



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

To: Policy Council and Board of Directors
From: Patricia Salvarezza
Date: 6/13/22
Re: Director's Report- May 2022 Program Report

I. Updates from Office of Head Start:

- **Focus Area 2 Review:** No information on the review as of yet. We were notified that CLASS observations during this review cycle will not be considered as criteria for DRS (Designation Renewal System- when grantees must re-compete for the grant award. This is positive news and is in response to the nationwide hiring crisis affecting Head Start programs.
- **COLA and Quality Improvement:** The supplemental applications for COLA and Quality Improvement funds were submitted. Funds will be directly applied to award a COL increase of 2.9% to all HS/EHS staff and an additional increase of 4.53% to Teachers (total 7.47% bringing base up from \$17.42 to \$18.72). 5 out of 13 Lead Teacher vacancies: we are hopeful that this step to improve their wages will help.

II. 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
 - 3 Assistant Teacher: 1 EHS- Cambridge; 1 HS- Dix, 1 EHS River Street
 - 3 Teacher Aide positions: 1 HS- Cambridge; 1 HS Whitehall; 1 EHS River Street
 - 4 Part-time Aides: 1 HS Cambridge; 1 HS & 1 EHS River Street; 1 HS Whitehall
 - 1 Registered Nurse- Program wide
 - 1 LPN going out on PFL for the remainder of the year:
 - 4 Home-based Visitors
 - 2 Family Advocate – 1 River Street; 1 Cambridge
 - 1 Mental Health Counselor
 - 2 Transportation Aides: 1 Whitehall; 1 Dix Avenue
2. **Registered Nurse Needed:** In order to stay in compliance with OCFS (NYS Office of Children and Family Services), we need to fill the RN/consultant requirement within 60 days. We have not been able to fill the vacancy at this time. One qualified and interested candidate turned down the position due to the low salary. The former RN has offered to work as needed to fulfill regulatory requirements. An Independent Contractor Agreement has been prepared and is being presented to her for her signature.
3. **Succession Planning- Head Start Leadership:** Maintaining standards and compliance with OHS and OCFS regulations requires strong leadership and the ability to resolve problems and manage multiple priorities. The pandemic and subsequent hiring and staff retention crisis has taken a toll on program staff and leaders. In the coming months, leadership training and recruitment should be a priority for the program.

4. **Program Information Report (PIR):** This annual Head Start report is required to be completed by all programs funded by the federal government to operated Head Start and Early Head Start programs. A separate PIR must be completed for HS and EHS programs. The PIR's primary purpose is to make data available about local Head Start programs to a broad audience including the public, researchers. Policymakers, Congress, local and state early childhood entities, Head Start staff, etc. The PIR makes data publicly available on the number of enrolled children experiencing homelessness, in foster care, and with disabilities. The data may impact policies, research, and federal initiatives. Program staff are meeting to compile data reports to complete the PIR. The report will be submitted via the HS Enterprise System during the summer, the deadline is 8/31/22.
5. **E-mail Conversion:** The email conversion has taken place. Staff are adjusting to Microsoft 365 and the new Outlook environment. Becky Rosick is working closely with Stored Tech to learn the system and provide support to staff who have questions. Training is being rolled out to staff during component meetings.
6. **Working with the Regional Office:** The OHS has implemented many training and information sessions to address the concerns raised by Head Start programs nationally. LEAP will be working closely with Rita Stone, Program Specialist on how to address the programmatic impacts to services as a result of staff vacancies.