speech	DD	Speech
Currently in RTI (Total)	27	14	44	21
RTI- Tier 2	19	8		
RTI- Tier 3	5	2		
RTI- Tier 3 and in referral process	1	1	1	8
RTI completed and successful (no referral needed)	17	1	17	8
First Steps Transition Meetings Attended	1		13	
Students not enrolled who are receiving Services	0		0	



Education- R. Kates, Manager:

- Reviewed and filed lesson plans and newsletters.
- Facilitated a planning meeting on May 3rd for Head Start instructional staff to guide the last four weeks of the school year.
- Provided Expert Coaching model with daily observation, feedback, meetings and documentation for 1 Head Start/Preschool teacher.
- Attended CLASS Infant/Toddler Training in Nashville on April 17 – 19.
- Assisted with Head Start Kindergarten transition on April 29 – 30. Assisted with Early Head Start Transition on May 10th.
- Assisted with Teacher Appreciation week during May 6th – 10th.
- Edited and compiled orders for EHS/HS classrooms to replenish supplies and furnishings for next year.
- Daily management duties at the Child Development center to support all staff, families and children, including management of data and information.

Program Design and Management – Leah Spencer, Manager:

- Staff Meeting May 17th
- Autism Center Training on May 17th, All instructional staff
- Policy Council will meet on May 21st
- Daily observations and meetings after school with a Head Start teacher who is currently on a Corrective Action Plan
- All monthly drills are complete.
- Preschool Program Review has been completed with observations and scores from the two classrooms. Scores are attached.
- EHS Teachers have been rotating classrooms to observe different teaching practices/styles and providing feedback and self-reflection.
- CDA Discussions with employees who are currently enrolled in the CDA process
- All Kentucky Preschool Review documents have been uploaded to the Share Point Drive
- Planning Professional Development- CLASS Overview on June 5th. All EHS Staff will attend the Early Childhood Institute June 15-17th. All staff will be trained in the new assessment tool, AIMS, that correlates with our Frog Street Press curriculum.
- Health Practices reviewed with all EHS Staff in regard to a health issue that occurred. Everyone has been re-trained in proper cleaning, sanitizing and disinfecting along with proper handwashing and diaper changing procedures.



Disability Monthly Report
Month/Year
March

	Current # (monthly)		Year-to-Date #	
Head Start students w/IEP			40	
Early HS students w/IEP			3	
Annual ARC's	2		13	
	HS	FS	HS	FS
Initial/consent ARC's	4	7	11	13
Eligibility ARC's	0	0	6	5
RTI Classroom	1		4	
Early HS students w/IFSP			13	
First Steps kids with IFSP not in program			5	
Total kids with IFSP			22	
Total IEP kids in program			43	
	DD	Speech	DD	Speech
Currently in RTI (Total)	27	14	44	21
RTI- Tier 2	19	8		
RTI- Tier 3	5	2		
RTI- Tier 3 and in referral process	1	1	1	8
RTI completed and successful (no referral needed)	17	1	17	8
First Steps Transition Meetings Attended	5		12	
Students not enrolled who are receiving Services	0		0	



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
Head Start 655E	\$776,536	\$153,295	\$582,906		
Early Head Start 644E	\$811,418	\$208,593			
KY Preschool	\$115,152				
US Bank				\$1,069	
Kroger				\$0	
Walmart				\$233.57	