

Central Office  
2850 Mt Pleasant Street, Suite 108  
Burlington, Iowa 52601  
Phone: 319-753-0193 Fax: 319-753-0687  
community.action@caofseia.org www.caofseia.org  
Sheri Wilson, JD, CCAP, NCRT, Executive Director



Good Morning Everyone,

As we close out this crazy year, I wanted to thank you for all your efforts and the hard work you have put in, not only throughout this unprecedented time, but the entire year. There have been so many wonderful, exciting things happening in your classrooms and incredible learning experiences for kids. You are fantastic and your dedication is recognized and appreciated.

Attached to this email is a rather lengthy note (I do apologize for the length) that contains wrap up information, a summary of where we have been this year and the growth we have made, and also what to look forward to moving forward.

For some of you, a few weeks of well-deserved time off is directly ahead, for others, there are few more weeks to work with children and prepare them for success. Whichever scenario applies to you...Thank you!

Matt

Good Morning All,

In 28 years of being in education, this may well qualify as one of the strangest years I have ever seen. We began with a challenge to you to, "take a risk". Giving yourself permission to step outside your comfort zone, think outside the box, and be open to new ideas. We looked at ourselves and focused on Improving Attendance, Improving Instruction, and Improving Performance.

**Attendance:**

We have had some real success! 1 young man from Burlington had perfect attendance! He never missed a single day. Due to a generous donation, this child and a girl with 99% attendance were each presented with a new bicycle. Other highlights in attendance include Melenda's class at Madison with 8 children having attendance above 90%. Lorna's class in Mt. Pleasant had 6 children with attendance over 90% for the year. Jenn Mehmert had 5 children with attendance at or above 90%. It was very clear before you even walked into those classrooms the emphasis placed on this program-wide priority. They really celebrated every day of school.

**Performance:**

As we consider Improvement of Performance, we look at a couple factors specifically from which we can pull data; GOLD and CLASS. Our GOLD data, at last checkpoint, was really on target to meet the expectations. Our children were showing growth in every category right up to the point when we couldn't collect data any longer. Thankfully, for reporting purposes, the requirement for the 3rd checkpoint was waived. Unfortunately, for looking at data and trends we don't have the 3rd checkpoint to compare.

Central Office  
2850 Mt Pleasant Street, Suite 108  
Burlington, Iowa 52601  
Phone: 319-753-0193 Fax: 319-753-0687  
community.action@caofseia.org www.caofseia.org  
Sheri Wilson, JD, CCAP, NCRT, Executive Director



Our CLASS scores tell another story. In 2018-19 program wide, Emotional Support scored 5.67, Classroom Organization scored 4.94, and Instructional Support scored 2.74. Our scores program wide, in 2019-20 for the same domains also showed growth with Emotional Support scoring 6.13, Classroom Organization scoring 5.52, and Instructional Support up slightly at 2.91. We still have considerable work to do in Instructional Support but these numbers are moving in the right direction.

**Instruction:**

We spent 2 intense days with trainers from Creative Curriculum who took us through the curriculum with great detail. This was an excellent opportunity to learn new methods and tricks to be able to put into practice this spring. Your excitement in bringing this to your kids was evident in your lesson design and presentation. Our spring however was interrupted by COVID-19, leaving us with a big challenge of how to keep our students learning even while they were away from the classroom. Although it was not how we planned, you did an excellent job of learning a new way to connect with the children, engage them, and share some of the knowledge that helped them keep some consistency and continue to learn through a scary and difficult time. We are looking forward to seeing the wonderful ideas you bring into your classrooms and how these methods are implemented when we return to school!

**Other Great Stuff:**

“Distance learning” is a new term that we are all becoming more familiar with every day. Along with the Ready Rosie videos and Class Dojo, many classrooms did “porch drops” to make sure children had the items they needed to continue learning while stuck at home.

Meal deliveries took a lot of extra organization and work. Each site had their own way to work together to accomplish this change to service. Some of you put in a great deal of time and energy to make sure our children still had healthy meals to eat. Your efforts are appreciated by the families and Leadership Team!

Program-wide attendance by actual enrollment was 80.12%, by funded enrollment 74.95%. These numbers are well below our goal but were adversely affected by COVID-19, illness leading up to the outbreak, and interruptions in service that resulted. We will continue to work on this when we return in the fall and, barring another catastrophic event, I have every confidence we will be successful!

This graph shows some comparison data across the program in select priority areas:

	Burlington	Ft. Madison	Keokuk	Mt. Pleasant
# children over 90% attendance	29 out of 139	12 out of 50	7 out of 72	6 out of 40

Central Office  
 2850 Mt Pleasant Street, Suite 108  
 Burlington, Iowa 52601  
 Phone: 319-753-0193 Fax: 319-753-0687  
 community.action@caofseia.org www.caofseia.org  
 Sheri Wilson, JD, CCAP, NCRT, Executive Director



Yearly Attendance %	80.25%	78.86%	79.10%	83.27%
CLASS Scores				
<i>Emotional Support</i>	5.93	5.97	6.34	6.50
<i>Classroom Organization</i>	4.90	5.63	6.07	6.17
<i>Instructional Support</i>	2.27	2.92	3.29	4.17
Turnover %	17/139=12.2%	4/50=8%	6/72=8.3%	6/40=15%
IEPs	15 IEPs 13.8%	12 IEPs 26.7%	6 IEPs 12.1%	5 IEPs 15.6%

**Program Changes:**

Site Leaders and what that looks like:

One change that is coming in the next couple weeks is that Kathy Scott will now be the Education Coordinator and Site Leader for Tallarico, Eichacker and Richardson. Her office will be at the Tallarico center and she will be working with you to figure out a schedule for being in Ft. Madison. Jackie Bietz will be the Education Coordinator and Site Leader at Corse, which is where her office will be located. The Tolson center will have Dawn Cazin as Site Leader, however, as she continues her duties as Education Manager, she will continue to have her office at Central.

What is a Site Leader you ask? This is your “go to” person. They will work to make sure the site is running smoothly, managing daily operations, and dealing with any immediate issues that may come up. For education staff, this is your immediate supervisor. Family Development Specialists, cooks, nurses, and custodians, your supervisor is going to remain the same. Site issues should go to the Site Leader, component specific questions should still go to that component coordinator.

Full Days going to Duration hours:

With the State Shared Visions funds losing \$1.3 million and becoming competitive, we will no longer have the funding to run full day classrooms for a full 12 hours. In order to meet the Head Start requirement for at least 45% of our classrooms to meet duration hours, the 6 full day classrooms will change to 6 hours, 5 days per week starting this fall. We are still looking into more funding to be able to provide classrooms at a number of hours that work well for working parents. Stay tuned for upcoming news on this matter.

Behavior Interventionists coming soon...

Central Office  
2850 Mt Pleasant Street, Suite 108  
Burlington, Iowa 52601  
Phone: 319-753-0193 Fax: 319-753-0687  
community.action@caofseia.org www.caofseia.org  
Sheri Wilson, JD, CCAP, NCRT, Executive Director



We are adding 2 new positions to assist teachers with difficult behavior challenges. We all know that the number of children coming into our classrooms with behavior issues continues to rise and our need for targeted assistance in this area is great. In an effort to offer some assistance with this, we are going to be starting 2 new Behavior Interventionists. These positions will assist with observations and preparing behavior plans for children in need. They can assist children in crisis with learning better techniques for managing emotional overload. There will be one housed at Corse and one at Tallarico with the Corse Interventionist being on-call for Tolson and the Tallarico Interventionist on-call for Ft. Madison. This is paid for by a grant for Quality Improvement. Be on the lookout for the in-house advertisement for the two Behavior Interventionist positions. These will require similar qualifications as a Lead Teacher.

#### Change in Staffing:

Given the situation with Shared Visions, some staffing decisions are going to need to be made over the next couple weeks. As difficult it will be, some reductions in force will be necessary. Each classroom will be staffed by 1 full-time 40-hour teacher and 1 full-time 40-hour associate. There will be 1 float associate assigned to each of the communities to assist in classrooms with behavior challenges and staffing shortages. Those associates affected by this reduction will be notified individually. (Please refer to Personnel Policy 405 D for criteria and process)

#### Tentative Summer Program Plans

We will conduct Summer Programming this year! This is something that used to happen throughout Head Start years ago. With the advent of the COVID-19 Pandemic, it became necessary to implement a plan for serving children in the summer again. Tentatively, our plan is to begin our summer program on June 15 for those children moving on to kindergarten this fall. The focus of instruction over the summer is Kindergarten Readiness skills. A curriculum that matches these skills has been adopted and is being modified to meet the schedule of our program.

For the summer programming, Mt. Pleasant will have 1 classroom, 2 in Ft. Madison, 2 in Keokuk, and 4 in Burlington. These numbers will allow us to accommodate all our pre-kindergarten children. However, to keep classes small and account for social distancing measures, typical classroom sizes will be split with ½ the children attending on Monday/Tuesday and the other half on Wednesday/Thursday. This will give us at most 8 children and 2 staff in each room on any given day. Classes will be held for 3.5 hours each day.

The last half hour of the day is set aside to address Social Emotional wellness activities for our families. One teacher will act as Family-School Liaison and conduct these PACT type activities for all the classes. This person will also be a liaison between Head Start and the incoming school for our families. He/She will examine each child's paperwork, compare against the required paperwork for the district, work with families to complete any that is missing, and when possible help facilitate getting them registered.

Central Office  
2850 Mt Pleasant Street, Suite 108  
Burlington, Iowa 52601  
Phone: 319-753-0193 Fax: 319-753-0687  
community.action@caofseia.org www.caofseia.org  
Sheri Wilson, JD, CCAP, NCRT, Executive Director



We will be putting into place some COVID recommendations from our local public health, Office of Head Start, and Governor Reynolds. Children's temperatures will be taken when they arrive and masks will be available for all staff to wear. Breakfast will be served with a sack lunch sent home at the end of class. Extra time is built in for teachers to do additional cleaning before and after class. Additionally, as an added incentive \$1,000 for supplies will be allotted to each summer classroom teacher.

We are looking for people to fill these summer positions. We realize that working over the summer has not been past practice for the last several years. We also recognize that some may not prefer to work over the summer months. However, this summer programming must be staffed, and if need be, people will be assigned. Remember, there is never an expectation of being "off for the summer". That is why people are laid off and may collect unemployment.

A new Program Instruction came out at 2:00 Thursday afternoon that may effect the details of this plan. Right now, this is our tentative plan.

#### COLA adjustments coming in October

The Board of Directors and Policy Council have approved a 2% increase in salaries to be effective start October 1, 2020.

#### Transportation changes

Due to changes with local funding sources, we will only be offering transportation at Corse this fall. Attendance at all other centers have shown good attendance over the last few years even when transportation is not offered.

#### Corse Move:

The move to Corse center is underway! There has been a lot of packing and prep work up to this point. A lot of work is still left to get cabinets put in, boxes and furniture moved over, and everything set up and working before we can bring children back to their new school.

I realize this was a lot of information but I wanted to make sure everyone saw this before the official end of our program calendar year. We are making progress towards the goals we have been working on and are excited to continue with hard work and determination throughout the coming summer and subsequent program years!

Matthew LeClere, Ed.S.  
Director, Head Start/Early Head Start  
Community Action of Southeast Iowa