



Head Start Principal Meeting

September 21, 2022

https://bit.ly/HSPrincipalMtg_Sept21



WELCOME

Agenda



- Welcome & Introductions
- Program Focus:
 - Active Supervision
 - Budget Tidbits
- Head Start Staff & Roles
- Questions





Program Spotlight Active Supervision: Reporting & Documenting an Incident



Active Supervision



Active Supervision includes a set of strategies for supervising infants, toddlers and preschool children in the classroom, on field trips, buses and on the playground. This includes:

- Teachers must be able to see and reach students at all times
- Counting students
- Scanning environments before they enter and prior to leaving
- If a student is left unsupervised for any reason and for any length of time, follow the [Unsupervised Child Procedures](#)



Active Supervision: Documenting an Incident



- Each adult involved or that witnessed the incident must write a detailed statement regarding what they saw and heard [Incident report form](#).
 - This information is shared with the campus Principal and the Program Coordinator for that campus
- Principal completes an [Incident Report](#) and submits a copy to the campus Program Coordinator.
- The Principal contacts the parent to notify her/him of the incident
- The Program Coordinator completes [report summary](#) and submits all documentation to the Assistant Director and Director for review
- The Education Consultant provides follow-up support for the remainder of the school year
- The Director will reach out if additional information or safeguards are needed
- [Active Supervision Folder](#)





Budget Tidbits with Cathy



Head Start Budget Tidbits



- Additional Instructional Assistants being used as “Floaters”
 - First steps of adding additional staff
 - Temporary basis
 - Reach out to Coordinator for additional resources
- Substitutes for Head Start Teachers and IA's
 - Flow through budget allows for 5 Subs for Teachers and 3 Subs for IA's
 - For professional training with Region 10 and home visits
 - Head Start does not provide Subs for sick, vacation, or personal time off



Head Start Budget Tidbits



- Cares Act and American Rescue Plan Covid funds still available through March, 2023
 - Materials for sterilization and safety
 - Playground toys to enhance learning
 - Materials to strengthen mental wellness
- Flow through Budget Information
 - [Head Start Budget FAQ's](#)
 - Questions??





Head Start Support

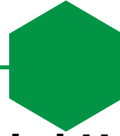


Head Start Support Trio



Education Consultant

- Support teachers and IAs
- Provide training
- In-class support
- Address questions and concerns
 - classroom
 - student
 - Teaching



Mental Health Consultant

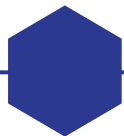
- Collaboration with district staff
- Social emotional development strategies
- behavior concerns support
- Intervention strategies



Disabilities/Inclusion Consultant

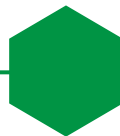
- Review IEPs
- Collaborate with teachers
- MTSS Monitoring and Support
- Child Find Referrals
- ARD & IEP support

Head Start Support Staff



ERSEA Consultants

- Support the Site Facilitators and Family Resource Specialists
- Recruitment, Eligibility Enrollment
- Parent, Family & Community Engagement



Support Head Start Campus Staff

Available to partner with district staff and community partners



PFCE & Health Consultants

- ERSEA support
- Schedule team meetings
- Collaborate with the Family Resource Specialist
- Work with principal to support the faculty staff and families
- Health & Nutrition

Head Start Support Staff



Site Facilitator

- ERSEA support
- Schedule team meetings
- Collaborate with the Family Resource Specialist
- Work with principal to support the faculty staff and families



Campus-Based Support Team



Family Resource Specialist (FRS)

- Help with securing support (health/ dental resources)
- Support family engagement
- Collaborate with the Site Facilitator



Head Start Support Flow Chart

**Head Start Families & LEA
Partners**

Site Facilitators

**Family Resource
Specialist**

Disabilities Consultant

**Mental Health
Consultants**

Education Consultants

**ERSEA & PFCE
Consultants**

**Disabilities Program
Coordinator**

**Mental Health/Health
Program Coordinator**

Education Coordinator

**Quality Assurance
Program Coordinator**

**ERSEA Program
Coordinator**

**Head Start/Early Head Start
Director**

**HS/EHS
Assistant Director**

Your Head Start Team



Kelly Skwarek
Director
kelly.skwarek@region10.org



Shay Dash
Assistant Director
shavannia.dash@region10.org



Alana Parsons
Quality Assurance
alana.parsons@region10.org



Nikia Smith
ERSEA
nikia.smith@region10.org



Rebecca Lara
Health/Mental Health/PFCE
rebecca.lara@region10.org



Tamika Dean
Education
tamika.dean@region10.org



Carmen Harris
Disabilities
carmen.harris@region10.org



QUESTIONS?



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