



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

To: Policy Council and Board of Directors  
From: Shannon Stockwell  
Date: November 14, 2022  
Re: Director's Report- October 2022 Program Report

## I. Updates from Office of Head Start:

- **CLASS Reviews:** CLASS (Classroom Assessment Scoring System) is an assessment of teacher quality. This year it will be occurring as Video Pilot. Programs identified for participating will receive a "global letter." OHS started to send letters out in October; we still have not received one yet. Programs will be trained on how the pilot assessment will occur. CLASS scores gathered during the video pilot will not be counted toward program deficiencies.
- **Interim Final Rule will be removed.** This rule mandated that all staff and children (age 2 and up) wear a mask. We have received notification from the Office of Head Start that the rule will be removed. The notification will be coming soon from the Administration for Children and Families (ACF). No word yet.
- **Information Memorandum Reporting Child Health and Safety Incidents:** The IM clarifies the reporting requirements for all health and safety incidents. Programs are required to report incidents to OCFS and OHS "immediately or as soon as practicable", but no later than seven calendar days following an incident. The consequences of not reporting incidents according to the above timeline will result in a monitoring finding, which may include a deficiency determination.
- **Information Memorandum Reporting Enrollment Reductions and Conversions of Head Start Slots to Early Head Start Slots:** The IM provides additional guidance for programs that are submitting a change in scope application. The IM notes that enrollment reductions and conversions are permanent adjustments to funded enrollment and should be based on actual changes in the community. The needs of the community and the agency must be supported by data and documented need.

## II. Program Updates

### 1. Enrollment:

**Center-Based:** Based on the number of classrooms that are open and fully staffed, these are CURRENTLY the number of slots **we can fill:**

Head Start	Early Head Start
Center-Based	Center-Based
102	40

Actual CB Enrollment is=

82= HS	38= EHS
--------	---------

**Home-Based:** Combined maximum Slots available for HB in HS/EHS are 60 = this is based on the maximum allowed child caseload of 12 per visitor. We have 4 home visitors on staff at this time.

**Current HB enrollment is 44**

**\*\*\*We are looking at a Change in Scope application to reduce/convert funded slots to address the unmet needs within our community.**

2. **Vacancies:** Head Start Program has 24 Vacancies Requiring Qualifications as of this report which represents 18% staff vacancies.

	Lead Teacher	Assistant Teacher	Teacher's Aide/ Floater Aide	Home Visitor	Family Advocate	Transportation Aide	Total Vacancies
Total	4/14=	4/14=	8/23=	4/10=	7/7=	6/6=	20/109
Rate of Vacancy	28%	28%	35%	60%	0%	0%	Total # of Staff= 18% vacancy

- 5 Head Start Classrooms remain closed due to staff vacancies
- Key positions remain vacant
- State Clearances are slow
- 2 staff out on medical leaves
- COVID continues to impact program staff who remain home due to illness for a 1-2 weeks depending on the impact of the illness.

**3. Program Transportation:**

- The Fleet of Buses will be serviced by Leonard Bussing in Saratoga.
- Bus #47 will be removed from our fleet. It is an older bus and requires costly repairs to pass inspection. Our new bus is scheduled to arrive in March. This is a delay in the original delivery date of January. This could impact the program's ability to provide consistent transportation services.

**4. Miscellaneous:**

- NYS Public Health has notified the program of the need to monitor and report numbers of children diagnosed with Rhinovirus and Enterovirus. These viruses have been linked to recent cases of childhood polio found in NY. We have had one reported case within our agency. Public Health has been notified.
- Interviews continue as the program works to fill vacant positions. There are long delays in receiving state clearances for new hires.
- Internet Challenges impact productivity despite the upgrades from ADK Tech.
- Building and Grounds:

- Dix Avenue- County B/G crew are still working on the removal of walls and repairs needed for the correction of the mold and airflow problem in the Dix Avenue basement. The Center Coordinator is working closely with the B/G crew to facilitate.
- Dix Avenue-The back stairs have passed inspection.
- Cambridge-Sanding & Handyman Solutions out of Queensbury will be providing handyman services to the center.
- Administrative building- A new phone system will be installed on Dec. 6<sup>th</sup>.