

# Head Start Annual Report 2017-2018

In the 2017-18 program year, we found ourselves in a Pursuit of Excellence as we completed our fourth year as the Head Start grantee for Jefferson County and our 53<sup>rd</sup> year as the Columbiana County grantee. Our leadership and direct service staff embraced a Culture of Continuous Improvement, which inspired enhancements and improvements to our existing robust program. For the first time since adopting Jefferson County into the family, 100% of our sites became *Step Up To Quality* 5-star rated centers, the highest rating possible for childcare centers in the State of Ohio. Building upon our reputation as a growing leader in Early Childhood Education in our service area, we provided Child Development Associate (CDA) courses to both internal staff and constituents of the community through a partnership with the Cooperation on Ohio Appalachian Development facilitated by our certified on-staff instructors, resulting in 14 CDA graduates. Throughout the school year all of our Lead Teachers remained in their positions, providing stability and consistency for the students and families of our program. Within the classrooms, our children achieved stellar growth, as we saw an increase in the number of children that were meeting or exceeding age-appropriate expectations in each learning domain. This included gains as high as 37% in Mathematics and 40% in Literacy, which may be contributed, in part to the increasing longevity of our teaching staff. We are proud to have expanded a partnership with The Ohio State University Extension to bring the SNAP-Ed program into each and every classroom. This program allowed children and their families to learn about healthy eating and exercise. Throughout the excitement of this growth and triumph, our community also suffered from challenges. We closed out our program year seeing the first hand impact of an Immigration & Customs Enforcement raid that separated some of our Head Start families. Alongside law enforcement, CCDJFS, Salem City School District personnel, and other community volunteers, staff members from our Salem site, many on layoff for the summer, jumped at the opportunity to help those families. This is an example of the devotion and compassion our staff has to helping every child and family succeed. Each year we strive to increase the quality of our services so that we may continue to meet our mission “*to improve the educational outcomes and well-being of children and to strengthen the families we serve.*”



# Education

## **Curriculum & Assessment**

Head Start is a comprehensive preschool program with a pedagogical philosophy that children learn best through play and experiences that support their construction of knowledge. In our centers, it may appear like only play to the untrained eye. However, those who have studied early childhood education know that the majority of what children learn is best able to take place in classrooms like ours. We focus on all areas of development including social-emotional, physical (gross and fine motor), cognitive, language, mathematics, literacy, science, social studies, and the arts. Children learn in settings that encourage community and good citizenship. Our hope is to build a love for learning in these children that will serve them throughout their lives. Creative Curriculum and Teaching Strategies Gold continue to be our chosen curriculum and assessment tools. Throughout the day, children and staff share experiences during meals, stories, music and movement, focus groups, circle time, gross motor activities, tooth brushing, rest/quiet time, and center time. Center time allows children a great deal of choice, as they may choose between the options of dramatic play, blocks, art, math, science, library, writing, and listening centers. Throughout the day, children are encouraged to think, communicate, and work together with their peers and teachers.

## **Transportation**

At Head Start, 82% of our students are transported to and from school in our service area of Columbiana and Jefferson Counties. Our 11 buses are operated by CARTS drivers, who keep our students safe everyday.

Monday –Thursday Scheduled Bus Routes	59
Friday Scheduled Bus Routes	43



We operated 279 bus routes a week totaling 12,909 bus routes completed throughout the year.

## **School Readiness**

We believe that parents are a child's primary teachers and we strive to support parents in helping them prepare their child for school. Teachers implement activities and measure progress across developmental domains to prepare children for success when they enter Kindergarten. Our program has established School Readiness Goals that are developmentally appropriate for our preschool aged children in the following domains: Approaches to Learning, Social and Emotional Development, Language and Literacy, Cognition, Perceptual, Motor, and Physical Development. Each classroom teacher prepares transition forms that include student outcomes, developmental and social/emotional screening results, and information on special needs (if applicable) to each student's prospective school district. We partner with local school districts to transition our children into Kindergarten because we believe in taking a team approach in equipping our children for success in their next educational setting.



### **Our School Readiness Goals**

Children will regulate their own emotions and behaviors in order to take care of their own needs appropriately, such as zipping coats and tying shoes.

Children will establish and sustain positive relationships and use successful strategies for entering groups.

Children will participate cooperatively and constructively.

Children will demonstrate manipulative skills for gross-motor and fine-motor strength and coordination. Uses a 3-finger grip of dominant hand to hold a writing tool.

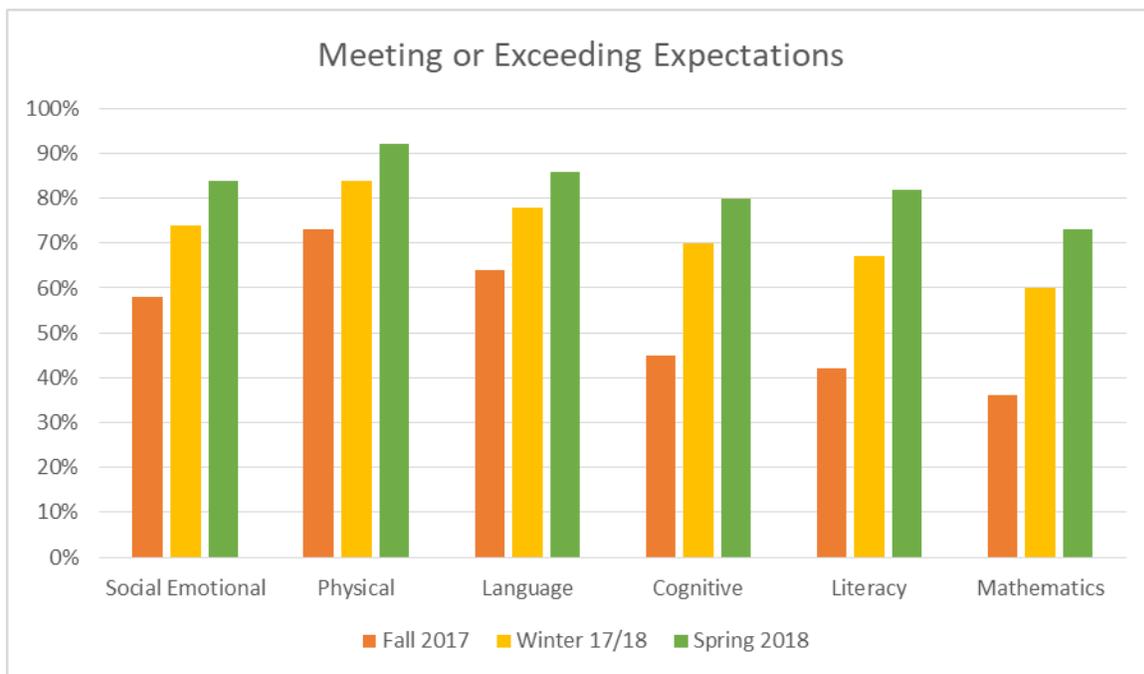
Children will listen to, understand, and comprehend increasingly complex language.

Children will demonstrate the ability to resist distractions, remain positively engaged, and persist at learning tasks.

Children will use number concepts and operations: counts, quantifies (0-5) and connects numerals with their quantities (0-5).

## **Child Outcome Data**

Data from the spring Child Outcomes Report showed gains made in all areas of development and learning. The literacy domain showed the highest gains, boasting a 40% increase of children moving from below age-appropriate expectations to meeting or exceeding age-appropriate expectations, from the start of the school year to the end of the school year. A comparison of the percentage of children meeting & exceeding expectations for each area throughout the school year is illustrated below.



# Comprehensive Services

## **Health**

In the area of health, we completed or obtained basic screenings to identify needs and encourage follow-up of vision, hearing, speech, lead, hemoglobin, and growth assessments. We partnered with local doctors and medical centers to obtain information for all of our children, in order to assist them in becoming up-to-date on the *Early Periodic Screening Diagnosis and Treatment* recommendation of Medicaid . All children must have a current Medical Statement and all children are encouraged to complete dental exams within 90 days of enrollment. Follow-up for medical or dental concerns is supported by staff, as well as, securing insurance, dental homes, and medical homes for all of the children.

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*99% of Head Start Children Completed Well Child Exams*

*64% of Head Start Children Completed Dental Exams*

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## **Nutrition**

Children participate in group socialization and develop healthy eating habits as they eat meals family style in the classrooms. The children also brush their teeth daily at the center. The Ohio State University Extension Services completed nutritional education programming each week to our classrooms. All kitchen staff and Site Supervisors completed *ServSafe* and/or *Food Handler* training this year. The number of meals served and claimed through the Child and Adult Food Care Program in the 2017-2018 school year are in the corresponding chart.

## **Mental Health & Disabilities**

Our program was able to meet the requirement of serving 10% of our total funded enrollment with students on Individ-

Breakfasts	46,326
Lunches	55,975
PM Snacks	45,945

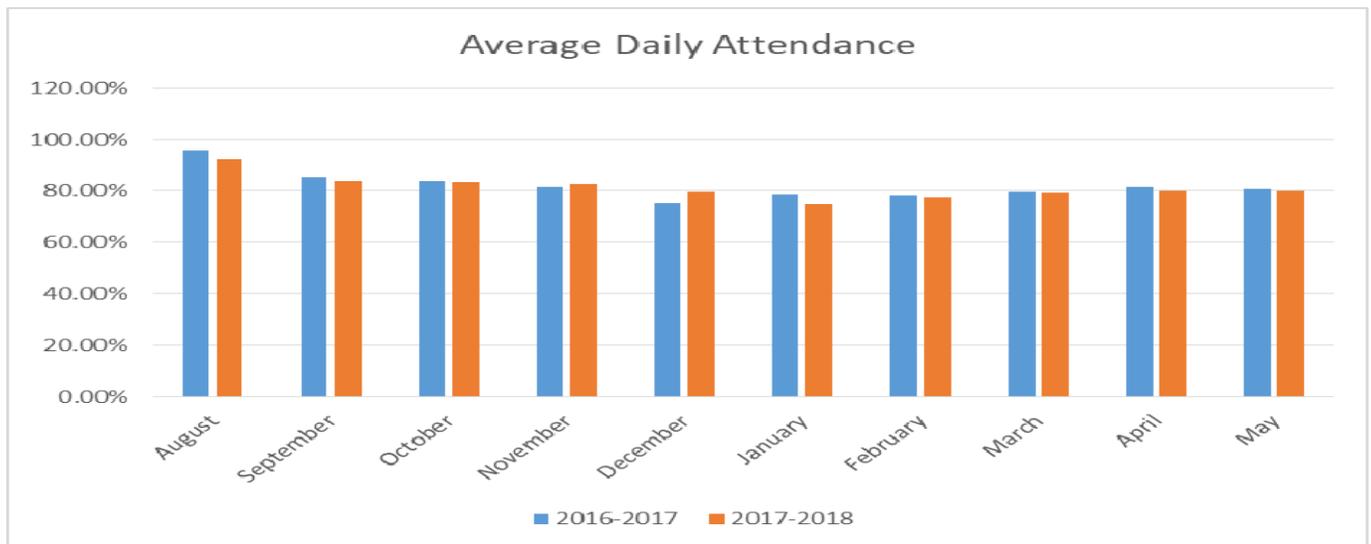
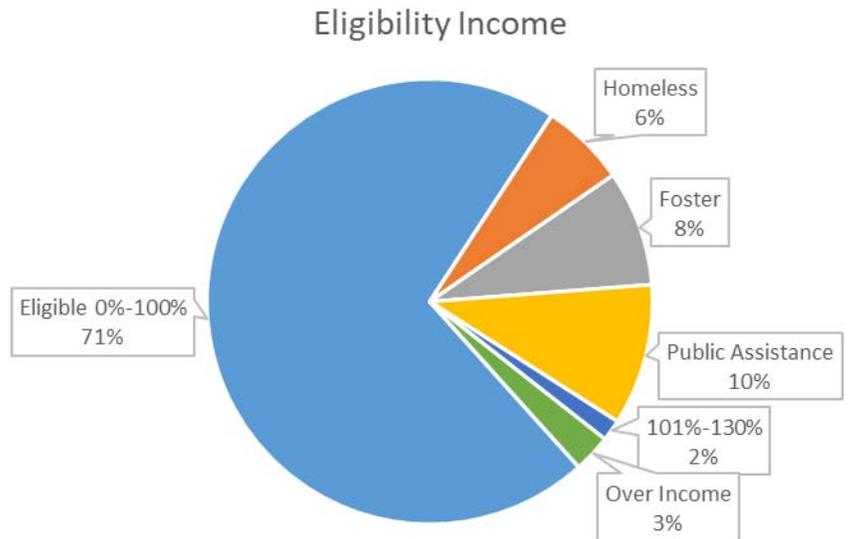
ual Education Plans (IEP). At the end of the program year, 64 children had been identified or placed on an IEP and 99 children received a Mental Health Referral. In Columbiana County, we partnered with the Counseling Center to provide support in all of our classrooms which included the Incredible Years puppet program interacting with all classrooms each month. In Jefferson County, we partnered with Coleman Professional Services who provided intensive intervention for many of our students and offered parenting events.

# Eligibility, Recruitment, Selection, Enrollment, Attendance

Recruiting took place throughout the year, including hosting the annual Big Truck Day and Adventure Day, as well as participation in and various fairs and festivals throughout the service area. We also participated in local community events and holiday parades. All of centers were able to maintain active waitlists all year.

## Enrollment Statistics

Funded Enrollment	552
Children Served	638
Families Served	563
96% Eligible Children Served	612
77% Average Monthly Enrollment (% of Funded Enrollment)	489
Returning Students	204



## Attendance

Children learn more when they attend school regularly, however the hurdles of daily life can make regular attendance challenging at times. In a proactive effort to increase child attendance, we began recognizing children with perfect attendance each month. Additionally, we revised our policy on attendance midyear, in response to analysis data and program feedback. Our efforts were rewarded as we saw a 5% increase ADA in the last three months of the school year.

# Financial Facts

Revenue Type	Revenue Source	Amount
Grant	US Dept. of Health & Human Services	\$5,220,245
Program Income	Cooperation for Ohio Appalachian Development	\$9,000
Program Income	Kent State University	\$750
Program Income	Mount Vernon Nazarene University	\$30
Program Income	Belmont Jefferson Waste Program	\$50

Projected Budget	Amount
Personnel	\$2,515,868.00
Fringe Benefits	\$685,504.00
Travel	\$19,791.00
Equipment	\$112,017.00
Supplies	\$233,997.00
Contractual	\$554,620.00
Other	\$654,306.00
Indirect Costs	\$443,142.00
<b>Total</b>	<b>\$5,220,245.00</b>

Expenditures	Amount
Personnel	\$2,417,256 .00
Fringe Benefits	\$669,537.33
Travel	\$17,665.58
Equipment	\$101,334.00
Supplies	\$366,345.44
Contractual	\$511,212.96
Other	\$720,317.15
Indirect Costs	\$426,405.66
<b>Total</b>	<b>\$5,230,075</b>
Note: includes Program Income of \$9,830	

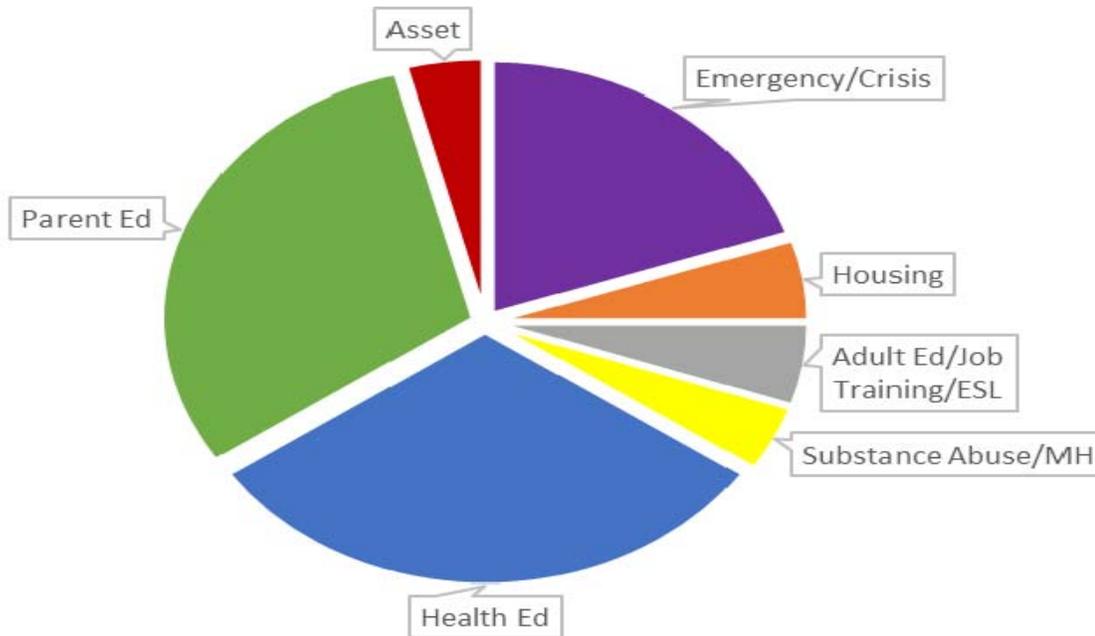
## Budget Explanation

Type	Explanation
Personnel	Wages for all Head Start Staff
Fringe Benefits	FICA, unemployment/workers' compensation, long term disability, retirement, health/life insurance
Travel	Travel that may be needed outside the county, overnight, and lodging for trainings/meetings
Supplies	General office, postage, child/classroom/family service, food service, meeting, disabilities, maintenance/building safety
Contractual	Mental Health services, transportation services, refuse removal, security, water cooler, lawn care/snow removal, extermination
Other	Rent, utilities, phone/internet, maintenance, building/child insurance, legal services, publications, advertising, printing, copies, recruiting supplies, background checks, child abuse training, local mileage, technical training, miscellaneous items where appropriate
Indirect Cost	Administrative overhead (Administration, Finance, Human Resources)

# **Family Partnerships & Well-Being**

Our team of Family Advocates work closely with all of our enrolled families to provide support in any area a family identified as a need, while celebrating their strengths. The families that participated in our program were from diverse backgrounds. Throughout the school year parents attended center celebrations, educational workshops, parent meetings, and some parents participated on Policy Council.

Services Received



Family Services by the Numbers

Emergency/Crisis	—215
Housing	—56
Adult Education/Job Training/English as a Second Language	—57
Substance Abuse/Mental Health	—46
Health Education	—336
Parenting Education	—330
Asset Building	—44

## **Father Involvement**

We had a record number of 237 fathers involved in child development experiences this year. This included parent-teacher conferences and celebrations. Each center hosted a “Father Involvement” night to honor the father figures in our children’s lives.



# **Community Partnerships**

## **Supervised Visitations**

In March 2017, we entered into a strategic partnership with Columbiana County Children Services to provide staffing and space for supervised visitation services. These visits took place between children who were in the county's custody and their biological family members, providing a safe environment with an opportunity for parents to build upon their parenting skills. The CAA staff member supervising the visit ensured the safety of the children at all times and were able to support the parent by offering guidance, if needed. The CAA worker completed documentation on each visit, tracking progress made over time. The agency provided these services for an average of 12 –18 families concurrently and have supervised approximately 45 families total.

## **1st Annual Trunk or Treat**

On October 26, we hosted our 1st annual Trunk or Treat. We had a total of 9 car participants, including several of our community partners (WIC, Ohio Valley College of Technology, and our local JFS). We provided a fun and safe place for Halloween fun for 255 children and their families! We are excited to continue this new tradition.



## **Reviews & Audits**

### **Site Monitoring Visit—Early Childhood Education Grant—11/8/2017**

- Our ECE grant specialist visited our Adena and Tiltonsville sites on November 8th and completed a paperwork review. During the review, it was found that income verification did not meet the ECE program requirements. A Corrective Action Plan was created, submitted, approved, and implemented for the rest of the school year.

### **Single Agency Audit for 2017**

- The Independent Auditor's opinion was, "...the consolidated financial statements referred to above presented fairly, in all material respects, the financial position of the [CAA of CC] and subsidiary as of December 31, 2017 and 2016, and the changes in their net assets and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America." There was one material weakness and four significant deficiencies found, all related to procedures to increase internal control mechanisms, however the agency was still considered a "Low-risk Auditee."



## WE STRIVE FOR EXCELLENCE

At the Community Action Agency of Columbiana County Head Start Program, we are committed to providing high quality early education and family services for the children and families in Columbiana and Jefferson Counties. Through a diverse and well-rounded schedule of daily activities, we seek to help each child develop to his or her fullest ability as he or she prepares for Kindergarten and life beyond school.

During the 2017-2018 program year, we continued to implement changes that coordinated with new federal standards set by our funders and improved existing procedures. We reviewed data throughout the year to guide decision making that ultimately improved each area of our program. Each year, we challenge ourselves to be the best that we can be as we set out to be an asset to the communities that we serve.

Through strategic planning of long term goals and short term objectives, action steps, which includes providing training to staff, working together with others in our service area, and committing to continuous improvement, we will be able to effectively carry out our mission for the direction of our program. Thank you to each person who impacts our program!

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