

**THE ALABAMA COUNCIL ON HUMAN RELATIONS, INC.**  
**ADMINISTRATIVE BOARD REPORT for November 2021 – January 2022**  
**Nancy Spears, CEO; Dianne Kent, Fiscal Coordinator**  
**Janet Burns, Administrative Coordinator**

**GRANT APPLICATIONS, REPORTS AND RELATED ITEMS**

- Early/Head Start Continuation Grant (Yr4). Status: uploaded in December. Has been returned several times for adjustments; nothing major. Expectations have increased, which we did not know. We have made notes for next year. For example, the instructions for some sections of continuation grants say if there are no changes state that, which we have done in the past. After it was returned, we were told EVERY area must have something written about it. As some of you know, the exact amount of the grant now must be in both the board and PC minutes and the letters (learned that on two separate returns – one for the letters, the second for the minutes) and our presidents must be titled “chair.” It was uploaded again January 27. We will see.

**STAFF CHANGES/NEWS IN CENTRAL POSITIONS**

- Education staff made some shifts in mid-level positions. Stacey Motley is now our full time Head Start Coach. Catina Chambers has become Darden EHS-HS Co-Educator alongside Yolanda Pittman. Selina Collins has replaced Catina as our EHS Assistant/EHS CB Coach and Sydney Yance is now the Home Based Lead Parent Educator/Home Based Coach. All of these are upward moves for staff.

**OTHER ITEMS**

- Because of President Biden’s mandate to federally funded programs, we wrote a letter to all staff to let them know they would need to be fully vaccinated before January 31 or have a medical or religious exemption with weekly COVID testing showing negative. We planned a tracking system, and created a form for that, as well as a form for those who want to declare a religious exemption. We wrestled with the COVID testing for staff, since sources of free testing had all but ended at that time (with the resurgence that has changed) and our health insurance has a \$30 copay – so \$30/week. We have quite a few staff who for various reasons, despite our best efforts to educate and inform, do not want to get the vaccine. We finally were able to plan a way to do weekly testing safely at the centers and planned to charge the cost of the test supplies to COVID funds. A classroom staff member who had been with us eight years quit in December anyway indicating she was not going to deal with all that. In the end, as you know, in January the Supreme Court struck down the vaccine mandate for Federal employees and a few days later the one for OSHA for businesses that employ more than 100 people. What a waste of time, energy and angst. We are living in very strange and stressful times.
- For the second year due to COVID, we did not have a SEACCA management class the second week in December. We had another agency inquire about joining us, and had to say maybe later. These trainings have been foundational to improving staff management skills and the ability of that staff group to understand one another’s strengths and weakness and thus to be able to work more smoothly and effectively. Staff used the “found” time to review/revise procedures and got a good start, on a big project.
- Also in December, we received a letter from OSHA regarding a complaint they had received about the leaking gutters at King, the water that sometimes drips through the ceiling and the exposure of staff to mold. Considerable time was spent gathering documentation and writing a letter explaining the situation and the measures we have taken, such as the air scrubber upstairs in that area. We had closed part of the upstairs at King to staff but apparently, some were using the break room upstairs instead of the café or the auditorium. The Administrative Coordinator received a call saying that after reviewing our letter, they consider it resolved because we are doing all we can at this time to mitigate the situation and no one is in danger.
- We had a comprehensive virtual CSBG review the week of December 6. Staff were requested to and did fax hundreds of pages to the state office. Judging from the exit interview we have a few things we will need to respond to.

- We received notice of a FA2 Early/Head Start review starting February 14. Since then the Review Team Lead has contacted us. With the exception of one reviewer who will do classroom observations, the entire review is virtual, which will be an adventure. Staff will be expected to share their computer screens to show data and to email certain documents. The on-site reviewer will follow all COVID protocols. They are prepared to be flexible if one of the classrooms selected for review must be closed due to COVID.
- Speaking of which, in early to mid-January we had to close all three centers due to COVID. We had too many persons positive for or exposed to COVID to be able to continue to run those centers. These include a 7-month old EHS child. King was closed for a day due to a plumbing problem that was repaired. At this writing, King Center has a classroom and a bus closed due to COVID exposure.
- Because we have consistently said we will follow what the CDC and our local Health Department recommend, in January, staff up-dated our COVID procedures to match the shorter time frames persons must be out after a positive COVID test or exposure to someone COVID-positive to match the revised CDC guidelines. If we again close classrooms, the time closed will be shorter; we hope it is sufficient. A shortened time away certainly is better for children and staff.
- C-Spire, as you know, is behind on completing installation of our new phone/internet connections (though not nearly as much as AT&T was on the last round - 3 years!). In mid-December, C-Spire received the firewalls needed for each facility. Because those had been back-ordered (and we were told that some of their clients are looking at 2023 to receive this equipment), we asked shipping to each center be delayed until after staff returned from winter holidays. That was because to our surprise, a shipping company left a stack of boxes at Darden over Thanksgiving with no one present. Fortunately, one of our janitorial staff drove by and saw the boxes. He stopped and unlocked and moved them inside. We did not want to take chances. Each center received the firewalls in January and installation and testing has begun at this writing. Because of the E/HS review we want no downtime, so cutover will be after February 21. We are getting new phones (our current phones are obsolete) and training will be provided to staff on the new system when it comes up.
- The contractor who will do the gutter replacement has been notified that the supplies he needs should be available in late February or March. We will see. Meanwhile, maintenance janitorial staff has taken extra care to keep all leaves off the roof and the gutter cleanouts that we now know about free of debris. Even so we had several leaks during a long rain a few weeks ago, but it was not nearly as bad as it was last January.
- It is time to renew much of our insurance. The new agent met with our Fiscal Coordinator about two weeks ago. She called our Administrative Coordinator and requested help to assure the documentation is correct and mentioned she was cautioned we need to increase computer/network security to maintain cybersecurity insurance much beyond the next renewal (August 2022). As previously written, given that we are running 155 computers, that will be expensive, and for some difficult. For example, children sometimes use the desktop computers linked to the network for children's programs; there no longer are good downloadable programs. 2-step would mean the teacher would have to type in a password, and then receive a text or call sent a to cell phone with six numbers to type in - disruptive to a classroom, not to mention that because classroom staff are supposed to focus on their children so cannot have cell phones out in the classrooms.

We have taken some steps. For example, Dana Strickland, who monitors the 140 computers GTI is not monitoring (they do Fiscal, Emergency Assistance and a few more computers we must be most cautious about), has been working to with staff to assure strong passwords for both computers and email accounts. She is working with GTI to strengthen passwords on our wireless system. More will be needed. After the Administrative Coordinator described steps we are taking and some of the concerns to the insurance representative, the representatives said that sometimes companies will give a little based on circumstances and that we need to have a three-way conversation. We will see.



## BOARD REPORT- FAMILY ENGAGEMENT ADVOCATES

November 2021 through January 2022

### SUCCESS STORIES:

#### 1. Carolyn Davis:

A single parent, mother of 3 wants to continue her education. During the FES interview the FEA briefly spoke with her about taking some classes at Southern Union, the FEA told her that she would go to SU and get the enrollment /financial aid information the parent will need for enrollment. The FEA made a visit to SU to get the information. The FEA called parent to let her know that she had the information. The parent came a few weeks later to let FEA know she was awarded the financial aid and is enrolled in 2 on line classes.

#### 2. Lucinda Aldridge:

During Parent Orientation: Parent shared that she just learned she is diabetic and interested in obtaining Diabetic Counseling and a Diet Plan. FEA sent the parent a referral form to ACHR Health Coordinator who is a Registered Dietitian (ACHR LIFE Program).

Health Coordinator sent an e-mail along with attachments to the parent and CC to me...I printed e-mail and the following attachments: LIFE PROGRAM 1800 Calorie Meal Building Diet. 1800 Calorie 2 weeks Diet Plan (plan can be used to jump start healthy eating/weight loss for 2 weeks or parent can take meal examples and ideas from this diet). 1800 Calorie Diet 2 weeks plan grocery list (goes with the sample Diet for 2 weeks so that parent would know what items she need to buy – low cost). Start Simple Pamphlet – My Plate (DGA) Dietary Guidelines to help parent choose healthy options. What is My Plate hand-out to help parent see what foods a typical plate at her meals should be made up of and how much of each food...November 10, 2021 – FEA put information along with a contact sheet in a Gold Envelope and sent home to parent.

Parent returned signed contact sheet verifying that she has received her Diet Plan information that health coordinator e-mailed. FEA printed and sent home to her.

RESULTS/COMMENTS: Gave 1800 Calorie Diet and Exercise Tips, also gave tips on meal building and menu planning

OUTCOME: Parent has obtained a Personalized Diet Plan & a Community Resource for future reference. Referral form & contact sheet are in child's folder & documented in Child Plus.

#### 3. Breah Ferreras:

Parent's goal - The family is preparing her credit to buy a home in a 2 year period. She also needed assistance in paying for an energy bill.

FEA referred parent to Housing Counseling with ACHR, LIHEAP Assistance with ACHR and Financial Literacy Class with Lee County

Family Outcome – FEA referred parent to Housing Counseling with ACHR and she completed it. There will be a follow up in 6 months. FEA also referred the parent to complete an application for assistance with her heating/cooling bill. The parent was granted the award to pay the bill of \$740. FEA referred the parent to the Financial Literacy Class online through Lee County and she completed a course online as well. The parent is making great progress towards her goal.

#### 4. Kambria Tolbert:

Parent was starting to work a more demanding schedule and desperately needed after care for her child. Because she is a single mother, she was unable to cover the fee of wrap care on her own. Through a previously established partnership, I was able to reach out to a contact with Family Guidance Center to expedite her subsidized childcare application and get her daughter enrolled within a week.

#### **5. Elaine Jackson:**

Parent needed help completing the online application for Salvation Army angel tree program to receive Christmas assistance for her five children. The parent was unsure how to upload the required documents and just not sure what to do. The FEA was able to assist with the parent and complete the online application. The parent failed to send in her state issued ID before the deadline. Her application was denied. The parent called FEA very upset. The FEA contacted Salvation Army and spoke with the captain. After the conversation with the captain, they allowed the family to be accepted in the Angel Tree program. The parent was able to receive gifts for all five of her children. The parent reported back to FEA they had a fantastic Christmas.

#### **6. Cleo Day: No success story submitted**

### **TRAININGS FOR THE QUARTER**

#### **November: Family Engagement Advocates participated in 12 trainings:**

CPR & First Aid/ Using the Pyramid to Prevent and Respond to Challenging Behavior/ Engaging Families with Social Media/ Autism 101/ Supporting Infants and Toddlers Emotional and Behavioral Self-Regulations/ Supporting Infants and Toddlers Emotional and Behavioral Self-Regulations/ Best Practices in Family & Community Engagement Video Series/ Lookout for Child Abuse – A Mandated Reporter Training for Head Start Staff/ Coaching Corner – Coaching to support children’s emotional & behavioral self-regulation/ Using the Pyramid Model to Prevent and Respond to Challenging Behavior/ BECO Turkey give away/ Meeting the challenge of COVID/ Navigating Relapse during COVID

#### **December: Family Engagement Advocates participated in 6 trainings:**

Webinar/Indigenous Wisdom for Listening to Children and Families/Family Engagement Training Dec 14-16/ Prioritizing Staff Wellness in Unprecedented Times / What Early Care and Education Staff need to know/ What Early Care and Education Staff need to know about COVID-19 Vaccines for children 5-11/ Responsive Feeding/ Family Mealtime understanding

#### **January: Family Engagement Advocates participated in 32 trainings:**

Reduce Health Disparities by strengthening protective Factors / Clarifying Expectations for Expanding Reach in Uncertain Times/ Compassion Fatigue: Can We Care Too Much?/ Teacher Time - Episode 4 "Supporting Infants and Toddlers Cognitive Self-Regulation" / Take Good Care: Prioritizing Teacher and Student Well-Being/ Take Good Care: Prioritizing Teacher and Student Well-Being / Using the 5RS of Early Learning Leads to support children’s Cognitive Self-Regulations – WEBINAR/ Lee County Literacy Coalition – Health Ten @ Ten – 10 minutes of calm Guided Meditation/ Reduce Health Disparities by Strengthening Protective Factors – WEBINAR / Supporting Infants and Toddlers Cognitive Self-Regulation – WEBINAR / The Power of Partnerships: How to Create Meaningful Connections with Parents – WEBINAR / Challenges and Opportunities in Engaging Fathers – WEBINAR / Moving Right Along: Planning Transitions to Prevent Challenging Behavior – WEBINAR/ Making the most of your Infant & Early Childhood Mental Health Consultation – WEBINAR/ Enrolling Children with Disabilities or Suspected Delays: Challenges and Solutions – WEBINAR/ WEBINAR: New Standards for Vaccination and masking to reduce transmission of COVID-19/Office of Head Start Webcast: Enrollment Forward: Clarifying expectations for expanding reach in uncertain times / Changing Mental Models, Changing Systems for Community-Wide Family Engagement / Keeping Them Safe – Food Allergies/ Keeping Them Safe – Transportation Safety/ Alabama Council on Developmental Disabilities: Educational Campaign for Human Trafficking Prevention Month – General Awareness (6)

Videos / Keeping Them Safe – Facilities Safety / Keeping Them Safe – Managing Infectious Diseases – Immunizations/ Keeping Them Safe – Medication Administration / Keeping Them Safe – Child Development / 2022 Annual Rev. Dr. Martin Luther King Jr. Commemoration – WEBINAR/ Coaching to Support Children’s Cognitive Self-Regulation – WEBINAR/ Keeping Them Safe – Infant Sleep Safety / Keeping Them Safe – Abusive Head Trauma / Keeping Them Safe – Child Abuse and Maltreatment/ Keeping Them Safe – Managing Infectious Diseases – Infection Control / Keeping Them Safe – Managing Infectious Diseases – Blood-Borne Pathogens / Keeping Them Safe – Emergency Preparedness, Response and Recovery

## **COMMUNITY AND FAMILY ENGAGEMENT**

### **November:**

News Letter Calendar/ Parenting Class with FRC/ Sunshine Shopping Dates/ Toys for Tots/Holiday meal Box Distribution/ COVID- 19 Assistance/Drive thru Application at the King Center/ Self-Defense Class/ Policy Council Meeting/ Substance Misuse Prevention/ Energy Assistance with ACHR/ Assistance with Funeral COVID Expenses/ ACHR Life program /Lee, Russell public transit /Family Resource Center – A-RESET PROGRAM

### **December:**

News Letter Calendar/ Lee County Literacy Coalition Program/ Sunshine Shopping Dates/ Boykin Give-Away/ Financial Literacy Workshop/ Sunshine Shop/Dad’s Breakfast

### **January:**

News Letter Calendar/ City of Opelika Forgiveness Program Free at home COVID Test/ Goodwill Industries of Southern Rivers hosting hiring events at Opelika Library/ Passed out flyers to Big House and Our House/ Passed out flyers to Big House and Our House/ Parent Meeting Multi-Employer Hiring Event  
Elevate Relationship Classes / Financial Literacy Class/ Ms. Mary Turnbull (Presbyterian Community Ministry) – Rental & Utility Assistance/ Set your Relationship Intentions Classes/ Midway Gardens Apartments (Section 8)

## **RECRUITMENT EFFORTS**

### **November**

E-mailed Head Start Enrollment Application to the following community partners. Requested that if they distribute any applications that they send us the parents’ and children’s names (DOB); addresses and contact numbers so we can follow-up with parents to show our Recruitment effort:

Achievement Center / Southern Union Adult Education Program/ Visited Dollar General Store...Pepperell Pkwy., Opelika/ Visited Ollie’s Store...Pepperell Pkwy., Opelika/ Visited Ollie’s Store...Pepperell Pkwy., Opelika / Visited Roses Express Store...Pepperell Pkwy., Opelika/ Visited Little Caesars...Opelika. I spoke with (Manager)...I gave her my business card/ Visited Piggly Wiggly...Opelika. I spoke with Manager/ Visited Dollar General Store next to Piggly Wiggly...Opelika

### **December**

Put a Head Start Recruitment Flyer in (2) Parent Orientation Packets/ Yard signs at: Trimble/Frederick, Antioch/W.E Morton/ Sharing recruitment to Facebook/Creating social media content

### **January**

1. Recruitment Yard Sign still posted at the Community Market...Staff stated, that sign may stay posted as long as needed/Recruitment Yard Sign still posted on family members property on Bryd Ave., Opelika...Family Member stated, that sign may stay posted as long as needed.



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**EDUCATION BOARD REPORT**  
**November 2021-January 2022**

November

- All centers completed evacuation, weather, and shelter in place drills.
- Darden Educator, Yolanda Pittman, attended Alabama STARS overview training about revised state quality rating system.
- AU Early Childhood Education students began filling out packets to come to King Center in the spring.
- ECC and trainer attended part 2 of Region IV Data Boot Camp.
- ECC and Trainer, with input from additional service areas began overhaul of Emergency procedure 15A. Other Education forms were reviewed and updated as needed.
- ECC and Trainer assisted with grant planning/writing and revised/updated training plan, goals grid, and budget. In planning, the administrative team discussed ways to improve the coaching system in HS by making the HS coach/Darden Educator a full time coach and assigning Darden management to other staff. The changes will take effect December 1, 2021.
- The ACHR Education Board Representative came to all centers to check centers for her report to the ACHR Board.
- ECC, Trainer, Educators participated in presenting grant plans and information at Steering Committee Meeting.
- ECC, Trainer, EHS Educators participated in Health Advisory Committee meeting, where current issues in EHS, health, conversion updates were discussed. Child Outcomes from previous year were presented along with graphs/photos to demonstrate progress.
- Education/health began a new wellness activity of monthly handouts for staff on wellness issues with the campaign slogan of “Because YOU matter”.
- Darden Educator Catina Chambers found an artist and proposed a mural for Darden lobby. It was proposed in Administrative staff meeting. Two drawings were submitted and the team voted on the one that would best fit. Supplies were requisitioned. The work will be an in-kind contribution to the program.
- Our Mental Health Consultant began working with Darden HS classrooms each Friday, using the Conscious Discipline “Baby Doll Circle Time”. It models attachment and connection. Children practice social skills with baby dolls in a circle time setting, thereby strengthening those skills within themselves.
- Possibly hazardous old trees were cut down at Darden Wing 1 and Wing 2 preschool playgrounds and the stumps were ground and taken away.
- Coaching Report: Team meeting was held with four coaches (all part-time), ECC and trainer. As part of their regular duties, coaches also work with other teaching staff and home visitors.
- Coaches used coaching assessment scores to help determine whom would most benefit from coaching and reported on those chosen. Progress on coaching orientations/agreements/preferred methods of being coached were discussed. Nine education staff are being coached. Data logs are being kept of time spent on various coaching activities and action plans as well as when individual goals are reached.
- Ads continue online for current job openings: Teachers, teacher assistants, Home Visitors, accountant, maintenance/janitorial, and bus aides. Ads are posted on Indeed, ACHR web site, in ACHR Buildings, and at local colleges/universities. Teacher jobs also posted on Linked-In.
- School Readiness Advisory Committee was held virtually on November 17. Many new committee members joined for the meeting including representatives from Auburn City Schools

(Kindergarten teacher, School Counselor, a Pre-K Special Education Teacher), 2 Auburn University Professors (Human Development and Family Studies and Early Childhood Education), Job coaches from Auburn and Opelika High Schools who work with High school students interested in Early Childhood Education), ACHR Education Board Rep, ACHR Programs Coordinator, ACHR Health Coordinator, ACHR Education Team. School Readiness information from previous year shared through PowerPoint, handouts, etc. Discussed challenges with staffing, child enrollment/attendance. See outcomes report in previous board report. In spite of pandemic, ACHR children's outcomes were on average all over 95% to goals for older toddlers, three year olds and four year olds. Participants who receive our children at their schools gave group positive examples of how well most of our HS children do when entering school.

- ECC and Educators attended Special Services meetings to discuss current referrals and issues with child behaviors.
- ECC, Trainer, and Health Coordinator working on contract with Dr. Erica Chapman (Information Counselling and Consulting LLC) to provide HS teachers with classroom consultation, observation, and assistance in working with specific children with special needs.
- Nurse from *Healthy Childcare Alabama* came to do CPR with new staff and any staff that training was expiring.
- Auburn City School's personnel were at King Center to begin testing some children with special needs referrals.
- Darden Educators provided a thankful lunch of pizza and goodies for Darden Center Staff.
- Period 1 Child Assessment Completed by HS and EHS education staff: See School Readiness Baseline data report at end of this document.
- Edelman and Darden centers completed required daycare relicensing application packets.

## December

- Virtual HS Parent-Teacher conferences were held in December 6-7.
- Effective December 1, the HS Coach/Darden Educator became a full time HS coach, now coaching six participants from amongst the three HS centers. Her Darden Center HS responsibilities were transferred to the EHS Coach/Assistant who became a full-fledged Darden Co-Educator alongside the existing Co-Educator.
- Evacuation, weather and Shelter-in-Place drills were held at each center.
- Classroom virtual holiday programs were recorded for families at each center and posted on our Facebook page.
- School Age bathroom addition (built with DHR funds) was recently completed. The children are thrilled with having a restroom attached to their bathroom.
- CPR and First Aid Training were held for new staff.
- Old trees and tree stumps were removed from Darden Wing 1 and 2.
- CCDF – Health and Safety training took place over 2 days while center was closed for parent conferences. Bus aides, drivers, maintenance, and some health/nutrition staff attended.
- Ads continue online for current job openings: Teachers, teacher assistants, home visitor maintenance/janitorial, and bus aides.
- King was inspected by DHR and re-licensed.
- Auburn City Schools personnel were at King Center began evaluating children with special needs referrals.
- Darden Educators provided holiday sacked lunches for all Darden campus staff on December 17.
- Ads continue online for current job openings: Teachers, teacher assistants, home visitors, account maintenance/janitorial, and bus aides. Ads are posted on Indeed, ACHR web site, in ACHR Buildings, and at local colleges/universities. Teacher jobs also posted on Linked-In.



## January

- A new group of AU Early Childhood Education students were oriented and began volunteering at King Center as part of an education course.
- King has 1 HS teacher on maternity leave.
- Darden EHS Conversion update: Some items ordered many months ago have begun arriving, including playground equipment and fencing. Shade structure is not expected now until March. We are awaiting cribs back ordered until March. Other child materials such as developmental toys are arriving bit by bit. Still need 10 teachers for new classrooms. Have hired some only to have to use them to replace others who have left.



- Items and projects from DHR funds are still moving forward. Wing 2 bathroom conversion to a combo adult/child bathroom is near completion. Educational materials and furnishings are still arriving. The new EHS Wing 3 playground fencing was installed. This now replaces all Darden playground fences from chain link to black metal fencing. King Center is about to have a new fenced area erected for grassy play and a better place to evacuate to during drills/emergencies.

- Current classroom staff needs:

Edelman – needs 2 EHS teachers, 1 EHS and 1 HS floater, and 2 bus aides.

Darden – needs 2 HS teachers, 1 HS floater, 2 EHS teachers for current 5 rooms, 3 daycare

Staff, and still need 10 EHS teachers for new conversion classrooms.

King – need a second janitor

Homebased – needs 2 Home Visitors.

The greatest reason for turnover is from staff taking higher paying jobs. Some have left due to COVID concerns and some left due to the vaccine mandate before it was rescinded. Some qualified staff interviewed also would not take the job due to low pay.

- A lot of COVID and flu in children and staff. Difficult to cover all classrooms. Some classrooms have had to combine. Have sent flu information to parents and texted parents about keeping home sick children. Staff and children over two years old wear masks as per our procedures. Rooms and offices are misted with sanitizing spray each day.
- King Center had plumber repair toilet in bathroom in between rooms and C and D.
- AU Early Childhood Education students are volunteering at King Center as part of an education course.
- Evacuation, Weather and Shelter in place Drills were held at each center.
- Virtual parent meeting was held for all centers with topics including flu prevention and encouraging the use of the Ready4K parenting program that sends three age-appropriate text messages to families each week with information and activities to do. Families can enter more than one birthdate to receive texts appropriate to their children's ages (infant through five years).
- ECC, Trainer, and Darden Educator were asked to join the Auburn University's department of Human Development and Family Studies Advisory Board.
- A child development student from Opelika High School became a classroom volunteer through our partnership with the High School's career development department. Our goal is to give her experience and training and then, if successful, to be able to hire her after she turns 18. We look forward to working with additional student volunteers soon.
- COVID Closures in January:



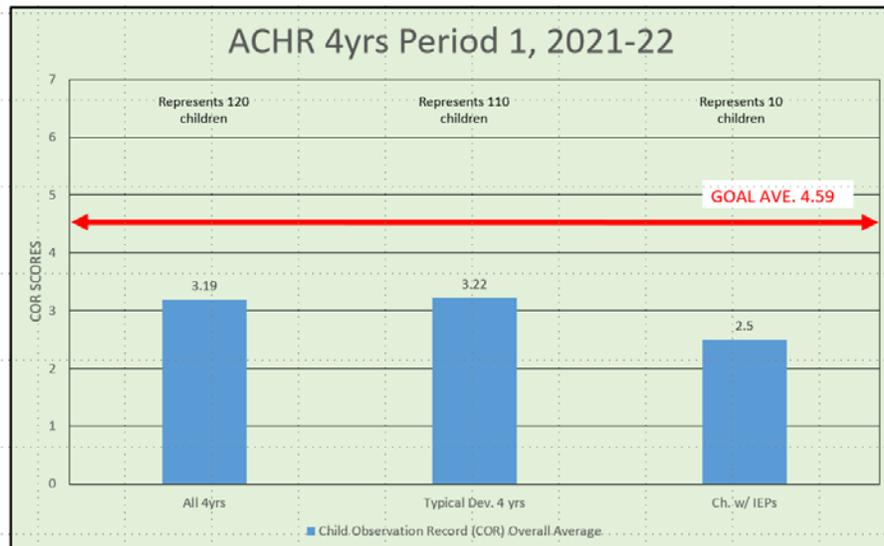
- King – room G children quarantined for 2 weeks due to exposure. King Center closed for 3 days due to staff shortage from staff out with exposure at home or because child’s school was closed.
- Darden Center: room L children quarantined started January 5. Darden Center then had to close for Jan 10-14, and 17-21. Services were offered virtually to children during this time. COVID cases and exposures were among staff and children.
- Edelman: Was also closed Jan 10-14 and 17-21. COVID cases and exposures were among staff and children.
- While teaching virtually, classroom staff and home visitors were also able to attend online Conscious Discipline Training.
- CPR was held at Darden center for new staff. Educator worked with nurse that conducts training and set up training in February and March for health and safety and CPR training.
- Enrollment;
  - Darden HS 108/108
  - Edelman HS 51/51, (Some drops in HS, then EHS transitioned 7 children to HS). Due to loss of two teachers, EHS Rm Q is closed.
  - King – fully enrolled with 108. Have 11 children who did not return after holidays and orientations are being set up to replace these children.
  - Homebased has 77/88.

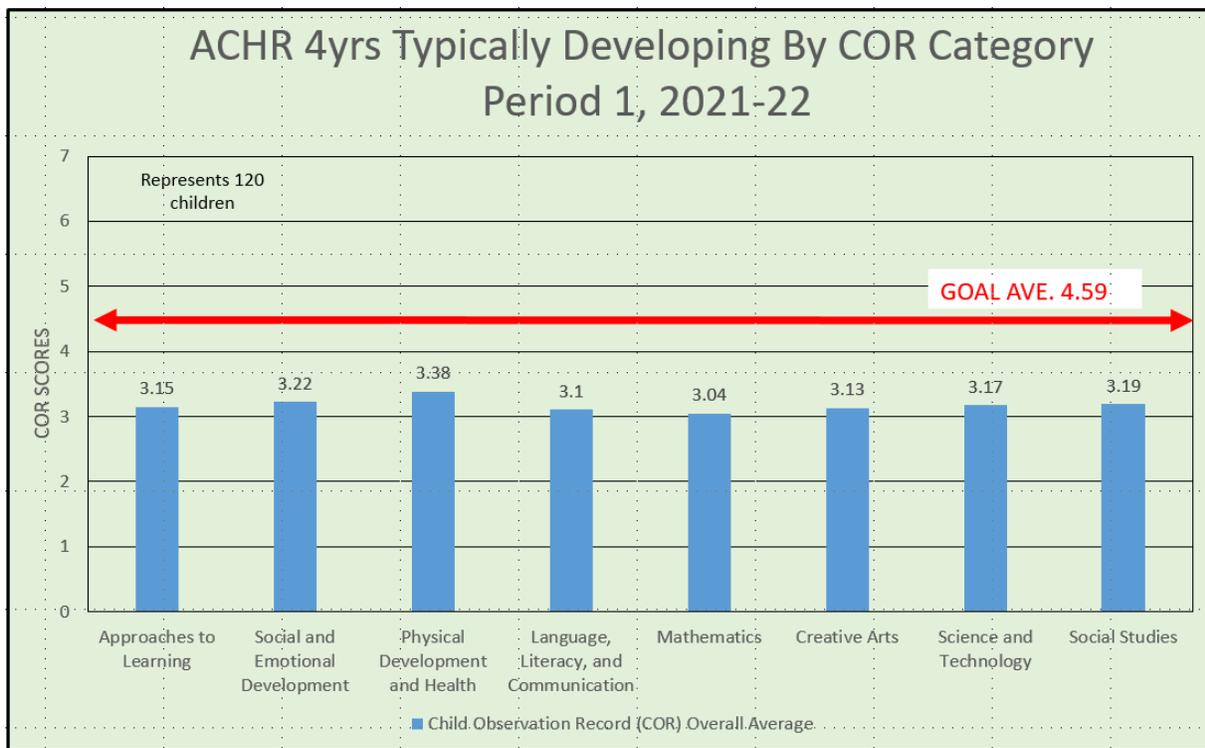
### SCHOOL READINESS CHILD BASELINE ASSESSMENT SCORES

The following graphs illustrate the baseline data of ACHR’s average Child Observation Record (COR) baseline scores. Teachers and home visitors use COR observation data to assist them with planning for individuals and groups of children. By knowing about children’s developmental levels, staff are more equipped to be intentional in providing targeted experiences that help each child move towards school and life readiness.

#### Four-Year-Old Group (children going on to kindergarten in fall of 2022)

Baseline information shows typically developing children start out at a higher developmental level than children with special needs do. By center, the two centers that began in July (duration groups at Darden and Edelman) have higher baseline scores than the King Center, which began in August. Time will tell if this lead remains true.





### Three-Year-Old Group (children in their first year of Head Start)

There are 129 three yr. olds represented in the baseline data. 14 of these are children with IEPs and 115 are typically developing. The goal for 3 yr. olds at the end of the program year is 3.59. The overall COR average baseline score at end of period 1 in November 2021 for 3 yr. olds was 2.71. The typically developing group was 2.78. The IEP group (special needs) was 2.27. The baseline scores for 3 yr. olds by center is quite similar with Edelman (26 children) at 2.94, Darden (50 children) 2.73, and King (53 children) at 2.72.

Of the 8 learning categories, the low of 2.66 was in *Language Literacy and Communication* and the high of 3.07 was in *Physical Development and Health*. These scores are typical of the baseline scores for 3 yr. olds in past years.

**Older Toddler Group (children going on to preschool/Head Start in fall of 2022)**

There are 54 older toddlers represented in the baseline data. 4 of these are children with IFSPs and 50 are typically developing. The goal for older toddlers at the end of the program year is 2.81. The overall COR average baseline score at end of period 1 in November 2021 for older toddlers was 2.13. The typically developing group was 2.19. The IFSP group (special needs) was 1.35. The baseline scores for older toddlers by center is quite similar with Edelman (7 children) at 2.36, Darden (20 children) 2.26, and Home Based (27 children) 2.07.

Of the 8 learning categories, the low of 2.01 was in *Social Emotional* and the high of 2.37 was in *Social Studies*. These scores are typical of the baseline scores for older toddlers in past years.

After period two ends, analysis will take place and an in-depth report comparing period one and two will be created to examine progress of various groups towards school readiness.

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To: Nancy Spears  
From: Ruth Hairston, Board Committee Early Childhood Education Board Representative  
CC: Janet Burns  
Date: 11-11-21

Thankfully I was able to visit all three centers this year. The COVID-19 crisis kept me out of the centers last year. Although the past year was very stressful and filled with adaptations to create the safest environment possible for children and staff, positive things also resulted.

COVID relief and DHR COVID funding allowed for the purchase of items to improve centers such as new classroom rugs, equipment and furnishings. At Darden a restroom was added to the school age room, all the windows in the gym were replaced, and a covering over the front walkway was added. New fencing is ordered for Darden Wing 3 playground and a new King Center grassy playground area/fenced in area to evacuate to during drills. Supply chain issues have delayed deliveries of many requisitioned items.

I was able to see firsthand new furnishings such as doll beds, tall shatterproof mirrors, front-facing wood bookcases, chairs and tables. New riding toys, push toys, activity cones and small plastic picnic tables were added for large motor activities outside.

The conversion of classrooms from Head Start classrooms to Early Head Start is underway at Darden. Food prep and changing table area sinks have been added to each new EHS room. Painting of the rooms and floors is complete. Changing tables with steps, food prep stations, small refrigerators/microwaves, and sturdy rocking chairs have arrived. Procurement of some educational materials/supplies and playground equipment has been slowed due to shipping delays.

Many of the rooms at all the centers are serving additional children with special needs this year. While the program is pleased to do this, administrative staff share this is an additional strain on classroom staff.

The teachers have requested additional support in learning ways of serving these children. For this, ACHR is arranging to provide individual classroom teams with outside specialists to consult with them around specific children with disabilities and mental health issues.

There are vacant classroom staff and home visitor positions the agency is finding difficult to fill, due to general lack of qualified applicants and the low pay scale ACHR is currently able to offer. Many jobs in the community, even in daycare are now offering higher salaries than what is in ACHR's budget. The lack of classroom staff means education support staff are often covering classrooms, which leaves them unable to support classroom staff in all the typical ways. Once filling the classroom positions, ACHR will search for a few extra (temporary COVID funded) sets of hands to assist in classrooms at Darden with special needs children. With current hiring difficulties, staff are unsure this is likely to happen any time soon.

I appreciate the very hard work of everyone at ACHR who contributes to making the program work and gives program children and families at Head Start their love, time, attention, and the assistance needed to help children gain school and life readiness.

**REPORT TO THE BOARD OF  
THE ALABAMA COUNCIL ON HUMAN RELATIONS, INC.  
HEALTH/NUTRITION/SPECIAL SERVICES  
for the period November 2021– January 2022  
Natalie Stephens RD LD CFI, Health Services Coordinator**

**HEALTH/DENTAL/OTHER**

- Immunizations and in-house health screenings are up-to-date at this writing. Health staff is able to pull the immunization forms from ADPH's online system, Imprint. This has made it easier to get all the immunization records. If the child's record is not in the system, we still request that the parents provide the shot record at orientation.
- All required health screenings were completed within the 45 days.
  - We are continuing to encourage parents to provide the updated documentation from the pediatrician of the latest well child checkup.
  - Health staff have contacted parents who have not brought in this information multiple times. The names of these children have been given to family engagement advocates to continue to support parents in providing the needed information.
- Dental: Parents are able to take children to the dentist and Head Start centers are receiving the needed paperwork. If we do not receive the dental exam paperwork, we are obtaining the dental screen from the well child check-up.
  - We are currently looking at various dental groups that may be willing to come into our centers and provide dental screens to our Early/Head Start children (especially the children that have not brought documentation from a recent dental visit).
- Growth assessments: If a child came in after the fall heights and weights were taken, we are obtaining from the well child check-up.
  - We are planning to obtain spring growth assessments in late February.
- Vision Screening: We are obtaining from the well child check-up. All children that needed treatment and have been referred.
  - As you may remember, Focus First came last fall. We are in the process of scheduling Focus First to return in spring to do more vision screens.
- Hearing: If a child came in after the fall hearing screens were completed, we are obtaining from the well child check-up if available.
  - SUSCC nursing students are returning in February to complete any hearing screens that are needed.

**NUTRITION - KITCHENS**

- Darden Health Score- **98**
- King Health Score- **100**
- Edelman Health Score- **99**

### **NUTRITION – LIFE (Learning Information about Food and Exercise)**

- **Nutrition/Exercise Counseling** continues to be offered by appointment; depending on need may be Zoom, email, phone, or in person consultations. We may resume having a class schedule in mid-March, depending on interest.
- **Garden** – We are working with Auburn University’s Agriculture Department to allow AU Ag students to design and plan the spring garden at King Center. The garden portion in the General Fund should enable us to have both a spring and an early fall garden.

### **SPECIAL SERVICES**

- **Screenings:** All children are up to date with ASQ screenings.
- **Children with an IEP/IFSP:** 23 completed IEP/IFSPs. By regulation, we should have 10% of our 459 children, or 46, so we have half. If ALL referrals receive a diagnosis, we will almost have that. However, the Alabama cut off to serve children is high, denying special education services for children who need extra help to be ready for kindergarten. We have other agencies that with parent agreement can and do assist with children who “fall through the cracks” but children diagnosed and provided therapy by other than the schools do not count in the 10%. We may have to request a waiver.
- **Behavior/Developmental referrals:** 21 children from all centers
- **Mental Health:** East Alabama Mental Health continues to collaborate with us to cover the required mental health services and meet the needs of our children, families and staff. We are currently in the process of setting a date where they will be able to monitor the classrooms this spring. They monitor twice a year. Our I/B Specialist is continuing to work with them using the Conscious Discipline techniques to better help our students, families, and classrooms.



**EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: NOV. 2021 — JAN. 2022**

<b><u>NOV.:</u></b>	<b>HOUSEHOLDS ASSISTED:</b>	<b>CLIENTS' INFORMATION OBTAINED/UPDATED:</b>	<b>SERVICES &amp; INDICATORS:</b>				<b>HOUSING COUNSELING PROGRAM</b>
			<b>SRV: (S)</b>	<b>FNPI: (I)</b>	<b>4i: Utility Payments 4j: Utility Deposits 4k: Arrears Payments 4z: Avoid Shut-off</b>		
LIHEAP GEN.	479	273	SRV: 4i 479	FNPI: 4z 479	SRV:	SRV:	Tabitha assisted 7 clients by telephone counseling (approved by HUD due to COVID) with Locating, Securing and Maintaining Rental Housing. All clients received Fair Housing Literature.
LIHEAP CRISIS:	009	003	SRV: 4i 009	FNPI: 4z 009	SRV:	SRV:	
ABC TRUST:	000	000	SRV: 4i	FNPI: 4z	SRV:	SRV:	
EFSP	000	000					
CSBG- COVID	002	002	SRV7: Case Management				
NO SHOWS:	MISSING DOCUMENTATION:		SURVEY:				

<b><u>DEC.:</u></b>	<b>HOUSEHOLDS ASSISTED:</b>	<b>CLIENTS' INFORMATION OBTAINED/UPDATED:</b>	<b>SERVICES &amp; INDICATORS:</b>				<b>HOUSING COUNSELING PROGRAM</b>
			<b>SRV: (S)</b>	<b>FNPI: (I)</b>	<b>4i: Utility Payments 4j: Utility Deposits 4k: Arrears Payments 4z: Avoid Shut-off</b>		
LIHEAP GEN.	537	280	SRV: 4i 537	FNPI: 4z 280	SRV:	SRV:	Tabitha assisted 5 clients by telephone counseling. 4 with Locating, Securing and Maintaining Rental Housing, and 1 client through the City of Opelika's Down Payment Assistance Program with Pre-Purchase Home Buying Ed. All clients received Fair Housing Literature.
LIHEAP CRISIS:	030	010	SRV: 4i 71	FNPI: 4z 71	SRV:	SRV:	
ABC TRUST:	018	018	SRV: 4i 18	FNPI: 4z 18	SRV:	SRV:	
EFSP	000	000					
CSBG- COVID	000	000	SRV7: Case Management				
NO SHOWS:	MISSING DOCUMENTATION:		SURVEY:				

<b><u>JAN.:</u></b>	<b>HOUSEHOLDS ASSISTED:</b>	<b>CLIENTS' INFORMATION OBTAINED/UPDATED:</b>	<b>SERVICES &amp; INDICATORS:</b>				<b>HOUSING COUNSELING PROGRAM</b>
			<b>SRV: (S)</b>	<b>FNPI: (I)</b>	<b>4i: Utility Payments 4j: Utility Deposits 4k: Arrears Payments 4z: Avoid Shut-off</b>		
LIHEAP GEN.	000	000	SRV: 4i	FNPI: 4z	SRV:	SRV:	Tabitha assisted 4 clients by telephone counseling (approved by HUD due to COVID) with Locating, Securing and Maintaining Rental Housing. All clients received Fair Housing Literature.
LIHEAP CRISIS:	000	000	SRV: 4i	FNPI: 4z	SRV:	SRV:	
ABC TRUST:	000	000	SRV: 4i	FNPI: 4z	SRV:	SRV:	
EFSP	000	000					
CSBG- COVID	000	000	SRV7: Case Management				
NO SHOWS:	MISSING DOCUMENTATION:		SURVEY:				

**LIHEAP** (Low Income Home Energy Assistance Program)  
**ABC TRUST** (Alabama Business Charitable Trust: Funded by Alabama Power)  
**EFSP** (Emergency Food and Shelter Program)  
**CSBG** (Community Service Block Grant Program)



**EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: NOV. 2021 — JAN. 2022**

**HAPPENINGS:**

**NOV.:** November 15-18, 2021, Emergency Services Staff distributed 206 \$200.00 food cards to seniors in the community. Seniors were preapproved following CSBG guidelines. Once we obtained required documentation, seniors were enrolled into FACSPRO (Content Management System CMS). Letters were mailed informing clients the days we would provide this service. We explained how they would not have to get out of their vehicles because it would be a “drive-up”, sign and receive a food card. Cards were enclosed inside of “Thinking of You” cards that shared how important they are to us and our community. Seniors who were homebound could sign for someone to pick up their cards for them. The majority of them requested family members to bring them. It was a treat to be able to see the joy on their faces.

The 2021-22 LIHEAP Heating Program began in October. Assistance funds for the heating program were transferred from the 20-21 LIHEAP Cooling Program. These funds that were rolled over had to be utilized by December 31st, and a new grant would be issued to agencies for the New Year.

**DEC.:** December 6-8, 2021, Rhoda Talley, ADECA’s Community Service Block Grant Program Monitor, scheduled ACHR’s CSBG Monitoring Review for the program years 2018, 2019, 2020 and for the 2021 CSBG CARES Program. A “Monitoring Tool” was emailed December 3<sup>rd</sup>, requesting the following documentation to be uploaded and/or emailed before the review: (agency documentation for 50 items from the Monitoring Tool and documentation for 60 households that were assisted through the CSBG CARES Program). On December 8<sup>th</sup>, a Zoom meeting was scheduled to request 15 additional items. On December 10<sup>th</sup>, a follow-up Zoom meeting was scheduled to discuss the additional 15 items requested. December 14<sup>th</sup>, ACHR’s Monitoring Review was scheduled for its closing. The original 50 items requested were accepted. Documentation for the 60 households assisted through the CSBG CARES Program were accepted. Three out of the additional 15 requested items would be given 30 days to correct. Two were “findings” and one was a “concern”.

**Findings:**

- Category 7: Human Resource Management:  
*OSPro does not discuss in detail CEO’s Compensation*
- Category 8: Financial Operations and Oversight:  
*Agency did not provide bank reconciliation for review.*

**Concern:**

- Category 8: Financial Operations and Oversight:  
*Agency did not provide specific financial reports in board minutes.*

**JAN.:** The New Year began with the Emergency Service staff having to quarantine due to several staff contracting COVID. We all are now back at work.

January 10, 2022, Alabama Business Charitable Trust (ABC Trust) held its annual “Round Table” Meeting. Guidelines for the program were discussed and updates (300 awards are now changed to 350 for approved households) would be implemented.

January 31, 2022, Rhoda Talley, ADECA’s Community Service Block Grant Program Monitor, scheduled ACHR’s Annual Report Training that consist of comparing last year’s report with the previous year.

As the Emergency Services staff awaits its 2022 grants, we are updating the Outreach Program for the 2022 year, completing EFSP reports for Phases 37, 38 and CARES, and reviewing and making necessary updates to program forms.

**Alabama Council on Human Relations  
Transportation, Maintenance, Weather, Housing Board Report  
November 2021– January 2022  
Michelle Cospers, TMW Manager/Housing Coordinator**

**TRANSPORTATION**

We are continuing to bring in fewer children than once was normal because Head Start has not changed the distancing requirement on buses so we can't carry but 14 children on a bus and because most of our children are in the county don't have time (with the need to sanitize between routes) to double route.

We are having problems finding enough bus aides, especially at Edelman Center, which means the Family Engagement Advocate and other staff have helped cover routes. This is partly because salaries in the area are so high (\$12 - \$14/hour for entry level position in fast food, for example) or the applicants have no high school diploma or GED.

**MAINTENANCE**

Staffing has become a concern. We are in search for a maintenance/janitorial person for Darden Center and King Center.

**King Center**

Our janitorial staff at King Center are performing their daily routine duties such as cleaning, mopping, taking out trash, raking leaves, trimming trees, etc.

Materials to repair King Center roof have been ordered. We anticipate that repair work will begin in the coming weeks. Water damaged ceiling tiles have been replaced as needed in Head Start and CSBG areas.

We are in the process of obtaining bids to reroute some of the HVAC ductwork so the HS offices of will be cooled and heated with the same unit that serves the HS classrooms. They currently are getting cooling and heating from the unit that serves the Main Office area at King Center and the areas cannot be balanced leaving one or the other too hot or too cold.

Mike replaced the motor controller on the man-lift, which apparently had shorted out. Two classroom toilets were also repaired, one needed a new flange to bolt it down to the floor and the other needed the flush valve repaired with new parts. Dan Hart Refrigeration repaired the 3-door refrigerator in the King kitchen. It wasn't cooling properly so he installed a port and added refrigerant.

The following items were completed by janitorial/maintenance staff at King Center.

Help unload fence from truck	Install lock bars on filing cabinets
Help clean up water from leak	Check Dianne's chair for lift
Put water socks around down spout and floor to slow spread of water in hard rains	Check heat in CSBG
Replace stained ceiling tiles	Check out odor in bath and classroom C to determine problem
Clean up after leaks	

**Darden Center**

Maintenance and janitorial staff at Darden continue with everyday tasks of cleaning and taking out trash as well as routine maintenance items such as replacing light bulbs, replacing damaged ceiling tiles,

changing a/c filters and performing building and playground inspections as well as continuing the relatively new responsibility of spraying building with a chemical to prevent the spread of COVID.

Auburn Fence removed the old chain link fence on Wing 3 playground and replaced it with a black metal fence like the ones that were installed last year on Wing 1 and Wing 2 playgrounds.

R& D Construction completed work Wing 1 as we get ready to make the transition of that wing from Head Start to Early Head Start. They also remodeled the large bathroom on Wing 2 bathroom.

The climber on Wing 2 playground was repaired, we replaced rotten boards with pressure treated boards and composite decking.

Maintenance staff installed a new electrical outlet and water line for the new ice maker in the Darden kitchen.

American Lock and Key came to repair the exterior door at the bus loading entrance. A new building was purchased and delivered for Wing 2 playground.

There is still a lot we need to do at Darden Center.

#### Other Items completed

Do playground inspections	Adjust t-stat in room S & T	Replace emergency light in hall at kitchen
Put together several toys for playground	Check on smell on wing 1 closet gate going to parking lot wing 1	Reset breaker and install batteries in t-stat in gym
Repair light at rear entrance of Building	Get fuel for tractor; take to King	Reset disposal in kitchen
Repair toilet in room N	Repair sink in break room bath	Unlock Burton house
Put together more toys	Repair light in room R	Check toilet in room M
Repair window frame on door in hallway going to S & T	Stay with lock service while they worked on back door locks	Check oven in kitchen
Repair gate at wing 1 door	Check water in room R	Tighten gate lock parking lot wing 1
Repair leak Darden on the hill sink	Check phone for Health	Check for leak in kitchen
Repair cabinet door room P	Repair gate wing 3	Check all emergency lights
Put up a dry erase board in Health	Replace/adjust cabinet locks room T	Replace emergency light in hall at health door
Measure closet for Sharon	Adjust locks on cabinets room T	Replace emergency light in room M
Take down 4 coat racks down from wing 1 per Stacy, Yolanda, Karen	Change battery soap dispenser room R	Replace light cover in wing 3 hallway
Hang coat racks up next to room I	Install new locks on drawers in room S	Check window in Glenda office
Change filters in Darden	Replace trex boards on climber wing 2	Check heat Darden on the Hill
Replace window screen in room I	Install new drawer latch in room P	Add sand to playgrounds
Repair wall outlet room I	Put together tables and put in rooms wing 1	Help pull up fence playground 3
Replace lock on drawer in room R	Adjust t-stat in room Q	Fill pot holes with gravel
Check all emergency lights	Replace ceiling tiles in hall at office area	Take down fence playground 2 for new building
Unload fence from truck	Replace ceiling tiles in S&T and kiltz spots on others	Run wire for ice maker
Repair lock on door to room L	Replace emergency light in Health	Fill mud hole with gravel where buses park
Check on heat in wing 3	Repair ceiling fan room M	
Repair table in room J	Install two ceiling fans in training room	
Move fence to playground 3 fence	Replace light switch in room R	
Replace light on wall near front entrance	Replace wall plug in room O	
Check on wing 3 heat again	Replace ceiling tile storage room wing 1	

## **Edelman Center**

The maintenance/janitorial staff at Edelman continue to perform routine janitorial duties such as cleaning, sweeping, mopping and taking out trash. Mr. Joe has repaired several leaking faucets throughout the center. He has also been changing out the a/c filters as well as replacing blown light bulbs.

## **WEATHERIZATION**

The ACHR weatherization staff did not participate in the low income weatherization assistance program this fiscal year. We did not receive our 2021 grant from ADECA because ACHR's Fiscal department did not turn in the necessary paperwork to close out our 2020 grant. We were notified that ACHR could receive partial funding for the grant year 2021 if paperwork is completed.

## **HOUSING**

The sale of Bedell Village closed on December 31, 2021. The buyer wanted it completed in 2021, and so the attorneys involved pushed hard – and then ours went on a well-deserved “siesta,” as he termed it on his recent return. At this writing, the accountant we use for housing deals is going over the final details. All December bills for the complex must be paid before we will have a final figure reflecting what we will have from the sale.

Our staff must do an outdoor and indoor annual inspection of all properties that are not in a rehab process and submit it to the Alabama Housing Finance Authority. The last inspection is being completed as this is written; we will meet the AHFA deadline.