

Carroll County Child Development Center



GOVERNING BOARD REPORT

December 10th, 2020- January 13th, 2020

ERSEA Manager- J.Spillman

<p style="text-align: center;">Enrollment Head Start/Preschool (ages 3-4)</p>
<p>73 Head Start (HS) 1 HS vacant slot less than 30 days old 16 Enhanced 24 Preschool (PS) 114 (-15 HS) Total</p>
<p>69 Eligible 0-100% (61%) 8 Public Assistance (7%) 18 Eligible 101-130% (14% HS, 2% PS) 1 Foster Child (>1%) 14 (4 HS/11 PS) Over 130% of poverty (3% HS/9% PS) 4 PS Eligible 131-160% of poverty (4%)</p>
<p>December 2020 HS Enrollment reported on HSES= 90</p>
<p><u>Waiting List</u> 1 Eligible 7 Over Income 7 Need Income Verification</p>

Early Head Start
(ages 0-3)

55 currently enrolled

1 vacant slot >30 days old

- 36 Eligible 0-100% (68%)
- 2 Public Assistance (4%)
- 8 Eligible 101-130% (14%)
- 4 Homeless (5%)
- 3 Foster Children (5%)
- 2 Over Income (4%)

December 2020 Enrollment reported on HSES- 58

Waiting List

2 Income Eligible
12 Need Income Verification
3 Over Income

December Attendance

HS

98% excused as present/81% excused as absent

EHS

100% excused as present/79% excused as absent

Enrollment

- Transferred 8 EHS (within EHS)
- Transferred 1 EHS to HS
- 3 new HS students, 1 EHS pregnant mom
- 1 HS Withdraw
- Enrollment reporting- HSES
- 13 new enrollment applications; 3 income verifications for prior applications

ChildPlus

- closed 1 attendance day for 12/16 (inclement weather)
- changed 26 HS & 6 EHS participants' schedules (virtual to in person)
- edited Program Term staffing assignments
- edited Security Settings for transferred staff

Personnel

- 2 new staff (Rubi & Ashton)
- Staff transfers Madi (EHS class), Jordan (EHS to HS), Ashley K. (EHS class), Ashley M. (EHS class), Brittany R. (EHS to HS), Ellie (EHS class) Infinite Campus- edited schedules for HS virtual to in person
- JCTC tuition assistance letters and book orders for 4 staff for Spring 2021 classes

12/10/20 LCC site visit @ Modular

Chronic absenteeism report

In-Kind data entry, In-Kind reports to Sandra

Facilities/Transportation Manager- K. Warren:

- Completed the facility monthly checklist for both areas.
- Collected and reviewed cleaning sheets for the month of December
- Ordered needed facility supplies
- Met with our Bauman representative and spoke to him about the importance of not submitting an order until he has been given a purchase order number from our fiscal officer.
- Spoke with our cleaning company to ensure that they cleaned the carpets while we were on winter break.
- No emergency drills have been completed during this time.
- Nine maintenance requests were sent
- Coordinated with Erin Mahoney for meal delivery.
- **Delivered 35 meals for our center, Cydney Conley with Family Ties assisted with delivery.**
- Coordinated meal/Polar Express Packet for virtual students
 - 20 meals/educational packets were delivered by bus.**
 - 15 meals/educational packets were delivered by Lora and Jennifer**
 - 21 meals/packets were individually delivered by teachers so they could visit with children and family before break.**
 - Ashley Kates delivered to one home for three children.**
 - Jessica Noble delivered to seven homes for eight children.**
 - Hannah McCarty delivered to four homes for four children.**
 - Katessa Hicks delivered to one home for one child.**
 - Dailee Johnson delivered to one home for one child.**
 - Karen Tillette delivered to two homes for four children.**
 - Patty Yeary delivered to one home with two children.**
 - Erika Cruz delivered packets and meals to three homes for four children.**
- Coordinated with KWP kitchen manager for meals for January 4th when we return from winter break, we will deliver on the 6th of January to all children enrolled in our program except for three whose parents have made it very clear that they are not in need of food delivery.
- **Organized and coordinated food delivery for 160 meals on 1/6/21.**
 - 8 meals were delivered to staff members whose children or relatives are enrolled in our program.**

72 meals were delivered by one bus driver and a monitor in the program's explorer.

80 meals were delivered by two bus drivers and one monitor by bus.

- Family Service Workers will be delivering meals on 1/13/21.
- Assigned Safe Schools to all staff, Cleaning and Protection during the Coronavirus
- Monitored in class 303 and 306

Transportation

- I spoke with five parents on January 11th in regards to bus routes and times.
- Developed three food delivery routes
- Had bus drivers clean and fuel all cars that belong to the center.
- Developed three bus routes for 2021.
- Developed six seating charts for bus routes. Each bus has an am seating chart and a pm seating chart. Each child has their temperature taken before loading in the am and the parent signs and the time is recorded.
- In the afternoon the parent signs and the time is recorded.
- Developed a new dismissal procedure with recommendations from Leah S.
- Coordinated with Dianna Dunn about the special needs bus route for two of our children enrolled in the program.
- Drove on 12/13 for Joanie Baxter am and pm route
- Drove on 12/14 for Kimmy Tincher pm route
- Covered morning drop off line for absent staff member on 11/12/21
- Covered bus dismissal line for absent staff member on 11/12/21
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Health/Nutrition Manager- E. MaHoney

- 20 health office visits recorded for date range 12/10/20-1/11/21
- Managed staff/student quarantine & isolation in accordance with local and state guidelines and in collaboration with Three Rivers Health Dept.
- Ordered & maintained inventory of diapers, wipes, formula, baby food, etc.
- Monitored health needs of all EHS and HS students & collaborated with FSWs to notify families of needs and collect health info
- Data entry of EHS health documents as received
- Worked with Kelly W. to facilitate meals and delivery for students during school closing
- Worked with Sharisa Snow to establish snack menu and virtual meals
- Certified 4 employees in CPR/First Aid
- 1 home visit with FSW to establish a plan of care for student coming into the center that was previously virtual. He will receive tube feedings twice a day while at school
- 1 orientation training implemented in conjunction with Robin K.

Head Start	Physical	Dental	Immunizations
Total students (-45/90 day, not of age, appt.)	104	107	112
Complete/UTD	59 (57%)	46 (43%)	110 (98%)
Expired/Missing	45 (43%)	61 (57%)	2 (2%)

Early Head Start	Physical	Dental	Immunizations
Total Students (-45/90, not of age, appt.)	48	44	55
Complete/UTD	18 (38%)	16 (36%)	53 (96%)
Expired/Missing	30 (62%)	28 (64%)	2 (4%)

PFCE Manager- S. Quackenbush

- Backpack Buddies, We sent home 71 bags bi-weekly.
- CCCDC provided 30 boxes of food products to families from the Dare to Care/Farmers Feeding America.
- Policy Council Meeting Dec. 15.
- CCECC Meeting,
 - Hosted: Family, Frost, and Fun Night. We provided a drive by Holiday Event. We purchased DIY gingerbread houses, crayons, holiday activity books, and a DIY mug. These items were purchased to increase family engagement. The event took place on Dec. 10 from 4:30 p.m. -6:00 p.m. We had a very special visitor from the North Pole visit with us. The Carroll Co. Library and Family Ties also participated. They provided each student with books, crafts, activity books, and other fun activities. We had 44 families and over 65 children participate. For this event we had an increase of 6.3% of participants compared to our previous event.
- Christmas Assistance was provided to 25 families by the Christmas Assistance Program.
- Parent Group Meeting met on Dec. 17. 2020. The topic was Encouraging Children Effectively with Noticing! Our goal for this parent group is both simple and profound. We will help parents shift focus from what they don't want to what they do want, and judging to noticing. This shift helps children become more self-aware and willing to act in helpful ways. We had three parents participate.

- We hosted “Battle of the Classes” for in-kind. Our teachers competed against each other to see who could get the most in-kind from the months of November and December. The winning teacher will get \$100 to spend for something in their classroom. The winning parents will receive a Carroll Co. sweatshirt.
- On 12/11/2020-the parents with the highest in-kind hours received a small gift and certificate.
- Flyers/Communication was sent home to all families: Parent Group Meeting.
- We also sent communication regarding the event and parent group meetings through Learning Genie.
- Learning Genie: We successfully have 90% of our families onboarded.

Early Head Start

Events:	Count of Events:
Face to Face	5
Facebook Message	10
Facebook Post	218
Phone Call	3
Text Messages	27
Family Event	7
Letter	0
Need Identified	5
Emergency/Crisis	1
Parent Opportunities	4
Provider Contact	2

Head Start:

Event:	Count of Events:
Face-to-Face	0
Facebook Message	43
Facebook Post	487
Phone Call	30
Text Messages	7159
Family Event:	11
Letter	0
Need Identified	18
Parent Opportunities	10
Provider Contact	9

Disability Manager-C. Usleaman

Disability Data				
	December #'s		Year-to-Date #	
HS Students w/IEP			37	
EHS Students w/IFSP			0	
Annual ARC's	3		10	
	Head Start	First Steps	Head Start	First Steps
Initial/consent ARC's	1	0	3	4
Eligibility ARC's	0	2	3	4
RTI Classroom	0		0	
EHS Students w/IFSP			9	
First Steps w/ IFSP not in program			9	
Total IEP kids in program			37	

	DD	Speech	DD	Speech
Currently in RTI (Total)	9	6		
RTI- Tier 2	8	4		
RTI- Tier 3	0	1		
RTI- Tier 3/Referral Process	1	1	1	2
RTI complete (no referral needed)			0	0
First Steps Transition Meetings Attended	0		4	
Students not enrolled- Receiving Services	0		0	

Mental Health Consultant:

- ***Out of building due to COVID illness from 11-20-2020 until return 1-4-2021***
- 5 Family contacts from 1-4-2021 till 1-13-2021
- Student observations 4
- Attended District Counselors meeting
- Attended ARC meeting
- Scheduled Early Childhood Intervention Assessment
- Input Brigance Scores in Child Plus for data collection
- Sent psycho-education video to staff regarding teacher S/E upon the return of students
- Collaborated with teachers regarding S/E needs of new students entering/returning to school in January 2021
- Reviewed all documentation for Federal Review, to ensure all MHC documentation is in child plus.
- Made 1 Child Protective Service report and collaborated with DCBS on report
- Established goals and objectives for new social work student from Asbury College had several meetings and began field practicum hours this week and last

Education Manager- R. Kates:

- Assisted with Staff Meetings for 4 small groups of employees, 1/4/21
- Documented additional data for Brigance in Child Plus and Google Digital files.
- Preschool RTC Google Meet 1/5/21
- New Staff Orientation for two new employees 1/5/21
- Professional Growth Plans with two new employees 1/5/21
- Instructional Planning Meetings for Head Start Teams 1/6/21; 8 teams
- Instructional Planning Meetings for Early Head Start 1/ 6-7 /21; 3 teams. Content included Enriching Learning Environments, curriculum and CLASS
- Curriculum and CLASS planning meeting for Head Start 1/8/21
- Supply purchase of fresh fruits and vegetables for Head Start to support curriculum content.

- 12 observations and feedback for HS and EHS instructional staff 1/4 - 1/13
- Problem solving and coaching meeting for one instructional team 1/12

Program Design and Management- L. Spencer:

- Principal Meeting on 12/16, 1/06 & 1/13
- Monthly Call with TTA Specialist Nancy Shinault on 12/16
- Presented Brigrance Data at the Board Meeting on 12/17
- Staff Meeting on 1/04
- RTC Coordinator Meeting on 1/05
- Transition meeting on First Steps kiddos
- Weekly KHSA Zoom Meeting with all Head Start Directors
- Coordinated daily staff placement to ensure ratios are met in each classroom due to staff absences
- Contacted families to for Virtual Food Delivery confirmation
- Distance Learning on 1/04- 1/08; In Person Learning- 1/11
 - 0 Cases of students/staff
- Daily monitoring of Learning Genie In-Kind Hours
- Assisted with coverage in classrooms
- Kept iPad Login information up to date for all newly enrolled students for iPad distribution
- Progress towards Program Goals in preparation of writing the 2021 Grant Application
- Completed Licensure Report for Modular location
- Transferred Jordan Becraft to HS IA Floater
- Created internal monitoring plan for Health, Safety and Education
- Met with Mr. Osborne on 1/11 on Mid-Year Growth Plan Check
- Met with individual teachers on schedules, classroom issues, troubleshooting problem areas

Fiscal - S. Byrd, Manager:

	Total Expenditure YTD	Total Admin Costs YTD	Total In-Kind YTD	Credit Card Purchases	Carry Over
HS 655G	\$471,467	\$36,221	\$221,913		
EHS 644G	\$546,027	\$50,545			
KY Preschool	\$70,345				
US Bank				\$889.69	
Kroger				\$0	
Walmart				\$0	