

Carroll County Child Development Center



#changethefirstfiveyears

GOVERNING BOARD REPORT

August 19th- September 15th, 2021

ERSEA Manager- J.Spillman

Enrollment Head Start/Preschool (ages 3-4)
Total 118/117 actual Head Start 93 Head Start 1 withdraw Enhanced 10 Preschool 14
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)
71 total/70 actual
Category of Eligibility breakdown: Eligible 0-100% (54%) Foster Children (9%) 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 verification

August Attendance

HS

100% excused as present/79% excused as absent

EHS

100% excused as present/84% excused as absent

Enrollment

- Enrolled 1 HS student
- 1 HS withdraw
- 1 EHS withdraw
- 3 enrolled pregnant mothers' babies born
- August enrollment report & HSES reporting

Childplus

- Troubleshooting w/ staff and contacted CP tech support- student daily health check
- 2020-2021 locked and inactivated after PIR completion
- Revised HB security group
- Reports for SQ for PFCE
- Reports for BB for Health requirements monitoring
- Verified IEP data for students
- Troubleshooting w/ HB teachers re: CP attendance
- In-Kind: entered new parent volunteers (111)
- In hour hours data entry and reports

Employee files and records

- KARES NBCP checks for staff
 - hired 15 staff in KARES
 - printed employment verification forms
 - scheduled 4 employees' fingerprints for them
- 1 Workman's comp First Report of Injury
- 2 employee resignations (LP, KB)
- Copied 10 employees' records @ Board Office

Other

- Infinite Campus- verified student enrollment dates & PS tab
- IC- built 7 HS classrooms in ad hoc reporting
- Collaboration with Christina for PIR Disability Section
- EHS PIR and HS PIR- completed on 8/25 and submitted 8/26
- Daily: Attendance monitoring, Aesop; 1-2 xs weekly: IC attendance
- Reviewed Head Start Forward transcripts on ECLKC
- Quarantine/COVID dx absenteeism: edited all of August in ChildPlus and IC for August to not scheduled
- Assisted Leah with data for Annual Report
- Corrected center information in HSES
- August In Kind: \$13,374.55/1,382.66 hours

Facilities/Transportation Manager- J. Baxter:

- Completed Tornado/Fire Drill/Lock Down Drill
- Completed SDS binder.
- Contacted Fire Marshal about expiration date on Annual Life Safety Report/visit.
- Daily playground checks/documentation
- Maintenance requests as needed.
- Maintain communication with custodians and transportation staff.
- Revamped the 3 bus routes down to 2, due to losing a driver.
- Maintain communication with nurse ie. quarantine, positive cases for transportation and custodial purposes.
- Drive bus route daily.

Health/Nutrition Manager- B. Brewer

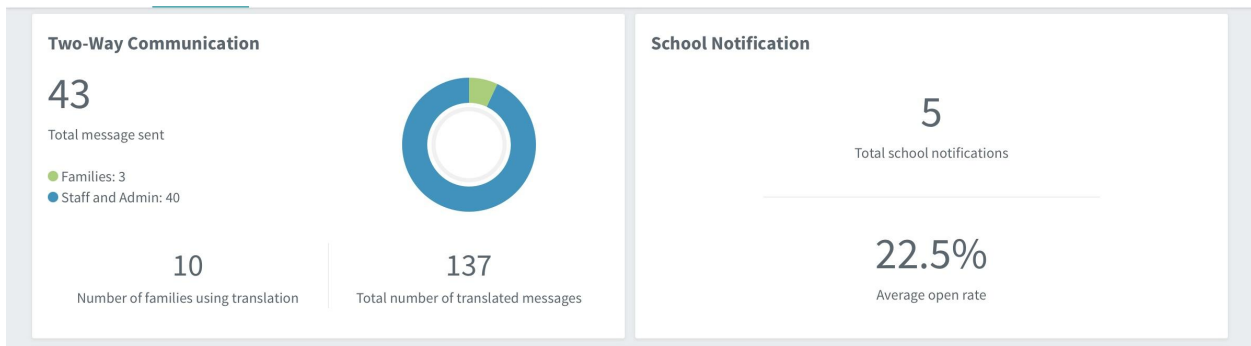
- 78 students seen in office for sick visits
- 8 COVID positive student cases
- 5 COVID positive staff cases
- 58 quarantined students
- 7 quarantined staff
- CACFP application approved, will start claiming meals from September moving forward. Initial inspection visit scheduled for Oct 14th.
- FSW notified of 30 and 45 day requirements and deadlines - medical and dental home, health history, and nutrition survey. Safe Schools enrollment forms will be sent for students with no dental home.
- Parent/doctor notes received for all medications.
- 2 home visits completed with pregnant moms/newborns.

- Food Safety Manager training completed for 3 out of 4 employees required. 1 is in progress.

PFCE Manager- S. Quackenbush:

- 56 Backpack buddy referrals were made for HS students.
- Archived Kindergarten files
- CECC Meeting with OVEC
- Collaborated with Holly Dawson and Larry McNabb regarding suicide prevention resources for parents.
- Reached out to parents regarding assistance for Learning Genie.
- Policy Council organization
- Health Advisory Meeting- 1 participant.
 - Discussed Covid-19.
 - Quarantine Policy
 - Sick Policy
 - Open Discussion
- Planned Tobacco Festival.
- Collaboration with Holly Dawson . Received Suicide Prevention Info and flyer to the CC suicide walk. Resources were shared with families.
- Tobacco Festival Silent Auction
- Supervision & Monitoring Meetings with FSW
- CCECC Meeting & Event Planning
- Brigance screeners for Kindergarten students

Learning Genie Data



Engagement

Items shared with families

0

Photos



0

Videos

- Nap: 295
- Potty: 472
- Meals: 2792
- Reminder: 0
- Diapers: 1427

319

Video Books

797

Learning Media

- 5.92%
- 9.47%
- 55.00%
- 0%
- 28.62%

In-Kind

\$13,574.85

Total Value

\$13,574.85

At-Home Activities

\$0

Volunteer Activities

\$0

Mileage Submission

\$0

Donations



Source of In-Kind

- At-Home Activities: \$13,574.85 100.0%
- Volunteer Activities: \$0 0%
- Mileage Submission: \$0 0%
- Donations: \$0 0%



Activities by Family Member

- Father Figure: \$178.69 1.3%
- Mother Figure: \$13,396.16 98.7%
- Other: \$0 0%

At-Home Activities

Theme

Value



At-Home Activities

- Approaches to Learning: \$5,287.09 38.9%
- Cognitive: \$2,701.76 19.9%

Source of In-Kind

Value

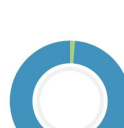


Source of In-Kind

- At-Home Activities: \$13,574.85 100.0%
- Volunteer Activities: \$0 0.0%

Activities by Family Member

Value



Activities by Family Member

- Father Figure: \$178.69 1.3%
- Mother Figure: \$13,396.16 98.7%
- Other: \$0 0%

Center	Classes	Children	Activities	Mileage	Mileage Total Value	Quantity	Quantity Value (\$9.53)	Overall Value	Pending
Carroll County Early Head Start	13	27	674	0 miles	\$0	466.58 hrs	\$4,446.54	\$4,446.54	9
Head Start Funded	7	51	1569	0 miles	\$0	957.85 hrs	\$9,128.31	\$9,128.31	0
Total	20	78	2243	0 miles	\$0	1,424.43 hrs	\$13,574.85	\$13,574.85	9

Help

FSW Contacts:

	EHS	HS
Events:	Count of Events:	Count of Events:
Face to Face	5	12
Facebook Message	51	109
Facebook Post <small>(This includes posts from each FSW & the individuals who viewed the post).</small>	346	667
Phone Call	18	38
Text Messages	86	168
Family Event	NA	NA
Letter	21	51
Need Identified	5	13
Emergency/Crisis	NA	NA
Parent Opportunities	NA	NA

Disability Manager-C. Usleaman

Disability Data (August)				
	Monthly #'s		Year-to-Date #	
HS Students w/IEP			18	
EHS Students w/IEP			0	
Annual ARC's	0		0	
	Head Start	First Steps	Head Start	First Steps
Initial/consent ARC's	0	1	0	1
Eligibility ARC's	0	1	0	1
RTI Classroom	0		0	
EHS Students w/IFSP	8		8	
First Steps w/ IFSP not in program	6		6	

Total IEP kids in program			18	
	DD	Speech	DD	Speech
Currently in RTI (Total)	0	4	0	4
RTI- Tier 2	0	2		
RTI- Tier 3	0	0		
RTI- Tier 3/Referral Process	0	2	0	2
RTI complete (no referral needed)				
First Steps Transition Meetings Attended	1		1	
Students not enrolled- Receiving Services	0		0	

Education Manager- R. Kates:

- Informal Observations: 17
- High School Modular visits: 3
- Intensive Coaching: HS22, August 16-19; Meeting and Lesson Planning on August 20
- Intensive Coaching: HS312, August 23-25; Meeting and Schedule Coaching and Revision, August 23-24
- Intensive Coaching: HS308, August 19 re: Assistant Duties
- Trained HS Instructional Assistants on August 20, I/A Bootcamp
- Individualized Debrief sessions for HS Classrooms on August 20. Mental Health consultant, Behavior Specialist included as a team approach to problem solving first week of school issues.
- Assisted with Kindergarten Brigance Screenings
- Created Brigance Procedures document and electronic filing system for all CCCDC developmental screens
- Crisis Prevention online training

Program Design and Management- L. Spencer:

- Staff Meeting- 9/3
- TSG Mini Training- 9/10
- Resignations: Kimberly Bowen
- Hired: Jeff Perry (Custodian)
- Principal's Meetings/Google Meets
 - 8/31 (QRS)
 - 9/9 (Frontline/Principals Meeting)
- Orientation of Certified Evaluation Plan on 9/3

- Assigned PGP, Self-Reflection to all Certified Employees on Frontline
- Interviewed for Home Base Teacher position
- Recruitment of current openings (EHS Assistant, HS Assistant, HB Teacher)
- [Annual Report](#)- Approval is required.
- Professional Growth Plans for all Classified Employees are in progress
- Organized the process for Brigance (Kindergarten screeners) at Kathryn Winn
- Collaborated with Food Services on meal reimbursements with CACFP and SSO to determine the most cost effective and beneficial method meal reimbursement and costs
- Enrollment #'s and upcoming students transitioning for First Steps are going to require an additional Head Start Teacher for this school year by November.
- Daily communication with Program Nurse over mitigation strategies, Covid-19 and quarantine

Fiscal - D. Rodriguez, Manager:

	Total Expenditure YTD	Total Admin Costs YTD	Total In-Kind YTD	Credit Card Purchases	Carry Over
HS 655G/I	\$92,376.64				
EHS 644G/I	\$121,653.27				
KY Preschool	\$14,538.33				
US Bank					
Kroger					
Walmart					