

Head Start **Director's Report** to Policy Council/Tribal Council -**Annual Report for 2017**

**ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) For 2017**

Funded Enrollment: 112            Average Enrollment for 2017: 109            % Over Income for 2017: 37%

Siletz Native: 14 Salem; 6 Lincoln City; 25 Siletz; 3 Portland; 4 Tenas  
Average # of Siletz Native Children Served for 2016 = 55

Other Native: 24 Salem; 1 Lincoln City; 4 Siletz; 5 Portland; 0 Tenas  
Average # of Other Native American Children Served for 2016 = 25

% of children enrolled for 2017 w/Disability: 15%            Waiver for 10%: Not necessary.

Families on Wait List: 3 Lincoln City; 8 Salem; 1 Portland; 2 Siletz

Recruitment Activities: Notices in all Tribal Newsletters and Newspaper, Recruitment Mail outs to Siletz Tribal Children completed 4 times, Recruitment advertised to SSP and ICW, Recruitment Mail Outs to DHS TANF clients completed 4 times, Recruitment Mail Outs done to agencies in each community that serve Native Americans, low income families, children with disabilities.

Average Daily Attendance for 2017 & Analysis if under 85%:

Salem PM = 85%

Salem AM = 83% most absences due to illness and Excused

Lincoln City = 89%

Portland = 78% No Bus Service until September 2017

Siletz AM = 94%

Siletz PM = 87%

Tenas = 87%

Full-year/Full-day= 82% low attendance during Fall/Winter/Spring Breaks, absences due to illness and Excused

**Head Start Fiscal Year runs March 1<sup>st</sup> – February 28<sup>th</sup>**

**Fiscal Management March 1, 2017 – December 31, 2017**

Total Budget: \$994,214

Amount Spent thru January 8, 2018: \$ 813,132.11            82% of Budget Expended

Credit Card Purchases: \$850.00 for Gravel for Siletz Parking area; \$586.25 for Metro Movers to move Portland Head Start classroom

Administrative Costs: 14.75%

Percent left in budget: 18%            Percent time left in Program Year: 17%

Unexpected expenditures: Rock and Gravel for Siletz Parking Areas; Moving Costs for Portland Head Start classroom; Rodent Infestation at Salem; New Computers for Siletz Teachers

Non-Federal Share In-Kind contributions to date: \$ 220,922.13            90% of YTD

**Fiscal Management for Budget Ending February 2017**

Total Budget: \$984,528

Amount Spent thru February 28, 2017: \$ 984,528

Credit Card Purchases: \$450.00 for Airline Ticket for Head Start Director to attend New Head Start Program Performance Standards training

Administrative Costs: 14%

Percent left in budget: 0%                      Percent time left in Program Year: 0%

Unexpected expenditures: None

Non-Federal Share In-Kind contributions to date: \$ 282,603.98                      115% of YTD

**Department of Agriculture – March 1, 2017 – December 31, 2017**

USDA Meal Reimbursement: \$ 42,477.66 YTD Reimbursement

Total Number of Meals Served: \$ 4,940 Breakfasts ; 7,922 Lunches; 2,834 Snacks:

Expenditures for Meals Served: \$ 54,500.93 YTD

**Department of Agriculture – Fiscal Year Ending February 2017 (March 2016 – February 2017)**

USDA Meal Reimbursement: \$ 52,954.16 YTD Reimbursement

Total Number of Meals Served: \$ 6,350 Breakfasts; 10,291 Lunches ; 3,792 Snacks:

Expenditures for Meals Served: \$ 73,643 YTD

**Child Development and Health Services - January 1, 2017 – May 30, 2017**

Developmental Screenings Due: 111                      Done & Documented: 110

Ongoing Assessments due: 222                      Done & Documented: 219

Child Outcomes Reports due: 2                      Done & Documented: 2

Home Visits due: 222                      Done & Documented: 201

Parent Teacher Conferences due: 111                      Done & Documented: 81

IEP Status: 17 children on an Individual Education Plan

ILP Status: 110 done and documented

**Health and Disabilities Status: (Physical/lead/hct/ht&wt /dental due in 90 days; Sensory 45 days)  
90<sup>th</sup> day Dec 3<sup>rd</sup> Portland/Salem; Dec 9<sup>th</sup> Siletz/Tenas; Dec 16<sup>th</sup> Lincoln City  
Report for January 1, 2017 – May 30, 2017**

needs to be 90% or above

Physicals Due: 111 Done & Documented: 83 = 75% 20 Expired Physicals

Dental Screenings Due: 111 Done & Documented: 79 = 71% 9 Expired Exams / 23 children No Dental Exams / 36 Referrals for Further Dental Treatment and 19 of those were in Siletz / 10 children Completed Dental Referral Treatment / 13 children were In Process for completing dental treatment / 13 children Did Not get Treatment for a Dental Referral (6 in Siletz; 6 in Salem; 1 in Lincoln City)

Hearing Screenings due: 111 Done & Documented: 111 = 100%

Vision Screening due: 111 Done & Documented: 111 = 100%

HCT Screening due: 111 Done & Documented: 103 = 93%

Lead Screening due: 111 Done & Documented: 67 = 60% 22 parents refused this screening

Height & Wt. #1 Due: 111 Done & Documented: 109 = 98%

Height & Wt. #2 Due: 111 Done & Documented: 103 = 93%

Medical Home Due: 111 Done & Documented: 111 = 100%

Dental Home Due: 111 Done & Documented: 111 = 100%

Health Insurance due: 111 Done & Documented: 111 = 100%

IEP Status: Done & Documented: 17 = 15% needs to be 10% or above

Immunization Status: 111 Done & Documented: 111

Mental Health Observations completed on classrooms: Observations 1 Salem; 1 Siletz; 1 Lincoln City; 1 Tenas; 1 Portland

**Child Development and Health Services - September 1, 2017 – December 1, 2017**

Developmental Screenings Due: 110 Done & Documented: 110

Ongoing Assessments due: 110 Done & Documented: 110

Child Outcomes Reports due: 1 Done & Documented: 1

Home Visits due: 105 Done & Documented: 101

Parent Teacher Conferences due: 110 Done & Documented:

IEP Status: 20 children on an Individual Education Plan

ILP Status: 110 done and documented

**Health and Disabilities Status: (Physical/lead/hct/ht&wt /dental due in 90 days; Sensory 45 days)  
90<sup>th</sup> day Dec 3<sup>rd</sup> Portland/Salem; Dec 9<sup>th</sup> Siletz/Tenas; Dec 16<sup>th</sup> Lincoln City  
Report for September 2017 – December 2017**

Physicals Due: 110	Done & Documented: 74 = 67%	needs to be 90% or above
Dental Screenings Due: 110	Done & Documented: 64 = 58%	
Hearing Screenings due: 110	Done & Documented: 108 = 98%	
Vision Screening due: 110	Done & Documented: 108 = 98%	
HCT Screening due: 110	Done & Documented: 72 = 65%	
Lead Screening due: 108	Done & Documented: 74 = 69%	
Height & Wt. #1 Due: 110	Done & Documented: 93 = 85%	
Height & Wt. #2 Due: 0	Done & Documented: = %	
Medical Home Due: 110	Done & Documented: 96 = 87%	
Dental Home Due: 110	Done & Documented: 96 = 87%	
Health Insurance due: 110	Done & Documented: 96 = 87%	
IEP Status:	Done & Documented: 20 = 18%	needs to be 10% or above
Immunization Status: 112	Done & Documented: 108	

Mental Health Observations completed on classrooms: Observations 1 Salem; 1 Siletz; 0 Lincoln City; 1 Tenas; 0 Portland

**Nutrition Status:**

Two monthly nutritional classroom activities done and documented: 18 Activities completed by each classroom for the year. Activities included: Roast Pumpkin Seeds, Pumpkin Soup, Pancakes with Native Berry Jam, Friendship Soup, Popcorn, Smoothies, Chex Mix, Applesauce, Apple Tasting, Stone Soup

**Family & Community Partnership Status – January 1, 2017 – May 30, 2017**

Family Partnership agreements due: 109 # Done & Documented: 100  
(Note: Family's have the right to decline participation)

FPA Follow-ups due: 584 Done & Documented: 418

Transition Activities Planned: Activities completed March/April . All parents received information regarding the school their child would enter and the registration requirements. A follow up is done with each family at the last Parent/Teacher conference to ensure parents completed the registration process and if not assistance is offered.

**Family & Community Partnership Status – September 1, 2017 – December 31, 2017**

Family Partnership Agreements due: 102 # Done & Documented: 85  
(Note: Family’s have the right to decline participation)

FPA Follow-ups due: 678 Done & Documented: 196

Transition Activities Planned: 0 Activities planned for March/April Done& Documented

**Parent Involvement:**

Number of Parent Activities per site for 2017: 4 Family Fun Nights, 4 Parent Meetings, 9 Fieldtrips

**Community Partnerships:**

Agency/Organization: David Douglas EI	MOU: Yes
Agency/Organization: Willamette ESD	MOU: Yes
Agency/Organization: Lincoln County EI	MOU: Yes
Agency/Organization: SCHC Mental Health	MOU: Yes
Agency/Organization: SCHC Medical Services	MOU: Pending
Agency/Organization: NARA – Mental Health	MOU: Yes
Agency/Organization: Options Counseling	MOU: Yes
Agency/Organization: Nancy Ludwig, RD	MOU: Yes
Linn, Benton, Lincoln Early Learning HUB	MOU: N/A
Salem/Keizer Pre-K	MOU: Pending
Portland Public Schools Pre-K	MOU: Yes
CTSI Indian Child Welfare	MOU: Pending
CTSI Tribal Early Learning Initiative	MOU: N/A
CTSI Maternal Infant Early Childhood Home Visiting Program	MOU: N/A
State of Oregon Early Learning Council	MOU: N/A

**Program Governance:**

Funding Application Due: 12/01/2017  
PC Approved: October 2017  
TC Approved: November 2017  
Submitted: November 27, 2017

Community Assessment  
Update Completed: August 2017  
PC Approved: October 2017  
TC Approved: November 2017

Self Assessment  
Completed: June 2017  
PC Approved: October 2017  
TC Approved: November 2017

## Service Plans

Reviewed: New Head Start Program Performance Standards released 2017 - Drafting new Work Plans

PC Approved: Pending

TC Approved: Pending

## Training for Policy Council and Tribal Council

PC Training: October 2017

TC Training: September 2017

## **Record-Keeping & Reporting**

HSES End of Month Enrollment Submitted: Done monthly for 2017

PIR Due: August 31, 2017

Submitted: July 25, 2017

PIR Issues: None

425 reports Due: None

Submitted by Accounting Department

Annual Report Due: January 31, 2018

Submitted: February 2, 2018

## **Human Resources:**

Personnel :

New Hires: Assistant Teacher/Bus Driver Salem; Assistant Teacher/Bus Driver Siletz; Classroom Aide Siletz

Retirement: Salem Assistant Teacher/Bus Driver for medical

Staff Qualification Issues: Classroom Aids and Assistants enrolled in on-line CDA classes and must complete program within 2 years of hire.

1 Assistant Teacher is starting on her Associate's Degree for Early Childhood Education

4 Assistant Teachers and 2 Classroom Aides have completed their CDA.

1 Classroom Aide has completed her CDA.

1 Assistant Teacher is starting her CDA.

3 Classroom Aides have started their CDA.

3 new hires will start their CDA.

Training for Staff: On-line CDA program for Assistant Teachers and Aids; On-line professional development for Teachers.

Annual Evaluations: Complete through December 2017. Staff has different dates depending on hire date.

Volunteers: 4 certified with Criminal Records Checks, Enrolled in Criminal History Registry

Activities: Classroom Aide

**Program Design:**

Facility Issues: Daily Inspection Reports completed for Facilities and Playgrounds (on file for review). Monthly Child & Health Safety Inspections completed and quarterly inspections by Administrative staff completed.

Materials: No issues.

Equipment: Siding at Salem needs replaced, Shade Sail at Salem needs replaced, Carpeting in Salem Office area needs replaced, Carpeting and Linoleum at Siletz needs replaced.

# of Fire/Earth Quake/Tsunami Drills Completed: All sites up-to-date with monthly Fire Drills and quarterly Earthquake/Lockdown Drills

**Transportation Issues:**

Portland was without a Bus Driver January 2017 – March 2017

Disruption of Bus service for Salem Head Start in December 2017 due to staff illness.