



2024 - 2025

# Annual Report



**GENEVA**  
CITY SCHOOLS  
*Imagine • Believe • Achieve*



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# MISSION STATEMENT

The Mission of the Geneva City School District is to educate and graduate all students with the essential skills and knowledge to live lives of consequence.



**GENEVA**  
CITY SCHOOLS

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# Program Overview

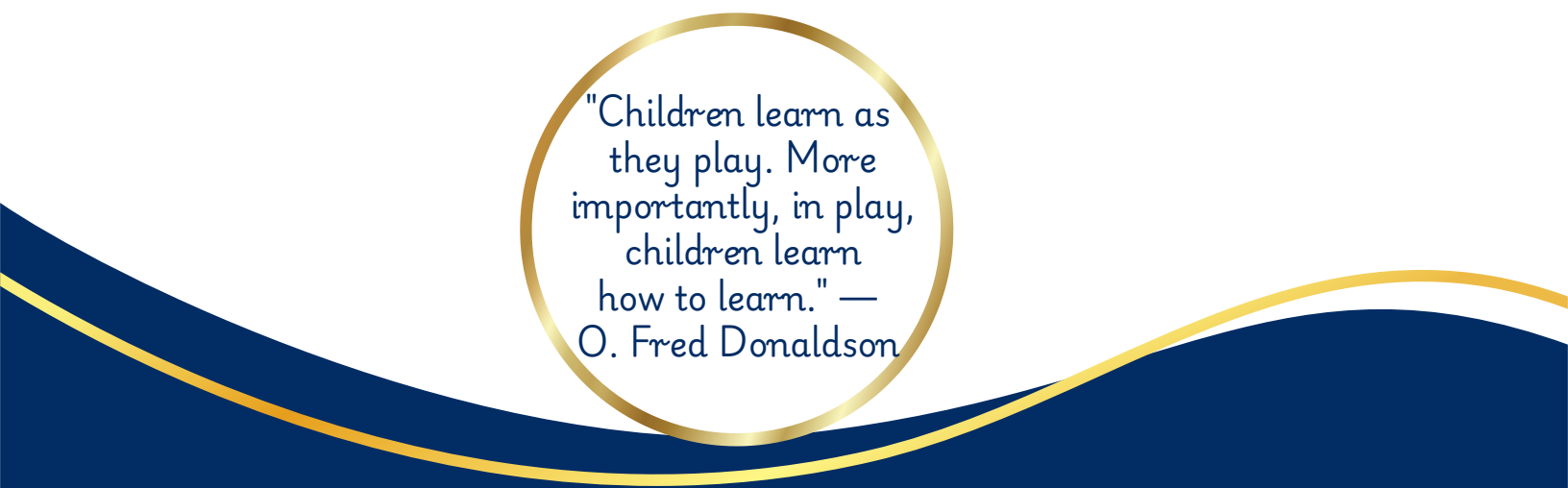
The Geneva City School District (GCSD) is the proud grantee of the Head Start program in Ontario County, providing high-quality early childhood education to 153 children. Our program includes 108 children enrolled at the Geneva North Street School (NSS) Head Start location and a delegate site at the Phelps Community Center in Phelps, NY, which can serve up to 45 children.

In addition to Head Start, the Geneva City School District administers the Universal Pre-Kindergarten (UPK) grant, which supports 119 students across various community sites in Geneva. Altogether, our programs serve 272 children, preparing them for a successful transition to kindergarten and beyond.

Our preschool programs focus on providing children with a well-rounded foundation for lifelong learning. We recognize and value parents and caregivers as their children's first and most important teachers. We aim to support every child's growth by engaging in educational activities and social-emotional skill-building. We encourage families to participate actively in our Head Start family engagement opportunities, fostering a strong partnership between home and school.

We serve children who will be three or four years old by December 1st and meet Head Start and UPK eligibility requirements. Our programs emphasize school readiness, promoting healthy social, emotional, cognitive, and physical development. Best of all, these high-quality educational experiences are provided at no cost to families. Geneva Head Start and UPK offer a nurturing, active learning environment, trusted family support, and nutritious meals, including breakfast, lunch, and snacks. Transportation is available for Head Start students only.

We assess various risk and protective factors during the application process to determine eligibility and prioritize enrollment. Interested families are encouraged to contact us to schedule an appointment and complete an application. We look forward to partnering with parents to support their child's early learning journey!



"Children learn as they play. More importantly, in play, children learn how to learn." — O. Fred Donaldson

# Children and Families Served

During the 2024-2025 school year, there were 153 slots available in our Head Start program between our Geneva and Phelps sites. There were 119 students enrolled in our UPK program. Between the two grants, we can serve up to 272 students.

## **Head Start**

NSS = 108

Phelps Community Center = 45

**Total Head Start: 153**

Cumulative Enrollment: 95

\*FPL -Federal Poverty Level

## **UPK**

*Happiness House, Jim Dooley, North Street School, YMCA*

3-year-olds: 60

4-year-olds: 59

**Total UPK: 119**

**Total Funded Enrollment: 272**



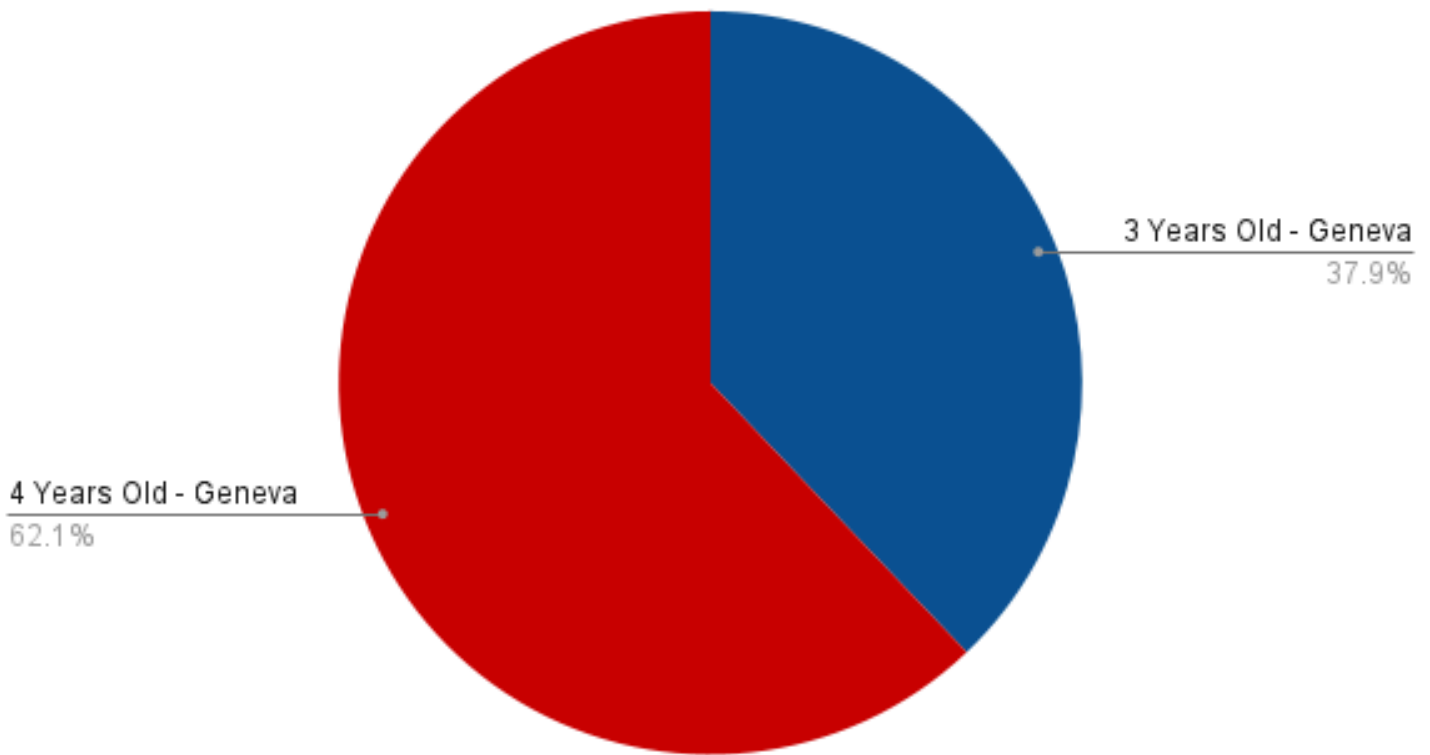
## Meals Served

breakfast & lunch = 24,272

*\*Head Start and UPK data*

# Enrollment

## Enrollment by Age

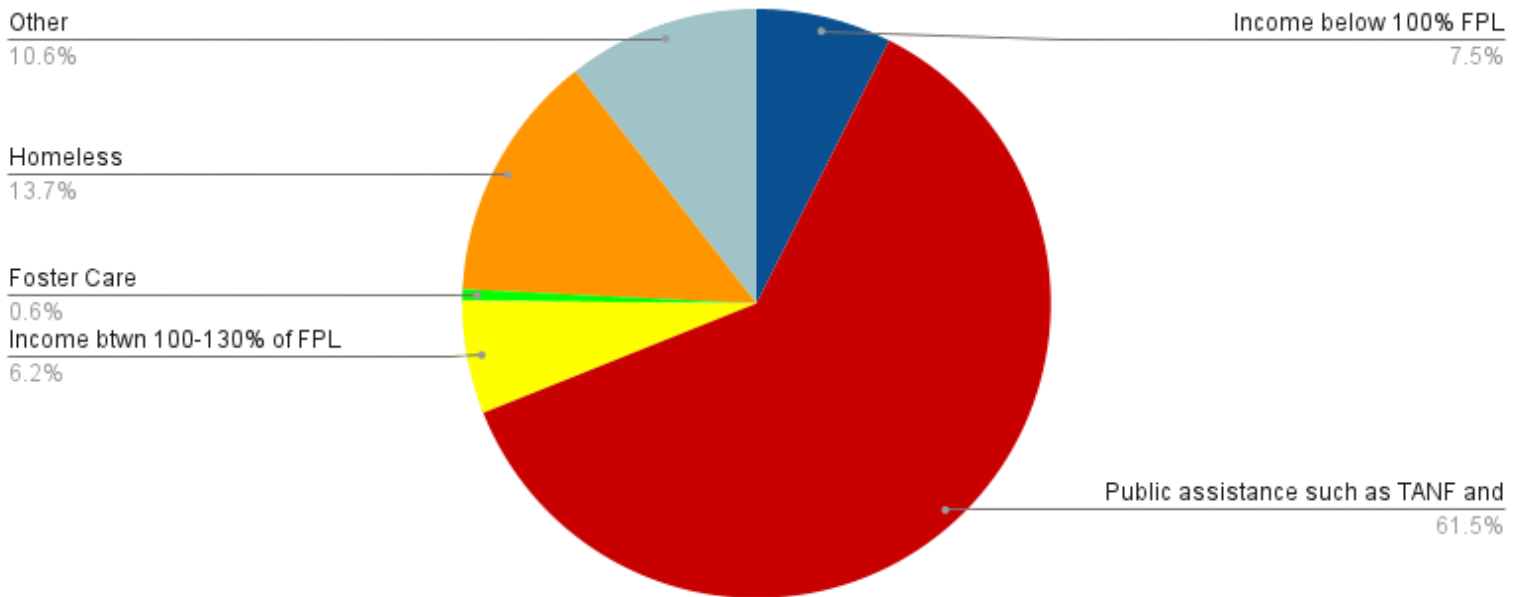


When a vacancy becomes available, we must enroll any foster care or homeless children first. Our priority list tells us who is next on the waitlist based on income and selection criteria, including points in various categories based on identified community needs. We can enroll 10% of over-income families in our funded enrollment, which averages eight over-income families for Head Start.

# Types of Eligibility

Head Start programs must use current federal poverty guidelines issued by the United States Department of Health and Human Services (HHS). Many programs across the federal government, state governments, and non-profit organizations rely on these guidelines to determine family eligibility for systems and services. Below is a chart to show families that are below 100% of the poverty guidelines (low income), who receive public assistance like TANF, SNAP, and SSI, children who are in foster care, families that are homeless, families who are over income, and families who are not low income but their income is below 130% of the poverty line.

Types of Eligibility



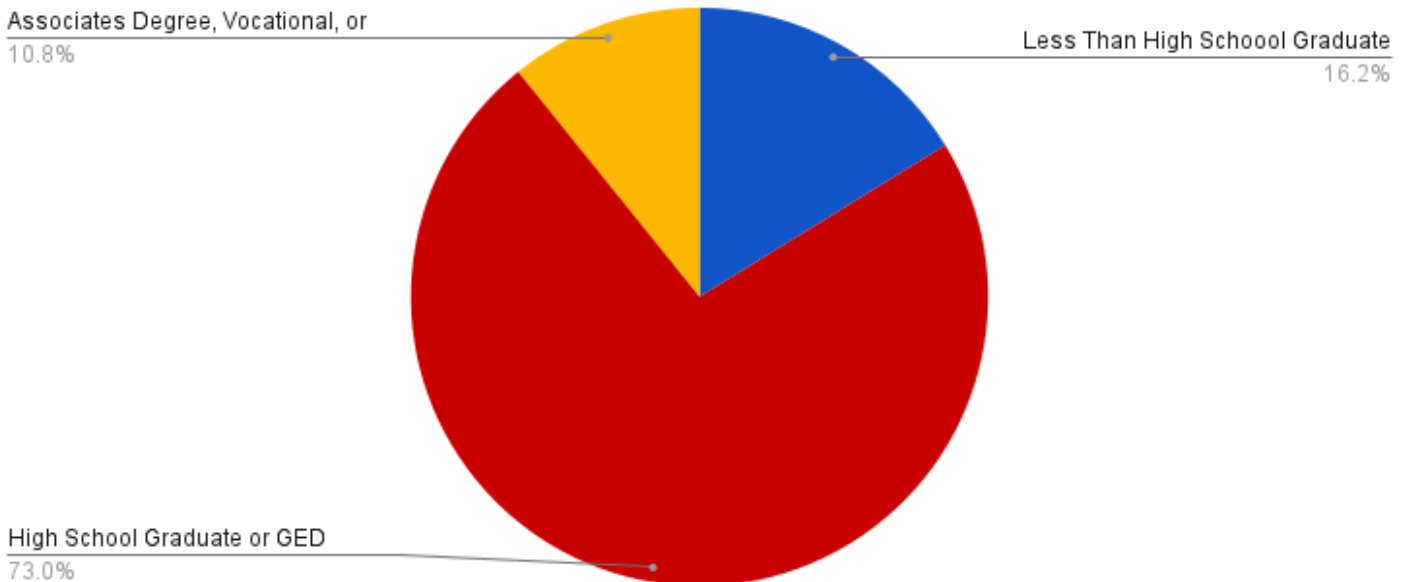
*\*Head Start and UPK data*

# Family, Employment, and Education

We gather data on children and families using our COPA database. The following charts show data on the the Parent/Guardian's highest level of education and employment. This information is provided on our applications and entered into our database. According to last year's data, the unemployment rate for our families in our program has increased from 35% to 51.3%, which is a 16.3% increase.

## Parent Education

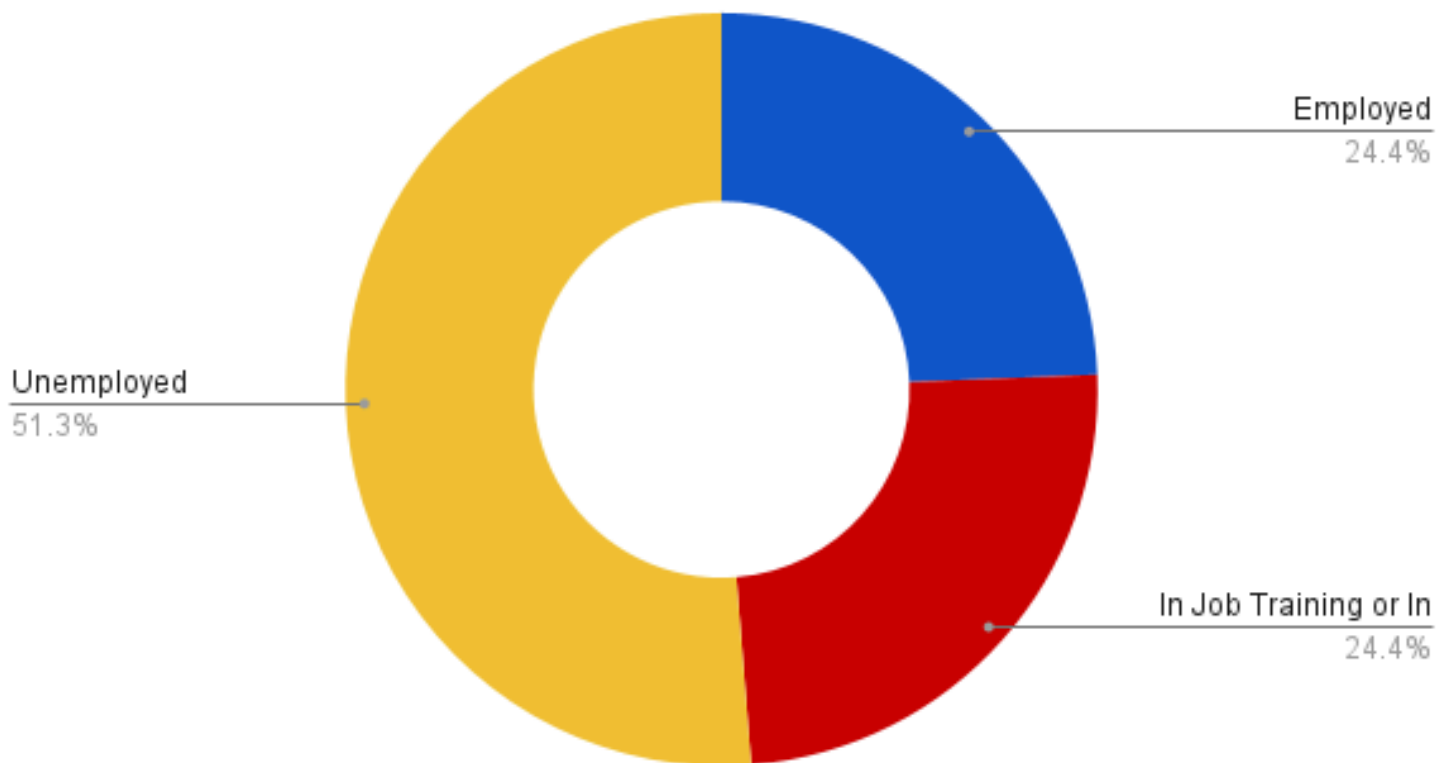
### Parent Education



*\*Head Start data only*

# Parent Employment

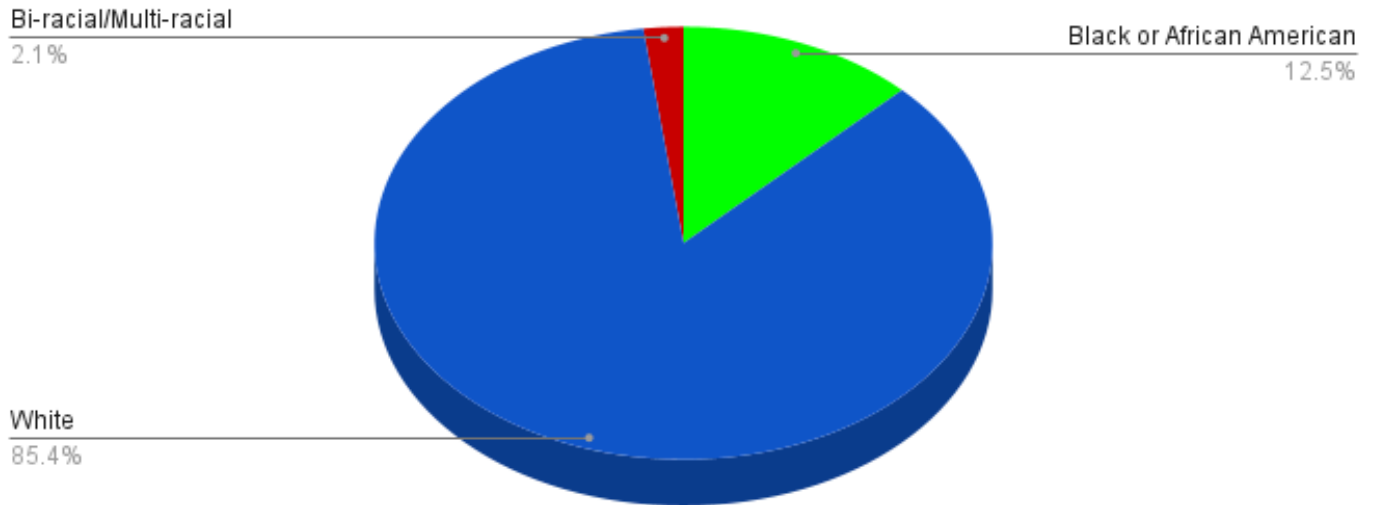
## Employment, Job Training, and School



Many of our families continue to use federal or public assistance.

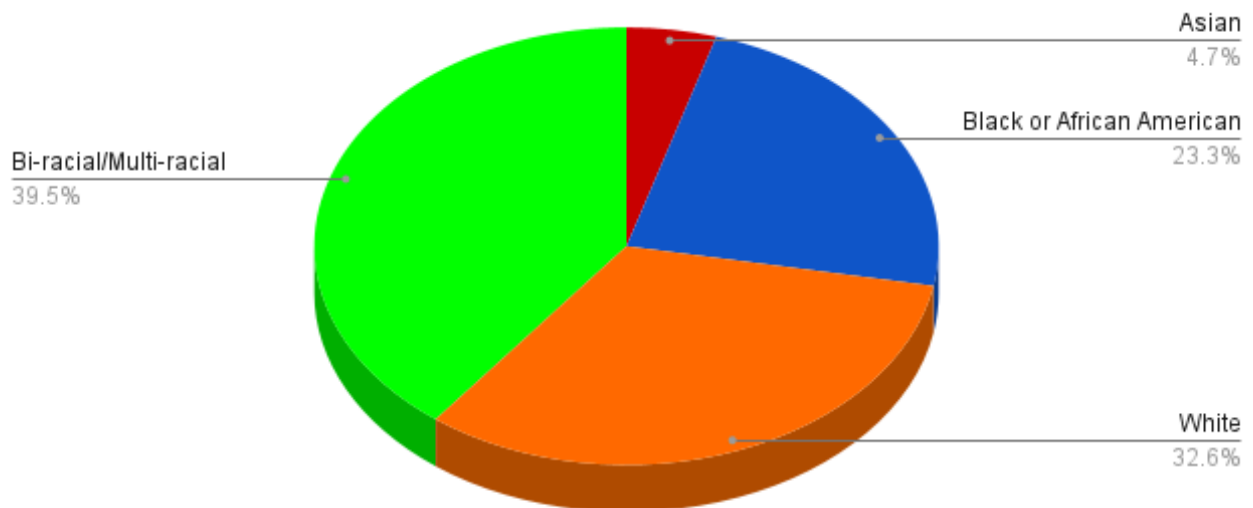
# Demographics

## Hispanic or Latino



Head Start had sixteen students who were learning a second language. We have a staff member who speaks Spanish in each classroom. The greeter at North Street School, our ERSEA coordinator, and a family advocate all speak Spanish as well.

## Non-Hispanic or Latino



# Program Services

We provide quality Health and Nutrition services to our children and families as part of the mission of Head Start. 100% of our students receive complimentary breakfast and lunch each day. Our Health and Nutrition Coordinator helps parents establish a medical and dental home for their children or family if needed. They will also assist in making health or dental appointments or obtaining medical insurance if needed.

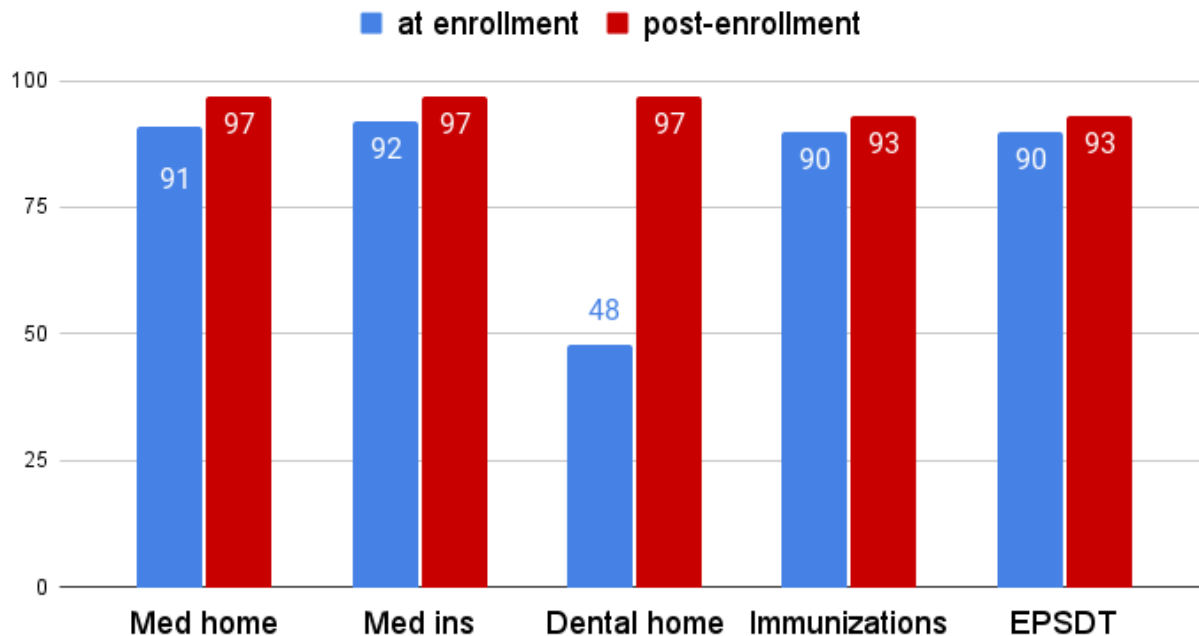
We work closely with Jason Conrad, the Food Service Director of the Geneva City School District; Dana Burton, a nutritionist; mental health specialists; Ontario County Public Health; and other community members who help us provide these services.

Each family is assigned a Family Advocate. Family Advocates connect parents and families to community resources, plan family engagement activities throughout the year, and are home and school liaisons between teachers and families. We have a social worker who monitors students and provides staff training and support with social-emotional learning.

## Health Services

- 100% of all children had health insurance (either Medicaid or private) by the end of the year.
- 100% of all children were up to date on all immunizations.
- 100% of all children had accessible dental care provided by an oral health care professional, which includes access to preventive care and dental treatment.
- We used the Plusoptix Vision Screener on all students.
- We used the new Welch Allyn 39500 OAE Hearing Screener on all students.

## Health Information



## Mental Health Services

Head Start was fortunate enough to hire a full-time Licensed Master Social Worker to provide individual and group therapy to our students. Play therapy is utilized to help students develop social skills, emotional regulation, and to address behaviors that are concerning to both staff and families. Our social worker also works closely with families to provide support and guidance when needed. This includes collaborating with agencies such as Family Counseling of the Finger Lakes, Single Point of Access (SPOA) through Ontario County, and the Community Support Center. We also collaborate with students' pediatricians by providing information about a student's academic performance, social-emotional well-being, and behavior at school.

- Children were referred internally to our social worker who provided both small, weekly group lessons as well as individual play therapy when needed
- Five classroom teachers, home visitors, and family childcare providers received assistance from a mental health consultant through observation and consultation.

# Disability Services

Disability services for Head Start and UPK students are provided by local contractors from Ontario County Public Health's Division of Children with Special Needs. We meet internally on each student at least three times a year during Team Meetings. After reviewing data across academic performance, attendance, mental health, health and wellness, and family needs, we assess whether additional steps are necessary to support the student's academic growth. When there are concerns about a child's development, we include the parents in this conversation and determine the next steps for each child. Sometimes, the next step is referring the child to the Committee on Preschool Special Education (CPSE). Once the referral is received, an outside agency, such as Happiness House, Roosevelt Children's Center, or another agency, will complete any evaluations and diagnoses to see if the student qualifies for an Individualized Education Plan (IEP). Bilingual evaluations are offered as needed through the Victor office of Clinical Associates of the Finger Lakes.

Seventeen students began Head Start/UPK at North Street School with an IEP for the 2024-2025 school year. During the program year, we referred fifteen students to CPSE. All fifteen students were evaluated and classified as preschool students with a disability. At the end of the 2024-2025 academic year, Geneva Head Start/ UPK at North Street School had twenty-seven students with an IEP.

## Students with an Individualized Education Plan by Site

- Geneva HS/UPK (NSS)- 31
- Phelps Community Center- 12
- Happiness House UPK- 12
- Jim Dooley UPK- 3
- YMCA UPK- 0



# School Readiness Goals

Head Start focuses on the areas of the Head Start Early Learning Outcomes Framework (HSELOF), which includes the following domains:

## **Approaches to Learning**

Children will follow classroom rules and routines with increasing independence.  
Children will maintain focus and sustain attention with minimal adult support.  
Children will show interest in and curiosity about the world around them.  
Children will use imagination in play and interactions with others.

## **Language & Literacy**

Children will identify letters of the alphabet and produce corrector sounds associated with letters.  
Children will demonstrate an understanding of how print is used and how print works.  
Children will ask and answer questions about a book that was read aloud.  
Children will demonstrate an understanding of narrative structure through storytelling/re-telling.  
Children will write for a variety of purposes using increasingly sophisticated marks.

## **Cognition**

Children will know the number names and count sequence.  
Children will understand addition as adding to and subtraction as taking away from.  
Children will associate a quantity with written numerals up to 5 and begin to write numbers.  
Children will understand simple patterns.  
Children will identify, describe, compare, and compose shapes.  
Children will observe and describe observable objects, materials, organisms, and events.  
Children will ask questions, gather information, and make predictions.

## **Social and Emotional Development**

Children will engage in positive relationships and interactions with adults.  
Children will engage in positive relationships and interactions with other children.  
Children will engage in cooperative play with other children.  
Children will use basic problem-solving skills to resolve conflicts with other children.  
Children will express a broad range of emotions and recognize these emotions in themselves and others.  
Children will manage emotions with increasing independence.  
Children will have a sense of belonging to family, community, and other groups.

Children will demonstrate control, strength, and coordination of large muscles.  
Children will use perceptual information to guide motions and interactions with objects and other people.  
Children will demonstrate control, strength, and coordination of small muscles.  
Children will exhibit complex fine motor coordination when using tools to complete tasks.  
Children will demonstrate personal hygiene and self-care skills.  
Children will develop knowledge and skills that help promote nutritious food choices and eating habits.

Both programs use the (HSELOF) framework and Teaching Strategies GOLD child outcomes assessment data to develop goals.

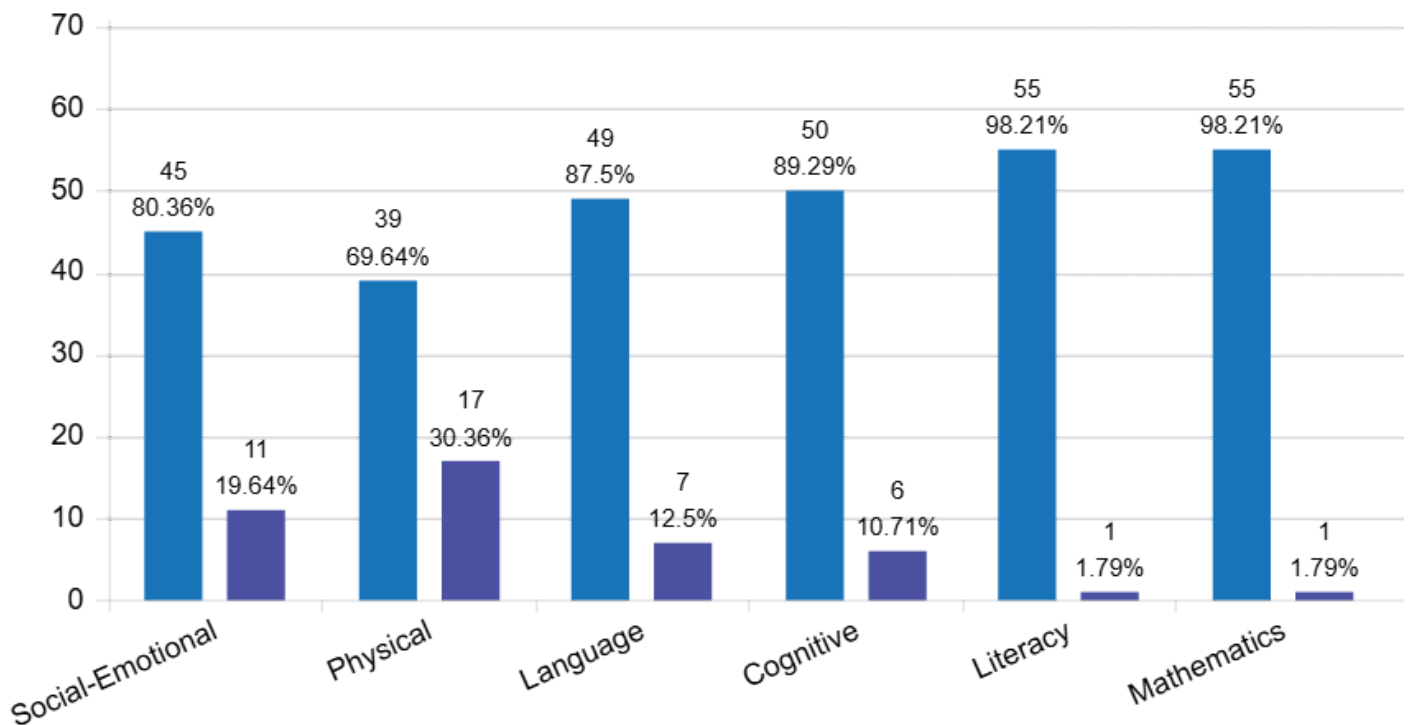
# School Readiness Goals cont.

In addition to these domains, we welcome children and families into the program to help prepare them for their next experience with school. A variety of activities and information are provided to support the transition to kindergarten, such as:

- Orientation and Family Visits
- Open Houses
- Meetings with kindergarten staff, District Personnel, and building Principal
- Kindergarten staff assisted with end-of-year Brigance of all HS/UPK students
- Information sharing and planning with the kindergarten team

## Education

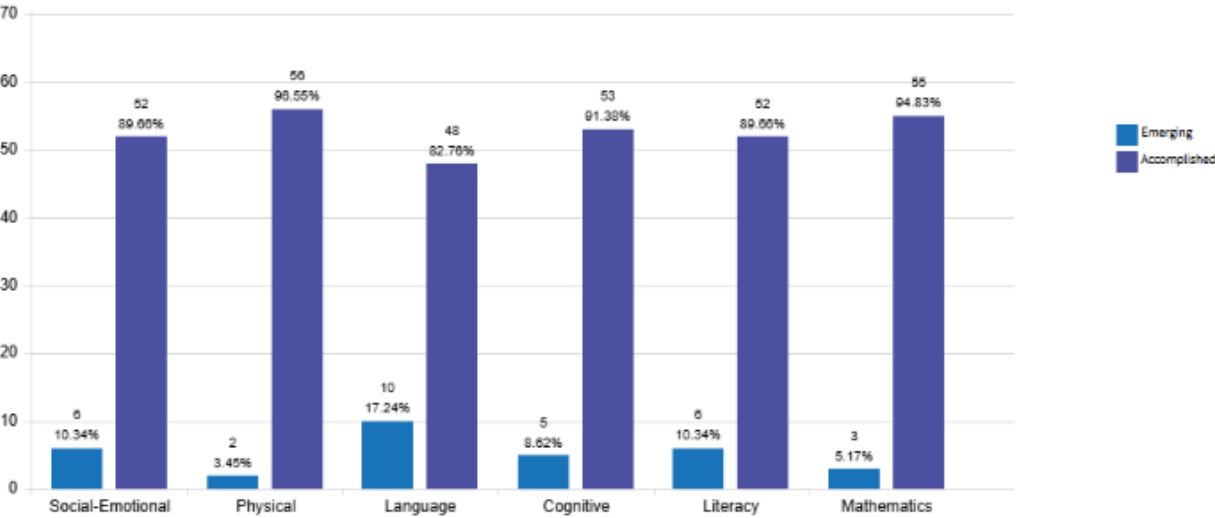
During the 2024-2025 school year, students at all sites engaged in three assessment checkpoints throughout the school year. All students were assessed in five learning domains: Approaches to Learning, Language and Literacy, Cognition, Social and Emotional Development, and Physical Development. The following data shows that Head Start and UPK students grew steadily over the school year in all learning domains.



GCSD HS/UPK, Fall 2024

# Geneva City School District North Street School Spring Data 2025

- Geneva School District  
Spring - Kindergarten Readiness

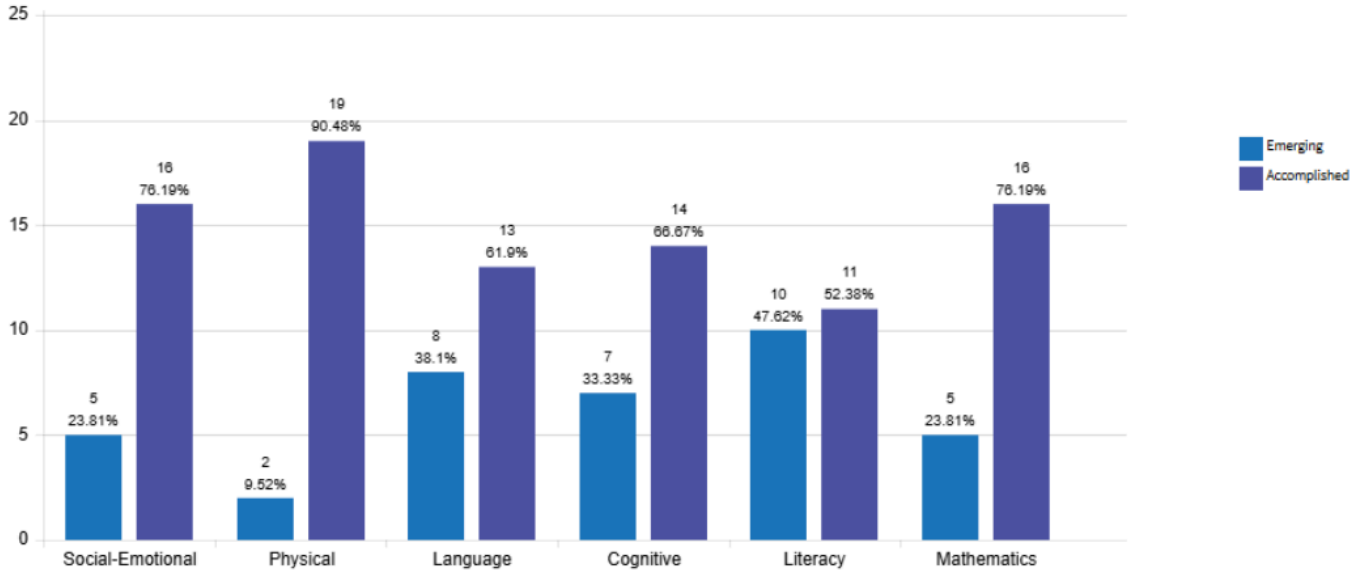


# Community-Based Organization Data

Happiness House UPK, Spring 2025

- Geneva School District

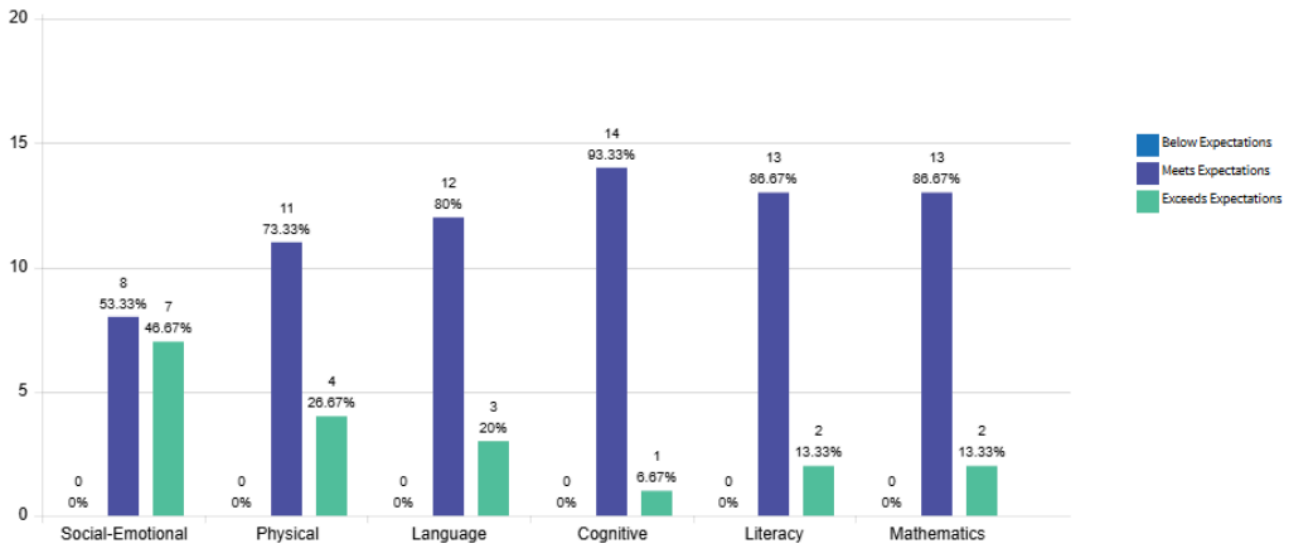
Spring - Kindergarten Readiness



## Jim Dooley UPK, Spring 2025

- Geneva School District

Spring 2024/2025 - Widely Held Expectations



# CLASS

Geneva CSD Head Start uses the Classroom Assessment Scoring System™ (CLASS™) 2nd Edition, Pre-K-3rd Grade tool to strengthen teacher-child relationships, improve classroom environments, and provide high-quality teaching practices.

CLASS™ consists of three domains:

- **Emotional Support** includes respect shown by children and adults to each other
- **Classroom Organization** includes appropriate management of child behaviors to achieve productivity in the classroom.
- **Instructional Support** measures teacher behaviors that promote the development of problem-solving, conflict resolution, and independent thinking skills.

The CLASS™ tool continues to be the most reliable assessment instrument as it emphasizes the connection between providing valuable learning opportunities and teacher/child interactions.

We are pleased to share that our Geneva preschool program scored above all thresholds set by the Office of Human Services.

## CLASS Onsite Observation Results Spring 2025

DOMAIN	YOUR PROGRAM SCORE	QUALITY THRESHOLD	COMPETITIVE THRESHOLD
Emotional Support	6.1806	6	5
Classroom Organization	6.2222	6	5
Instructional Support	3.3704	3	2.3

# Staff Credentials

## **Teachers**

BS or Masters ECE or Related Field - 7 out of 7

## **Teaching Assistants**

Bachelor's Degree—1 out of 6 T.A.s

Teaching Assistant I - 3

Teaching Assistant II - 0

Teaching Assistant III - 3

Child Development Associate Certificate (CDA) 2 out of 5 CDA, 2 out of 5 in progress

## **Teacher Aide Credentials**

CDA—0

The Director meets with all new hires at 30-60-90 days and one year as part of the onboarding process. These meetings allow time for reflection, goal setting, and review of expectations. These check-ins help to set the new hire up for future success in our preschool program.

# Coaching

Betsy Dunham was the Education and Disabilities Coordinator and Instructional Coach for Head Start and UPK. Betsy serviced teachers at all four community sites with curriculum development, implementation, assessments, CLASS observations, and behavior management. She was part of the transition team determining class placement for incoming pre-k and kindergarten students. She supported teaching assistants in obtaining their teaching assistant certification.

Betsy facilitated data analysis with NSS Preschool teachers and community site directors. She used this data to inform community partners about the latest academic data trends that impact the community through her membership on the Geneva 2030 B2K (Birth to Kindergarten) action team.

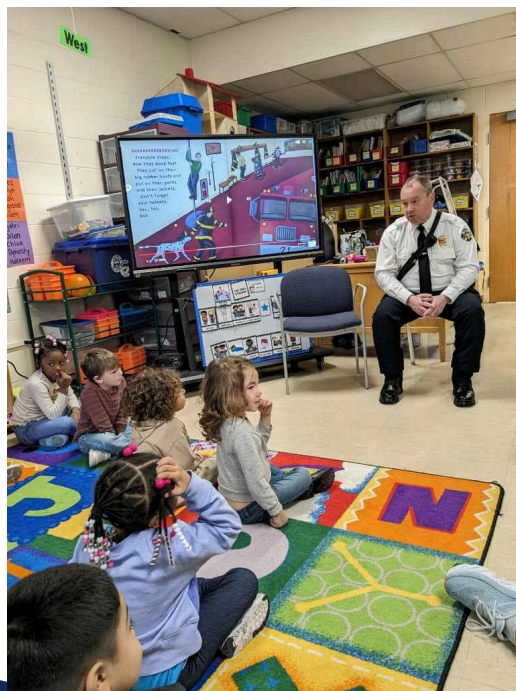
# Program Goals & Outcomes

- **Promote a culture of wellness among staff, parents, and children**
  - HWS - We hosted a tutor intern from HWS in the spring semester who was working on her Teaching English to Speakers of Other Languages (TESOL)
  - Sunshine Club provides activities and treats for staff throughout the year
    - Holiday Gathering
    - Bowling
  - Celebrated Hispanic Heritage Month with cultural foods, activities, and a parade
  - Members of the Leadership Team attend Community and Agencies Serving Together (CAAST) meetings
  - Multiple parent engagement activities hosted during the day and in the evening
  - The program social worker offered office hours for staff and families
  - Leadership members attended Bridges out of Poverty training offered by Ontario County
- **Improve how we collect, track, manage, and share data to advance programming and better engage with stakeholders.**
  - Create more time for data-related work (collection, entry, analysis, etc.)
  - Sharing data with the community through the Health Advisory Committee
- **Further, develop our capacity to create inclusive learning environments.**
  - Provide professional development opportunities
    - Active Supervision
    - Restorative Practices (Prek-12)
    - NYSED Mandated Reporter Training on line - Early Childhood Education Training Program (ECETP)
    - Bridges out of Poverty
    - Early Childhood Summit
    - Diversity Equity and Inclusion and Belonging (DEIAB)
  - Quality Stars conducted ECERS observations

# Program Strengths

The Geneva City School Head Start and UPK program and delegate agency Phelps Community Center were model programs for a fundamental Head Start tenet: strengthening students and families to support positive outcomes.

- English Language Arts curriculum aligned with the GCSD PK-5th
- Everyday Math curriculum aligned with the GCSD PK-5th
- Strong community collaborations
- STEAM class provided daily to all students by a certified Art Teacher
- Visiting Dental program with Geneva Community Health
- Bilingual staff - receptionist/greeter, T.A.s, aides, family advocate, and ERSEA Coordinator
- Disability service is optimized by the Education and Disabilities Coordinator serving as the general education representative to the CPSE (Committee for Preschool Special Education)
- Get Ready to Read Program is funded and supported by Geneva Reads
- Full-time Mental Health Support: Social Worker
- Strong support of transportation, food services, and high-quality indoor and outdoor spaces for children
- Active Policy Council
- Engaged Board of Education liaison on Policy Council
- Regular Health and Nutrition Collaborative Meetings
- Blended model of Head Start & UPK programming
- Summer School Program offered for 3 and 4-year-olds and students entering kindergarten
- Field trip to the Seneca Park Zoo and Smith Opera House



# Accountability – Quality Assurance and External Review

Monitoring the goals and overview of the Head Start Program is ongoing.

Through regular monitoring, such as self-assessments and improvement planning, data action plans, community assessments, monthly reports, school readiness goals, federal reviews, and fiscal audits, the GCSD Head Start Program and the delegate can maintain a high-quality program while striving for continuous improvement.

In May of 2025, our program had a Focus Area 2 Monitoring Review. We were cited for two areas of non-compliance, which came from our delegate site, the Phelps Community Center.

As part of our commitment to meeting the highest standards, we take the results of the Focus Area Two monitoring review seriously. We must submit a Corrective Action Plan (CAP) that provides a clear and detailed response to the findings, with targeted strategies to ensure compliance, strengthen internal systems, and safeguard program integrity. By addressing these areas, Geneva Head Start reaffirms its responsibility to uphold the requirements of HSPPS while ensuring that all children and families receive high-quality, federally compliant services.

The Corrective Action Plan (CAP) is in response to the Focus Area Two (FA2) monitoring review of the Geneva City School District was conducted by the Administration for Children and Families from May 19, 2025, to May 23, 2025.

# Accountability – Quality Assurance and External Review cont.

This CAP is responding to the two areas of non-compliance identified during the FA2 monitoring review.

## Areas of Non-Compliance

Content Area	Performance Area	Grant Number	Review Outcome	Applicable Standards	Timeframe for Correction
Health Services	Safe and Sanitary Environments	02CH012089	Area of Non-compliance	1302.47(b)(2)(v)	120 Days
Health Services	Safe and Sanitary Environments	02CH012089	Area of Non-compliance	1302.90(b)(1-2)	120 Days

### Monitoring and Continuous Improvement

- Program leadership will review compliance annually through audits of safety checklists, incident reports, and HR records.
- Governance meetings will include updates on facility safety and background check compliance.
- An annual external audit will assess adherence to hiring and facility safety policies.

The CAP addresses all areas of non-compliance identified in the OHS Monitoring Review Report. It prioritizes sustainable solutions through clear systems, staff training, and ongoing oversight to maintain compliance with Head Start standards. The full CAP report is available for review upon request.

# Financial Overview

Geneva Head Start is funded by federal resources, with its fiscal year spanning from August 1st to July 31st. In contrast, Universal Pre-K is supported by state funds, and its fiscal year runs from July 1st to June 30th.

## Proposed Budgets & Expenses

### Head Start Proposed Budget FY 2024-2025

Expenditure	Amount
Salaries and Wages	\$812,427
Fringe Benefits	\$170,000
<b>Total Personnel Costs</b>	<b>\$982,427</b>
Supplies	\$71,160
Travel	\$4,000
Purchased Services/Consultants for Community Sites	\$539,988
Other	\$34,063
<b>TOTAL DIRECT COSTS</b>	<b>\$1,211,650</b>
INDIRECT COSTS	0
<b>TOTAL APPROVED BUDGET</b>	<b>\$1,631,638</b>

### UPK Proposed Budget FY 2024-2025

Expenditure	Amount
Salaries and Wages	\$348,103
Supplies	\$20,292
Travel	\$2,870
Purchased Services/Consultants for Community Sites	\$586,093
<b>TOTAL DIRECT COSTS</b>	<b>\$957,358.00</b>
INDIRECT COSTS	\$0.00
<b>TOTAL APPROVED BUDGET</b>	<b>\$957,358.00</b>

# Family Services

## Role of Family Advocates

Family advocates play a vital role in addressing our families' essential, immediate, and specialized needs. At the start of each program year, they collaborate with each family to set specific goals and develop actionable steps to help them achieve those goals. Throughout the program year, families benefit from a variety of services, including:

- Emergency food and clothing assistance
- Housing support
- Help in enrolling in ENL and GED classes
- Access to education and job training programs



# Parent, Family, and Community Engagement

Below is a list of the parent, family, and community engagement activities we provided in the 2024-2025 school year.

## **Policy Council:**

- The Policy Council is comprised of Head Start parents and community members. Their role is to provide leadership and direction to our program, ensuring the delivery of quality services and education to our children and families.
  - Policy Council Leaders
    - Chair - Nicole Lockwood
    - Vice Chair - Samantha Pollino
    - Secretary - N/A - Head Start team assisted in this role

## **Family/Community Engagement Activities:**

- Moving Up Day Ceremony for 4-year-olds
- Geneva Police Department provided holiday gifts
- Thanksgiving Box for 30 families
- Christmas Bags for 40 students
- Harvest Dinner
- Pumpkin Decorating
- Night Tree Craft
- Be Mine Bash
- Parenting skills course coordinated with Cornell Cooperative Extension
- STEAM Night
- Field Trips (The Seneca Park Zoo and Smith Opera House)
- Roo Ranch three-year-old classroom visit

# Volunteers and Community Partners

We continue to have strong partnerships with community agencies that support our Head Start and UPK programs, students, and their families in Geneva, NY. Thank you to all the Head Start staff who support our students and families daily and promote parent and family engagement at home.

- Geneva Reads
- Success for Geneva's Children
- Child & Family Resources Inc.
- Geneva 2030
- Birth to Kindergarten (B2K)
- The Boys & Girls Club
- Hobart and William Smith Colleges
- Finger Lakes Community College
- Finger Lakes Federal Credit Union
- Geneva Public Library
- YMCA
- Happiness House
- Jim Dooley Center for Early Learning
- W.I.C.
- Our Lady of Peace
- Geneva Police Department
- Geneva Fire Department
- Ontario County Workforce Development
- Finger Lakes Community Health
- Rosary Society
- Community and Agencies Serving Together (CAAST)
- Geneva Food Task Force Committee
- Geneva Housing Authority
- Catholic Charities
- Salvation Army
- Law NY
- Geneva Community Health Center, School-Based Dental Program
- Geneva High School Hispanic Leadership Club
- Geneva High School National Honor Society
- Geneva High School Lacrosse Team



*Thank you!*



Geneva Head Start  
400 West North Street  
Geneva, NY 14456  
315-781-4104 ext:4900

## **Program Governance**

Executive Director/Geneva Superintendent  
Bo Wright

Program Director  
Lorraine Knifley

Assistant Superintendent of Business and Finance  
Jesse Lambert

## **Policy Council**

Chairperson  
Nicole Lockwood

Vice Chair:  
Samantha Pollino

Community Members:  
Stephanie Annear  
Marsha Foote  
Meghan Rogers

## **Health/Family Service Advisory**

Terri Miller

## **Head Start Delegate**

Phelps Community Center  
Executive Director – Janie Burgess

## **Program Governance Board of Education**

Kelley Monson  
Tara Petrucci  
Brian Finnerty  
Emily Fisher  
Brian Whitley  
Matthew Herbert  
Valarie Mallard

