



From the Desk of:  
Shannon Stockwell  
Program Director  
Head Start / Early Head Start

To: Board of Directors

From: Shannon Stockwell

Date: 3/3/2023

Re: Director's Report-February 2023

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

**FY 2023 Head Start Funding Increase:** The Program Instruction provides information about COLA and quality improvement funds available to all Head Start, Early Head Start, and EHS-CC Partnership grant recipients. President Biden signed the Consolidated Appropriations Act, 2023, into law on December 29, 2022. The funding level for programs under the Head Start Act (the Act) is \$11,996,820,000, an increase of \$960 million over fiscal year (FY) 2022. This increase includes \$596 million to provide all Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grant recipients a 5.6% cost-of-living adjustment (COLA), \$262 million for quality improvement, and \$100 million for expansion of Head Start, Early Head Start, and EHS-CC Partnership programs.

### **II. Program Updates**

- 2/8/2023 – Change in Scope application was submitted to the Office of Head Start. Expected timeline for approval is 90 days. Rita Stone, Head Start Specialist, confirmed that she received the application and that the review process has begun. We have not received any feedback or questions at this time.
- 2/22/2023 – Received confirmation that our Year 4 Grant has been approved at the Region II level and has moved to the next level of processing, we are awaiting official approval and a notice of award.
- 2/27/2023 – Jeff Meyer, Shelley Smith, Emily Fagle, Shannon Stockwell, Jodie Dommaschk and Amber Mahoney attended the initial under enrollment meeting with the Office of Head Start Region II staff. An under enrollment plan must be submitted by March 31, 2023. The agency must report by center and program option using the Center Level Reporting Spreadsheet in HSES when reporting their monthly enrollment.
- **Self-Assessment Event:** The annual self-assessment is conducted to evaluate the program's progress toward meeting goals, compliance with regulatory requirements, and the effectiveness of professional development and family engagement systems in promoting school readiness. The event will take place on Monday March 20, 2023. It will be held at the River St. Center located at 11 St. Paul's Drive, Hudson Falls. This event will run from 8:30am-4pm. Staff, Board Members, Policy Council members, parents and community members are encouraged to participate. Participants of the self-assessment event will be broken up into 8 groups, each group will be assigned to one of the focus areas listed below:
  - School Readiness, ERSEA, PFCE, Fiscal, Human Resources, Health/Nutrition, Transportation and Program Design and Management.

- Staffing

Positions	Lead Teacher	Assistant Teacher	Teacher's Aide/ Floater Aide	Home Visitor	Family Advocate	Mental Health Consultant	Nurse-RN & LPN	Transportation Aide	Total Vacancies
<b>Total</b>	<b>3/14=</b>	<b>3/14=</b>	<b>7/23=</b>	<b>6/10=</b>	<b>0/7=</b>	<b>1/1=</b>	<b>0/1=</b>	<b>0/6=</b>	<b>19/109</b>
<b>Rate of Vacancy</b>	<b>21%</b>	<b>21%</b>	<b>30%</b>	<b>40%</b>	<b>0%</b>	<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>Total # of Staff=</b> <b>17%</b> <b>vacancy</b>

Two staff members are out on medical leave.

Two applicants waiting for background checks to be complete.

- 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
<b>120</b>	<b>40</b>

Actual Center-Based Enrollment is =

<b>Head Start= 101</b>	<b>Early Head Start =40</b>
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**1. Miscellaneous:**

- Amy Kuster – Early Head Start teacher in the River Room received the Adirondack Broadcast Teacher of the week award.
- Agency staff attended a Sign Language class through the Language Literacy Center. Our agency will be featured in an article for The Times Union highlighting our efforts to improve communication with children that are experiencing speech delays and difficulties caused by Covid masks.
- Bus cameras will be installed on March 27<sup>th</sup> by Surveillance 247.
- We are receiving quotes from NY Fire & Safety and Mahoney for classroom and playground cameras.
- Dix Ave. Center had the pipes replaced to address the lead issue.
- Job fairs – Jacqui Bell (Onboarding Coordinator) and Zac LaPoint (Outreach & Development Coordinator) held a LEAP job fair on 2/17 at the Presbyterian Church in Hudson Falls. They will be attending a job fair at SUNY Albany on 3/22 and at Adirondack Community College on 4/12.
- The Boy scouts completed installing the Giving Box at the Cambridge Center.
- Request for Proposals have been sent out to 7 mental health agencies throughout the community seeking partnership to fill the mental health consultant position. Deadline to submit a proposal is March 10<sup>th</sup>. Shannon Stockwell had a meeting with Krystal Gleason (Owner of Turning Leaf Counseling), Krystal did express possible interest in collaborating due to their upcoming expansion.

