

Salt River Schools

Early Childhood Education Center

For the Month of: January 2023

Section Sec. 642(c)(2) of the Head Start Act of 2007 is named Conduct of Responsibilities. It requires each agency to share accurate and regular information for use by the governing body and Policy Council. Following are the nine reports that must be shared.

1) Monthly financial statements, including credit card expenditures

Fiscal Year January 1, 2022-December 31, 2022 Balance as of 1/18/2023

CATEGORY	Budget	Expenses & Encumbrances	Remaining Budget
Personnel & Fringe	\$2,054,275	\$1,923,992	\$130,283
Supplies	\$255,502	\$312,947	-\$57,445
Travel & Training	\$95,134	\$29,830	\$65,304
Contractual	\$304,428	\$392,299	-\$87,871
Equipment	\$12,000	\$4,182	\$7,818
Other	\$65,060	\$23,247	\$41,813
TOTAL	\$2,786,399	\$2,686,496	\$99,903

Fiscal Year January 1, 2023-December 31, 2023 Balance as of 1/18/2023

CATEGORY	Budget	Expenses & Encumbrances	Remaining Budget
Personnel & Fringe	\$1,056,923	\$0	\$1,056,923
Supplies	\$111,691	\$2,624	\$109,067
Travel & Training	\$40,100	\$0	\$40,100
Contractual	\$49,925	\$64,279	-\$14,354
Equipment	\$6,000	\$0	\$6,000
Other	\$22,404	\$0	\$22,404
TOTAL	\$1,287,043	\$66,903	\$1,220,140

2) Monthly program information summaries

a) Health and Child Safety

The Health Services team hosted two screening events for child health screenings/exams during the month of January. The first, a hemoglobin screening event, was hosted on January 19, 2023 in collaboration with the SRPMIC WIC Office. Using ECEC equipment, WIC staff performed the hemoglobin screening on more than 50 children. The Health Services Team assisted families with check-in and check-out and provided follow-up information and education on children who had screening results below the normal range. The second event, RPHC Dental Clinic visit, took place on January 25th and 26th. Number of participants is still being analyzed, however, it has helped to improve the health requirement data for dental (as seen below). Families who would like to participate in the event were encouraged to sign the permission form (from the Enrollment Packet) and establish a chart at the River People Health Center.

Report on Physical Exams, Dental Exams, Lead Screenings and Hemoglobin Screenings

Exam/Screening	Total Number Due (December)	% Due (December)	Total Number Due (January)	% Due (January)
Physical Exam	135	67% ↓	130	64%↓
Lead Screening	123	61% ↓	118	58%↓
Hemoglobin Screening	122	60% ↓	72	38% ↓
Dental Exam	71	35% ↓	49	25%↓

↓ Indicates that the total number due has decreased over the last month.

During the month of January, 53 children required a visit through the Health Office to return to school. Of those, 2 (4%) were sent home and required a doctor's note and 25(47%) required 24 hour symptom free clearance. Of those 25 children, 17 (68%) were sent home for fever (a temperature at or above 100.4). Other reasons children were sent home include: sore throat, redness in eyes, vomiting, and diarrhea. In addition, 0 exposure notices were sent home to families.

b) Child Education and Development

As part of the literacy program, children took home the book of the month and a family activity to enhance literacy in the home. Lead and assist teachers began their Teachstone online trainings. These self-paced modules will give a deeper understanding of the CLASS assessment to enhance teacher/child interactions.

ED specialist continued to work with teachers on their curriculum fidelity action plans to enhance classroom environment and small group instruction. Child observations we reviewed bi-weekly to check for quality and accuracy. Teachers who needed more support in this area met with Ed specialist for monthly coaching. All teaching staff attended a review on curriculum expectations.

On January 3, all staff attended an offsite PD that highlighted conscious discipline. Staff were trained in how to teach children and adults self-regulate, be aware of their emotions, and problem solve. Education specialist, BIC, and teacher mentors participated in Pre-k and infant toddler observation training. This training prepared them to obtain their CLASS certification as an observer.

Cultural specialists met with each classroom for their weekly cultural sessions and provided an all staff cultural training. Teacher mentors met with their mentees to go over their CLASS scores and create their PBC action plan.

Lastly, the management team met with Lamont Yazzie for a training on the HS standards. Alma Sandoval the Health Specialist from Region II Training and Technical Assistant support also met with the management team to support understanding and strengthening of systems regarding Health Standards.

c) Mental Health Services

Category	<u>Early Head Start</u>	<u>Head Start</u>	<u>Total</u>
Number of Behavior Incident Reports for the month	2	11	13
Number of Families Behavior Intervention Counselor met with:	0	3	3
Number of Teachers Behavior Intervention Counselor met with	2	3	5

Number of Classroom Behavior/Safety Plans Created for the month	1	2	3
Number of Trainings Completed for staff			4

During the month of January, the Behavior Intervention Counselor (BIC) focused on supporting teaching staff, families and children regarding challenging behavior. Another area of focus for the department was to support the Trauma Informed Education (TIE) Leadership Team. BIC participated in Professional Development of ECEC staff with focus on Conscious Discipline updates and reviews. BIC focused on Composure and self-regulation strategies.

During the month of January, BIC received 13 Behavior Incident Report from classroom staff and started process to consult with staff in order to support children and families. BIC also completed 5 consultation sessions with guardians and 3 Behavior Intervention/Safety Plans were completed. Also, participated and led the Bees Committee meetings. The goal of the Bees Committee is to create, maintain and model a positive School Family. Met once this month with focus on future planning.

The Behavior Intervention Counselor continue to focus on refining and modifying areas of potential support for staff, children, and families. This plan includes strategies to support mental health, self-care and attunement, just to name a few. As a member of the leadership team, BIC continues to participate in progress monitoring with a specific focus on completing ECEC procedures and focusing on supporting the ERSEA timeline and meeting the screening needs for Early Head Start and Head Start children. The Child Family Team Review meeting has focused on the timeline and ensuring that we meet teaching staff's needs and focus on systems that align to meeting program's needs. For the upcoming month, this team will focus on sharing updates with staff and supporting staff in preparation of Office of Head Start review. BIC also completed Professional Development from safeTalk (Suicide Alertness for Everyone) on 1/27/2023. BIC also participated on Professional Development for CLASS observations via Teachstone.

d) Disabilities

	Infant & Toddler	Preschool	Total
Number of Individual Education Plan (IEP)	0	25	25
Number of Individual Family Service Plans (IFSP)	3	0	3
Number of children who have been referred for a Special Education Evaluation	1	8	9
Number of Evaluations completed / Scheduled	1	1	2
Number of days since referral was provided to LEA / Agency	29	-	-
Number of IEP/IFSP Meetings attended <i>Amendment Meetings / Review Existing Data (RED)</i>	0	4	4
Number of children suspected of being at risk for a delay in development. (New Child 45 Day ASQ &/or Rescreens)	3	4	7
Number of Special Needs Staff Trainings	0	0	0
Number of Special Needs Trainings and/or Number of parents attending the monthly PSP	0	0	0

During the Month of January, the ESS Staff met and scheduled meetings for those children transitioning to Kindergarten for the SY 23/24. Additional meetings are scheduled to complete annual IEP's through March 2023.

The current enrollment numbers for children identified ESS total 28. Of this number, 3 are enrolled in Early Head Start with an IFSP and 25 children enrolled in Head Start with an IEP. There are currently 9 children in process with referrals: 2 with the Arizona Early Intervention (AzEIP) program who are transitioning at 3 years of age to Head Start (PartB). An additional 7 Preschool children are referred and in process through Mesa Public Schools.

At present, there are a number of children would benefit from the referral and evaluation process. . Prior to the evaluation being scheduled, all documents must be completed and collected for submission. The documentation required, includes:

- Parent input/Communication Inventory
- Registration packet
- Birth Certificate
- Current immunizations
- Proof of residence (Driver's License, or bill, etc.)
- ASQ3 developmental screening
- Vision & hearing screening

This paperwork is compiled from ECEC records. However, Birth Certificates are not a required document for enrollment into ECEC and therefore, not always on file. Completion of the Registration packet and the Parent Input/Communication inventory must be done by the parent, guardian. The completion of these two documents is often a barrier for families. Supports from classroom staff and Family Advocates aids in this process.

Mid-year ASQ3 Developmental Screenings are in process within the classrooms. The information obtained during these screenings is available and useful when communicating with parents and families during home visits, at parent conferences, and for the Teaching Strategies Gold check-points. This information is also a critical component for monitoring age appropriate development of the children enrolled at ECEC.

e) Family Engagement and Community Partnerships

Family Services Monthly Contact
Family Advocates had contact with 142 out of 147 families
Care Packages
3: care packages distributed 1: grocery orders 2: Diapers
Family Goals: 73
Interested In Housing: 24 Interested In Adult Education: 31 Interested In Parenting: 50 Interested In Job Training: 22 Interested In Financial: 4
Ready Rosie Parent Participation: 0
Parent Education/Events 1/17- Talk About Tuesday- Kindergarten enrollment, 8 parents attended 1/5- Burritos for Dad

1/19- Hemoglobin Screening Event 1/31- Big Wheel Day	
Home Based	
Socialization Snow Activity 1/20/2023 2 parents, 2 children Big Wheel Day 1/31/2023 1 parent 1 child	
Required # of Home Visits	68
Completed # of Home Visits	52

Referrals & Supports for families: staff help support families needing paperwork to be completed for IEP updates. The paperwork process can be lengthy and confusing for families. Staff supported a family who unexpectedly lost their housing. Follow up and care packages were provided to the family. We had families and staff experience a loss in their families, staff helped coordinate support from ECEC by ordering food for the funeral services. There were multiple families this month who had a change in custody for their children. Staff assisted by processing paperwork and checking in for needs. One family was referred to parenting classes and support resources regarding their change of placement. Follow up with other programs such as SRES and SCR to coordinate follow up was also completed. One family experiencing a change in household also had a barrier with regular transportation. ECEC supplied a stroller to help the family get to and from the center regularly to support attendance.

ECEC events: Burritos for Dads was facilitated by LEARN Fatherhood staff. Talk About Tuesday was facilitated by Family Services staff and the topic was kindergarten registration. Eight parents participated in this session. Staff contacted families and encouraged them to participate in the hemoglobin screening event. Family Services staff assisted with the event as well. Family Services staff also assisted with the two day dental screenings. It was beneficial to learn about the event in order to explain the process to families for future. The monthly Literacy Day had guest readers from Higher Education and Tribal Library. ECEC staff assist by helping guest readers get to their assigned classrooms. ECEC hosted Big Wheels Day made possible by partnerships with Public Works, SRPD, SRFD, All Valley Propane and Ki: Property Services for joining us for Big Wheel Day.

Home Based: has 19 out of 20 spaces filled. The one vacancy is due to a family transferring into an ECEC classroom. Two socializations were hosted this month, one with a snow activity for families and the other joining the ECEC Big Wheel day. Home Based had a 76% completion rate of required visits for the month. Home Based staff assisted families through referrals for car seats, Behavioral Health referrals, information regarding transition to Kindergarten, coordinating follow up for evaluation & documents needed for an IEP and assistance with organizing custody placement paperwork.

Community resources: Family Services partnered with HHS to organize safeTALK training. Family Services Coordinator participated in two SRS McKinney-Vento meetings with other school liaisons. Family Advocates joined a meeting with ECEC health staff and River People Health Services staff to meet the pediatrician and learn about common contagious diseases.

Staff training: ECEC all staff training on the topic of Conscious Discipline was provided. HHS staff provided safeTALK training for all Family Services staff. Family Services Coordinator participated in Ongoing Monitoring training with admin and coordinators.

Other: Family Services met to discuss the ongoing monitoring protocol to prepare for the upcoming review. A Family Advocate has been on two interview panels for ECEC positions this month. Staff have been getting materials & supplies organized for upcoming recruitment. Promotional items, brochures & flyers were updated and submitted for order.

f) Administration/Program Governance

CATEGORY	Policy Council	Education Board
Trainings	12/13/2022	12/13/2022
Meetings	1/10/2023	1/3 & 17/2023
Funding Application Approval	8/11/2022	9/6/2022
Human Resources- Vacancies	Open Positions as of 1/1/2023	Open Positions as of 1/31/2023
Administrative Staff	1	1
Support Staff	7	7
Teachers	4	5
Assistant Teacher	5	4
Teacher Aide	8	8
Extended Day Teacher Aide	18	17
Total Vacancies	43	42

In January one extended day teacher aide started.

The Early Childhood Education Center is in year three of a five year grant cycle. We will be participating in our Focus Area One (FA1) Federal Monitoring) review February 27 to March 1, 2023. Head Start monitoring protocols are used by the Office of Head Start (OHS) to gather data and other information to assess grant recipient program operation and performance. Reviews are held for the Classroom Assessment Scoring System Reviews (CLASS®), Focus Area One (FA1), and Focus Area Two (FA2). OHS uses the information collected during reviews to understand the grant recipient's approach to program design and services. The information is also used to evaluate their performance and continuous program improvement. We look forward to sharing our program's storying with the reviewers. If you would like more information about the review visit Early Childhood Learning and Knowledge Center at <https://eclkc.ohs.acf.hhs.gov>

ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance)

	January 2022	January 2023	December 2022
ECEC Waiting list	100	104	98
ECEC Home- Based waiting list	20	36	33
Attendance	N/A*	79.99%	72.21%
Head Start funded enrollment- full enrollment 102	77	101	102
Early Head Start funded center-based enrollment-full enrollment 80	78	64	64
Early Head Start home-based funded enrollment- full enrollment 20	20	29	20
Tribal funded enrollment (and CCDF only or)	7	17	16

Enrollment reported for September of 2022 will be the first month that Office of Head Start will evaluate reports as part of the Full Enrollment Initiative*. OHS will focus on those who are significantly under enrolled (below 50% enrollment) and move toward engagement with other programs over the course of the next year. January 2023 is our 5th month of under enrollment we are at 100% enrolled for Head Start and 84% enrolled for early Head start. We need to open 2 Early Head Start Classrooms. We need to a hire a minimum of 7 Early Head Start staff to be able to open the classrooms.

**Full Enrollment Initiative: Grantees with four or more consecutive months of under enrollment in any Head Start and/or Early Head Start program will receive an Under enrollment Letter from the Regional Office. Grantees must develop, in collaboration with the Regional Office, a plan and timetable for reducing or eliminating under enrollment. The 12-month period for determining chronic under enrollment starts 10 calendar days from the date the Under enrollment Letter is sent.*

1) Monthly reports of meals and snacks provided through programs of the Department of Agriculture; (N/A ECEC uses the school lunch program)

2) The financial audit

Date provided to Policy Council	In progress
Date provided to Education Board	In progress

3) The annual self-assessment, including any findings related to such assessment

Date provided to Policy Council	8/11/2022
Date provided to Education Board	9/6/2022

4) The community-wide strategic planning and needs assessment of the Head Start agency, including any applicable updates

Date provided to Policy Council	8/11/2022
Date provided to Education Board	9/6/2022

5) Communication and guidance from the Secretary or Program Information

Date provided to Policy Council	1/10/2023
Date provided to Education Board	9/9/2022

6) The program information report (PIR)

Date provided to Policy Council	10/11/2022
Date provided to Education Board	11/7/2022

Child Care Development Fund Certificate Program

Category	Total
Number of certificate children	325
Number of childcare providers	113
Amount paid	\$159,474.59

Updates to the CCDF/Certificate Program:

Team is working on completed the 2023-2025 CCDF plan