



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

To: Policy Council and Board of Directors
From: Patricia Salvarezza
Date: 4/25/2022
Re: Director's Report- March 2022 Program Report

Updates from Office of Head Start:

- **Focus Area 2 Review:** No information on the review as of yet.
- **Head Start Forward Initiative:** OHS continues to provide many webinars and training events around ERSEA: Eligibility, Enrollment, Selections, Enrollment and Attendance. This focus is to ensure that Head Start programs nationwide are working toward full enrollment. Additional topics are scheduled to address staff recruitment and retention.
 - **Staff wellness programs**
 - **Work on increasing staff compensation**
 - **Compensating staff upon completion of certificate or degree programs.**

Program Updates

1. Vacancies: Head Start Program has 23 Vacancies Requiring Qualifications as of this report.

- 5 Lead Teachers: 1 HS- Cambridge, 1 HS- Granville, 1 EHS- Whitehall; 2 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
- 1 LPN going out on PFL for the remainder of the year
- 5 Home-based Visitors
- 1 Family Advocate - River Street
- 1 Mental Health Counselor

2. What we are doing about the hiring issue?

- Program staff have scheduled In House Job Fairs
- Contacting NYS colleges to post on their Career Page, participate in Job Fairs, Schedule time to set up in their student unions to promote LEAP.
- LEAP Job Fair-
 - April 27 at Head Start Admin Building from 2:00-6:00pm
 - May 4 at Dix Avenue Center from 2:00-6:00pm
 - May 11 at Cambridge Center from 2:00-6:00pm
 - May 18 at Whitehall Center from 2:00-6:00pm

3. In Person Comprehensive Services:

- Effective April 25 parents are able to enter the buildings to drop off their child. Must still wear a mask, as this requirement from OHS is still in effect.

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 March 2022
 Date: April 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 March 2021:

	HEAD START	EARLY HEAD START
TOTAL ACTUAL ENROLLMENT	172	88
TOTAL ENROLLMENT CENTER-BASED (HS- Summer Enrichment Program)	150 Cambridge: 18 Dix: 44 Granville: 24 River Street: 40 Whitehall: 24	39 Cambridge: 9 River Street: 20 Whitehall: 10
TOTAL ENROLLMENT HOME-BASED	22 Cambridge: 6 Dix: 16	49 Cambridge: 8 Dix: 41
WAIT LIST CENTER-BASED	44	19
WAIT LIST HOME-BASED	2	7

Meal Count

This table shows the meal count for March 2022. We served a total of 6,548 meals.

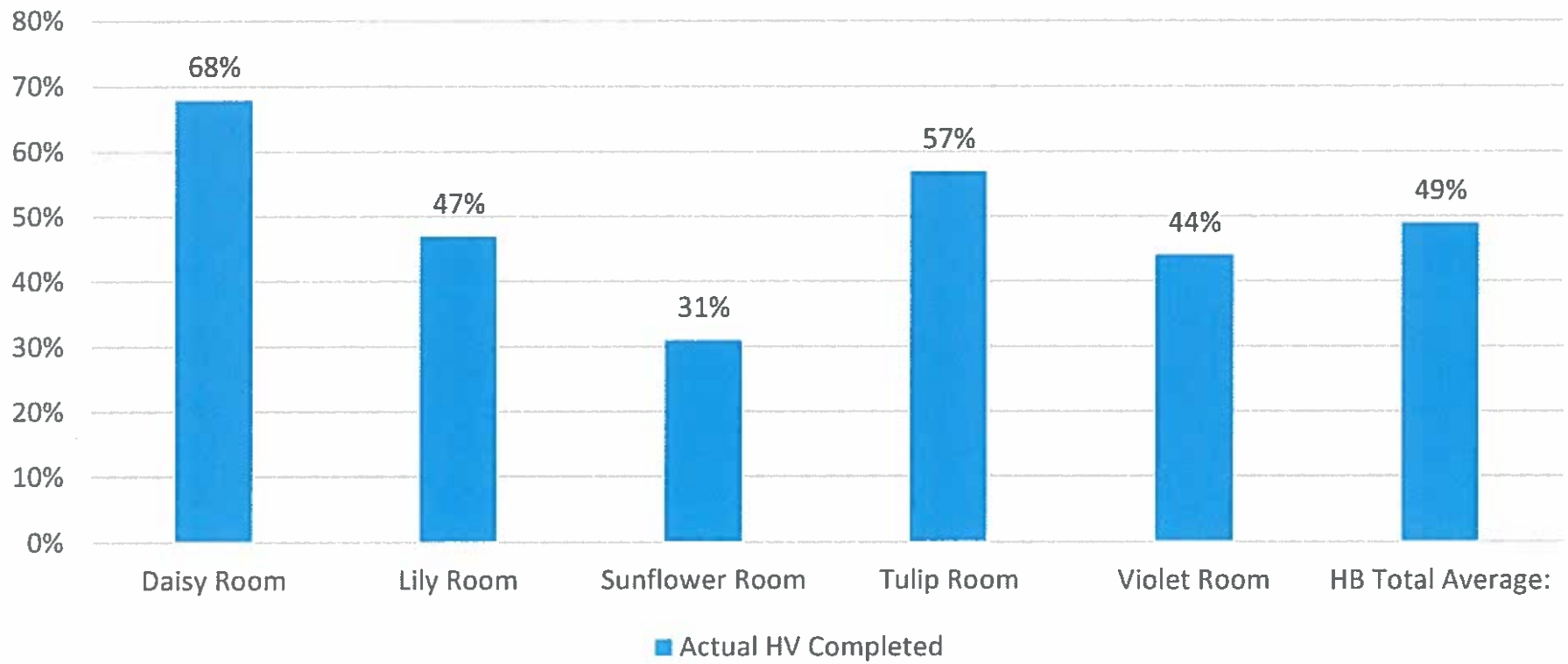
Center	Days of Operation	Breakfast	Lunch	Snack
Dix Avenue	20	335	482	364
Granville	15	179	265	82
Whitehall	21	471	482	458
River Street	21	775	822	788
Cambridge	21	348	352	345
Program Totals	98	2108	2403	2037

EHS & HS Data

Classroom	Total Families	Total Children	Parent Cancel	Actual HV Completed	HV Completed w/ Parent Cancel
Daisy Room	6	11	8	68%	100%
Holly Room					
Iris Room					
Lilac Room					
Lily Room	10	16	19	47%	89%
Rose Room					
Sunflower Room	7	9	19	31%	97%
Tulip Room	11	15	19	57%	96%
Violet Room	10	11	18	44%	80%
HB Total Average:	9	12	17	49%	92%

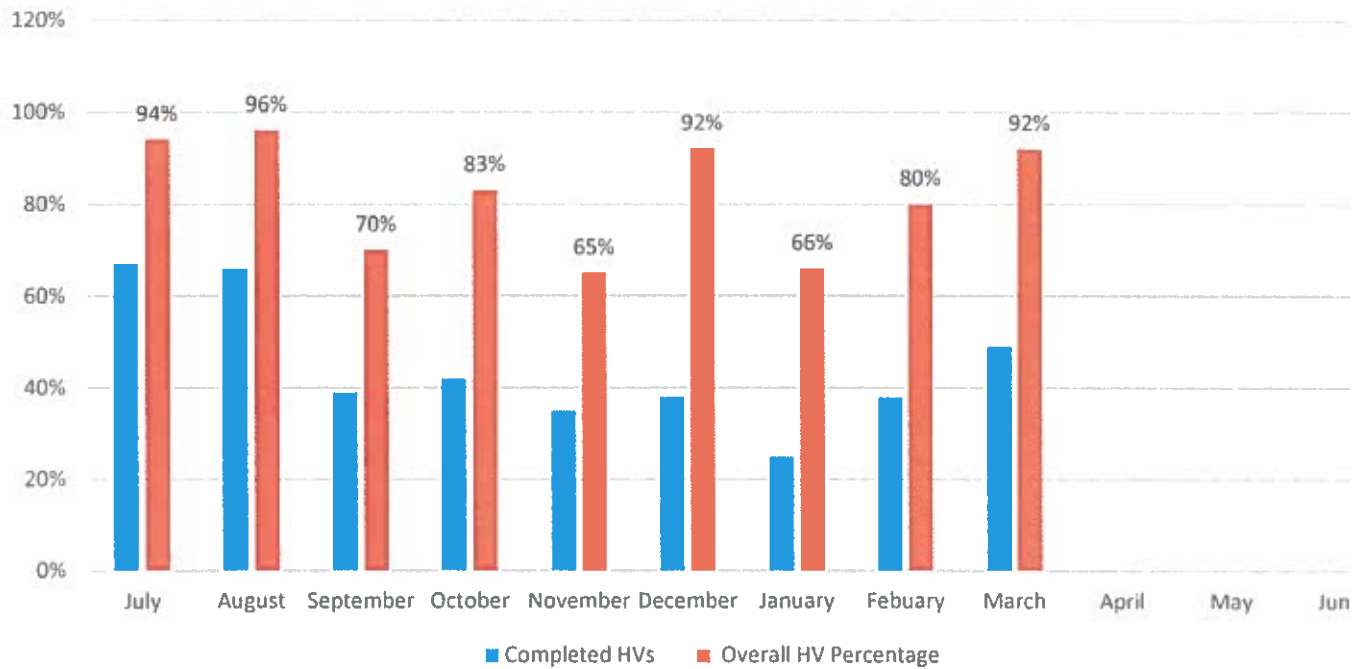
Contacts	# of Contacts	Total Time	Home Visit Hours	HV missed from illness	% of families vaccinated
Daisy Room	28	2.5 hrs	27 hrs	5	17%
Holly Room					
Iris Room					
Lilac Room					
Lily Room	27	5.5 hrs	30.5 hrs	16	40%
Rose Room					
Sunflower Room	22	2.75 hrs	14.5 hrs	7	29%
Tulip Room	19	3.5 hrs	42 hrs	8	82%
Violet Room	53	4.75 hrs	28.5 hrs	15	30%
HB Total Average:	30	4 hrs	28.5 hrs	10	40%

April Home Visits



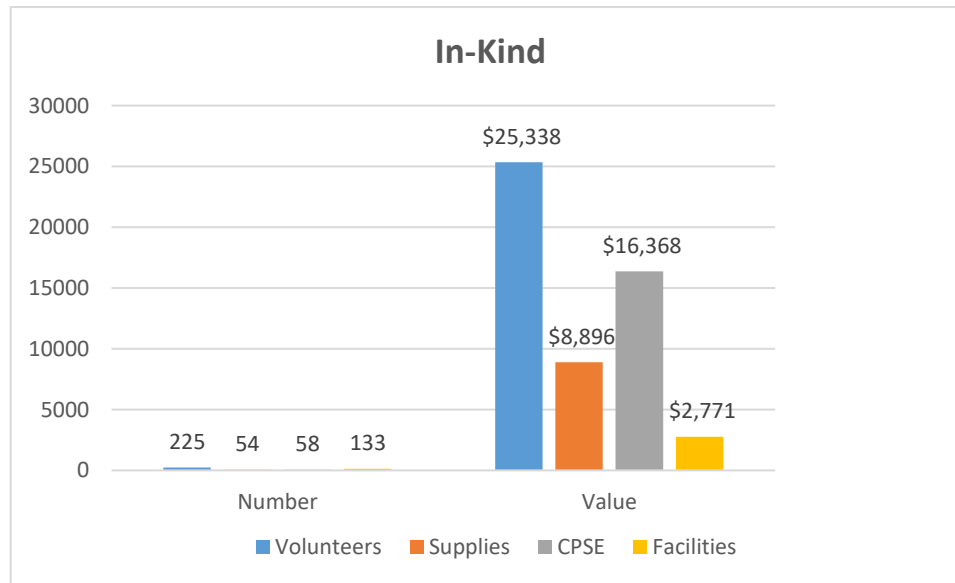
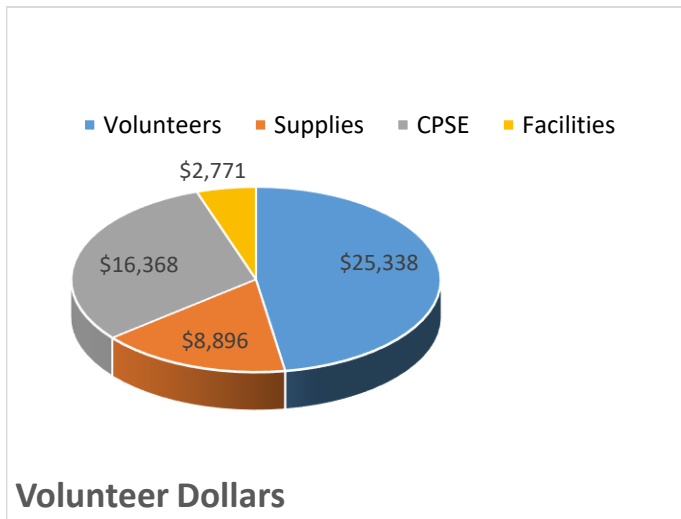
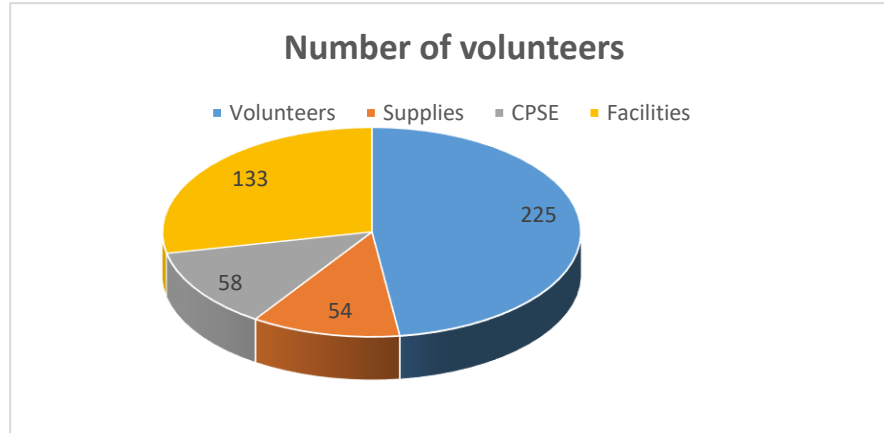
<u>Month</u>	<u>Completed HVs</u>	<u>Overall HV Percentage</u>
July	67%	94%
August	66%	96%
September	39%	70%
October	42%	83%
November	35%	65%
December	38%	92%
January	25%	66%
Febuary	38%	80%
March	49%	92%
April		
May		
June		

Home Based PY Comparison



L.E.A P. In-Kind Report
 April - March 2022

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



L.E.A P. In-Kind Report
 April 2021 -March 2022

In-Kind	Volunteer Dollars 2020/2021	Volunteer Dollars 2021/2022
Volunteers	\$ 41,899	\$ 43,883
Supplies	\$ 40,212	\$ 15,204
CPSE	\$ 16,368	\$ 23,140
Facilities	\$ 2,107	\$ 4,956
Total	\$ 100,585	\$ 87,183

