

*Carroll County Child Development Center*



*#changethefirstfiveyears*

**GOVERNING BOARD REPORT**

July 16th- August 19th, 2020

**ERSEA Manager- J.Spillman**

<p><b>Head Start/Preschool</b> <b>(ages 3-4 by 8/1/2020)</b></p>
<p>61 Returning Students 24 Transitioning Students from EHS <b>85 Total Returning Students</b></p>
<p><b>20 New Students</b> 10- 4 year olds 10- 3 year olds</p>

**Total Head Start/Preschool Students 105**

**58 Eligible 0-100% (55%)**

**7 Public Assistance (7%)**

**19 Eligible 101-130% (18%)**

**1 Foster Child (1%)**

**17 over 130% of poverty (16%)- including state  
Preschool**

**3 Status Pending (3%)**

**Waiting List**

3 Over Income

8 Need Income Verification

**Early Head Start**

**(ages 0-3 by 8/1/2020)**

**39 Returning Students**

**7 New Students**

**Total Students 46**

**35 Eligible 0-100% (76%)**

**4 Eligible 101-130% (8%)**

**1 Homeless (2%)**

**1 Public Assistance (2%)**

**2 Foster Children (4%)**

**3 Over Income (6%)**

**Waiting List**

**6 Need Income Verification**

- Office Supply Order
- Tuition Assistance & book orders for 6 staff in college classes
- Employee files updates
- TB test reminders to staff
- First Aid/CPR status of staff to Nurse
- Child Care Aware contacts (re: background check, employee files)
- Accounts for: KARES, Workmans Comp., ECE TRIS, and Infinite Campus
- Google Docs: Disability List and FSW Caseloads
- 8 hour Bus Training Update
- First Aid/CPR Recertification

**ChildPlus:**

- ChildPlus Data checkup virtual meeting with ChildPlus Technical Support
- School years Purge- Activated, unlocked, and closeout (6 prior school years)
- Changed all classroom ID's to commensurate with room #s
- ChildPlus Security Groups updates
- Student Classroom Placements
- FSW Participant Groups for students

**Health Manager- E. Mahoney:**

- Instructed all incoming staff on use of thermometers and ensured all have access to google doc to record daily temps/symptoms
- Conducting CPR training for staff, 2 classes so far. Classes consist of 2 people in order to ensure social distancing and individual equipment for each person
- Collaborating with facilities manager to provide in-service training for staff on appropriate disinfecting/sanitizing procedures

- Completed ECE reopening training & safe schools
- Facilitating staff TB tests to ensure all are UTD
- Scheduled & facilitated scrub pant fitting for staff
- Met with district nurses to discuss reopening procedures

**Facilities/Transportation Manager- K. Warren:**

- 27 maintenance requests were submitted through the maintenance portal.
- A sink and a tile floor has been installed in our nurses station per KDE recommendations due to Covid 19.
- I have been in contact with Interstate Greenhouse and Daniel has submitted a plan for landscaping for the modular located at KWP. They will begin work on the area this week.
- The new flooring has been installed in the office area of the modular located behind KWP, it is not completely complete as of this time. The classroom floor in the modular has not been started as of 8/18/20.
- I attended CPR/First Aid training
- Completion of Safe Schools.
- I attended the 8 hour update for bus drivers
- I scheduled CPR/First Aid training for two of our Head Start drivers. They completed this training on 8/18.
- I am working with two Head Start drivers to ensure that all of the Safe School trainings they are required to complete are finished in a timely manner.
- I have completed bus routes for Head Start routes. We will be running three buses with two of them having two routes. The second routes are very short mileage wise.
- I have worked with staff with removal of items from classrooms.
- The EHS playground has been hand cleaned, the assistants and I cleaned all equipment.
- The Head Start playground will be hand cleaned on 8/21/20 by myself and IA's.
- I will be preparing routes for food delivery for the families that we serve that are unable to make it to the stops due to transportation issues.
- Our drivers will be delivering food to our families who are unable to come to the stops due to transportation issues.
- I am collaborating with the nurse to provide in-service training on disinfecting and sanitizing our center with the new regulations due to Covid 19.
- I have met with the Bauman representative and have ordered supplies and materials that will be needed in classrooms when we return to a "normal" routine.

**PFCE Manager- S. Quackenbush**

- CCCDC held a virtual meet and greet with families from 7/27/2020-8/14/2020.
  - **EHS:** According to ChildPlus, FSW contacted 37 families. 15 phone calls were made, 22 socially distanced, safe face-to-face meetings were conducted. 11 text messages and 14 facebook messages were sent as well.
  - **HS:** According to ChildPlus, FSW contacted 93 HS families. 52 phone calls were made. 55 socially distanced, safe face-to-face meetings were held. 23 Facebook messages and 32 text messages were sent.
- FSW contacted families needing to complete applications.
- FSW prepared folders for incoming students.
- FSW completed safe school training.
- PFCE Manager created paperless forms for FSW. During the 2021-2022 FSW will be able to do all paperwork on their computers/lpads/iphones.
- The Family Connection bulletin board will be in the FSW modular this year. On the bulletin board information will be posted for families in regards to our Center, Community events, and CCECC meetings.
- Plans are being conducted to establish safe
  - Parent Group meetings
  - CCECC meetings
  - Policy Council Meetings
- PFCE Outcomes Assessment dates for the 2020-2021 school year are pending due to start date.
- Partnership Agreements have been sent via email to our Community Partners due to Covid-19.
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The table below shows the Facebook CCCDC page activity for the past month:

<b>Page Views</b> July 21st-August 17	<b>Page Likes</b> July 21st-August 17	<b>Likes for Items Posted</b> July 21st-August 17	<b>Reached</b> July 21st-August 17	<b>Post Engagements</b> July 21st-August 17	<b>Videos</b> July 21st-August 17
130 Page Views	4 Page Likes	336 Items Liked	1079 People Reached	336 Post Engagements	25 Total Views

**Mental Health- D. Oak:**

- Returned to work 8/12/20
- Collaborated with KWP's Liz Brown regarding the development of Virtual Counselors Corner. Site is under construction at this time.
- Completed Safe Schools and CPI training.

**Disability Manager-C. Usleaman**

	Current # (monthly)		Year-to-Date #	
	July			
Head Start students w/IEP			37	
Early HS students w/IEP			0	
Annual ARC's	0		0	
	HS	FS	HS	FS
Initial/consent ARC's	0	1	0	1
Eligibility ARC's	0	0	0	0
RTI Classroom	0		0	

Early HS students w/IFSP	7		7	
First Steps kids with IFSP not in program	6		6	
<b>Total IEP kids in program</b>			<b>37</b>	
	DD	Speech	DD	Speech
Currently in RTI (Total)	0	0	0	0
RTI- Tier 2	0	0		
RTI- Tier 3	0	0		
RTI- Tier 3 and in referral process	1	1	1	1
RTI completed and successful (no referral needed)			0	0
First Steps Transition Meetings Attended	2		2	
Students not enrolled who are receiving Services	0		0	

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

- Created a working schedule for shared responsibility of curriculum implementation for Frog Street Press for all age groups of children enrolled in our program.
- Ordered 100 ABC Mouse licenses through Frog Street Press, Inc.
- Designed a virtual model to include the full daily routine of instructional components for the Pre-K, Three's, Toddler, Infant, as well as continuing to use the Love and Learn for Home Based Teaching in order to work with parents of Infants. This included creating a system of organization that mirrors the curriculum guide books and thematic process and allows all teachers to code and organize videos for easy retrieval and upload to individual Google classrooms. Created Google classrooms for all lead teachers and support staff.
- Conducted a "trial virtual week" with a Head Start teacher to coach and upload curriculum videos that would support parents as a child's first teacher and to allow the student to view and experience a virtual day in the classroom as we progress through 9 weeks of virtual learning.
- Met with two Head Start teachers to review and plan for the guidelines for *Healthy at School* protocols for Child care programs and the Kentucky Preschool guidance. Plans were specifically discussed for classrooms in our program
- Assisted and trained each teaching team on use and implementation of the virtual plan for following curriculum with fidelity.
- Met with Head Start Teachers to provide an overview and focus for the virtual platform.
- Met with Early Head Start teachers to provide an overview and focus for the virtual platform.
- Connected with Carl Roberts to facilitate teacher led introduction and virtual classroom tour videos.
- Completed all online trainings for beginning the 2020-2021 school year
- Ordered materials for Learning Kits to be delivered to families
- Ordered classroom materials
- Assisted staff with technology needs
- Created a spreadsheet with student demographics for assisting with class lists and student placement. Helped with creating class lists.



**Program Design and Management- L. Spencer:**

- Accepted Shelby Jones resignation letter
- EHS Teachers first day: August 3rd; HS Teachers first day; August 6th; HS Assistants first day- August 10th; EHS Assistants first day- August 12th
- All Instructional Staff Safe Schools/Reopening Childcare Training all complete on 8/14
- Monday KHSA Meetings with Head Start directors
- Created Google Site to load on to students' devices for easy access to Google Classrooms: <https://sites.google.com/carroll.kyschools.us/cccdc-covid-19/home>
- Created Distance/Learning Plan for Families: <https://docs.google.com/document/d/1eZx1T0iP02MY65YBPvYc-47FP5-7k5GI3kVcWnCrvHk/edit?usp=sharing>
- One-on-One PD with teaching staff on Google, Google Classroom, Shared Drives, Bitmoji's
- Attend Leadership Meetings on 7/28, 8/11, and 8/13 and presented our Google Platform.
- Met with Food Service staff regarding meal delivery/options for EHS/HS children due to choking hazards in pre-packaged meals
- Collaborated with Frankfort Independent Preschool Coordinator and Paducah Head Start in regards to their Virtual/Distance Learning Plans/Meals
- Created forms for teachers/families to put on Google Sites and Google Classroom: <https://forms.gle/hRa5hQ8N5LkpuvEU7>
- Imported all children in to Teaching Strategies Gold and assignment children to their teachers, created accounts for teachers
- Created class lists for HS based on location for bus-pick up and drop-off/pick-up
- Created class lists for EHS based on age groups
- Technology troubleshooting for all staff
- Uploaded all Preschool/Head Start students in ABC Mouse
- Completed required TRIS hours for Child Care Licensing Regs

**Fiscal – S. Byrd, Manager:**

	Total Expenditures YTD	Total Admin Costs YTD	Total In-Kind YTD	Credit Card Purchases	Carry Over
HS 655F	1,137,540	71,677	586,038		
EHS 644F	1,206,610	104,462			
KY Preschool	175,571				
US Bank	173.20				
Kroger	0				
Walmart	0				