



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

To: Policy Council and Board of Directors

From: Patricia Salvarezza

Date: 1/18/22

Re: Director's Report- December 2021 Program Report

Updates from Office of Head Start:

- **OHS Vaccine Mandate:** Effective January 31, 2022, all Head Start employees, volunteers, consultants, therapists having contact with children will be required to be fully vaccinated against COVID-19. The program has already been in contact with our community partners regarding this new mandate. Therapists who choose not be vaccinated will arrange to complete the child's therapy in the home.
- **OHS Tracking Programs for Full Funded Enrollment PAUSED:** OHS will not resume evaluating which programs will enter into the Full Enrollment Initiative beginning in January 2022, as previously communicated. OHS will, however, continue to track enrollment, as OHS has done since September 2021. Additionally, OHS will continue to expect full in-person comprehensive services to be provided contingent upon CDC guidelines, state and local health department guidelines, and in consideration of local school districts' decisions.
- **Year 3 Grant Application was Submitted on 12/21/21**

Program Updates

- **Hiring:** Interviews are ongoing for all open positions.
 - Assistant Director of Education and Center-based Services: Will post
 - 3 Lead Teacher vacancies: -1 HS- Cambridge, 1 HS- Granville, 1 EHS- Whitehall
 - 2 Assistant Teacher: 1 EHS- Cambridge; 1 HS- Dix
 - 1 Teacher Aide positions: 1 HS- Cambridge; 1-Transportation Aide/Bus Aide- Whitehall
 - 2 Home-based Visitors
- **COVID:** We are seeing an uptick in positive children and family members exposed in the community or at home. We are continuing to follow protocols; classrooms are closed when mandatory quarantining is required.
 - All Staff are fully vaccinated with the exception of 5 who applied for exemption.
- **Buildings and Grounds:** Funded through American Rescue Plan funds.
 - **Security System Upgrades:** All centers with the exception of Granville have had an upgrade to their security system and panic buttons installed. These upgrades were as a result of guidance received by Washington County Sheriff and Washington County Public Health.
 - **New Furnace and AC Units** Cambridge

- **Training:** Program Supervisors are participating in monthly team supervisory support and training sessions. The goal is to build supervisory skills and develop a consistent approach to implementing policy and providing staff professional development.
- Refer to attached service area reports for updates on data and service delivery.

Enrollment Report

Jodie Dommaschk- Assistant Director of Family and Community Services

Month / Year: December 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	40	0	0	2	42	1
GR	34	19	0	0	0	19	3
RS	36	34	2	2	0	38	1
WH	32	20	0	0	0	20	1
CB Total	198	130	2	3	2	137	6
HB Dix	15	6	0	0	0	6	0
HB CA	10	13	0	0	0	13	0
HB Total	25	19	0	0	0	19	0
Program Total	223	149	2	3	2	156	6

*** Enrolled: 70 %

Waitlist Report

Jodie Dommaschk- Assistant Director of Family and Community Services

Month / Year: December 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	15	2	Two of the eligible children are not yet three years old.	0	13
GR	6	0		0	6
RS	11	5	Four of the eligible Income children are not yet three years old.	0	6
WH	6	0		0	6
CB TOTAL	49	9		1	39
HB	3	1	The eligible and Alice child are not yet three years old	1	1
Program Total	52	10		2	40

Enrollment Report

Jodie Dommaschk- Assistant Director of Family and Community Services

Month / Year: December 2021

PROGRAM: Early Head Start

Site	Funded Total slots	Enrolled	Dropped / Completed	Reserved	Total Reported	Accepted
CA	8	7	0	0	7	1
RS	24	22	3	0	25	1
WH	8	8	0	0	8	1
CB TOTAL	40	37	3	0	40	3
HB CA	19	6	0	0	6	1
HB Dix	59	49	2	2	53	1
HB Total	78	55	2	2	59	2
Program Total	118	92	5	2	94	5

*** Enrolled: 81 %

Waitlist Report

Jodie Dommaschk- Assistant Director of Family and Community Services

Month / Year: December 2021

PROGRAM: Early Head Start

Site	Wait List	Elig.	Eligible Waitlist Information	101+	131+
CA	6	2		0	4
RS	9	2		0	7
WH	6	2		1	3
CB TOTAL	21	6		1	14
HB	4	0		0	4
Program Total	24	5		1	18

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 December 2021
 Date: January 5, 2022

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 December 2021:

	HEAD START	EARLY HEAD START
TOTAL ACTUAL ENROLLMENT	149	87
TOTAL ENROLLMENT CENTER-BASED (HS- Summer Enrichment Program)	130 Cambridge: 17 Dix: 40 Granville: 19 River Street: 34 Whitehall: 20	92 Cambridge: 7 River Street: 22 Whitehall: 8
TOTAL ENROLLMENT HOME-BASED (HS- Summer Enrichment Program)	19 Cambridge: 13 Dix: 6	55 Cambridge: 6 Dix: 49
WAIT LIST CENTER-BASED	49	21
WAIT LIST HOME-BASED	3	4

Meal Count

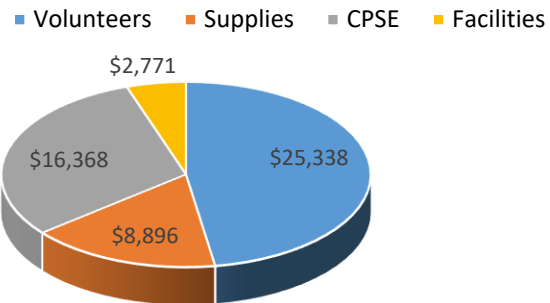
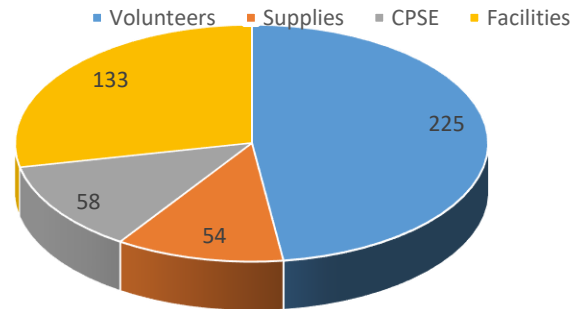
This table shows the meal count for December 2021. We served a total of 4,162 meals.

Center	Days of Operation	Breakfast	Lunch	Snack
Dix Avenue	17	190	308	237
Granville	14	134	177	38
Whitehall	17	230	238	228
River Street	17	610	615	579
Cambridge	17	198	195	185
Program Totals	82	1362	1533	1267

L.E.A P. In-Kind Report
April - December 2021

In-Kind	Number Volunteers	Volunteer Dollars
Volunteers	225	\$ 25,338
Supplies	54	\$ 8,896
CPSE	58	\$ 16,368
Facilities	133	\$ 2,771
Total	470	\$ 53,372

Number of volunteers



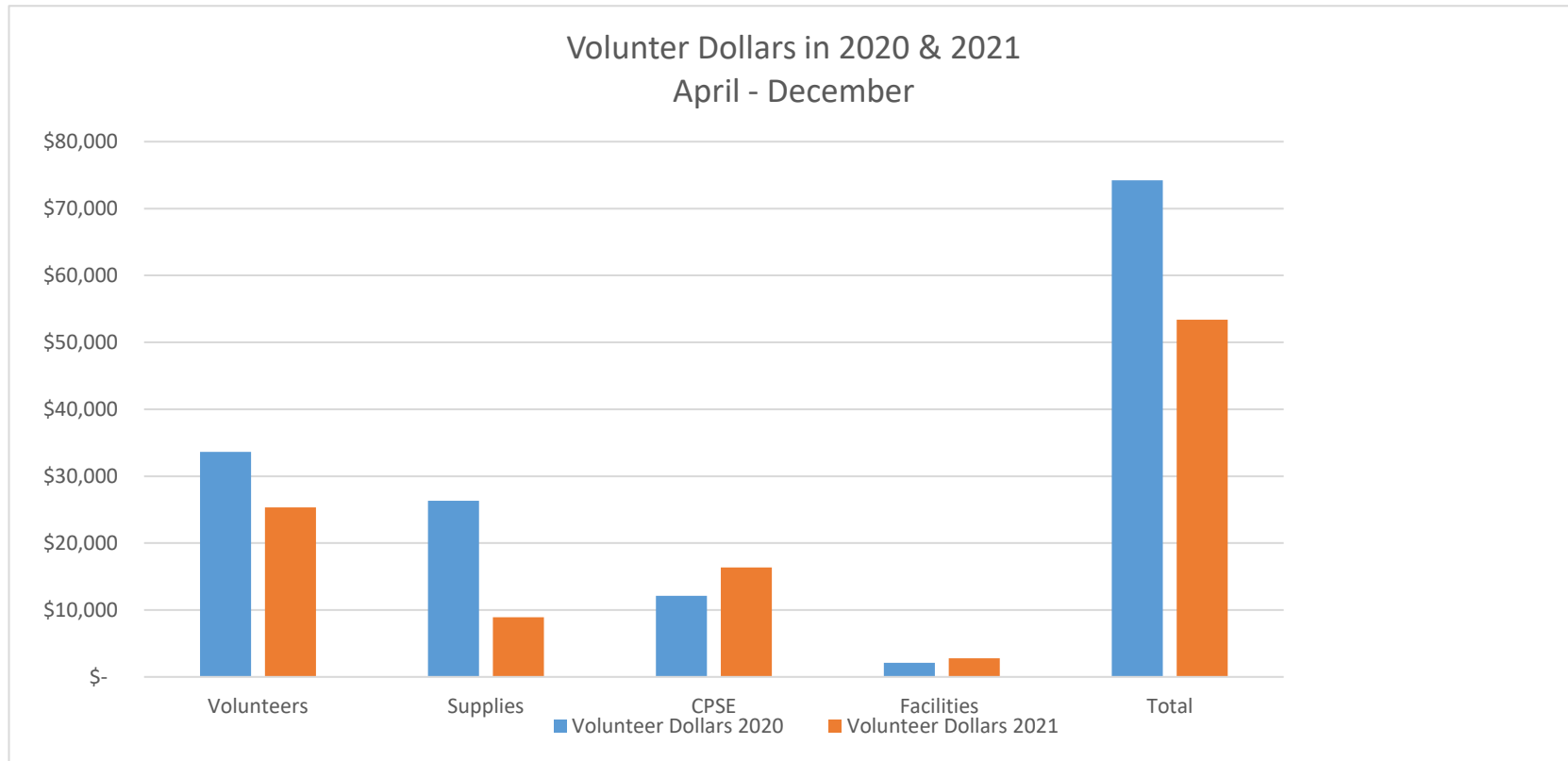
Volunteer Dollars

In-Kind

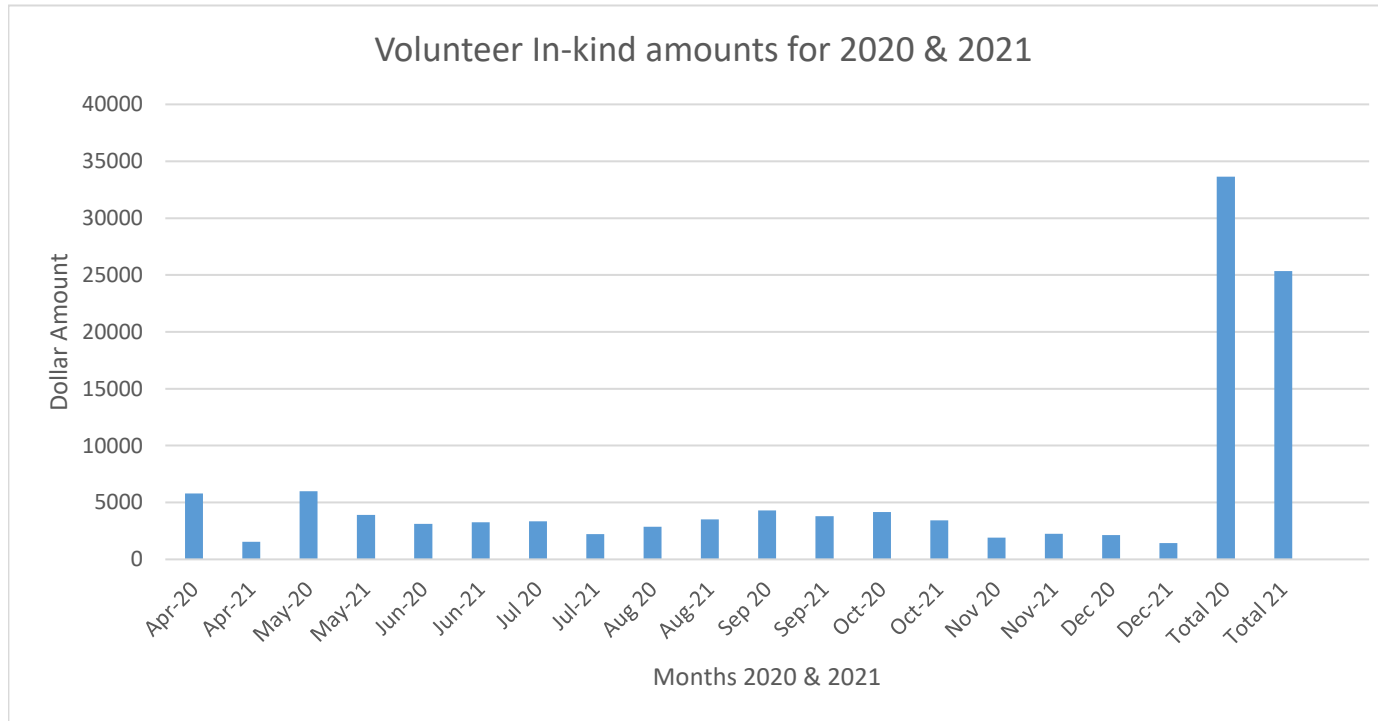


L.E.A P. In-Kind Report
April - December 2021

In-Kind	Volunteer Dollars 2020	Volunteer Dollars 2021
Volunteers	\$ 33,631	\$ 25,338
Supplies	\$ 26,331	\$ 8,896
CPSE	\$ 12,132	\$ 16,368
Facilities	\$ 2,107	\$ 2,771
Total	\$ 74,200	\$ 53,372



L.E.A P. In-Kind Report
April - December 2020 2021



Apr-20	Apr-21	May-20	May-21	Jun-20	Jun-21	Jul-20	Jul-21	Aug-20	Aug-21
\$ 5,781	\$ 1,559	\$ 5,994	\$ 3,898	\$ 3,121	\$ 3,429	\$ 3,350	\$ 2,221	\$ 2,875	\$ 3,502
Sep-20	Sep-21	Oct-20	Oct-21	Nov-20	Nov-21	Dec-20	Dec-21	Total 20	Total 21
\$ 4,295	\$ 3,801	\$ 4,153	\$ 3,431	\$ 1,923	\$ 2,238	\$ 2,141	\$ 1,439	\$ 33,631	\$ 253,338