



# The Head Starter



*The Director's Desk:  
Stephanie Patriarco*

January  
2012



**HAPPY NEW YEAR!**

**Mission:** "Helping people. Changing lives."

**Vision:** "to provide exceptional services in an environment of integrity and innovative thinking while focusing on families; and do everything in our power to be a respected leader in the community."

As we begin our journey into the year 2012, Head Start and Early Head Start programs nationwide are faced with the long awaited completion of a regulation in the Head Start Act of 2007. The completed regulation is **PART 1307 – POLICIES AND PROCEDURES FOR DESIGNATION RENEWAL OF HEAD START AND EARLY HEAD START GRANTEEES.**

As the Director, I am nervous and excited about the regulation at the same time. Nervous because of the consequences that we could be faced with but energized by the excitement of "raising the bar" on how we provide services.

According to the Federal Register, "The Designation Renewal System is established in this Part to determine whether Head Start/Early Head Start agencies deliver high-quality services to meet the program and financial requirements and standards described in section 641A(a)(1) of the Head Start Act; and qualify to be designated for funding for five years without competing for such funding as required under section 641(c) of the Head Start Act with respect to Head Start agencies and pursuant to section 645A(b)(12) and (d) with respect to Early Head Start agencies."

A Head Start or Early Head Start agency shall be required to compete for its next five years of funding whenever the responsible HHS official determines that one or more of the following seven conditions existed during the relevant time period covered by the responsible HHS official's review.

1. An agency has been determined to have one or more deficiencies on a single review conducted in the relevant time period.
2. It has been determined that there are no program goals for improving the school readiness of children participating in its program as well as steps taken to achieve the school readiness goals.
3. A program has been determined to have an average of CLASS: Pre-K scores below the minimum threshold and an average of CLASS: Pre-K scores in the lowest 10 percent.
4. An agency has had a revocation of its license to operate a Head Start/Early Head Start center or program by a State or local licensing agency during the relevant time period.
5. An agency has been suspended from the Head Start or Early Head Start program by ACF during a relevant time period.
6. An agency has been debarred from receiving Federal or State funds from any Federal or State department or agency or has been disqualified from the Child and Adult Care Food Program (CACFP) during a relevant time period.
7. An agency has been determined within the twelve months preceding the responsible HHS official's review to be at "risk of failing to continue functioning" as a going concern.

Moving forward is our only option and by working together; all parents, community representatives, and staff we can achieve our vision to be able to provide "exceptional services".

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EARLY HEAD START**  
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VOLUME 20 ISSUE 1

Stephanie Patriarco  
*Director*

This Newsletter is published during the program year, by and for the parents and staff of Ashtabula County Head Start/Early Head Start 2011- 2012

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# POLICY COUNCIL HIGH LIGHTS

## POLICY COUNCIL MEETING –December 13, 2011

Quorum – 6

Meeting was called to order at 4:07 P.M. by  
Chairperson, Kacee Rose.

November meeting minutes were reviewed.

- Motion to accept minutes was made by Brenda Monteith
- Seconded by Ron Sigley
- Motion passed and carried

### Chairperson's Report: Kacee Rose

#### Personnel Report:

- There were three new hires: Stacey Libbey, Classroom Asst./Bus Driver, Allyson Abruzzino, Teacher, Serena Togger, EHS Home Visitor

### Vice-Chairperson's Report: Tamara Goff

- Tamara spoke about her trip to Washington D.C. and how much she learned at the conference.
  - Motion to accept the Chairperson's and Vice-Chairperson's Report was made by Brenda Monteith
  - Seconded by Jeff Patrick
  - Motion passed and carried

### Head Start Program Information:

#### Enrollment: Gloria King

- ✓ Head Start is at 99% enrollment – 369 with 95 on a wait list. We are down in the Andover area and need to recruit.
- ✓ Early Head Start is at 100% enrollment – 72 with 13 on a wait list.

### Fiscal Report: Steve Cervas

- ✓ Steve reviewed the Head Start Fiscal Analysis - Fund 245 – discussed the in-kind portion with only 4 months left to obtain in-kind.
- ✓ Steve also went over the Early Head Start Analysis – which the grant is only for 6 months. The in-kind is way down and we need more or will have apply for another waiver.
- ✓ UDSA Report was given for October and November.
- ✓ He reviewed the Credit Card expenditures.
  - Motion to accept the Enrollment Report & Fiscal Report was made by Ron Sigley
  - Seconded by Tamara Goff
  - Motion passed and carried

### Agency Administration Information: Bill Niemi

- ✓ Bill passed out the new Wage/Salary and Career Development Plan for approval.
- ✓ He also handed out two amendments to the Personnel Policies.
  - Under Worker's Compensation that the Agency reserves the right to decide if lost wages will be paid by the Agency or by the Ohio Bureau of Workers Compensation.
  - Under Disability Leave: If, after a one (1) year absence, the employee is unable to return to work, the employee will be separated.
    - Motion to approve Wage/Salary and Career Development Plan and amendments to the Personnel Policies was made by Brenda Monteith
    - Seconded by Jeff Patrick
    - Motion passed and carried

### Dress Code Policy: (Stephanie Patriarco)

- ✓ Stephanie went over the new dress code which primarily says that no blue denim is allowed with the exception of Friday work sessions with the Director's prior approval and that all employees that have responsibilities related to a school bus must wear closed-toe shoes. She also mentioned supplying staff with two polo type shirts from non Federal funds. The purpose of the change to the dress code is to elevate our level of professionalism as a program.
  - Motion to approve the new dress code was made by Ron Sigley
  - Seconded by Brenda Monteith
  - Motion passed and carried

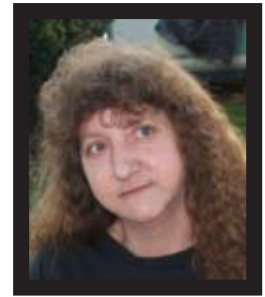
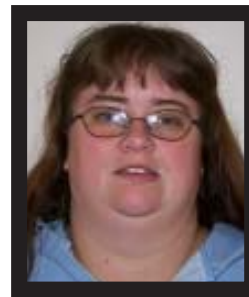
### Disabilities Work Plans: (Peggy Swartzfager)

- ✓ Peggy handed out the Disabilities Work Plan for Head Start and Early Head Start. She stated there were no major changes, just position changes which resulted in title changes.
  - Motion to accept minutes was made by Brenda Monteith
  - Seconded by Ron Sigley
  - Motion passed and carried

### School Readiness Goals: (Becky Coder & Gloria King)

- ✓ We have 20 school readiness goals. Becky said she started the process by attending Parent Meetings, getting teacher input, and waited until the first checkpoint to see where the children placed as a baseline.
- ✓ Becky explained how the school readiness goals were developed by input from parents at Parent Meetings, teachers, and school district requirements, and the data from Teaching Strategies Gold.
- ✓ Becky demonstrated the alignment of the Head Start Framework, Program School Readiness Goals, ODE Early Learning Standards and the curriculum by using an example from Teaching Strategies Gold Assessment. The data gives us a baseline as to where children are currently at developmentally and what we need to do to move forward to ensure the school readiness goals are achieved.
- ✓ Becky will provide child outcomes data at future meetings.
- ✓ Gloria went over Early Head Start School Readiness Goals. She stated that the learning starts from the moment a child is born and we must start the process now. Gloria has set 10 goals for Early Head Start and hopes to see improvement by the next check point in February. The goals were developed based on the data.
  - Motion to accept School Readiness Goals for HS & EHS was made Brenda Monteith
  - Seconded by Ron Sigley
  - Motion passed and carried

(Continued on page 3)



*Newly elected Policy Council Officers are (left to right) Kacee Rose, Chairperson, Tamara Goff, Vice-Chairperson, & Karla Moore, Secretary*

(Policy Council Continued)

**Monitoring Plan, Self-Assessment Plan, Program Goals for 2012-13, Grant for PY46: (Stephanie Patriarco)**

- ✓ Stephanie went over the new Monitoring Plan which reflects the reorganization. No major changes to content, but added benchmarks and target dates.
- ✓ She went over the Self-Assessment Results and Plan. We do a self-assessment annually and we can now analyze the data much better. She stressed that there was a lack of communication and lack of quality trainings.
- ✓ Discussed teachers coming in during the summer for various trainings; also an agency based web-site and the need for more internal controls on fiscal items.
- ✓ Starting January 9<sup>th</sup>, 2012 work hours for all staff will be 9 hours a day, Mon-Thursday and 4 hours on Friday. Friday will be used for bus maintenance and cleaning, teaming, and training in an effort to address the communication and training issues.

**Grant PY46:** Proposed enrollment/options discussed/program goals:

In the event we look at other options, which would be after the proper research, a grant/budget revision will need to be submitted.

- Motion to accept Monitoring Plan, Self-Assessment Plan made by Brenda Monteith
- Seconded by Tamara Goff
- Motion passed and carried

**Community Assessment: (Gloria King)**

- ✓ Gloria went over the Community Assessment and explained why it is so important. It shows us how the population of Ashtabula County has grown and demographics of the area, plus so much more. It represents the big picture of the county. Conclusions were also presented.
  - Motion to approve the Community Assessment made by Ron Sigley
  - Seconded by Brenda Monteith
  - Motion Passed and carried

**Grant (PY46) Budget: Steve Cervas**

- ✓ Steve discussed the proposed PY 46 Grant and Budget and went over each section.
  - Motion to accept proposed Grant/Budget (PY46) was made by Brenda Monteith
  - Seconded by Jeff Patrick
  - Motion passed and carried

Next meeting will be January 10, 2012 at 4:00 P.M.

- Motion to adjourn meeting was made by Brenda Monteith
- Seconded by Tamara Goff
- Motion passed and carried

Meeting adjourned at 6:15 P.M.

Minutes submitted by:  
Karla Moore, Secretary  
Carol Taggart, Staff



**EDUCATION ZONE:**

**Education Coordinator: Becky Coder**

Hi, my name is Becky Coder and I am the Education

Coordinator. I am

committed to doing my part in helping all children build the foundation necessary to be ready to learn by the start of

kindergarten. This can be accomplished by establishing program goals for school readiness; (social/emotional, cognitive, physical development). As a School Readiness program, we support School Readiness for all children. Close to a million U.S. children prepare for school in Head Start programs, and each year, more than 470,000 children move from Head Start on to kindergarten.



To promote continuous quality improvement in the program and your child's well-being and success, school readiness goals needed to be developed. The process started with attending all parent meetings in November and sharing the Head Start Child Development and Early Learning Framework, Early Learning Content Standards, and the curriculum - "Teaching Strategies Gold", and gathering school district expectations, analyzing assessment data and conversations with Head Start teachers. I am excited to share that a total of 20 school readiness goals were developed and presented to Policy Council for approval. I am anxious to now share the ongoing progress we have made in aligning the school readiness goals with the Head Start Child Development and Early Learning Framework, Early Learning Content Standards and the curriculum. I am planning on attending the January Parent meetings to further your understanding on the Program School Readiness goals, process and alignment.

I look forward to seeing you all at the January Parent Meetings.

**ENGAGEMENT CONNECTION:**

**Family and Community Engagement Coordinator: Gloria King**

A family is defined as an enduring relationship, whether biological or non-biological, chosen or circumstantial. A family connects a child/youth and parent/caregiver through culture, tradition, shared experiences, emotional commitment and mutual support. Head Start/Early Head Start realizes what we do each day has a lasting impact on the growth and well-being of the child and the well being of their families. As we partner together, our goal is to work hand in hand with you to reach your child's fullest potential. As the Head Start/Early Head Start program moves forward, our goal is to have a comprehensive approach, where the full range of strengths, interest and needs of the adults and children in a family are considered wheret the staff, support each family by connecting them with services and resources to achieve their full potential.



Our program, as well as so many other Head Start/Early Head Start programs have adopted the practices of the Parent, Family and Community Engagement Framework. Family engagement means building relationships with families that support family well-being, strong parent-child relationships and ongoing learning and development of parents and children alike. It refers to the beliefs, attitudes, behaviors and activities of families that support their child's positive development from early childhood through young adulthood. Family engagement happens in the home, early childhood programs, school and community, and is a shared responsibility with all those who support children's learning. One of our program goals is to continually encourage and empower you as parents to "plug" into your child's education and development, in some exciting and unique ways. As parents you are not only your child's first and most important teacher, but you are the "forever people" in their lives. Today's research shows the more parents that are engaged in their child's development and learning the more they shape their child's sense of self and well-being.

As our program moves forward, you as parent/caregivers will have opportunities to play an active part in coming events involving your child. Come with us as we work together to make this a new and exciting journey engaging you as parents in making a difference in your child's life.

**SYSTEMS SECTOR: Systems Coordinator: Trisha Hall**



Happy Winter everyone! My name is Trisha Hall. I am the Systems Coordinator for the Head Start and Early Head Start program. I am new to Head Start as an employee, as of October 2011. However, I am proud to say, back in the late 70's; I was a Head Start child!

I find it pretty amazing that I started here and I have found my way back to work here. Born and raised in Ashtabula County, a 1994 graduate of Edgewood High School, I went to live in North Carolina for eight years. As I watched my only child enter school and got involved in her classroom activities, I decided I wanted to teach elementary school. While balancing a family, full time job, and on-line classes, as well as attending the community college to take the classes not offered on-line, I graduated with a BA in elementary education in 2005.

As the Systems Coordinator I oversee areas of the program, such as fiscal, transportation, technology and properties, just to name a few. This month, I am pleased to announce renovations of the former Early Head Start office have begun. This room will be transformed into a wonderful new lunchroom for the children. My focus is to make it a bright, happy place for them to eat and share quality social experiences with their peers and teachers. I am also having new privacy units installed for the children's bathroom. These will replace the older units that have become difficult for the children to close. I am excited to say I am working with E & J Glass on getting some of the children's newer artwork framed to be proudly displayed throughout the building. When you come in, feel free to take a look around as new projects will start appearing on our walls, and you just may find your little ones name engraved on a plaque.

If you notice anything regarding the building and surrounding properties that are a concern or you just want to stop in to share a happy note with me, I welcome you at any time. If you have any questions feel free to contact me at 993-7716, extension 1006. I look forward to working with all of our wonderful families.

Trisha Hall, Systems Coordinator

# Welcome Aboard!

Welcome to new staff members who started in September 2011 or after.

**Kristen Vallone**  
Education & Family  
Services Leader



**Allyson Abruzzino**  
Teacher



**Bernadette Kozjek**  
Senior Administrative  
Assistant



**Cincellia Williams**  
Teacher



**Lacey Cunningham**  
Teacher



**Trisha Hall**  
Systems  
Coordinator



**Dana Knight**  
Teacher



**Sarah Heskin**  
Teacher



**Deanna Cotton**  
Teacher



**Kari Seeley**  
Teacher



**Therasa Trisket**  
Teacher



**Kelly Jones**  
Teacher



**Chloe Quinn**  
Teacher



**Nicole Jacobs**  
Teacher



**Ashley Hlebak**  
Teacher



**Pam Bratcher**  
EHS Home Visitor



**Serena Togger**  
EHS Home Visitor



**Stacey Libbey**  
Bus Driver



**Michelle Mokri**  
Bus Aide



**Sandra Kirk**  
Teacher



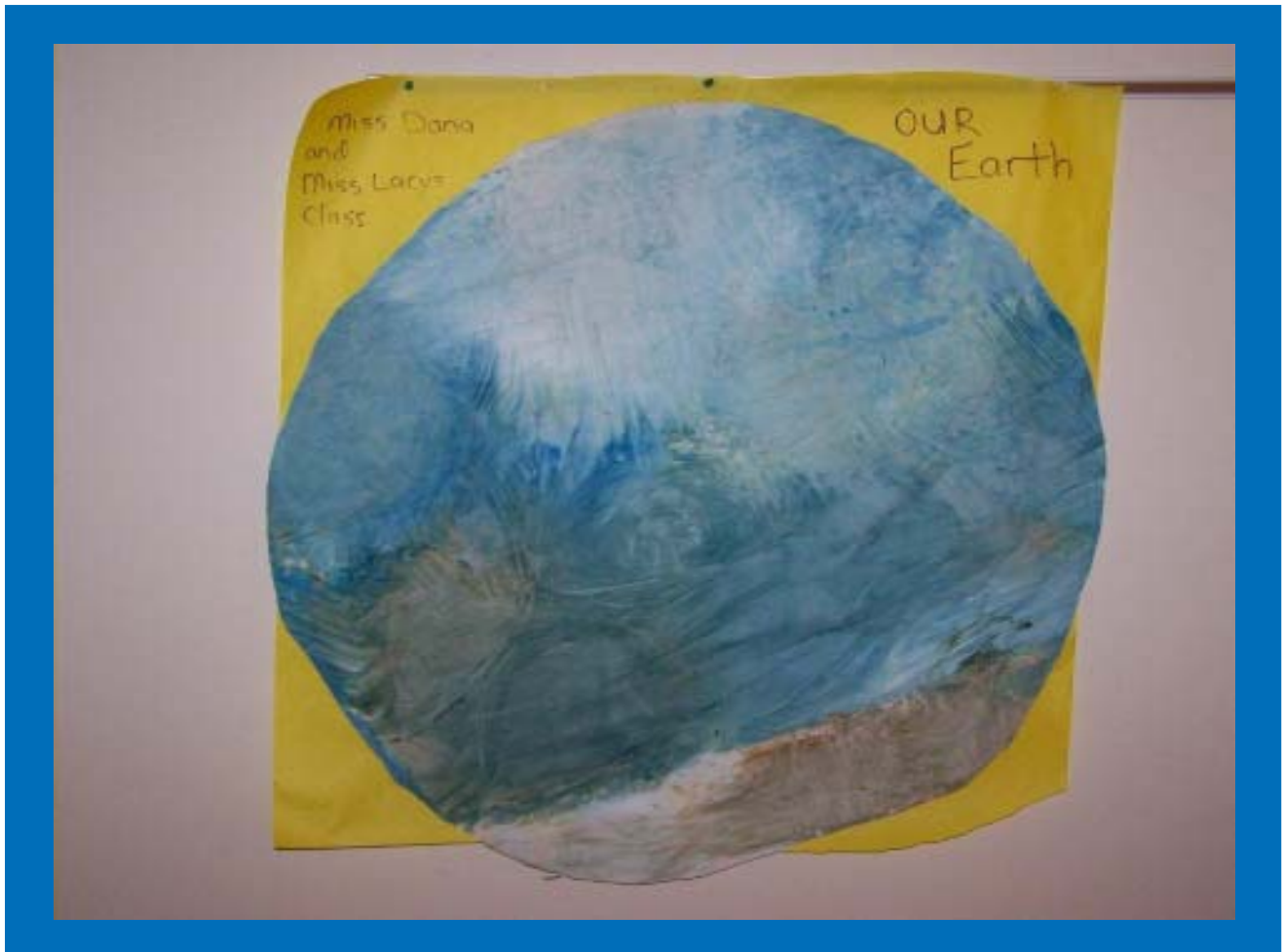
**Phyllis Baker**  
Bus Aide



## CREATIVE CHILDREN

Teacher, Dana Knight read the book *Our Earth* during circle time, by John Thomas Matthews. The class looked at the photograph of the Earth as Miss Dana discussed the shape of the Earth. She stated that the Earth consists of air, land and water. The book included pictures of different climates and animals inhabiting those climates on Earth. They discussed the different climates and the children named some of the animals that were living in those climates. Miss Dana drew a large circle to model the Earth for an activity to enhance the children's learning experience. She gave the children white, blue, and brown finger paint and told them that the white represented the air, the blue the water, and the brown the land on the Earth. Together they painted the circle using the colors to represent the land, air and water on Earth. The children enjoyed working together to create the painting. When they finished, Miss Dana surprised them by hanging their picture on the wall in the hallway. The children were very happy to see their completed project on display.

### Planet Earth Project



**Enroll Now  
Head Start**



**Enroll Now  
Early  
Head Start**



**For Information Call 993-7716**

**Ashtabula County Head Start /Early Head Start**

Ashtabula County Community Action Agency

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