



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

To: Policy Council and Board of Directors

From: Patricia Salvarezza

Date: 9/20/22

Re: Director's Report- August 2022 Program Report

### I. Updates from Office of Head Start:

- **Focus Area 2 Review:** No information on the review as of yet.
- **Mask and vaccine mandate still in place.**

### II. Program Updates

1. **New Program Director: Shannon** Stockwell has been hired as the new Head Start / Early Head Start Program Director. Shannon comes to us with prior Head Start experience and is a former Head Start parent. Shannon will be working with the current Director until February 3, 2023. This overlap will provide Shannon with time to train and learn about the program and its various management systems. Shannon will be starting on September 12. Throughout the fall she will be participating in a new HS Director credentialing program.
2. **Vacancies:** Head Start Program has 24 Vacancies Requiring Qualifications as of this report.

Positions	Lead Teacher	Assistant Teacher	Teacher's Aide/ Floater Aide	Home Visitor	Family Advocate	Mental Health Consultant	Nurse-RN & LPN	Transportation Aide	Total Vacancies
Total	3/14=	5/14=	9/23=	4/10=	1/7=	0/1=	0/2=	2/6=	24/109
Rate of Vacancy	21%	38%	39%	40%	14.3%	0%	0%	33.3%	Total # of Staff= 22% vacancy

### 3. Enrollment Plan – Based on Fully Staffed Classrooms

- **Currently open and enrolled classrooms:**
  - **Dix Avenue:** 1 HS Double Session Classroom: 17 in AM and 17 in PM,
  - **River Street:** 1 HS Full Day Classrooms at 18;  
All 3 EHS Classrooms at 8 each

- **Cambridge:** 1 EHS Classroom with 8 slots
- **Granville:** 1 HS Double Session Classroom with 17 in AM and 17 in PM
- **Whitehall Center:** 1 HS Full Day- 18 slots  
1 EHS Classroom – 8 slots

- 144 Center-based Slots can be filled out of 238 funded slots.
- 94 Slots will be waitlisted until vacancies can be filled.
- 5 Head Start Classrooms are closed due to staff vacancies

#### 4. Program Transportation:

- The program has been utilizing ADK Trucking to perform all of our bus maintenance and pre-DOT inspections. We have experienced many challenges with careless maintenance and inspections by the garage. A most recent DOT inspection failed, despite being in for service and having been cleared by the ADK mechanic who conducted the pre-DOT inspection.
  - The NYS DOT inspector contacted Leonard Bussing who perform DOT inspections on buses only. They have agreed to perform our maintenance and pre-DOT inspections. The paperwork is in process to make this transition.
  - DOT inspection failures are a mark against the program providing the transportation services. Though we hire this service out to a qualified NYS DOT certified garage, it is the program that may incur a fine.

#### 5. COVID:

- The program is still experiencing absences from staff who are ill with COVID. COVID will continue to impact the program with illnesses which will affect our attendance numbers and staff vacancies which may impact consistency of program services.

##### Updated Protocol:

- Masks are still required by the OHS. All staff, volunteers, consultants, visitors, and children, as able, will be required to wear a mask.
- Visitors and parents will be welcome in the centers.
- Group meetings will be scheduled with a size maximum based on room dimensions.
- Visitors to classrooms and centers will sign in and out.
- Cleaning protocols are in place.
- Symptomatic staff and children will be asked to remain home.
- COVID positive individuals will stay home 5-10 days depending upon symptoms
- Classrooms will not be quarantined.

#### 6. Dix Avenue Mold Abatement:

An ongoing (years) water issue into a basement which was used as storage for classroom learning supplies, transportation equipment, program files, etc had developed a serious mold issue. The state inspected the mold and it was deemed a health hazard. The program hired AllPro to remediate the mold and sanitize or dispose of items that could not be cleaned. We are looking into whether we are eligible to submit an insurance claim for items that were not salvageable.

#### 7. Projects Completed:

- Program Information Report (PIR) submitted
- EHS River Street Playground upgrade- in progress

- Hiring- ongoing
- Training and Technical Assistance Plan for 23-24 Program Year
- PY 2021-2022 Self-Assessment- completed
- Gather Memorandums of Understanding for new program year 22-23- in progress
- 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.- in progress