

Head Start **Director's Report** to Policy Council/Tribal Council - **Annual Report 2021**

ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) September 2021 – December 2021

Funded Enrollment: 112 Current Enrollment: 47 % Over Income: 23%

Note: Due to the pandemic, all of the Portland staff resigned, so we currently are not able to open the Portland Classroom. Due to reduced enrollment, Siletz and Salem classrooms converted to Full-year/Full-day, which limits enrollment for each classroom from 40 children to 20 children. For December, Siletz and Salem classrooms moved to Full-day Schedule, 7 hours per day for 4 days per week, and due to staffing Lincoln City remained Part-day services and offered 3 ½ hours of class time per day for 4 days per week.

Siletz Native: 10 Salem; 5 Lincoln City; 17 Siletz; 0 Portland;
Total Siletz Native = 32

Other Native: 6 Salem; 1 Lincoln City; 1 Siletz; 0 Portland;
Total Other Native = 8

Total Native American Enrollment = 86%

% w/Disability: 9% on IFSP Waiver: We have 4 referrals pending

Families on Wait List: 0 Lincoln City; 2 Salem; 6 Portland; 8 Siletz

Recruitment Activities: Notices in all Tribal Newsletters and Newspaper, mail outs to tribal families, low income agencies, community service agencies, DHS TANF families, WIC, Early Intervention, Libraries, Native community groups.

September - December Average Daily Attendance & Analysis if under 85%:

Salem = 66% multiple children w/Excused Absences due to illness

Lincoln City = 85%

Portland = 0%

Siletz = 74% multiple children w/Excused Absences due to illness

ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) January 2021 – May 2021

Funded Enrollment: 112 Current Enrollment: 59 % Over Income: 15%

Note: Due to the pandemic, enrollment is restricted to 10 children for each classroom, or a total of 60 children for the program. All classes held virtually.

Siletz Native: 8 Salem; 6 Lincoln City; 13 Siletz; 1 Portland;
Total Siletz Native = 28

Other Native: 6 Salem; 1 Lincoln City; 3 Siletz; 3 Portland;
Total Other Native = 13

Total Native American Enrollment = 70%

% w/Disability: 13% on IFSP Waiver: Not necessary. We already exceed the 10% requirement

Families on Wait List: 0 Lincoln City; 3 Salem; 0 Portland; 2 Siletz

Unexpected expenditures: None

Non-Federal Share In-Kind contributions to date: \$ 79,950.55 YTD 29% of YTD **Note:**
Waiver for Non-federal Share approved by Office of Head Start

Department of Agriculture – Classrooms Closed Due to COVID, no meals served

USDA Meal Reimbursement: \$ 0 \$ 0 YTD Reimbursement

Total Number of Meals Served: 0 Breakfasts; 0 Lunches ; 0 Snacks:

Expenditures for Meals Served: \$ 0 \$ 0 YTD

September 2021 – December 2021

Child Development and Health Services (Developmental Screening due in 45 days)

45th Day Nov 6th and 90th day Dec 20th

Note: Due to COVID-19 Home Visits and Parent/Teacher Conferences are being done virtually

Developmental Screenings Due: 47 Done & Documented: 44

Ongoing Assessments due: 47 Done & Documented: 46

Child Outcomes Reports due: 1 Done & Documented: 1

School Readiness Goals Reports Due: 1 Done & Documented: 1

Home Visits due: 94 Done & Documented: 92

Parent Teacher Conferences due: 47 Done & Documented: 46

IEP Status: 4 children on an Individual Family Service Plan

ILP Status due: 47 Done & Documented: 46

Fieldtrips YTD: 0 Portland; 0 Lincoln City; 0 Salem; 1 Siletz Virtual Aquarium

Note: Due to COVID-19 fieldtrips not allowed this year unless virtual

January 2021 – May 2021

Child Development and Health Services (Developmental Screening due in 45 days)

45th Day Nov 6th and 90th day Dec 20th

Note: Due to COVID-19 Home Visits and Parent/Teacher Conferences are being done virtually

Developmental Screenings Due: 59 Done & Documented: 59

Ongoing Assessments due: 3 Done & Documented: 3

Child Outcomes Reports due: 3 Done & Documented: 3

School Readiness Goals Reports Due: 3 Done & Documented: 3

Home Visits due: 117 Done & Documented: 113 all visits virtual

Parent Teacher Conferences due: 118 Done & Documented: 103

IEP Status: 11 children on an Individual Family Service Plan

ILP Status due: 59 Done & Documented: 55

Fieldtrips YTD: 6 Portland; 0 Lincoln City; 5 Salem; 0 Siletz

Note: Due to COVID-19 fieldtrips not allowed this year unless virtual

September 2021 – December 2021

Health and Disabilities Status: (Physical/lead/hct/ht&wt /dental due in 90 days; Sensory 45 days)

Note: Due to COVID-19, 45 day and 90 day requirement deadlines are encouraged but not required

Total Enrollment: 47 Screening events needs to be 90% or above

Physicals Due: 47 Done & Documented: 35 = 74%

Dental Screenings Due: 47 Done & Documented: 25 = 53%

Hearing Screenings due: 47 Done & Documented: 23 = 49%

Vision Screening due: 47 Done & Documented: 26 = 55%

HCT Screening due: 47 Done & Documented: 32 = 68%

Lead Screening due: 47 Done & Documented: 22 = 47%

Height & Wt. #1 Due: 47 Done & Documented: 35 = 74%

Height & Wt. #2 Due: 0 Done & Documented: 0 = 0%

Medical Home Due: 47 Done & Documented: 47 = 100%

Dental Home Due: 47 Done & Documented: 47 = 100%

Health Insurance due: 47 Done & Documented: 47 = 100%

IFSP Status: 4 Done & Documented: 4 = 100%

Immunization Status: 47 Done & Documented: 47 = 100%

Mental Health Observations/referrals/trainings: Observations 0 Salem; 0 Siletz; 0 Lincoln City; 0 Tenas; 0 Portland **Due to COVID 19 observations will resume with classrooms open fully. MH training for staff offered at Pre-service and at first Parent Meeting**

January 2021 – May 2021

Health and Disabilities Status: (Physical/lead/hct/ht&wt /dental due in 90 days; Sensory 45 days)

Note: Due to COVID-19, 45 day and 90 day requirement deadlines are encouraged but not required

Total Enrollment: 59 Screening events needs to be 90% or above

Physicals Due: 59 Done & Documented: 51 = 86%

Dental Screenings Due: 59 Done & Documented: 46 = 78% due to COVID restrictions not all able to schedule appointments

Hearing Screenings due: 59 Done & Documented: 24 = 41% many doctors do not screen for hearing citing "too young". Due to COVID, Head Start staff not able to conduct hearing screening this year.

Vision Screening due: 59 Done & Documented: 33 = 56% many doctors do not screen for vision citing "too young". Due to COVID, Head Start staff not able to conduct vision screening this year.

HCT Screening due: 59 Done & Documented: 41 = 69% many doctors do not screen for hgb. Due to COVID, Head Start staff not able to conduct hearing screening this year.

Lead Screening due: 59 Done & Documented: 44 = 75% many doctors do not screen for lead.

Height & Wt. #1 Due: 59 Done & Documented: 51 = 86%

Height & Wt. #2 Due: 59 Done & Documented: 0 = 0% Due to COVID, Head Start staff not able to conduct 2nd growth assessment this year.

Medical Home Due: 59 Done & Documented: 59 = 100%

Dental Home Due: 59 Done & Documented: 59 = 100%

Health Insurance due: 59 Done & Documented: 59 = 100%

IFSP Status: 11 Done & Documented: 11 = 100%

Immunization Status: 59 Done & Documented: 59 = 100%

Mental Health Observations/referrals/trainings: Observations 0 Salem; 0 Siletz; 0 Lincoln City; 0 Tenas; 0 Portland **Due to COVID 19 observations will resume with classrooms open fully. MH providers offered consultation and individual services for families.**

September 2021 – December 2021

Nutrition Status:

Two monthly nutritional classroom activities done and documented: Apple Trees, Fruit Puzzles, Jumping Fruits, Lunch Boxes, Healthy Holiday Party, Xmas Cooking Project

January – May 2021

Nutrition Status:

Two monthly nutritional classroom activities done and documented: Dino Oatmeal, Counting Gold Fish Snacks, Composting Fruit Peels, Earth Day Yogurt Cups, Planting Activity, Sorting Fruits and Veggies, Garden Book, Foods that Grow Underground, Ants on a Log, Native Nutrition Plate, Pattern Noodle Necklaces

September 2021 – December 2021

Family & Community Partnership Status:

Family Partnership agreements due: 47
(Note: Family's have the right to refuse participation)

Done & Documented: 42

FPA Follow-ups due: 283

Done & Documented: 148 = 53%

Kindergarten Transition Activities Planned: 0

Done& Documented: 0

January 2021 – May 2021

Family & Community Partnership Status:

Family Partnership agreements due: 58
(Note: Family's have the right to refuse participation)

Done & Documented: 47

FPA Follow-ups due: 230

Done & Documented: 213 = 90% Met

Kindergarten Transition Activities Planned: 4

Done& Documented: 04

September 2021 – December 2021

Parent Involvement:

Note: Due to COVID-19 activities offered virtually

Number of Parent Activities: 1

Types of Activities: Parent Meeting w/election of Parent Committee Offices, Policy Council Representatives, and Mental Health training.

Number of Parents volunteering:

Note: Due to COVID-19 parent volunteers not allowed this year

January 2021 – May 2021

Parent Involvement:

Note: Due to COVID-19 activities offered virtually

Number of Parent Activities: 5

Types of Activities: 3 Parent Meetings for election of Parent Committee Offices, Policy Council Representatives, Kindergarten Transition, Transition Ceremony. 2 Family Fun Nights.

Number of Parents volunteering:

Note: Due to COVID-19 parent volunteers not allowed this year

January 2021 – December 2021

Community Partnerships:

Agency/Organization: David Douglas EI
Agency/Organization: Willamette ESD

MOU: Yes
MOU: Yes

Agency/Organization: Lincoln County EI	MOU: Yes
Agency/Organization: Healing Tree Newport	MOU: Yes
Agency/Organization: SCHC Medical Services	MOU: N/A
Agency/Organization: NARA Mental Health	MOU: N/A
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: Yes
Portland Public Schools Pre-K	MOU: Yes
CTSI Indian Child Welfare	MOU: N/A
CTSI Maternal Infant Early Childhood Home Visiting Program	MOU: N/A
State of Oregon Early Learning Council	MOU: N/A
NARA – Dental Services Portland	MOU: N/A
NIHSDA	MOU: N/A
CTSI Youth Services Team	MOU: N/A
Portland Area Indian Health Board	MOU: N/A
National Head Start Association	MOU: N/A
NW Indian Head Start Directors Association	MOU: N/A
Oregon Coast Community College ECE Board	MOU: N/A
Marion Polk Early Learning HUB	MOU: N/A

September 2021 – December 2021

Program Governance:

Funding Application Due: 12/01/2021
 PC Approved: October 27, 2021
 TC Approved: November 17, 2021
 Submitted: Due November 29, 2021

Community Assessment
 Update Completed: September 2021
 PC Approved: October 27, 2021
 TC Approved: November 17, 2021

Self-Assessment
 Completed: August 2021
 PC Approved: October 27, 201
 TC Approved: November 17, 2021

Service Plans
 Completed: Revised Work Plans
 PC Approved: July 2021
 TC Approved: December 17, 2021

Training for Policy Council and Tribal Council
 PC Training: Program Governance offered online January 2022 by AIAN
 TC Training: September 25, 2017, new member December 2021

January 2021 – August 2021

Program Governance:

Funding Application Due: 12/01/2020

PC Approved: October 27, 2020

TC Approved: November 15, 2020

Submitted: Due November 20, 2020

Community Assessment

Update Completed: September 2020

PC Approved: October 27, 2020

TC Approved: November 15, 2020

Self-Assessment

Completed: August 2020

PC Approved: October 27, 2020

TC Approved: November 15, 2020

Service Plans

Completed: Revised Work Plans

PC Approved: July 2021

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Training for Policy Council and Tribal Council

PC Training: Program Governance offered online September 2020 by AIAN

TC Training: September 25, 2017, new member July 2020

September 2021 – December 2021

Record-Keeping & Reporting

HSES End of Month Enrollment Submitted: Monthly Enrollment reports submitted to the Office of Head Start September thru December.

Center Reporting Submitted: Center Reports submitted to the Office of Head Start September thru December.

PIR Due: August 31, 2021

Submitted: July 2021

PIR Issues: None

425 reports Due: None

Submitted by Accounting Department

Annual Report Due: January 31, 2022

Submitted: In process

January 2021 – August 2021

Record-Keeping & Reporting

HSES End of Month Enrollment Submitted: Monthly Enrollment Reports submitted to the Office of Head Start for January 2021 thru May 2021. Classrooms are closed June thru August, so reporting not required over the summer months.

Center Reporting Submitted: Reports submitted to the Office of Head Start for January 2021 thru May 2021. Classrooms are closed June thru August, so reporting not required over the summer months.

PIR Due: August 31, 2021

Submitted: July 2021

PIR Issues: None

425 reports Due: None

Submitted by Accounting Department

Annual Report Due: January 31, 2020

Submitted: January 25, 2020 - posted on CTSI website

September 2021 – December 2021

Human Resources:

Personnel :

Vacancies: Classroom Aide Portland; Assistant Teacher/Bus Driver Portland, Teacher Portland; Classroom Aide Salem

New Hires: Health Data Clerk – 2nd Choice Selected – 1st Choice unable to move to Siletz; Food Service Aide Salem

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

5 Assistant Teachers have met the CDA requirements.

1 Classroom Aide has completed her CDA and is working on her ECE Associates degree.

2 Assistant Teachers are working on their ECE Associates degree.

2 Classroom Aides have completed their CDA.

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

Annual Evaluations: Complete through December 2021. Staff has different dates depending on hire date.

Volunteers: No Volunteers allowed this year due to COVID-19

Activities:

January 2021 – August 2021

Human Resources:

Personnel :

Vacancies: Classroom Aide Portland; Assistant Teacher/Bus Driver Portland, Health Data Clerk, Classroom Aide Lincoln City, Portland Teacher resigned May 2021

New Hires: Health Data Clerk (resigned June 2021), Lincoln City Classroom Aide

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

5 Assistant Teachers have met the CDA requirements.

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

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Volunteers: No Volunteers allowed this year due to COVID-19

Activities:

September 2021 – December 2021

Program Design:

Facility Issues: Daily Inspection Reports completed for Facilities and Playgrounds (on file for review). Monthly Child & Health Safety Inspections completed. Flooding in Lincoln City closed classroom for one day. Portland Occupancy Permit Pending.

Materials: No issues.

Equipment: None.

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

January 2021 – August 2021

Program Design:

Facility Issues: Daily Inspection Reports completed for Facilities and Playgrounds (on file for review). Monthly Child & Health Safety Inspections completed. Portland Occupancy Permit Pending. Ice storm in Salem closed classroom due to damage from falling tree limbs.

Materials: No issues.

Equipment: None.

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

September 2021 – December 2021

Transportation Issues:

No Bus Driver for Portland, Buses in Salem vandalized and 1 repaired and other is almost done.

January 2021 – August 2021

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No Bus Driver for Portland