



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

To: Policy Council and Board of Directors

From: Patricia Salvarezza

Date: 7/13/22

Re: Director's Report- June 2022 Program Report

I. Updates from Office of Head Start:

- **Focus Area 2 Review:** No information on the review as of yet.

II. Program Updates

1. **Vacancies:** Head Start Program has 25 Vacancies Requiring Qualifications as of this report.

Center	Program Option	Lead Teacher	Assistant Teacher	Teacher's Aide/ Floater Aide	Home Visitor	Family Advocate	Mental Health Consultant	Nurse-RN	Transportation Aide	Total Vacancies
Cambridge	HS	1	1	2	1	0	x	x	x	5
	EHS	0	0	0	X	X	X	X	x	0
Dix	HS	2	1	2	2	x	x	x	x	7
River Street	HS	1	0	2	1	1	1	1	0	7
	EHS	0	0	1	x	x	x	x	x	1
Whitehall	HS	0	0	1	0	0	0	x	2	3
	EHS	0	1	0	X	0	X	x	x	1
Gra	HS	1	0	0	0	x	x	x	x	1
Total		5/14=	3/14=	8/23=	4/10=	1/7=	1/1=	1/1=	2/6=	25/109
Rate of Vacancy		36%	21.%	35%	40%	14.3%	100%	100%	33.3%	Total # of Staff= 23% vacancy

2. Enrollment Plan as impacted by Staff Vacancies: The long-term staff vacancies have taken a toll on HS/EHS staff who worked all year, assuming additional responsibilities for entire year. The program is currently accepting applications for the upcoming 22-23 School Year. The following plan will guide enrollment decisions and protect the wellness of existing HS/EHS staff:

- **A Classroom Team is comprised of a Lead Teacher, an Assistant Teacher, and a Teacher's Aide.**
 - **Classrooms that are fully staffed will be enrolled to capacity.**
 - **A Wait List will be developed for enrolling classrooms without a full teaching team.**
 - **Employed staff who are assigned to work in a classroom that is not yet fully staffed, will be temporarily reassigned to another classroom/center to ensure that services are offered to each site.**
 - **All applications for enrolling into the Cambridge Head Start classroom will be waitlisted. As of yet we do not have a confirmed team.**
 - **Currently:**
 - ****Dix Avenue only 1 HS Double Session Classroom: 15-17 in AM and 17 in PM,**
 - **River Street: 2 HS Full Day Classrooms at 18 each; All 3 EHS Classrooms at 8 each**
 - ****Cambridge: 1 EHS Classroom with 8 slots**
 - ****Whitehall: 1 HS Full Day Classroom with 18 slots; 1 EHS Classroom with 8 slots**
 - **Granville: 1 HS Double Session Classroom with 17 in AM and 15 in PM**
 - **158 Center-based Slots can be filled out of 238 funded slots.**
 - **80 Slots will be waitlisted until vacancies can be filled.**
- **Centers that have classrooms without a full team and remaining staff are reassigned.**

3. Granville Center in Mary J Tanner School: The Elementary School principal informed the Granville Center Coordinator that the MJT School would be going from part day Pre-K to full day Pre-K beginning in September. This notification came at the end of the school year and will have a detrimental impact to our ability to enroll. Currently a number of children are enrolled in HS for the morning and attend Pre-K in the afternoon. This will not be the case in the fall. We have already had a number of parents opt for Pre-K as it provides a full day versus our half day. Additionally, there are a number of concerns that have impacted our ability to provide HS services since we have been renting space in the school.

Some other concerns that the Policy Council and BOD should be aware of are:

- The "Drop Off"/ Entry location is shared by Granville parents and HS parents. It was initially going to be for HS families only. That is no longer the case and often the school changes times for drop offs. HS times have had to be modified so enrolled parents drop off later. This reduces the required length of classroom time. Performance Standards require 3.5 classroom hours.
- Frustrated teachers and parents from the MJT School. Noise from our classrooms can be difficult during times of school testing.
- Closures and superintendent days do not align with our schedule.
- The space we are renting is too small and does not meet our programmatic needs. There is no privacy for meetings, and storage is a problem.
- The outdoor space is designed for older children and the HS children may only use the playground after all of the other grades have had their recess.
- Unwelcome "vibe" is felt by HS staff.

- **Recommendation for LEAP HS/EHS to acquire a new facility where we can implement HS services to their fullest.**

4. Changes to Locations of Program Transportation:

- **Providing Transportation to Granville:** The program will be providing transportation to the families in Granville beginning in September. This may help to attract families who only want their child to attend a partial day.
- **Reducing Transportation in Hudson Falls:** The program will be reassigning a driving team to Granville; doing this will reduce transportation in HF to one bus. Transportation services will be provided to the neediest families of both Dix and River Street. These children will be dropped off at River Street then be dropped off at Dix Avenue.
- **Waivers to OCFS:** Waivers were completed to allow our buses to be filled to capacity with 2 paid monitors. The state regulation requires that we meet child/adult supervision ratios at all times. These ratios would require us to hire an additional staff member for each bus.

5. Projects:

- Program Information Report (PIR)- due Aug. 31
- EHS River Street Playground upgrade
- Hiring
- Training and Technical Assistance Plan for 23-24 Program Year
- Complete Self-Assessment
- Gather Memorandums of Understanding for new program year 22-23
- Enrollment and Ongoing recruitment
- Microsoft 365- One Drive- move all agency/program policies, procedures and forms into a Shared Point so staff have access to the correct version of forms and documents agency-wide.