

*Carroll County Child Development Center*



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**GOVERNING BOARD REPORT**

August 15<sup>th</sup>, 2019- September 18<sup>th</sup>, 2019

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

**Head Start / Kentucky Preschool**

Head Start Four Year Olds – 53

Enhanced – 15

Head Start Three Year Olds - 37

Kentucky Preschool Three Year Olds – 21

Kentucky Preschool Four Year Olds – 23

**Total as of 9/16/2019 – 149 (Not including 1 RTI Student)**

**Head Start Waiting List for 2019/2020**

9 Income Eligible 4 year olds

6 Income Eligible 3 year olds – **15 Total Eligible Children**

3 Over-Income 4 year olds

2 Over-Income 3 year olds – **20 Total Children on Head Start Wait List**

**Transitioning into Preschool Program**

**1** Student transferring from another Kentucky County with Current IEP

**3** Students transitioning into program from First Steps – Starting 9/24/2019 thru 11/25/2019.

**3** Students transitioning into program from First Steps in January 2020

**Early Head Start**

Early Head Start Center Based 48

Early Head Start Home Based 25

**Total Enrolled as of 9/16/2019 73**

**Early Head Start Waiting List for 2019/2020**

Early Head Start – Eligible – 7 (all need Center Slots)

**Early Head Start Waiting List Total – 7**

**Recruitment Log for Early Head Start Home Based** – We have recruited throughout the summer at community events, placed flyers about our program in local establishments, and created a Facebook page to promote Home Based services.

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**Health Manager- E. Mahoney:**

**Early Head Start**

	UTD	Appointments	Expired/Missing	* Total # of Students
Well Child Checks	21 (84%)	14	4	25
Dental	12 (92%)	7	1	13
Vision	28 (93%)		2	30
Hearing	35 (100%)			35
Immunizations				

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

**Early Head Start- Home Based**

	UTD	Appointments	Expired/Missing	* Total # of Students
Well Child Checks	2 (50%)	8	2	4
Dental	4 (40%)	2	6	10
Vision	11 (100%)			11
Hearing	10 (100%)			10
Immunizations	11 (73%)		4	15

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

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**Head Start**

	UTD	Appointments	Expired/Missing	* Total # of Students
Well Child Checks	103 (80%)		25	128
Dental	100 (76%)		32	132
Vision	81 (79%)		21	102
Hearing	71 (99%)		1	72
Immunizations				

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

- Current numbers reflect what information we have in regards to a 45 day deadline for WCC, hearing and vision and a 90 day deadline for all other documentation.
- In the process of completing hearing/vision screenings for all EHS students, including scheduling home visits for home based students
- CPR training for 2 assistants completed
- CPR for all other new assistants will be completed Friday, Sept. 20<sup>th</sup>
- Dr. Nesmith (dentist) Scheduled for Sept. 30<sup>th</sup> to examine EHS students
- School Smiles scheduled to come in Oct.
- Bus and cafeteria duties daily

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### **Transportation Manager – J. Spillman:**

- From August 15<sup>th</sup> to September 16<sup>th</sup>, family and health services related contacts for the families in my 2 classrooms were completed via 36 letters, 6 phone calls, 39 provider contacts, 2 e-mails, and 6 face-to-face meetings (3 were for meet and greet). 19 attendance contacts were documented.
- 77% of Head Start and 48% of center-based Early Head Start had average attendance of 85% and above for 8/20-9/16.
- Our current passenger capacity on the 4 buses which is 118 students is at 76% AM and 89% PM. 11% of students are parent transport AM and bus transport PM. 149 students are enrolled; 65% ride the bus and 35% are parent transport.
- 61% of students are transported within town; 31% outside of town, including Worthville, Ghent, Sanders, Hwy. 55/389, English, and Kings Ridge; 8% in Oakview. The routes that cover county also pick up children who live in town at the end of their routes due to bus capacity.
- Pedestrian Safety was reviewed with families one-on-one during meet and greet and information was also provided to families during Open House on 8/15/19.
- The first bus evacuation was conducted on 8/28/19 at the end of AM routes. 67 students participated with 1.23 minute being the average evacuation time.
- For 15 school days from 8/20-9/16, a bus driver was absent 2 of 15 days for an average of 13% absenteeism, and one or more bus monitors were absent 8 of 15 days for an average of 53% absenteeism. We have had a turnover of 2 for bus monitors- one resignation and one transfer to EHS.
- Bus tags were changed after the first week of school from a lanyard identification to a tag on each child's backpack. This method has been more accurate and easier to track.
- In ChildPlus, 3 new users (2 Special Ed. Staff and 1 new EHS teacher) were set up. I e-mailed ChildPlus on 8/26 to request technical support for a question regarding sign-ins and sign-outs with the App for the entire site rather than individual classrooms. Classroom staffing changes were updated in Agency Configuration/Program Information.

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### **Co-ERSEA Manager- J. Consley:**

- Prepared teachers' folders 3 classrooms
- Met families at open house/Ready Fair on 8-15
- Started collecting current health records and inputting into child plus
- Met with teachers on needs with families/children
- (5) Contacts made to families about transportation questions
- Turned in all emergency cards to be copied and filed
- Daily tasks once school started: assisted with loading/unloading buses, cafeteria assistance, checked book bags, attendance check, snack count sent to cafeteria, bathroom help and extra hand during rest time.
- Contacted family needing food assistance; referred them to the local food bank and made a home visit delivering 2 boxes of food.
- Met with FSW and teachers to compile a list for children needing Backpack Buddies
- Sent home 43 letters to children considered the most at- risk for needing supplemental food on weekends and long breaks.
- (36) Backpack Buddy bags went home 9/12/19
- (28) Absentees phone calls to families
- Organized, filed and input health records for FSW on Medical leave
- (16) Contacts to health providers for current health records
- Input Health/Nutrition Survey for 3 classrooms
- Started collecting info for PIR
- CCECC meeting 9/11/19; typed minutes and emailed to the council
- Input all Health/Nutrition Surveys into Child-Plus
- (18) health needs letters sent home to families

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### **PFCE Manager, D. Roth:**

- CCCDC's must establish Parent Group which is comprised of parents of currently enrolled children. The first Parent Group Meeting was held on September 12, 2019 in the community room at the Carroll Co. Public Library. There were three parents in attendances. All attending were new parents to our Parent Group. Discussion was held about what the Parent Group is and why it is important to be involved in Parent Group and a handout was provided. A questionnaire was completed by the parents in attendance to provide information to help me plan according to what parents want to see at the Parent Group Meetings. The questions were about topics families would like to have more information about, times that are good to have meetings, would they like snacks to be provided, are they interested in speakers, and handouts. Space was provided at the bottom for comments and feedback. With attendance being low at our first meeting the handout and questionnaire will be sent home to all families in the center this week.
- We have the Family Board (Family Connections) again this year outside room 312. I have divided the bulletin board into three sections. **Information**- I have placed three folders in this section with various information pages for parents/families to get when they are in the building. Information will be changed in the folders or new folders added as needed. **What's Happening in the Center**- I will be placing flyers of events going on in our center or in the community that relates to our aged children so parents/families will be able to plan to attend if possible. **Parent Volunteers**- Starting this month I will have each classroom teacher in Head Start and each Early Head Start classroom/and Home Base nominate one family as volunteer of the month. They will be recognized by name on the bulletin board, receive a certificate and a small gift.
- Open House was held on August 15, 2019 at the center from 4:00- 6:00. Families were able to meet with teachers and other staff members, visit their child's classroom, go onto a bus and were given Pedestrian Safety Training. 72 families (43%) attended of children enrolled at that time, 81 (39%) of children enrolled in our program attended.
- The first CCECC meeting was held on September 11, 2019 in the community room at the Carroll Co. Public Library from 1:00-2:00. Seven members were present. The first CCECC event was discussed. We decided to have a fall event on October 3, 2019 at the Butler Park- Stone Shelter. Food will be provided by Tina's barbecue. Five giveaway baskets will be given out. A scavenger hunt will be done, each child will receive a book, and an obstacle course will be made for the children to complete using large/small motor skills for school

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readiness. Children will be able to collect leaves and make a collage to take home.

- Ten community partnership agreements have been signed. I have several more to have signed by the end of September.
- I meet with Cristina Marsh yesterday to discuss the need to identified families that need to complete their GED. Cristina will be creating a flyer to inform families of the “free” GED program at JCTC, she will send the flyer to me in both English and Spanish to send home to all our families. On the flyer she will tell families to send them back to the center to me and I will contact individual families and discuss a meeting date that Cristina and I will set up after we see the response to the flyers. We also discuss her coming to a Parent Group meeting to discuss GED, Work Ready Program and the Life Skills classes the first of the New Year. She will be sending me a list of families who have completed or is nearly completed the life skills classes to get Christmas assistance, which I will use to identified families in our program.
- I have created a Facebook group page for the families on my caseload. I will use this group page as a way to let families know what is going on in the center and in the classrooms. I will also use the messenger on this group page as a way to contact my families.
- I have made 29 contact with families from August 16<sup>th</sup>- September 16<sup>th</sup> for various reasons through letter, phone calls, and face to face contact. I have also contacted families 23 times for attendance.

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

Page Views	Page Likes	Likes for Items Posted	Reached	Post Engagements	Videos
August 16-September 16, 2019	August 16-September 16, 2019	August 16-September 16, 2019	August 16-September 16, 2019	August 16-September 16, 2019	August 16-September 16, 2019
310 Page Views	17 Page Likes	656 Items Liked	3,032 People Reached	889 Post Engagement	447 Total Videos Views

## Carroll County Child Development Center



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### **Mental Health Consultant/Disabilities- D. Oak, Manager:**

- # of referrals for in home therapy/parent support to local community mental health providers: **3**
- # of children consulted with program staff regarding behaviors: **12**
- # of children that were provided three or more consultations with staff: **6**
- # of children that were consulted with parent/guardian regarding behavior/mental health:**4**
- # of children that were consulted with parent/guardian three or more times: **2**
- # of professional consultations with community mental health services: **1**
- # of individual support to students needing one on one support: **4**

#### **Additional Duties:**

- Met with North Key therapist inquired about case management and in-home therapy services for students and guardians
- Ongoing collaboration with educational manager on components of curriculum related to Conscious Discipline
- Daily management duties at the center to support all staff, families and children
- Assist in daily routines of center such as lunch duty and pick up duty
- Provided beginning of the year staff training on Safe Place/Feeling Buddies



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	Current # (monthly)		Year-to-Date #	
Head Start students w/IEP			39	
Early HS students w/IEP			0	
Annual ARC's	1		1	
	HS	FS	HS	FS
Initial/consent ARC's	2	0		
Eligibility ARC's	0	0		
RTI Classroom	1		1	
Early HS students w/IFSP	6		6	
First Steps kids with IFSP not in program	6		1	
Total IEP kids in program			39	
	DD	Speech	DD	Speech
Currently in RTI (Total)	10	11	10	11
RTI- Tier 2	9	6		
RTI- Tier 3	0	0		
RTI- Tier 3 and in referral process	1	4	0	4
RTI completed and successful (no referral needed)			0	0
First Steps Transition Meetings Attended	3		3	
Students not enrolled who are receiving Services	0		0	

Last August 2018-2019 we started with 24 kids that had IEP's (DD/speech)

This year August 2019-2020 we started with 39 kids that have an IEP's

(21-referred from First Steps)

DD-1 referred

Speech-6 referred

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### **Education- R. Kates, Manager:**

- Reviewed and filed lesson plans and newsletters.
- Assisted with Beginning of the Year Open House/Ready Fair on August 15th.
- Facilitated weekly planning meetings with Head Start staff on Friday's.
- Participated in four problem solving meetings with teachers, director, mental health consultant, and special education staff to address high needs situations in four rooms.
- Facilitated daily planning meetings with Early Head Start Staff to provide support for curriculum implementation and to learn the new AIM assessment tool.
- Compiled and edited the AIM staff and student Roster for use in the new assessment tool.
- Attended meetings with Director and three board members to provide awareness of disability numbers in high needs classrooms.
- 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:**

- Accepted resignations from Kelly Layton and Courtney McClure
- Hired Erin Henry (custodian), Yesenia Ramirez (Bi-Lingual Assistant) and Transfer Margaret Schaub to Instructional Assistant and Maressa Jones to Infant/Toddler Nurturer
- Planned with EHS teachers and Education Manager on the new AIMS assessment and curriculum
- Submitted Preschool Program Approval to KDE
- Submitted the Annual Report for 2018-2019 and needs approval.
- Provided data to three board members on disability numbers in 4 classrooms along with eligible students on a waiting list
- Submitting Brigance results to OMS Brigance management system
- Completed the Threat Assessment Tool with Mrs. Monroe
- All drills have been documented and complete
- PIR has been submitted and needs approval.
- Policy Council elections have been conducted and new member orientation will be prior to the meeting on 9/24.
- Management Team met on 9/13.
- Staff Meeting will be on 9/20.

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**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
HS 655E	\$1,910,455	\$68,315			
EHS 644E	\$1,186,096	\$45,956			
KY Preschool	\$166,368				
Head Start 655F	\$98,348	\$3,713	\$50,000		
EHS 655F	\$108,830	\$1,360			
KY Preschool	\$17,581				
US Bank				\$3,283.09	
Kroger				\$38.25	
Walmart				\$1,044.19	