

Carroll County Child Development Center



GOVERNING BOARD REPORT

July 15th-August 18th, 2021

ERSEA Manager- J.Spillman

Enrollment Head Start/Preschool (ages 3-4)
Head Start 93 Enhanced 10 Preschool 14 Total 117
48 Returning students 4 no show (returning) 16 transitioned from EHS 52 new students 120 total/117 actual
Category of Eligibility breakdown: Eligible 0-100% (58%) Foster Child (4%) Homeless (7%) Public Assistance (3%) Eligible 101-130% (18% HS/1% PS) Over 130% of poverty (1% HS/3% PS) PS Eligible 131-160% of poverty (5%)
HS Waiting List 5 Over Income 4 need income verification

Early Head Start (ages 0-3)
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83 total/70 actual

44 returning students
7 no show (returning- moved)
1 no show
4 denied HB
27 new students

Category of Eligibility breakdown:

Eligible 0-100% (53%)
Foster Children (10%)
Homeless (13%)
Public Assistance (2%)
Eligible 101-130% (19%)
Over Income (3%)

EHS Waiting List

4 income eligible (denied HB)
19 over income
12 need income verificatio

Enrollment

- Enrollment/center status reporting- HSES
- 2021-2022 enrollment applications
 - 86 applications received and/or income processed since last board report
- Follow up phone calls and letters for income verification
- Emails sent requesting income verification upon receipt of all new online applications
- Mailed letters to over income applicants notified of waitlist status
- Updates to teaching staff, family services staff, and management staff
- Student enrollment files completed and to FSWs
- Infinite Campus: added new students, no showed students, Classroom Roster, Preschool Tab
- Updates to Melissa Hann for new students added
- Recruitment: Facebook posts; mailed postcards to 200+ families on State Head Start Listing of possible students

Childplus

- Updated 16 2021-22 Participant groups
- Assigned all enrolled students to a participant group
- Accept/enroll/waitlist students
- Assigned students to FSW
- Revised Security groups settings for FSW, edited HB settings,

- User Setup: Megan, FSW; Darian, Shari, J. Maiden
- Deactivated staff who resigned
- Updated staff transfers, resignations
- Set Attendance for breaks/holidays
- Edited & added attendance codes, edited attendance settings in system preferences
- Set PFCE dates
- Entered new staff
- Classroom assignment
- ChildPlus Tech support emails and phone call re: security settings & HS Vision Exam
- Edited Health Requirements for HS Vision Exam
- Added CACFP form to requirements

Employee files and records

- Update staff list & phone extensions document
- ECE TRIS update of staff
- Prepared National Background Check forms, entered NBCP individually in state system for 15 staff

Other

- Office supply orders
- Safe Schools trainings
- Health/Safety Regulations Webinar
- Bus Driver 8 hour update
- Active Shooter training
- Led module for Narrow your Focus training w/ staff
- Management Team Meeting
- Revised 2021-2022 In-Kind sheets for all teaching staff

Facilities/Transportation Manager- J. Baxter:

- Trained Linda Nichols, Jennifer Ellis, Margie Tilley, and 10 instructional assistants on bus monitoring.
- Trained Head Start staff about maintenance requests, bus changes, changes to the Stem Garden and playground.
- Supervised the landscaping on the STEM garden, and playground.
- Power washed all playground equipment, and wooden blocks on playground.
- Put the bus routes together.
- Did a transportation display and discussion at the Ready Fair.
- Ordered items needed for the classrooms, ei: gloves, papertowels, etc.

Health/Nutrition Manager- B. Brewer

Health Requirements-

Early Head Start	Head Start
<p>Well Child Checks:</p> <ul style="list-style-type: none"> • <p>45 Day Requirements:</p> <p>*Hearing & vision</p> <ul style="list-style-type: none"> • <p>Dental:</p> <ul style="list-style-type: none"> • <p>Immunizations:</p> <ul style="list-style-type: none"> • 	<p>45 Day Requirements-</p> <p>*Health history, hearing, vision, & nutrition survey</p> <p>90 Day Requirements-</p> <p>*BP, growth, lead, physical exam</p> <p>Dental-</p> <p>Immunizations-</p>

PFCE Manager- S. Quackenbush:

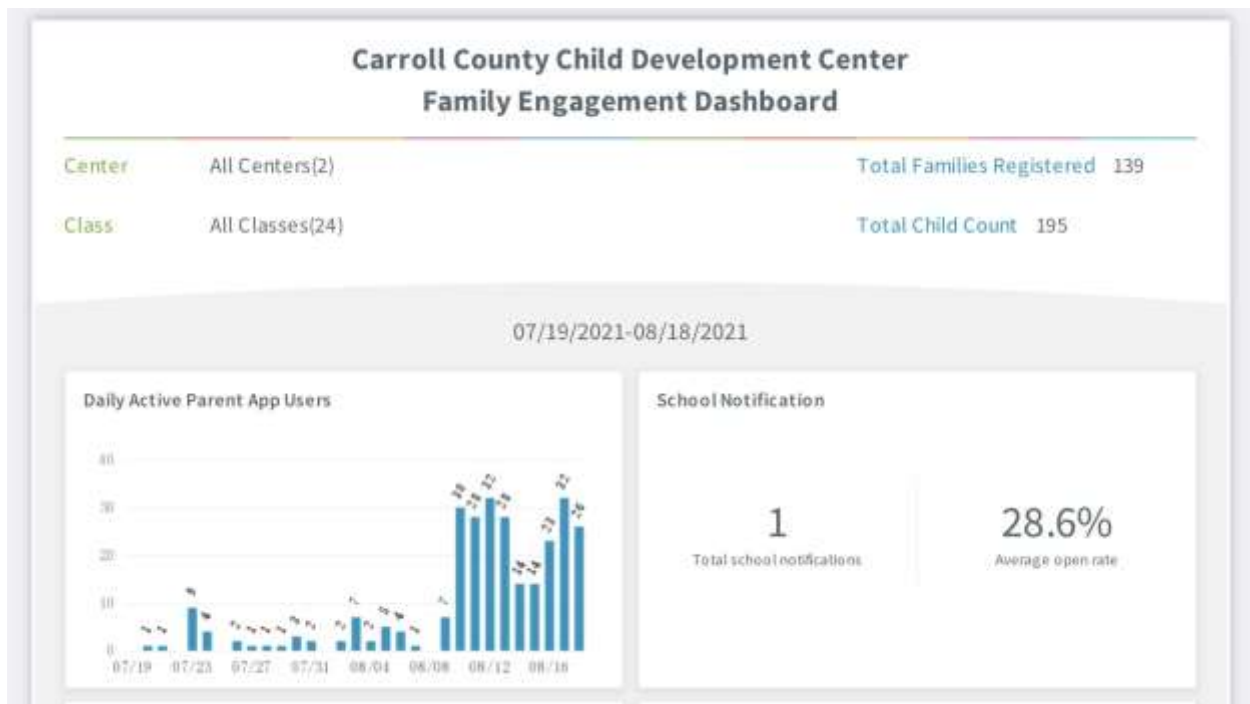
- FSWs met with all families individually
- Hosted Meet & Greet- 110 participants
- Provided books to give as a recruitment incentive for eligible families
- Created flyers for recruitment, Meet & Greet, and July Newsletter
- Uploaded caseloads, class lists, and new students on LG.
- Collaborated with Family Ties to organize Backpack Buddies.
- Letter to parents addressing masks mandates & First Day of school Policy
- Sent out Community Partnerships-
- Met with staff to discuss:
 - attendance, open communication, home-visit documentation, parent-teacher conferences, end of the year documentation, volunteer forms, & Learning Genie
- Updated the Parent Cafe for families. A letter was sent home encouraging parents to use the parent hub as a resource for any Ged, career readiness, whatever they need to be successful.
- Parent Committee, Parent Meetings, CCECC meetings & events have been scheduled for the year.

FSW Contacts:

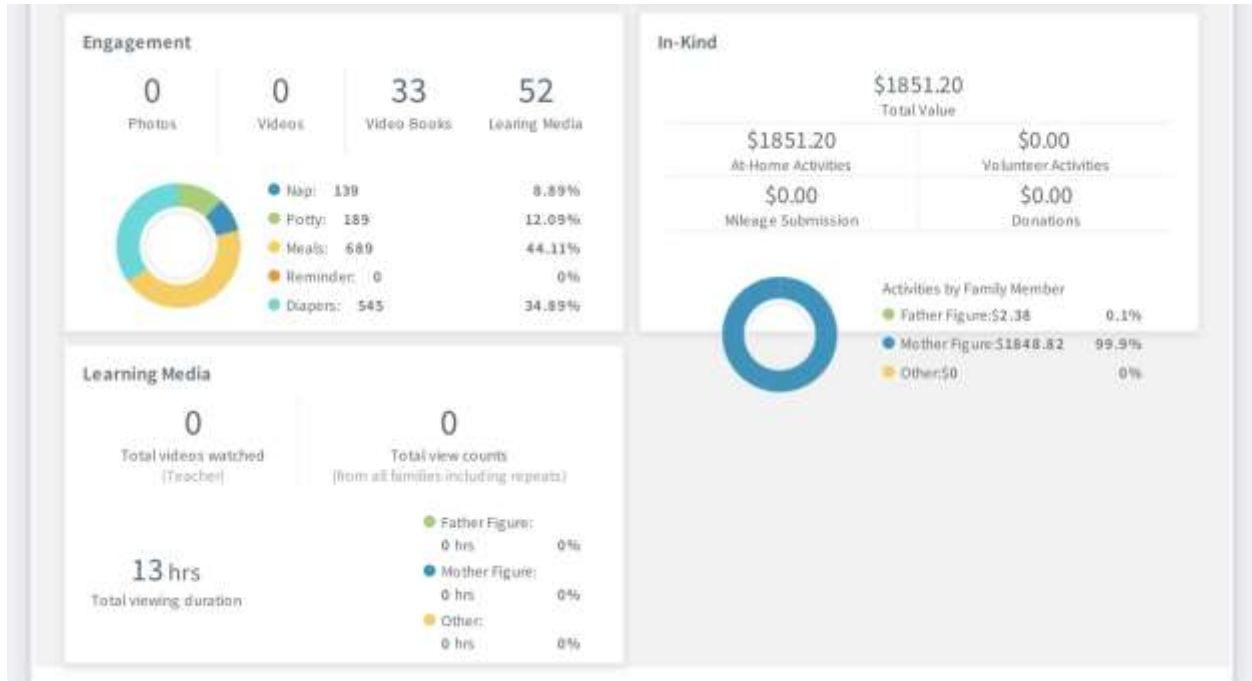
	EHS	HS
Events:	Count of Events:	Count of Events:

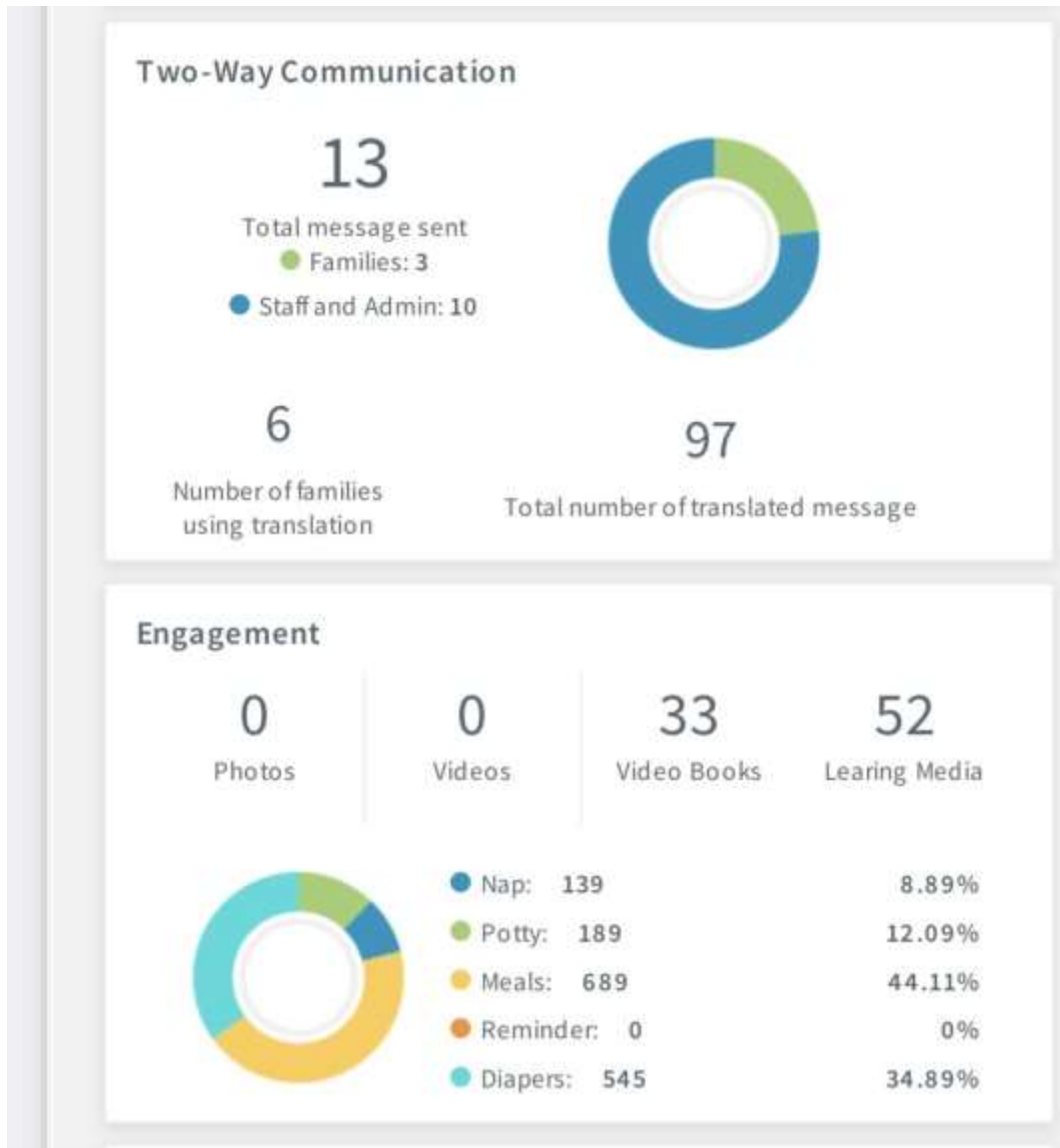
Face to Face	66	99
Facebook Message	72	122
Facebook Post (This includes posts from each FSW & the individuals who viewed the post).	394	614
Phone Call	54	72
Text Messages	41	84
Family Event	15	28
Letter	NA	NA
Need Identified	NA	NA
Emergency/Crisis	2	4
Parent Opportunities	18	22

Learning Genie Information:



In-Kind, Communication, Engagement:





Disability Manager-C. Usleaman

NO DATA DUE TO SUMMER

Disability Data July)		
	Monthly #'s	Year-to-Date #
HS Students w/IEP		17
EHS Students w/IEP		0
Annual ARC's	0	0

	Head Start	First Steps	Head Start	First Steps
Initial/consent ARC's	0	0	0	0
Eligibility ARC's	0	0	0	0
RTI Classroom	0		0	
EHS Students w/IFSP	8		8	
First Steps w/ IFSP not in program	7		7	
Total IEP kids in program				
	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/Referral Process	0	0	0	0
RTI complete (no referral needed)				
First Steps Transition Meetings Attended	0		0	
Students not enrolled- Receiving Services	0		0	

Program Disability Data:

Mental Health Consultant: Dawn Oak, LCSW

Limited data due to summer break

- Collaborations with staff regarding social/emotional/behavioral concerns of students as they start the new school year
- In room interventions/support to students and teachers
- 1 Phone contact with parent/guardian regarding loss and grief
- Attended parent night to meet students and guardians
- Began to score and organize brigrance data
- Development of new Release of Information form for Mental Health
- Development and education of staff on new Child Abuse reporting form and process
- 2 Collaborations with Occupational Therapist Lea Morgan regarding sensory tools for two new students
- Supervision of Social Work student from Asbury College

Education Manager- R. Kates:

- Conscious Discipline Training, August 2, CCPL, 7hr
- Completed annual renewal of Infant/Toddler CLASS reliability testing and certification
- Safe Schools
- Preparation for staff In-service regarding Education area expectations: A Narrow Focus is a Balanced Focus: Intention, Environment, and Interaction
- Head Start Training: Professionalism. Finance Training, August 5, CCPL, 4 hr
- Active Shooter Training, August 6, KWP
- Presented 7 break-out sessions for CCCDC staff on Education Area expectations; A Narrow Focus is a Balanced Focus: Intention, Environment, and Interaction
- Informal Observations: 7; Provided specific feedback and coaching
- Assist in classrooms with support, coaching and modeling
- Collaboration with instructional staff to solve classroom issues with routines and curriculum
- Created a digital file system on Google Drive for Education staff to maintain documentation and monitoring of education and instructional information. Created a digital file system to maintain Brigance screening information.
- Created monitoring checklists for lesson plans, newsletters, home visits, and parent teacher conferences
- Visited High School Modular Classrooms 3 times to support and monitor
- Participated in Management Team Meeting, August 9
- Conducted planning and problem solving meeting with Head Start Teachers, August 12
- Attended Staff meeting regarding assessment TSG
- Daily Management and coaching duties
- Attended and assisted with Ready Fair/Open House

Program Design and Management- L. Spencer:

- District Goal Review on 7.19
- Upslope Training on 7.19
- TTA Call with Nancy Shinault on 7.21
- RTC Meeting with Alysia Wedding & Mr. Sizemore (Preschool PLC) on 7.21
- TTA/ Program Specialist Meeting (TTA Support) on 7.30
- Training Assistant Director, Jennifer Maiden
- Finalized all Class Lists
- Meet & Greet Week on 7.26-7.30
- Recruitment for Home Base Program (10 away from being fully enrolled)
- Conscious Discipline Training for all staff on 8.2
- Head Start Training/Finance Training for all staff on 8.5 (Presenter Jon Roden)
- Open House on 8.5
- Planned school kick-off for staff with special treats
- Active Shooter Training for all staff on 8.6
- Staff Meeting with Narrow Your Focus breakout sessions on 8.6

- EHS Students 1st Day: 8.10; HS Students 1st Day: 8.16
- Collaborated with Lisa Gault and Britny Brewer on CCACFP/meals for our students
- Revised Dress Code & Lice Policy- Approval is requested
- Data entry for Teaching Strategies Gold
- Organized all Kindergarten Brigance process
- Created bus tags for dismissal; collaborated with Joanie (Transportation Manager)
- Contacted Health Department & Division of Regulated Child Care in regards to a Hand, Foot, Mouth breakout in EHS classroom

Fiscal - D. Rodriguez, Manager:

	Total Expenditure YTD	Total Admin Costs YTD	Total In-Kind YTD	Credit Card Purchases	Carry Over
HS 655G	1165778.50		704615.05		
EHS 644G	1218209.82				
KY Preschool	201090.64				
US Bank				1323.71	
Kroger				0	
Walmart				0	