

Child Advocates of Blair County/Blair County Head Start

Director's Report to the Board of Directors

January 23, 2018

Program Information:

- *Evergreen Manor:* I attended the Evergreen Manor Job Conferences on January 8 and January 22. The meetings include representatives of IDA, Evergreen Manor, Dave Albright (architect) and Craig Wood (builder) and focus on the project progress and any issues or changes encountered. To date, the "bump out" has walls, windows and a roof and demolition of the now inside brick wall is complete. Insulation and dry wall are installed, electric rough-in has begun and plumbing is complete. Craig Wood will excavate, install drainage materials and install mulch in the playground area. He will also repair existing fencing and install new fencing for the area. Anticipated move-in date is the end of February.
- *Graystone:* Dan Hoover, Daryl Sarver and I met with Jeff Long on Wednesday, January 17 to preview the anticipated classroom location and to negotiate costs. Depending on our intent for the finished classroom, the costs could be negotiated. Jeff showed us additional space behind the classroom which could have a wide variety of uses so we will begin the development of a plan for this location that may include partners and additional services.
- *Greenwood Playground:* The rubber surface on the Sycamore Street playground was scheduled to be poured in December but was delayed due to weather conditions. In order to use 2017 funds for this project, all of the materials have been delivered and are being stored in a local warehouse. The installation costs will be paid from the 2018 budget.
- *Greenwood Sidewalk:* The sidewalk repair at Greenwood was started but delayed. The wall supporting the sidewalk that was found to be structurally unsound has been completely rebuilt. The sidewalk repair can resume when weather conditions improve.
- *Williamsburg:* I contacted the Superintendent of the Williamsburg School District for details related to the rebuilding of modular unit on the school property. The Superintendent will be discussing the potential plans with the School Board at the January meeting.
- *Wright School Nehemiah Project:* Dan Hoover, Daryl Sarver and I met with the CEO and the BOD Chairperson for the Nehemiah Project at Wright School on Friday, January 19. We toured the facility and had the chance to discuss what opportunities might exist for inclusion of Head Start in the project plans.

Grants:

- *2017-2022 Head Start Supplemental Assistance Program (HSSAP):* Payments are being received monthly.
- *Federal Grants:* We received notification on Friday, January 5 that the 2017 budget revision submitted at the end of November was approved. This included funding for the purchase of

a bus at \$85,000 and a van at \$25,000. While we were working under the concept that funds needed to be obligated prior to the end of the budget year, the notification indicates we have 90 days to obligate the funds. We are trading the 2004 thirty-passenger bus and purchasing a 2018 forty-eight-passenger bus and have traded the 1997 Dodge van and purchased a 2017 Chrysler Pacifica van. The van funds have been both obligated and spent and the bus funds have been obligated with a guaranteed delivery date of March 26.

Personnel:

- The Administrative Division Assistant hired for W&J resigned after one week explaining the job was not what she had expected. I will review applications received for that position and complete interviews if viable candidates can be identified.
- Jacky Rossman, former Head Start teacher, was hired for the ERSEA Specialist II position and is rapidly adapting to the requirements of the position.
- Candidates for the Behavior Specialist position approved as a part of the HSSAP Five Year Competitive Grant are being screened and potential candidates, identified. Interviews are planned for the end of January.
- Substitute training scheduled for December was canceled due to lack of candidates. It has been rescheduled for January 23rd, 24th, and 25th. Please spread the word.

On the Radar:

- *Website:* The website has been revamped and is a much more user-friendly product. This version will be activated within the next week. Our next project will be to revise the staff and BOARD sides of the website.
- *Logo:* The new logo has been selected and we are moving forward with the branding of CABC. We purchased a new logo entry mat and have ordered new awnings and new signs for the front and Hamilton side of the Greenwood building. Signs will be ordered for Claysburg and Tyrone Centers. We are exploring venues for new letterhead, business cards and recruitment materials.
- *Parents As Leaders Training:* Our parents, Candace McQuillen, Casey Croft and Rachel Wilt will be on the road again in April as they present their advocacy training for the PHSA Annual Meeting at Seven Springs Mountain Resort. Additionally, a former colleague of mine is recommending that they be included in the PATTAN training system for parents with children with special needs. These talented parents continue to bring a great deal of positive attention across the state to our program!

Action Items:

- Self Assessment Process
- Staff Attendance Policy