To:     Policy Council and Board of Directors

From:   Patricia Salvarezza

Date:   10/19/21

Re:     Director's Report- September 2021 Program Report

## Updates from Office of Head Start:

- **OHS Vaccine Mandate:** Effective January 1, 2022, all Head Start employees nationwide will be required to be fully vaccinated against COVID-19.

## Program Updates

- **Hiring:** Interviews are ongoing for all open positions.
  - Assistant Director of Education and Center-based Services, Jenna Middleton has resigned her position. Her last day will be October 29. She has been hired as a elementary school guidance counselor.
  - 3 Lead Teacher vacancies: 1 HS- Dix, 1 HS- Granville, 1 EHS- Cambridge
    - The Cambridge EHS classroom is receiving Home-based services while we look for staff replacements.
  - 2 Assistant Teacher & Aide positions: 2 HS- Dix; 1-EHS Teacher Aide- Cambridge
    - Cambridge Head Start Classroom: In person center-based classroom opened on 9/27. The CC is acting as Lead Teacher with a new Assistant Teacher and a sub.
    - A Double Session Classroom at Dix Avenue is without an entire team and is not operating. We do not have the enrollment numbers to fill this classroom at this time (Lead, Assistant and Teacher Aide).
  - 2 Family Advocate vacancies: Granville and River Street
  - 1 Home-based Visitor openings; 1HBV on maternity leave: Down 1 HBV
  - Hired a cook for Whitehall; going through the clearance process.
  - Need several aides: transportation and classroom floaters.

- **Impacts to Program Services:** Staff vacancies continue to strain program services. Each day, COVID-related absences challenge classroom coverage, program services and negatively impacts attendance. Some staff are covering two or three positions. This is leading to burnout and fatigue. Staff wellness activities, training and professional development is being offered as support.
- Refer to attached service area reports for updates on data and service delivery.