



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

To: Board of Directors
From: Shannon Stockwell
Date: 4/2/2023
Re: Director’s Report-March 2023

I. Updates from Office of Head Start:

FY 2023 Head Start Funding Increase:

The Consolidated Appropriations Act, 2023, contains an increase for Head Start of \$960 million over the Fiscal Year (FY) 2022 level. The COLA supports a 5.60 percent adjustment above FY 2022 funding levels to increase the pay scales of Head Start and Early Head Start staff, including vacant positions, fringe benefits, and to offset higher operating costs. Quality Improvement funds are allocated proportionately based on federal funded enrollment levels.

The following table reflects the COLA and Quality Improvement increases available for FY 2023

Funding Type	Head Start	Early Head Start
Cost-of-Living Adjustment (COLA)	\$165,710	\$96,786
Quality Improvement (QI)	\$63,114	\$49,756
Total Funding	\$375,366	

100% of these funds will be applied to staff wages. The supplemental application is due April 21, 2023

II. Program Updates

- **Self-Assessment Event:** - 3-20-2023 – Participants from Policy Council, Washington County Public Health, Career and Family Services and HS/EHS staff joined together to assess the Head Start/Early Head Start program. The day was spent reviewing data and determining program strengths and needs. Shannon Stockwell will create a self-assessment report and present it to the board upon completion.
- **Mental Health Consultant** – Shannon Stockwell and Jodie Dommaschk attended a meeting with Turning Leaf Counseling to discuss contracting with their agency to provide mental health consultant services. Krystal Gleason (owner) requested a meeting with Emily Fagle to discuss the financial portion of the contract. This will be scheduled for April.
- **Under enrollment Plan** - 3/29/2023 – Shelley Smith, Shannon Stockwell, Emily Fagle, Jodie Dommaschk and Amber Mahoney attended the first monthly under enrollment meeting with Rita Stone (HS Regional Program Specialist) and Vincent Daly (HS Grantee Specialist) to discuss the program’s plan and progress towards achieving higher enrollment. We will continue to meet with the Office of Head Start Regional Staff monthly over the next 12 months. The next meeting is scheduled for April 27th @ 11:00am.
- **Recruitment Efforts** –
 - **Head Start Room Hilltop will open within 30 days from 4-3-2023!**
 - “Now Enrolling” flags are being put up outside all centers.
 - Developing a prescription pad referral program. Zac LaPoint is designing a prescription pad that contains information about HS/EHS services. Staff will schedule meetings at local area doctor’s

offices to inform their staff about LEAP services and ask the medical staff to pass out a “prescription” for HS/EHS to patients that may need HS/EHS services. Start date May 1st.

- Staff are connecting families to SNAP benefits. They are providing families with information on how to apply for SNAP benefits. Staff are contacting families that recently applied and were over income to encourage them to apply for SNAP and informing them that this is an automatic qualifier for HS/EHS.
- Local school districts have agreed to pass out HS/EHS fliers during their kindergarten round up events.
- **Staff Retention/Hiring Efforts –**
 - Administration staff have been working out of all 5 centers to offer support to staff and be more accessible to all employees. Administration have been attending CTP and Component Meetings.
 - Disabilities Coordinator and 1 Education Coordinator have moved to the Whitehall Center. This will allow for more support to the Whitehall, Granville, and Cambridge Centers.
 - Applying 100% of Quality Improvement funds to staff wages.
 - Positive phone calls thanking staff for doing a great job.
 - Job fairs –Jacqui Bell (Onboarding Coordinator) and Kim Kenyon (Admin. Assistant/HR Manager) attended a job fair at SUNY Albany on 3/22 and at Adirondack Community College on 4/12.

Positions	Lead Teacher	Assistant Teacher	Teacher’s Aide/ Floater Aide	Home Visitor	Family Advocate	Mental Health Consultant	Practice Based Coach	Transportation Aide	Total Vacancies
Total	3/14=	2/14=	5/23=	6/10=	0/7=	1/1=	1/1=	2/6=	20/109
Rate of Vacancy	21%	14%	22%	40%	0%	100%	100%	33%	Total # of Staff= 18% vacancy

- **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
120	40

Actual Center-Based Enrollment is =

Head Start= 102	Early Head Start =40
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