

Carroll County Child Development Center



#changethefirstfiveyears

GOVERNING BOARD REPORT

April 15th-May 12th, 2021

ERSEA Manager- J.Spillman

Enrollment Head Start/Preschool (ages 3-4)
77 Head Start (HS) 17 Enhanced 27 Preschool (PS) 121 (-11 HS) Total
75 Eligible 0-100% (62%) 8 Public Assistance (7%) 16 Eligible 101-130% (12% HS, 2% PS) 2 Foster Child (1%) 16 (4 HS/12 PS) Over 130% of poverty (3% HS/10% PS) 4 PS Eligible 131-160% of poverty (3%)
April 2021 HS Enrollment reported on HSES= 97
Waiting List 7 Over Income 7 Need Income Verification

Early Head Start (ages 0-3)
68 currently enrolled
43 Eligible 0-100% (63%) 11 Eligible 101-130% (16%) 4 Foster Children (6%) 6 Homeless (9%) 2 Over Income (3%) 2 Public Assistance (3%)

April 2021 Enrollment reported on HSES= 69

Waiting List

- 1 Income Eligible
- 12 Need Income Verification
- 4 Over Income

April Attendance

HS

99.5% excused as present/83% excused as absent

EHS

99% excused as present/74% excused as absent

Early Head Start Attendance 90% & above March 2021	Head Start Attendance 90% & above March 2021
21% (10 students of 48 in person)	50% (54 of 109 in person)

Enrollment

- 5 newly enrolled EHS students
- 1 newly enrolled virtual HS student
- 1 EHS student transferred from CB to HB
- 1 HS student & 1 EHS student transferred from in person to virtual learning
- Enrollment/center status reporting- HSES
- 2021-2022 new enrollment applications (4 EHS, 7 HS; Transitions from EHS to HS- 7 complete, 4 have applications need income, 6 need applications and income)
- 2nd letter to families of students aging out of EHS who will transition to HS re: application statuses
- Mailed letters to 17 families on 2020-2021 waitlist re: new applications needed for 2021-2022
- 2021-2022 Recruitment post with online application link published on Facebook page
o 2021-2022 Recruitment ad published in News Democrat/River City Trading Post

ChildPlus

- 3 student transfers
- Staff renewals for 28 TB tests, 6 First Aid/CPR, 3 staff CDA
- Edited user security groups
- In-Kind data entry

Employee files & records

- ECE-TRIS- updated staff annual training hours report to Leah
- Staff TB Tests Google Doc
- Staff CDA status Google Doc

Other

- Attendance reports
- In Kind reports
- 2021-2022 In Kind estimate for 2021-22 grant
- Federal Review Focus Area 1 ERSEA conference call 4/14/21
- PIR 2020-2021 to management staff, PIR student reports to FSW, began completion of PIR enrollment section
- IC update to Melissa Hann
- Management Team Meeting 4/23
- Code of Ethics meeting 4/27
- Assisted w/ Bus Evacuations 4/28

Facilities/Transportation Manager- J. Baxter:

- Daily changes to bus routes and seating charts
- Collaborated with KWP on emergency drills.
- Fire Drill on 5/11 @ 9:00am (130 students present)
- Organized outdoor shed in courtyard.
- Disposed of items not suited for use by children (ie rusty, broken, moldy items.)
- Removed cleaning supplies that were stored.
- Shredded boxes of documents containing personal info.
- Submitted Maintenance Requests
- Spoke to 3 landscapers to get estimates on refreshing the playground and stem garden.
- Spoke to Mr. Covington about sharing dates and times of fire drills for Modular.
- Checked cleaning sheets.
- Stocked classrooms
- Spoke to the fire marshal about expectations.

Health/Nutrition Manager- B. Brewer

- Decision has been made to switch our program from NSLP to CACFP internally, awaiting Board approval. Documentation has been obtained and will be submitted before the end of the year.
- Hearing screening for Virtual Head Start students was held on 5/7, 6 students were scheduled, 4 were completed, 2 missed appointments.
- 14 EHS hearing and vision screenings completed

- School Smiles registration forms ordered for 21-22 school year and exam date set for November 29th 2021
- Requested to order 4 adult and 4 infant CPR manikins and new AED training device
- All first aid boxes were checked and refilled by CINTAS
- All employees except modular have been updated on CPR
- Head lice policy has been updated to reflect district's policy, has been approved by policy council, awaiting board approval. If approved will go into effect next school year.
- Sunscreen consent forms were sent to families and obtained for end of year celebration.
- Lead screener supplies were expired, requested to order new supplies so lead screenings can be conducted next year.

Health Requirements

Early Head Start	Head Start
<p>Well Child Checks:</p> <ul style="list-style-type: none"> • 45 up to date <p>45 Day Requirements:</p> <p>*Hearing & vision</p> <ul style="list-style-type: none"> • 30 up to date <p>Dental:</p> <ul style="list-style-type: none"> • 51 up to date <p>Immunizations:</p> <ul style="list-style-type: none"> • 3 virtual students expired, all in person students up to date 	<p>45 Day Requirements-</p> <p>*Health history, hearing, vision, & nutrition survey</p> <ul style="list-style-type: none"> • All health histories and nutrition surveys completed • 10 missing hearing screenings • 22 missing vision exams <p>90 Day Requirements-</p> <p>*BP, growth, lead, physical exam</p> <ul style="list-style-type: none"> • 20 missing BP • 8 missing growth assessments • 53 missing lead screenings • 23 physicals missing or expired <p>Dental-</p> <ul style="list-style-type: none"> • 25 missing or expired <p>Immunizations-</p> <ul style="list-style-type: none"> • All up to date

PFCE Manager- S. Quackenbush:

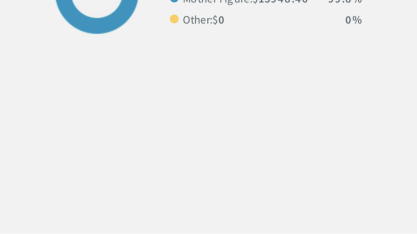
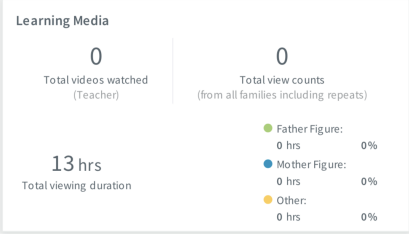
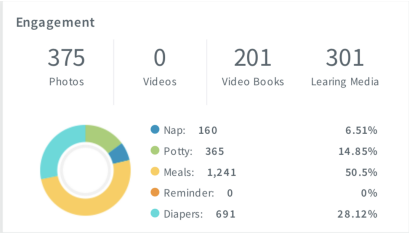
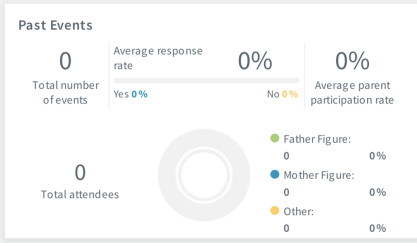
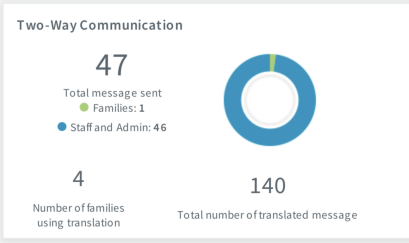
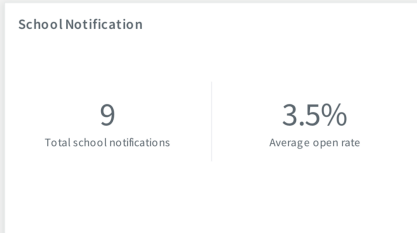
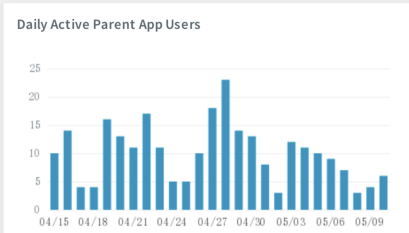
- Collaboration with Agape Family Nurturing Center- Informational Meeting in regards to the center and the services they offer. Planned a free parenting course for our families. We will be joining the district's parenting class this month on 5/10/2021. Agape will provide information on handling the stress of Covid-19.
- Collaboration with FRYSC over Monthly Parenting Classes
- Letters of Transition from EHS to HS were sent to 17 EHS families
- Letters of Transition from HS to Kindergarten were sent to 68 HS families.
- Donation from a volunteer. Students were given bug catchers during the week of bug learning.
- CCECC Event-
- Water Day invitations and permission forms were sent out to families.
- Goody bag items were purchased
- Pregnant Teen recruitment
- PIR information completed
- 17 EHS transitioners to HS. 10 Participated in the event.
- Collaboration with the Extension Office. They provided EHS with a learning kit (colors, shapes, food groups).

FSW Contacts:

	EHS & HS	
Events:	Count of Events:	Count of Families:
Face to Face	3	3
Facebook Message	60	19
Facebook Post <small>(This includes posts from each FSW & the individuals who viewed the post).</small>	274	44
Phone Call	56	19
Text Messages	13	9
Family Event	3	3
Letter	42	20
Need Identified	14	7
Emergency/Crisis		
Parent Opportunities		

Learning Genie Information:

04/15/2021-05/10/2021



Disability Manager-C. Usleaman

Disability Data (March)				
	Monthly #'s		Year-to-Date #	
HS Students w/IEP			44	
EHS Students w/IEP			0	
Annual ARC's	9		26	
	Head Start	First Steps	Head Start	First Steps
Initial/consent ARC's	0	0	3	7
Eligibility ARC's	2	1	5	8
RTI Classroom	0		0	
EHS Students w/IFSP			8	
First Steps w/ IFSP not in program			7	
Total IEP kids in program			44	
	DD	Speech	DD	Speech
Currently in RTI (Total)				
RTI- Tier 2	14	3		
RTI- Tier 3	3	2		
RTI- Tier 3/Referral Process	0	0	1	3
RTI complete (no referral needed)			0	0
First Steps Transition Meetings Attended	0		5	
Students not enrolled- Receiving Services			0	

Program Disability Data:

- 10% of EHS with IFSP (69 total)
- 19% of HS only with IEP (94 total)
- 35% of HS/PreK combined with IEP (121 total)
- 64% of students in RTI Tier 2 are meeting and/or exceeding where they should be.
- 36% of the students in RTI Tier 2 are below where they should be.
- Tier 3 Data; 1 student is not meeting and/or exceeding where they should be.

Mental Health Consultant: Dawn Oak, LCSW

- 28- Collaborations with staff regarding social/emotional/behavioral concerns of students
- 0- Mental Health Safety Assessments requested and facilitated
- 34- 1:1 student Social/Emotional intervention
- 18- Student in room interventions
- 8- Meetings with parent/guardian in person or by phone
- 3- Attended ARC meetings
- 5-Made Child Protective Services reports
- 4 - Collaborations with Department of Social Services
- 0- Consultations with local mental health providers regarding student's needs
- 0- Consultations with Fredrick Hannah, BA
- Ongoing daily school duties such as hall duty and other needed support
- Safety Planning meeting with KWP staff and Mr. Sizemore
- **Currently covering KWP for Liz Brown: Services provided this month:**
 - 7 Collaborations on students with S/E and Behavior concerns
 - 11 1:1 Social/Emotional support interventions
 - 1 Home visit
 - 8 Calls to parents to discuss students who will be receiving services from this therapist while Liz is out
 - 1 Mental Health Services referral

Education Manager- R. Kates:

- Created CLASS Annual Comparison Chart:

	Emotional Support	Classroom Organization	Instructional Support
March 2011 Review Scores	5.6	4.8	2.3
2012	5.83	5.38	3.70
December 2013 Review Scores	6.19	5.78	2.86
2013	5.95	5.53	3.74
2014	6.30	5.41	3.68
2015	6.53	5.91	4.44
2016	6.65	5.96	5.16

2017	6.57	6.13	4.68
2018	6.54	6.38	5.00
May 2018 Review Scores	6.27	6.50	4.17
2018-2019	6.66	6.14	5.02
2019-2020	6.61	6.29	5.33
Year 1 2020-2021	6.59	6.25	5.29

- Assisted with 3 challenging behavior incidents
- Provided 2 sensory breaks for child needing intervention
- Assisted with classroom coverage and bus monitoring due to staff absences
- Assisted with proofing draft of Grant Application
- Conducted 3 instructional planning sessions
- Conducted 11 informal observations
- Participated in Management Team Meeting
- Assisted with KWinn Kindergarten lists
- Planned educational agenda for EHS Transition day
- Completed 4 hour CPR course and renewed certification
- Recertified for Pre-K CLASS Reliability for 2021-22

Program Design and Management- L. Spencer:

- Management Team Meeting on 4/23
- RTI Book Study on 4/14, 4/28, & 5/12
- Policy Council on 4/20
- Instructional Process Meeting on 4/22 & 5/10
 - Preparation in compare/contrast 3 delivery models
- School Safety & Risk Assessment Team Meeting on 4/26
- Weekly KHSA Zoom call with Kentucky Head Start Directors
- Summative Evaluation on 4/26
- CCS Code of Conduct on 4/27
- Upslope Zoom call on 5/4
- 1:1 Call with Amanda Flanary from Head Start Collaboration from KY Governor's Office of Early Childhood Meeting on 5/4
- Trauma Informed Care Meeting on 4/30
- CACFP Nutrition Meeting on 4/28
 - Follow up with Mr. Conrad on 4/30
 - Estimate of \$30,000 savings on snacks/baby food/formula for the 2021.22 program year
- Celebrated staff with Staff Appreciation Week on 5/3-5/7
- Assisted with crafting of Kindergarten Class lists on 5/11
- No Cost Extension approved and in Grant Solutions on 5/10

- Additional Covid funding (\$55,000) now in Grant Solutions
- Additional Covid funding American Rescue Planning (\$221,000) needs to be submitted in HSES system
 - This funding lasts through March 2023.
- Resignations: Alana Brands, Brittany Brinkman & Dasha McKinney
- Transfers: Darian Skirvin & Shari Davis (EHS Lead Teacher) & Abby Evans (HS Lead Teacher)
- Hired: Lexi Barnes (Substitute)
- Division of Regulated Child Care Emergency Regulations have been withdrawn and are no longer in effect.
- New windows/flooring quotes for the Modular building for ventilation/cleaning purposes in an effort to prevent Covid-19
- Daily duty of ensuring all classrooms are in ratio due to staff absences
- Staff Attendance: 87.3% for April
- Submitted Success Story and other information regarding the Head Start program to the Kentucky Head Start Association for publication/advertisement
- Monitoring Health Checks/Temp Check Documentation and follow up with EHS Lead Teachers
- Collaborating with Dana (Fiscal) on Covid funds
- Created calendars for all employees for 2021.22 program year
- Created EHS Class lists for 2021 program year

Fiscal - D. Rodriguez, Manager:

	Total Expenditure YTD	Total Admin Costs YTD	Total In-Kind YTD	Credit Card Purchases	Carry Over
HS 655G	94,497.49				
EHS 644G	91,133.85				
KY Preschool	17,547.78				
US Bank				416.45	
Kroger				210.68	
Walmart				0	