

Head Start **Director's Report** to Policy Council/Tribal Council - **Annual 2025**

ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) September 2024 – June 2025
Averages for the year

Funded Enrollment: 58 Current Enrollment: 51 % Over Income: 42%

Note: Portland classroom remains closed due to staffing. Lincoln City under enrolled.

Siletz Native: 8 Salem; 1 Lincoln City; 17 Siletz; 0 Portland;
Total Siletz Native = 22 = 44%

Other Native: 10 Salem; 0 Lincoln City; 0 Siletz; 0 Portland;
Total Other Native = 14 = 28%

Total Native Enrollment = 72%

% w/Disability: % on IFSP = 7 = 14% Waiver: Not needed we meet the 10% requirement.

Families on Wait List: 0 Lincoln City; 0 Salem; 2 Portland; 5 Siletz

Recruitment Activities: Notices in all Tribal Newsletters and Newspaper, mail outs to tribal families, low income agencies, community service agencies, DHS TANF families, WIC, Early Intervention, Libraries, Native community groups.

September 2024 – June 2025 Average Daily Attendance & Analysis if under 85%:

Salem Full-year/Full-day = 81% Excused absences due to illness

Lincoln City Part-day = 89%

Portland = Classroom Closed Due to Staffing

Siletz Part-day = 87%

Siletz Full-year/Full-day= 90%

ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) September 2024 – December 2025. Averages for the year

Funded Enrollment: 58 Current Enrollment: 49 % Over Income: 37%

Note: Portland classroom remains closed due to staffing. Lincoln City under enrolled.

Siletz Native: 7 Salem; 2 Lincoln City; 20 Siletz; 0 Portland;
Total Siletz Native =29 = 60%

Other Native: 7 Salem; 0 Lincoln City; 3 Siletz; 0 Portland;
Total Other Native = 10 = 21%

Total Native Enrollment = 81%

% w/Disability: % on IFSP = 9 =19% Waiver: Not Required already meet 10% requirement

Note: 6 other children referred for further assessment

Families on Wait List: 0 Lincoln City; 0 Salem; 2 Portland; 6 Siletz

Recruitment Activities: Notices in all Tribal Newsletters and Newspaper, mail outs to tribal families, low income agencies, community service agencies, DHS TANF families, WIC, Early Intervention, Libraries, Native community groups.

September 2025 – December 2025 Average Daily Attendance & Analysis if under 85%:

Salem Full-year/Full-day = 81% Excused Absences due to illness

Lincoln City Part-day = 91%

Portland = %

Siletz Part-day = 85%

Siletz Full-year/Full-day= 92%

Fiscal Management FY 2025 March 1, 2024 – February 28, 2025

Total Budget: \$1,257,481 Head Start

Amount Spent thru February 28, 2025: \$ 1,187,904.61

Note \$98,764.39 grant funds remaining obligated to final FY2024 expenditures

Administrative Costs: 14.45%

Percent left in budget: 19%

Percent time left in Program Year: 0%

Unexpected expenditures: None

Credit Care Expenditures: \$267.00 Oasis Landscaping Salem

Non-Federal Share In-Kind contributions to date: \$ 293,029.92 YTD

93% of YTD

Non Federal Share Waiver to reduce match amount by \$40,000 submitted to Office of Head Start

Fiscal Management FY 2025 March 1, 2025 – February 28, 2026

Total Budget: \$1,257,481 Head Start

Amount Spent thru December 31, 2025: \$978,033.33

Administrative Costs: 14.06%

Percent left in budget: 23.99%

Percent time left in Program Year: 25%

Unexpected expenditures: None

Credit Care Expenditures: \$2,760.00 Oasis Landscaping Salem
\$460.00 Redefyne Storage Portland

Non-Federal Share In-Kind contributions to date: \$ 322,695.64 YTD

103% of YTD

Department of Agriculture September 2024 – June 2025

USDA Meal Reimbursement: \$ 44,347.91 YTD Reimbursement

Total Number of Meals Served: 2,287 Breakfasts; 3,291 Lunches; 2,508 Snacks:

Expenditures for Meals Served: \$ 59,683.75 YTD Expenditures

Department of Agriculture September 2025 – December 2025

USDA Meal Reimbursement: \$ 15,242.05 YTD Reimbursement

Total Number of Meals Served: 1,599 Breakfasts; 1,945 Lunches; 1,405 Snacks:

Expenditures for Meals Served: \$ 15,489.20 YTD Expenditures

**Child Development and Health Services (Developmental Screening due in 45 days)
45th Day Oct 20th and 90th day Dec 4th - September 2024 – June 2025**

Developmental Screenings Due: 51 Done & Documented: 51 = 100%

Ongoing Assessments due: 104 Done & Documented: 102 = 98%

Child Outcomes Reports due: 2 Done & Documented: 2

School Readiness Goals Reports Due: 2 Done & Documented: 2

Home Visits # 1 due: 51 Done & Documented: 50 = 98%

Home Visits # 2 due: 52 Done & Documented: 51 = 98%

Parent Teacher Conference # 1 due: 51 Done & Documented: 50 = 98%

Parent Teacher Conference # 2 due: 51 Done & Documented: 47 = 93%

IFSP Status: children on an Individual Family Service Plan = 11

ILP Status due: 51 child's Individual Learning Plan Done & Documented: 51 = 100%

Fieldtrips YTD: 0 Portland; 10 Lincoln City; 22 Siletz; 5 Salem

**Child Development and Health Services (Developmental Screening due in 45 days)
45th Day Oct 18^h September 2025 – December 2025**

Developmental Screenings Due: 49 Done & Documented: 49 = 100%

Ongoing Assessments due: 49 Done & Documented: 50 = 97%

Child Outcomes Reports due: 1 Done & Documented: 1

School Readiness Goals Reports Due: 1 Done & Documented: 1

Home Visits # 1 due: 49 Done & Documented: 49 = 100%

Mental Health Observations/referrals/trainings: Observations 6 Salem; 4 Siletz; 2 Lincoln City; 01Tenas; 0 Portland

Health and Disabilities Status: (Physical/lead/hct/ht&wt /dental due in 90 days; Sensory (Vision, Hearing) & Developmental Screening due in 45 days) September 2025 – December 2025

45th Day = October 18th

90th Day = December 2nd

Total Enrollment: 49

Screening events needs to be 90% or above

Physicals Due: 49	Done & Documented: 42 = 48%
Dental Screenings Due: 49	Done & Documented: 49 = 45%
Hearing Screenings due: 49	Done & Documented: 49 = 100%
Vision Screening due: 49	Done & Documented: 47 = 96%
HCT Screening due: 49	Done & Documented: 49 = 100%
Lead Screening due: 49	Done & Documented: 33 = 68%
Blood Pressure Due: 49	Done & Documented: 49 = 100%
Height & Wt. #1 Due: 49	Done & Documented: 49 =1003%
Height & Wt. #2 Due: 0	Done & Documented: 0= %
Medical Home Due: 49	Done & Documented: 49 = 100%
Dental Home Due: 49	Done & Documented: 49 = 100%
Health Insurance due: 49	Done & Documented: 49 = 100%
IFSP Status: 9	Done & Documented: 9 = 100%
Immunization Status: 49	Done & Documented: 49 = 100%

Mental Health Observations/referrals/trainings: Observations -0 Salem; 0 Siletz; 0 Lincoln City; 0 Portland

Nutrition Status: September 2024 – June 2025

Two monthly nutritional classroom activities done and documented: Yogurt Pops, Kitchen, What's Missing Food Items, Big Tooth Puppet, Muffins for Mom, Muffins for Dad, The Carrot Seed, Vegetable Fruit Sort, Little Critter Goes to the Dentist, Easter Eggs, Up Down All Around the Garden, Sensory

Garden, Dental Teeth & X-Ray, Healthy Green Food Party, Stone Soup, Making Ice Cream, Indoor Picnic, Lunchboxes, Dental Office, Health Foods Party, Ice Cream, Graham Crackers w/Frosting, Gingerbread Houses, Guacamole, Food Collages, Healthy Snack Party, Veggie Fruit Match, Sensory Variety Food Soup, Dental Toothbrush Painting, Making Applesauce, Apple Taste Test, Sensory Oatmeal, Apple Graph, Big Tooth Puppet, Tree Graph, Pretzels, Snowman on a Stick, Restaurant.

Nutrition Status: September 2025 – December 2025

Two monthly nutritional classroom activities done and documented: Reindeer Snack Mix, Apple Graph, Dinner Time, Healthy Spooky Snacks, Making Apple Sauce, Making Apple Cider, Fruit Match, Toothbrush Painting.

Family & Community Partnership Status: September 2024 – June 2025

Family Partnership agreements due: 51 # Done & Documented: 37 = 73%
(Note: Family's have the right to refuse participation)

FPA Follow-ups due: 131 Done & Documented: 123 = 94%

Kindergarten Transition Activities Planned: Kindergarten Transition Activities Planned: SVS Summer School Announced; TOES A Taste for Kindergarten Announced, Summer Jumpstart Kindergarten Announced, Teachers attend IFSP meeting for transitioning students, Kindergarten Transition Information Packets provided, Kindergarten Summer Learning Packets provided, Salem fieldtrip to observe schools for Kindergarten transitioning students.

Family & Community Partnership Status: September 2025 – December 2025

Family Partnership agreements due: 52 # Done & Documented: 21 = 41%
(Note: Family's have the right to refuse participation)

FPA Goals Follow-ups due: 48 Done & Documented: 20 = 42%

Kindergarten Transition Activities Planned: None – starts Spring of 2026

Parent Involvement: September 2024 – June 2025

Number of Parent Activities: Transition Ceremonies, Parent Meeting & Hot Dog Feed, Kindergarten Transition Meetings, Father Involvement: Breakfast with Dads, Olympics, Exercise with Dads, Parent Meetings, Family Fun Nights, Holiday Parties, Bike Rodeo, Game Night, Safe Touch Curriculum, Ribbon Skirts & Shirts, End of Year Family Fun Day, Nuu-Wee-Ya Language Lessons, Aquarium Field Trip, Siletz Library Visit, Parent Conferences, Toledo Pacific Railroad, Driftwood Library Visit, Transition Ceremonies.

Number of Parents volunteering: 1 Community Member Siletz, 1 parent Lincoln City Classroom Aide, 2 Salem, 1 Lincoln City.

Parent Involvement: September 2025 – December 2026

Number of Parent Activities: Parent Meeting & Hot Dog Feed, Holiday Parties, Community Christmas Program, Family Craft Night, Dance House Visit, Pinata Party, Halloween Carnival, Pumpkin Decorating, Parent Committee & Policy Council Elections, Curriculum Planning, Family Fun Day, Trick-or-Treat, Restoration, Health Screenings.

Community Partnerships:

Agency/Organization: David Douglas EI	MOU: Yes
Agency/Organization: Willamette ESD	MOU: Yes
Agency/Organization: Lincoln County EI	MOU: Yes
Agency/Organization: Healing Tree Newport	MOU: Yes
Agency/Organization: SCHC Medical Services	MOU: N/A
Agency/Organization: NARA Mental Health	MOU: N/A
Agency/Organization: Options Counseling	MOU: Yes
Agency/Organization: Nancy Ludwig, RD	MOU: Yes
Linn, Benton, Lincoln Early Learning HUB	MOU: N/A
Salem/Keizer Pre-K	MOU: Yes
Portland Public Schools Pre-K	MOU: Yes
CTSI Indian Child Welfare	MOU: N/A
CTSI Maternal Infant Early Childhood Home Visiting Program	MOU: N/A
State of Oregon Early Learning Council	MOU: N/A
NARA – Dental Services Portland	MOU: N/A
NIHSDA	MOU: N/A
CTSI Youth Services Team	MOU: N/A
Portland Area Indian Health Board	MOU: N/A
National Head Start Association	MOU: N/A
NW Indian Head Start Directors Association	MOU: N/A
Oregon Coast Community College ECE Board	MOU: N/A
Marion Polk Early Learning HUB	MOU: N/A
Lincoln County Community Inclusion Team	MOU: N/A

Program Governance: September 2024 – June 2025

Funding Application Due: 12/01/2024
PC Approved: October 24, 2024
TC Approved: November 19, 2024
Submitted: November 25, 2024

Community Assessment
Update Completed: September 2024
PC Approved: October 24, 2024
TC Approved: November 19, 2024

Self-Assessment
Completed: July 2024
PC Approved: October 24, 2024

TC Approved: November 19, 2024

Service Plans

Completed: Revised Work Plans

PC Approved: July 2021

TC Approved: December 2021

Training for Policy Council and Tribal Council

PC Training: November 2023 Training Handouts Governance in Tribal Head Start Programs, Head Start Management Wheel, Verifying, Documenting, Determining Eligibility in Head Start Programs, Region XI AIAN Virtual Training Events, ECLKC links to Head Start Program Performance Standards, Head Start Early Learning Outcomes Framework, Parent, Family, Community Engagement Framework.

TC Training: September 25, 2017, Training Handouts to new members Governance in Tribal Head Start Programs; Verifying, Documenting, Determining Eligibility in Head Start Programs.

Note: New TC member elected February 2024 training materials forwarded

Program Governance: September 2025 – December 2025

Funding Application Due: 12/01/2025

PC Approved: October 24, 2025

TC Approved: November 21, 2025

Submitted: November 29, 2025

Community Assessment

Update Completed: September 2025

PC Approved: October 24, 2025

TC Approved: November 21, 2025

Self-Assessment

Completed: July 2025

PC Approved: October 24, 2025

TC Approved: November 21, 2025

Service Plans

Completed: Revised Work Plans

PC Approved: July 2021

TC Approved: December 2021

Training for Policy Council and Tribal Council

PC Training: October 2024 Training Handouts Governance in Tribal Head Start Programs, Head Start Management Wheel, Verifying, Documenting, Determining Eligibility in Head Start Programs, Region XI AIAN Virtual Training Events, ECLKC links to Head Start Program Performance Standards, Head Start Early Learning Outcomes Framework, Parent, Family, Community Engagement Framework.

TC Training: September 25, 2017, Training Handouts to new members Governance in Tribal Head Start Programs; Verifying, Documenting, Determining Eligibility in Head Start Programs. April 2025 Training Handouts sent to new Tribal Council members: Governance in Tribal Head Start Programs and links to

Head Start Program Performance Standards, Head Start Early Learning Outcomes Framework, Parent, Family, and Community Engagement Framework.

Record-Keeping & Reporting September 2024 – June 2025

HSES End of Month Enrollment Submitted: June 7, 2024

Center Reporting Submitted: Discontinued

PIR Due: August 31, 2024

Submitted: August 19, 2024

PIR Issues: None

425 reports Due: None

Submitted by Accounting Department

Annual Report Due: January 31, 2025

Submitted: January 16, 2025 and posted on CTSI website February 7, 2025

Record-Keeping & Reporting September 2025 – December 2025

HSES End of Month Enrollment Submitted: N/A All classrooms closed for Summer Break

Center Reporting Submitted: Discontinued

PIR Due: August 31, 2025

Submitted: July 18, 2025

PIR Issues: None

425 reports Due: None

Submitted by Accounting Department

Annual Report Due: January 31, 2025

Submitted: January 16, 2025 and posted on CTSI website February 7, 2025

Human Resources: September 2024– June 2025

Personnel:

Vacancies: Assistant Teacher/Bus Driver Portland, Teacher Portland; 2 Child Development Aides Salem; Child Development Aide Lincoln City

New Hires: 2 Child Development Aides Salem

Staff Qualification Issues: Classroom Aids and Assistants enrolled in on-line CDA classes and must complete program within 2 years of hire.

3 Assistant Teachers have met the CDA requirements.

1 Assistant Teacher working on their ECE Associates degree.

2 Classroom Aides have completed their CDA.

3 Classroom Aides are starting on their CDA.

3 Teachers have and AA in Early Childhood Education

2 Teachers working on their BA degree

3 Teachers have a BA degree

Training for Staff: On-line CDA program for Assistant Teachers and Aids; On-line professional development for other classroom staff.

Annual Evaluations: Complete through June 2024. Staff has different dates depending on hire date.

Volunteers: 2 Volunteers Siletz classroom, 1 Lincoln City classroom

Human Resources: September 2025 – December 2025

Personnel:

Vacancies: Assistant Teacher/Bus Driver Portland; Teacher Portland; Child Development Aide Portland; Teacher Salem, Assistant Teacher Bus Driver Salem

New Hires: None

Staff Qualification Issues: Classroom Aids and Assistants enrolled in on-line CDA classes and must complete program within 2 years of hire.

3 Assistant Teachers have met the CDA requirements.

1 Assistant Teacher working on their ECE Associates degree.

2 Classroom Aides have completed their CDA.

3 Classroom Aides are starting on their CDA.

3 Teachers have and AA in Early Childhood Education

2 Teachers working on their BA degree

3 Teachers have a BA degree

Training for Staff: On-line CDA program for Assistant Teachers and Aids; On-line professional development for other classroom staff.

Annual Evaluations: Complete through June 2024. Staff has different dates depending on hire date.

Volunteers: 1 Volunteers Siletz classroom

Program Design: September 2025 – June 2025

Facility Issues: Daily Inspection Reports completed for Facilities and Playgrounds (on file for review). Monthly Child & Health Safety Inspections completed. Completed bathroom flooring repair at Salem. Completed Lincoln City Playground installation of boarder and playground bark chips. Purchased 2 Storage Sheds for Salem, Installed new Dish Sanitizer Salem, Purchased ew Hearing Screening Machines, Purchased Outside Play Equipment for Lincoln City.

Materials: Replenished classroom supplies. Purchased requested classroom learning materials.

Equipment: None.

of Fire/Earth Quake/Tsunami Drills Completed: All sites up-to-date with monthly Fire Drills and quarterly Earthquake/Lockdown and Tsunami drills

Program Design: September 2025 – December 2025

Facility Issues: Daily Inspection Reports completed for Facilities and Playgrounds (on file for review). Monthly Child & Health Safety Inspections completed. Playground Bark Chips replenished at all classrooms.

Materials: Purchased requested classroom supplies and learning materials.

Equipment: None.

of Fire/Earth Quake/Tsunami Drills Completed: All sites up-to-date with monthly Fire Drills and quarterly Earthquake/Lockdown and Tsunami drills

Transportation Issues: September 2024 – June 2025

No Bus Driver for Portland. 2nd Bus Driver for Salem failed to complete CDL and School Bus Driver's training.

Transportation Issues: September 2025 – December 2025

No Bus Driver for Portland or Salem.