



GOVERNING BOARD REPORT
January 16th – February 12th, 2020

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

Head Start / Kentucky Preschool

- 52 – Head Start Four Year Olds
- 15 – Enhanced
- 38 – Head Start Three Year Olds
- 23 – Kentucky Preschool Three Year Olds
- 25 – Kentucky Preschool Four Year Olds

153 Total Enrollment as of 02/11/2020

Head Start Waiting List for 2019/2020

- 8 Income Eligible 4 year olds
- 7 Income Eligible 3 year olds – **15 Total Eligible Children**
- 3 Over-Income 4 year olds
- 3 Over-Income 3 year olds

21 Total Children on Head Start Wait List

Transitioning into Preschool Program

1 Student transitioned into Kentucky Preschool program from First Steps in February 2020.

Early Head Start

- 48 – Early Head Start Center Based
- 26 – Early Head Start Home Based

74 - Total Enrolled as of 02/11/2020

Early Head Start Waiting List for 2019/2020

- Early Head Start – Eligible – 9
- Early Head Start – Over-Income – 1

Early Head Start Waiting List Total – 10

January 2020 Attendance:

Head Start	Early Head Start
Actual Attendance 90%	Actual Attendance 75%
With Excuses 99%	With Excuses 97%

Recruitment Log for Early Head Start Home Based – Continue to recruit for Early Head Start Home-Based services.



Health Manager- E. Mahoney:

Early Head Start

	UTD	Appointments	Expired/Missing	* Total # of Students
Well Child Checks	31 (69%)	2	14	45
Dental	17 (47%)	3	19	36
*3 students recently turned 12 months of age and have not yet had their first dental exam				
Vision	43 (100%)			43
Hearing	45 (98%)		1	46
Immunizations	42 (88%)		6	48

****Total number of students vary due to age requirements and requirement deadlines.***

Early Head Start- Home Based

	UTD	Appointments	Expired/Missing	* Total # of Students
Well Child Checks	8 (36%)		14	22
Dental	8 (47%)		9	17
Vision				
Hearing				
Immunizations	20 (91%)		2	22

****Total number of students vary due to age requirements and requirement deadlines.***



Head Start

	UTD	Appointments	Expired/Missing	* Total # of Students
Well Child Checks	132 (89%)	4	16	148
Dental	91 (69%)	21	40	131
Vision	129 (88%)	5	17	146
Hearing	150 (99%)		1	151
Immunizations	147 (96%)		6	153

***Total number of students vary due to age requirements and requirement deadlines.**

- Sent health reminders to all EHS students in need of UTD health documentation
- Daily monitoring: baby food, diapers, wipes, pullups, etc.
- Health data collection and entry daily
- Bus duties daily
- Growth assessments completed for all Head Start children
- Contacting parents to schedule BLL test at school for those missing lead results

Environments Manager- K. Warren:

Family Service Work

- 30 letters were sent home on 1/23 and 2/10 in regards to items needed for children's health files and for things for kindergarten registration.
- 8 face to face interactions with parents occurred in regards to health, family and documentation needs for families.
- 16 Facebook/text messages were received or sent to talk with parents.
- 25 phone calls were made due to absences and or family concerns.
- Met with the behavior team on a child with his guardian to put new strategies in place.
- 12 certified birth certificates were mailed off for.
- Completed 5.5 hours of training through ECE/Tris

Environments

- 10 Maintenance requests were sent
- 1 fire drill was completed without incident



- 1 lockdown drill was complete without incident.

Transportation Manager – J. Spillman:

- From January 14th, 2020 to February 11th, 2020, family and health services related contacts for the families in my 2 classrooms were made via 10 phone calls, 13 provider contacts, 22 letters, 2 e-mails, 1 Facebook message, 1 Child Plus text message, and 10 face-to-face contacts. 35 attendance contacts were documented.
- 68% of Head Start and 38% of center-based Early Head Start had average attendance of 85% and above for 8/20/19-2/10/20.
- 75% of students are bus transport; 25% are parent transport. 73% of students who ride the bus are in town, Prestonville, and Oakview; 27% are county.
- The current passenger capacity on the 4 buses is 73% AM and 89% PM.
- Bus 162 bus seat covers were replaced the week of January 17th.
- For school days from 8/20/19-2/10/20, a bus driver was absent 17 of 83 days for an average of 20% absenteeism (Attendance- Kimmy 98%, Roger 99%, Joanie 87%/85% with jury duty), and one or more bus monitors were absent 42 of 83 days for an average of 51% absenteeism. We have had a turnover of 6 bus monitors to date (2 resignations, 3 transfers to EHS, 1 transfer within HS).

Co-ERSEA Manager- J. Consley:

- Covered breaks in the rooms
- Covered in rooms for staff out
- Covered in hallway for morning duty
- Daily attendance in Child-Plus and IC
- Called parent regarding child having lice
- 2 fax to health providers for current forms
- 13 Health form into child-plus
- CCECC meeting and minutes emailed to council
- Met with teachers on concerns and health needs/appointments
- 24 calls to families concerning child's absence
- 47 Backpack Buddies each week
- Called and talked to families about in kind and volunteer hours
- Collected and copied records for children enrolling into kindergarten in Fall 2020
- Return call to mom asking questions about her child going to kindergarten
- Meet/Greet forms with parent/child enrolling into Dasha's room. Enrollment folder made and teacher folder given to Dasha
- Friday meetings with Fredrick
- Call to mom about incident on the playground
- Calls to 3 families concerning paperwork for birth certificate
- 5 Hour ECU online training
- 1 Hour training online for TRIS
- 1 Call for family needing up to date health needs
- CCECC Family Fun Night at the library

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- Made February health needs list
- 19 health needs letter home to families
- Health Assessments filed
- Remind 3 families about health appts scheduled
- Caught up on reading material and tests for Trauma Informed School Trainings

PFCE Manager, D. Roth:

- Sent home a Parent Survey regarding Parent Group Meetings since our attendance has been very low at the past two meetings. Surveys were sent to all families and thirty were returned filled out. Ask what topics families wanted to have discussed at meeting: School Readiness, Behavior and First Aid/CPR were indicated the most. Question ask about meeting times in afternoon or evenings and it was split equally. Question ask about best time to fit into family schedules and the answer was split equally between 1:00-2:00 and 5:00- 6:00. All families wanted speakers and hands on training at all meetings. Our next Parent Group Meeting will be February 20, 2020 from 1:00-2:00 at the Public Library. It will be a hands-on training with Robin Kates regarding School Readiness.
- Gave each teacher a gift and certificate for the January Volunteer of the Month in their classroom. Seventeen family volunteers were recognized through our CCCDC Facebook page and on the Parent Board outside room 312.
- Attended the Carroll Community Early Childhood Council Meeting on January 15, 2020 at 1:00 at the Public Library. Finalized the next C.C.E.C.C. event that will be held on February 3, 2020 beginning at 5:30.
- Attended and organized the Carroll Community Early Childhood Council Event titled "A Love for Learning" held at the Carroll Co. Public Library from 5:30-7:00 in the community room on February 3, 2020. Four tables were set up for school readiness learning games related to sorting, letter recognition, math and fine motor skills. A craft was done in the children's room after a story was read. A meal was served to all in attendance and books were given out children birth to five years of age. Seventeen children attended this event (13 of those children being from the Carroll Co. Child Development Center) and 10 families attended the event (seven of those families being families of children attending the Carroll Co. Child Development Center).
- Attended Friday training at the center with Fredrick on how to deal with behaviors on January 10th, January 17th and January 31st.
- Sent home the following flyers/communication to all families in our center: CCECC Event "A Love for Learning" flyer, CCCDC Family Event flyer, February Parent Group Meeting flyer, and Connect the Dots Family Training flyer.
- I have made 68 contacts with families from January 14, 2020- February 11, 2020 for various reasons through letter, phone calls, Facebook messenger, or face to face contacts, most of these were health records needed for the children. I have also contacted families 20 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
January 14, 2020-February 11, 2020	January 14, 2020-February 11, 2020	January 14, 2020-February 11, 2020	January 14, 2020-February 11, 2020	January 14, 2020-February 11, 2020	January 14, 2020-February 11, 2020
130 Page Views	1 Page Likes	709 Items Liked	3543 People Reached	545 Post Engagement	60 Total Videos Views

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

Disability Monthly Report: January

	Current # (monthly)		Year-to-Date #	
Head Start students w/IEP			50	
Early HS students w/IEP			1	
Annual ARC's	2		13	
	HS	FS	HS	FS
Initial/consent ARC's	3	0	7	5
Eligibility ARC's	0	1	4	6
RTI Classroom	0		1	
Early HS students w/IFSP	10		15	
First Steps kids with IFSP not in program	5		8	
Total IEP kids in program			50	
	DD	Speech	DD	Speech
Currently in RTI (Total)	28	9	33	12
RTI- Tier 2	14	5		
RTI- Tier 3	13	1		
RTI- Tier 3 and in referral process	0	3	1	7
RTI completed and successful (no referral needed)			13	0
First Steps Transition Meetings Attended	2		7	

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Students not enrolled who are receiving Services	0	0
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Number of referrals for in home therapy/parent support to local community health providers	3
Number of children for whom the MH professional consulted with program staff regarding the child's mental health/behaviors	13
Of these, the number for whom the MH professional provided three or more consultations with program staff this month	15
Number of children for whom the MH professional consulted with the parent/guardian regarding child's mental health/behavior concerns	7
Of these, the number of children for whom the MH professional provided three or more consultations with parent/guardian regarding child's mental health/behaviors	1
Number of professional consultations with community mental health providers regarding a student's mental health/behaviors	7
Individual support to student's needing 1:1	19
Number of staff consultations regarding student's mental health concern or behaviors In the classroom	30
One to one meetings with parent/guardians, due to concerns regarding a student's mental health/behavior concerns	7
Contact with the Department of Social Services	2
In room interventions with student's	20
ARC meetings attended	1
Suspected Abuse/Neglect reports	3
Nick Marsh meetings	3



Additional Duties:

Daily management duties at the Center to support staff, students and families
Assist in daily duties such as lunch, nap and bus line
Set up training from Behavioral Analyst for staff
Development of Behavior Incident Reports to track data

Education- R. Kates, Manager:

- Attended Behavior Analysis Training each Friday from 9-10:30 and provided video recording of training content.
- Assisted with meetings to work on 2020-2025 Grant Writing process including Program Goals, School Readiness Goals and Training plan.
- Provided training on 1/31/20 for Head Start Instructional Staff on Materials to Support Learning. Content was from Office of Head Start In-Service Suites.
- Completed 7 Head Start CLASS observations and 1 Early Head Start CLASS observations.
- Attended Preschool Cadre at OVEC in Shelbyville on 1/22/20.
- Daily management Responsibilities.
- Planning meetings for all EHS teachers. Consulted individually with 2 HS teachers for coaching and support. Lesson Plans filed and reviewed.

Program Design and Management – Leah Spencer, Manager:

- Management Team Meeting on 2/12
- Staff Meetings on 2/21
- All drills completed and up to date
- Head Start Conference Call with Dr. Moore on 1/30
- Threat Assessment Meeting on 1/31
- Safe School Risk Assessment on 2/5
- Principal's Meeting on 2/11
- Family Fun Night on 2/12
- Met with Lori Dees, new licensed dietician who will be assisting with menus
- Continuing to work remote with Jinny Smith on 5-year grant application
- Met with Child Care Aware on Kentucky All Stars renewal
- Uploaded yearly Kentucky All Stars Annual Quality Review
- Submitted Childcare License Renewal on 2/3

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- Continuing to try and replace current staff openings for a Head Start Instructional Assistant/Bus Monitor. There are concerns about the lack of qualified applicants to fill these positions.

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
			\$439,920		
Head Start 655F	\$589,608	\$41,734			
EHS 655F	\$640,100	\$65,929			
KY Preschool	\$87,696				
US Bank				\$3,127.38	
Kroger				\$168.76	
Walmart				\$176.87	