



**From the Desk of:
Patricia Salvarezza
Program Director
Head Start / Early Head Start**

To: Policy Council and Board of Directors

From: Patricia Salvarezza

Date: 12/21/21

Re: Director's/ Report- November 2021 Program Report

Updates from Office of Head Start:

- An amendment to the Head Start Performance Standard is in effect: By January 31, 2022, all staff, vendors, therapists or contractors who have direct interaction with children, must be fully vaccinated unless has an approved exemption for medical or sincerely held religious beliefs. Programs are required to have a policy in place defining how they will be in compliance with the standards.

Program Updates

- **Recruitment & Enrollment:** Effective January 1, 2022 all Head Start programs must meet full funded enrollment. Each month enrollment numbers are reported to OHS if programs are not meeting their funded enrollment they will be placed on an enrollment plan. Staff are actively recruiting community partners for enrollment referrals. 80 letters were sent out to partners in Warren and Washington County.
- **Cambridge HVAC System:** One of the 2 Cambridge Center furnaces broke. Due to the age of the system and its repair history we replaced the entire system using ARP funds.
- **Classroom Closures due to COVID:** Effective 11/22-12/3/22, classrooms will be closed due to high numbers of quarantined staff and children. The classrooms will reopen on 12/6/22. All staff will remain working in person.
- **COVID Impacts:** Positive cases continue to impact attendance of children and staff. Whole classrooms have been quarantined as result of positive children. The program currently has 5 staff who are not vaccinated. When these staff are exposed to positive children they are required to quarantine for two weeks.
- **Hiring:** Interviews are ongoing for all open positions; the following positions are vacant:
 - Assistant Director of Education and Center-based Services: Vacant, will post in January.
 - 3 Lead Teacher vacancies:
 - 1 HS- Granville,
 - 1 HS- Cambridge,
 - 1 EHS Whitehall
 - 2 Assistant Teacher
 - 1 EHS Cambridge
 - 1 HS Dix
 - Aide positions:
 - 1 HS- Dix;
 - 1-HS –River Street
 - 1 HS Cambridge
 - 2 Home Visitors vacancies

- **Funding Year 2022 Grant Application is in process.** Narrative is completed; Grant needs Policy Council and Board of Director approval scheduled for 12/6/22 to enable timely submission before the December break. Grant deadline is January 1, 2022.
- Refer to attached service area reports for updates on data and service delivery.

To: Board Members and Policy Council Members
 From: Patricia Salvarezza, Program Director
 LEAP Head Start/Early Head Start
 Re: Head Start Enrollment and Meal Count Report for November 2021
 Date: December 2, 2021

REQUIRED REPORTS

The Head Start Act of 2007 requires that certain information must be reported to the Policy Council and Board of Directors monthly, as follows:

Enrollment

We are funded to serve a total of 341 children and pregnant women: 223 Head Start and 118 Early Head Start, as outlined in this table.

ENROLLMENT BREAKDOWN: FUNDED SLOTS	HEAD START	EARLY HEAD START
TOTAL # FUNDED SLOTS	223	118
TOTAL # CENTER-BASED SLOTS	198	40
TOTAL # HOME-BASED SLOTS	25	78

This table represents actual enrollment numbers for November 2021:

	HEAD START	EARLY HEAD START
TOTAL ACTUAL ENROLLMENT	148	87
TOTAL ENROLLMENT CENTER-BASED (HS- Summer Enrichment Program)	131 Cambridge: 17 Dix: 41 Granville: 19 River Street: 34 Whitehall: 20	36 Cambridge: 8 River Street: 20 Whitehall: 8
TOTAL ENROLLMENT HOME-BASED (HS- Summer Enrichment Program)	17 Cambridge: 6 Dix: 11	51 Cambridge: 6 Dix: 45
WAIT LIST CENTER-BASED	41	19
WAIT LIST HOME-BASED	3	5

Meal Count

This table shows the meal count for November 2021. We served a total of 3,228 meals.

Center	Days of Operation	Breakfast	Lunch	Snack
Dix Avenue	16	153	262	225
Granville	12	123	173	47
Whitehall	12	64	63	61
River Street	18	506	510	493
Cambridge	17	182	184	182
Program Totals	75	1028	1192	1008

Month / Year: November 2021

PROGRAM: Head Start

Site	Funded Total slots	Enrolled	Dropped slots	Ratio spots	Reserved spots	Total Reported	Accepted slots
CA	18	17	0	1	0	18	0
DIX	78	41	0	0	0	41	0
GR	34	19	0	0	0	19	1
RS	36	34	0	2	0	36	0
WH	32	20	0	0	0	20	2
CB Total	198	131	0	3	0	134	3
HB Dix	15	11	0	0	0	11	
HB CA	10	6	0	0	0	6	
HB Total	25	17	0	0	0	17	0
Program Total	223	148	0	3	0	151	3

*** Enrolled: 66 %

Month / Year: November 2021

PROGRAM: Head Start

Site	Wait List	Elig.	Eligible Waitlist Information	101+	131+
CA	11	2	One of the eligible Income children is not yet three years old.	1	8
DIX	13	0		0	13
GR	7	1		0	6
RS	11	6	Five of the eligible Income children are not yet three years old.	0	5
WH	6	0		0	6
CB TOTAL	41	6		1	34
HB	3	1	The eligible and Alice child are not yet three years old	1	1
Program Total	43	6		2	35

Month / Year: November 2021

PROGRAM: Early Head Start

Site	Funded Total slots	Enrolled	Dropped / Completed	Reserved	Total Reported	Accepted
CA	8	8	0	0	8	0
RS	24	20	3	0	23	3
WH	8	8	0	0	8	0
CB TOTAL	40	36	3	0	39	3
HB CA	19	6	0	0	6	0
HB Dix	59	45	3	3	51	6
HB Total	78	51	3	3	57	6
Program Total	118	87	6	3	96	9

*** Enrolled: 81 %

Waitlist Report

Jodie Dommaschk- Assistant Director of Family and Community Services

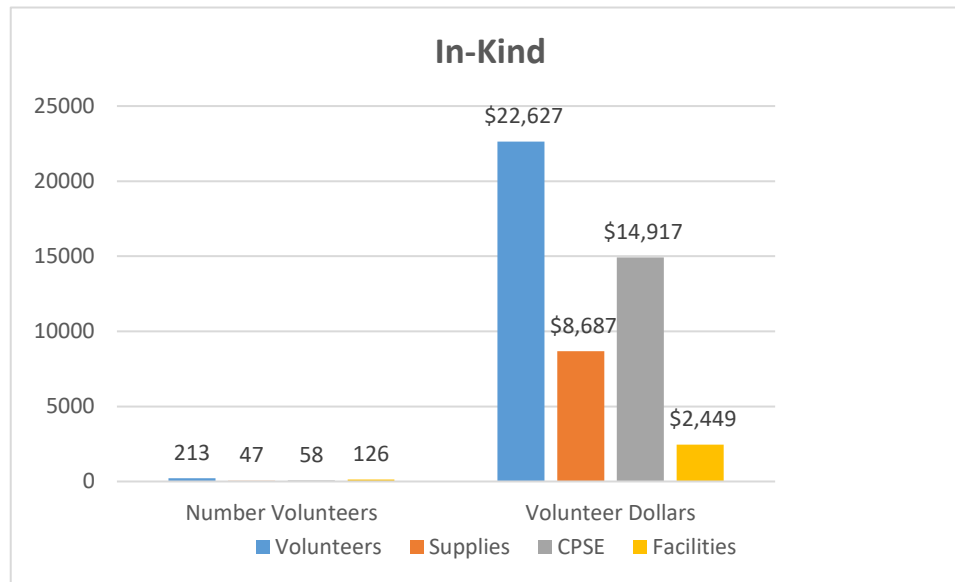
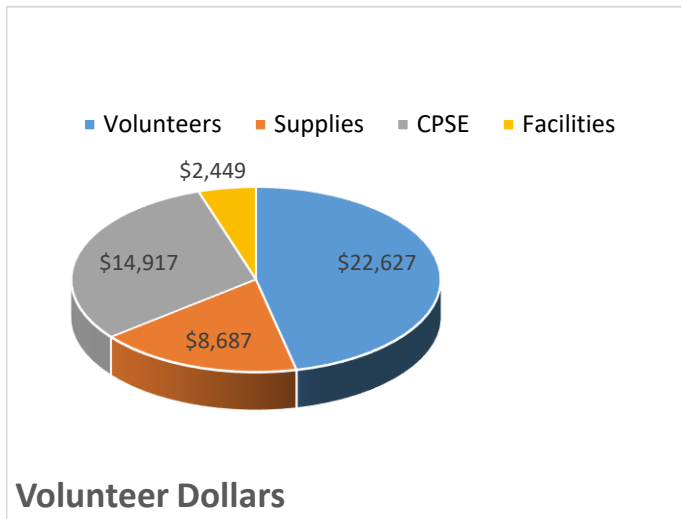
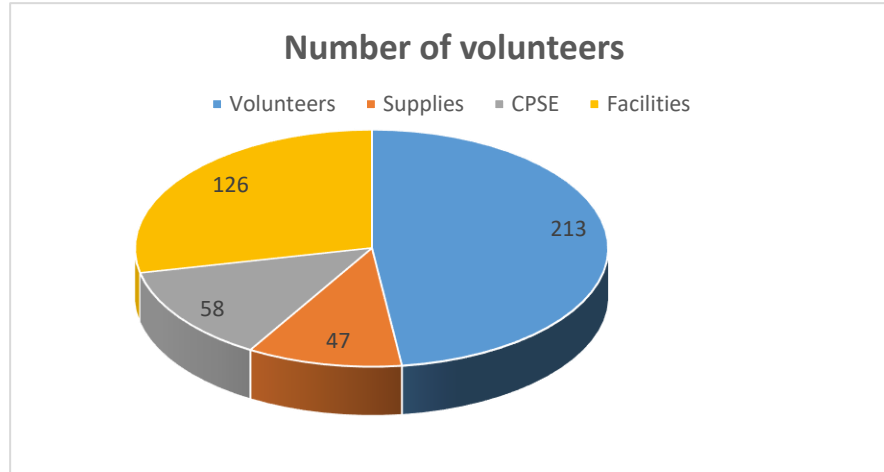
Month / Year: **November 2021**

PROGRAM: Early Head Start

Site	Wait List	Elig.	Eligible Waitlist Information	101+	131+
CA	6	2		0	4
RS	7	0		0	7
WH	6	2		1	3
CB TOTAL	19	4		1	14
HB	5	1		0	4
Program Total	24	5		1	18

L.E.A P. In-Kind Report
 April - November 30, 2021

In-Kind	Number Volunteers	Volunteer Dollars
Volunteers	213	\$ 22,627
Supplies	47	\$ 8,687
CPSE	58	\$ 14,917
Facilities	126	\$ 2,449
Total	444	\$ 48,680



L.E.A P. In-Kind Report
 April - November 30, 2021

In-Kind	Volunteer Dollars 2020	Volunteer Dollars 2021
Volunteers	\$ 31,495	\$ 22,627
Supplies	\$ 17,003	\$ 8,687
CPSE	\$ 12,132	\$ 14,917
Facilities	\$ 1,994	\$ 2,449
Total	\$ 62,623	\$ 48,680

