



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

To: Policy Council and Board of Directors

From: Patricia Salvarezza

Date: 3/7/22

Re: Director's Report- February 2022 Program Report

Updates from Office of Head Start:

- **Head Start / Early Head Start Non-Competing Continuation Grant for Budget Period 4/1/22 – 3/31/23:**
The NOA (Notice of Award) was received on 2/17/22.
- **Focus Area 2 Review:** No information on the review as of yet.

Program Updates

- **Hiring:** Interviews are ongoing for all open positions.
 - **New Assistant Director of Education and Center-based Services Hired!** Amber Mahoney started on February 22. Amber will be supervising all of the Center Coordinators and ensuring that all centers are licensed through NYS Office of Children and Family Services (OCFS). Amber will also supervise the Education Coordinator, Disabilities Manager and Practice-based Coach; she will be ensuring that curriculum activities are implemented to fidelity for all of Center-based and Home-based services.
- **Vacancies: Head Start Program has 23 Vacancies as of this report.**
 - **4 Lead Teachers:** 1 HS- Cambridge, 1 HS- Granville, 1 EHS- Whitehall; 1 Dix
 - **4 Assistant Teacher:** 1 EHS- Cambridge; 1 HS- Dix, 2 EHS River Street
 - **5 Teacher Aide positions:** 1 HS- Cambridge;
 - **1 Registered Nurse-** Program wide
 - **6 Home-based Visitors**
 - **1 Family Advocate** - River Street
 - **1 Assistant Cook-** River Street
 - **1 Mental Health Counselor**
- **COVID:**
 - All staff eligible to be boosted are now boosted.
 - Staff, children and visitors to the centers are still required to wear a mask under the Interim Final Rule which is still in the comment period. OCFS has removed the mask requirement.
- **In Person Comprehensive Services:**
 - Effective February 28 all services are provided in person. We will continue to offer virtual access to families who still are unable to attend in person meetings. All Home Visits will take place in person.

- **Self-Assessment Event March 17 at 8:30:** An orientation took place on Thursday, March 3 to review the process. All teams will be meeting in their respective teams virtually.
 - **Hiring and Staff Retention**
 - **Enrollment and Recruitment**
 - **Fiscal: Staff Salaries and Benefits**
 - **Program Management Systems and Program Structure**
 - **Health & Safety and Staff Wellness**
 - **Parent and Community Engagement**



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

From: Rita Stone (rita.stone@acf.hhs.gov)

Grant Number: 02CH011434

Grantee Name: Washington County Economic Opportunity Council, Inc.

Hello Patricia, Emily, and team -

Please see the attached key staff hire approval letter for Shelley Smiith as the new Executive Director.

Thank you, Rita

Attachments: There are (1) attachment(s) related to this message available to be viewed or downloaded in HSES.

Please login to HSES (<https://hses.ohs.acf.hhs.gov/>) to view and respond.

To be able to log in and respond to a message in HSES under the Correspondence tab, you will need an account. If you do not yet have one, please contact the HSES Help Desk to obtain a user ID and password.

29* Open Positions as of 2/28/22

(Including 5 non-essential positions)

Broadway

Outreach & Development Coordinator: \$22.48, on hold

Employment Counselor- Youth: \$18.84

Payroll Specialist: \$19.50

Community Care Coordinator: \$22.48

All HS Centers

Substitutes: \$13.50

Cambridge

Lead Teacher: \$17.42- Preschool

Teacher's Aide-Preschool: \$13.82

Temp Center Aide: \$13.50

Assistant Teacher: \$15.28- Toddler

Floater Teacher's Aide- Preschool: \$13.50

Home Visitor: \$16.19- 44 weeks

Dix

Assistant Teacher: \$15.28

Specialized Sub- Home Visitor: \$16.19

Home Visitor: \$16.19- 44 weeks

(3) Home Visitor: \$16.19- 52 weeks

Temp Center Aide: \$13.50

Granville

Lead Teacher: \$17.42

River St

Long Term Temp- Family Advocate: \$15.51

Mental Health Counselor: \$24.91

Floater Teacher's Aide- Toddler: \$13.50

Floater Teacher's Aide- Preschool: \$13.50

Home Visitor: \$16.19- 52 weeks

(2) EHS Assistant Teacher: \$15.28

Family Advocate: \$15.51

Teacher's Aide-Toddler: \$13.82

Whitehall

Lead Teacher: \$17.42- Toddler

Enrollment Report

Jodie Dommaschk- Assistant Director of Family and Community Services

Month / Year: February 2022

PROGRAM: Head Start

Site	Funded Total slots	Enrolled	Dropped slots	Ratio spots	Reserved spots	Total Reported	Accepted slots
CA	18	16	1	1	0	18	1
DIX	**78	41	2	0	0	43	3
GR	34	24	0	0	0	24	1
RS	36	33	0	2	0	35	1
WH	32	21	0	0	0	21	1
CB Total	198	135	3	3	0	141	7
HB Dix	15	12	0	0	0	12	3
HB CA	10	6	0	0	0	6	0
HB Total	25	18	0	0	0	18	3
Program Total	223	153	3	3	0	159	10

*** Enrolled: 71 %

** A double session Classroom is closed due to lack of staff.

Waitlist Report

Jodie Dommaschk- Assistant Director of Family and Community Services

Month / Year: February 2022

PROGRAM: Head Start

Site	Wait List	Elig.	Eligible Waitlist Information	101+	131+
CA	9	2	One of the income eligible children is not yet three years old.	0	7
DIX	15	3	The three income eligible children are not yet three years old.	0	12
GR	6	0		0	6
RS	11	3	Two of the income eligible Income children are not yet three years old.	2	6
WH	7	1	The one income eligible child is not yet three years old.	0	6
CB TOTAL	52	9		2	37
HB	0	0		0	0
Program Total	52	9		2	37

Enrollment Report

Jodie Dommaschk- Assistant Director of Family and Community Services

Month / Year: February 2022

PROGRAM: Early Head Start

Site	Funded Total slots	Enrolled	Dropped / Completed	Total Reported	Accepted
CA	8	7	1	8	1
**RS	24	16	1	17	0
WH	8	8	0	8	0
CB TOTAL	40	31	2	33	1
HB CA	19	10	0	10	0
HB Dix	59	40	3	43	1
HB Total	78	50	3	53	1
Program Total	118	81	5	86	2

*** Enrolled: 73 %

** Classroom closed due to lack of staff.

Waitlist Report

Jodie Dommaschk- Assistant Director of Family and Community Services

Month / Year: February 2022

PROGRAM: Early Head Start

Site	Wait List	Elig.	Eligible Waitlist Information	101+	131+
CA	6	4		0	4
RS	7	3		0	4
WH	6	2		1	3
CB TOTAL	19	9		1	11
HB	4	0		0	4
Program Total	23	9		1	15