

CLINTON COUNTY COMMUNITY ACTION PROGRAM, INC.

HEAD START ANNUAL REPORT

2014

789 N. NELSON AVE. WILMINGTON, OH. 45177



CLINTON COUNTY COMMUNITY ACTION HEAD START PROGRAM PHILOSOPHY

Clinton County Head Start recognizes that the family, community, and staff contribute to the child's total development and Head Start experience. We concentrate in the areas of Health, Nutrition, Education, Social service, and Parent Involvement.

As the family is fundamental to the child's development, parents play an important role in developing policies, volunteering their time, and other program participation.

The Head Start program is based on the premise that all children share certain needs, and that children of economically disadvantaged families, in particular, can benefit from a comprehensive developmental program to meet those needs. The Head Start program's approach is based on the philosophy that:

A child can benefit from a comprehensive, interdisciplinary program to foster development and remedy problems as expressed in a broad range of services that the child's entire family, as well as the community, must be involved in.

The program should maximize the strengths and unique experiences of each child. The family, which is perceived as the principle influence on the child's development, must be a direct participant in the program. The program will be committed to helping each child become ready to learn, and prepare for a successful school experience.

HEAD START VALUE STATEMENT

Head Start Believes:

All children and families of our community should be served in a responsible, respectful, and reliable manner.

In committing to the children and families.

In the offering of compassion and flexibility of our TEAM to communicate and advocate for the children and the families.

HEAD START MISSION STATEMENT

To engage families in understanding their roles in regards to advocacy, community partnerships, and child development in order to prepare children for success in school and life.



CLINTON COUNTY BOARD OF TRUSTEES

PUBLIC SECTOR

Wilmington City Schools

J.B. Stamper

Blanchester Office of the Mayor

Cindy Sutton

Wilmington Office of the Mayor

Randy Riley

Martinsville Office of the Mayor

Kenna Edwards

LOW INCOME SECTOR

Sabina

Harold Anderson

Wilmington

James Dixon

New Vienna

Bill Flint

Wilmington

Joan Burge

Wilmington Head Start Policy Council Rep.

Lori Dove

PRIVATE SECTOR

Bar Association

Michael Daugherty

Ministerial Association

Dean Feldmeyer

Board of Realtors

Martha Saylor

Clinton Adult New Readers

Nan Kennelly

Clinton County Homeless Shelter

Denise Stryker

CONSULTANT

Wilmington College Professors
of Early Childhood Education

Prof. Michelle Berry & Terry Miller



CLINTON COUNTY COMMUNITY ACTION HEAD START POLICY COUNCIL

POLICY COUNCIL PARENTS

Lori Dove
Brittney West
Whitney Livingston
Delilah Stevenson
Elizabeth Bolling
April Action

POLICY COUNCIL COMMUNITY REPRESENTATIVES

Kym Cooper-Parks

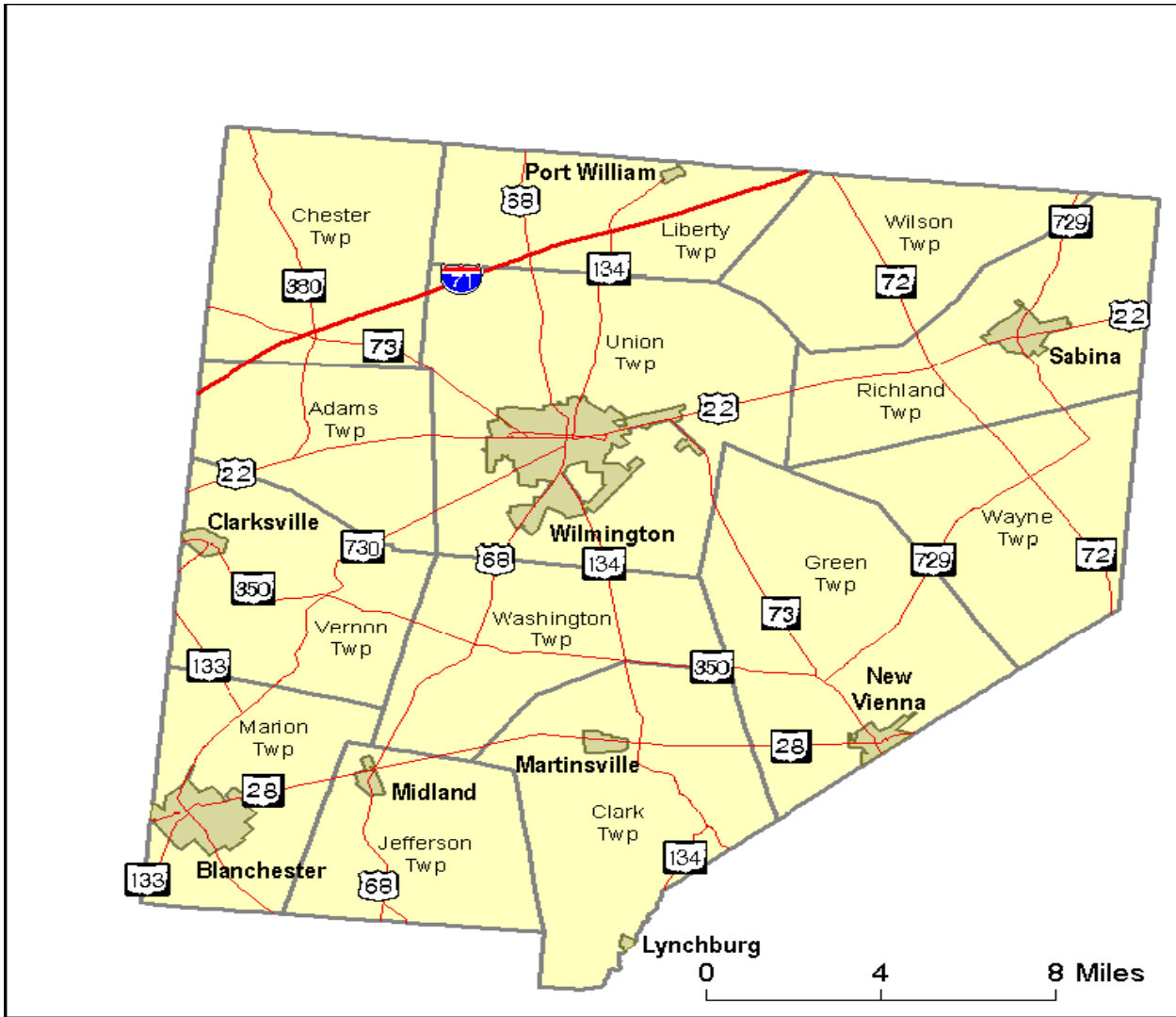
United Way Coordinator

Eleanor Harris

Harvest of Gold

Pamela Walker Bauer

Clinton Co. Health Commissioner



DISTRIBUTION OF HEAD START CHILDREN 13-14

WILMINGTON	72
CLARKSVILLE	7
SABINA	9
MIDLAND	10
BLANCHESTER	11
NEW VIENNA	10
MARTINSVILLE	14
CUBA	2
REESVILLE	<u>3</u>
Yearly TOTAL	138

AVERAGE MONTHLY ENROLLMENT AND % OF ELIGIBLE CHILDREN

Approximate 15% of the population lives at below 50% - 99% of poverty. There are 6.3% of children in the county under 5 years of age. Therefore there are approximately 399 eligible children living in poverty in the county.

126 ENROLLED each month 2013-14 (126 children)

4 % of total 126 were OVER INCOME

122% Of the 126 children were income eligible.



HEAD START STAFF

TEACHING STAFF

Doreen Arnett
Cara George
Anita Bates
Cindy Black
Sandy Burns
Kaci Jenkins
Jonda McCarren
Amy Collins

Karen Wells
Jennifer Brown

TEACHING SUBS

Tammy Allen
Melodee Hilderbrant

TRANSPORTATION STAFF



Jody Bailey, Driver
Amy Rowe, Driver
Bill Pence, Driver
Janice Johns, Driver
Carlos Mojica Jr., Rider
Jane Walters, Rider
William Pence Sr., Bus Rider
Laurey Bennett

NUTRITION STAFF



Cheryl Utley
Jonda Newbry

OFFICE STAFF

Dorothy Huffman



MANAGEMENT STAFF

Robin Crone, Education/Parent Involvement /Family Service Coordinator
Debbie Greene, Transportation/Enrollment/Recruitment /Selection Coordinator
Kristal Stanley, Health/Nutrition/Mental Health/Disabilities Services Coordinator
Cathy Crowe, Education Center Operation/Program Quality Assurance Coordinator

FOSTER GRANDPARENTS

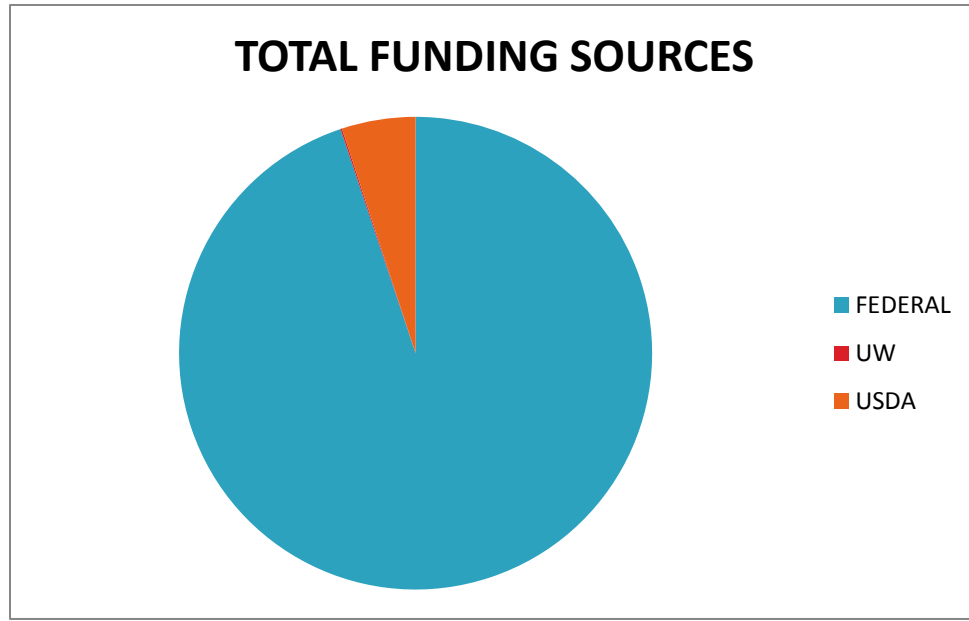
Mary Curtis
Virginia McKinney
Linda Musser
Marcella Ross
Betty Hall

DIRECTOR

Carole Erdman



TOTAL AMOUNT OF PUBLIC AND PRIVATE FUNDS 13-14



FEDERAL	\$ 871638.00	
UNITED WAY	6,000.00	.005
USDA	45,024.00	.05

EXPLANATION OF BUDGETARY EXPENDITURES 13-14

- 59% of the budget was expended on salaries.
- 22% of the budget was expended on fringe benefits.
- .007% was expended on classroom supplies.
- 4% was expended on gas, vehicle maintenance, insurance, new buses.
- 1% was expended on items such as paper products, travel, phone service, liability and bonding insurance, kitchen supplies, painting classrooms, waxing floors of classrooms, mulch for the playground, computer system repair, trainings, office supplies, etc.
- 2%T/TA Expenses

Total Agency Budget: See Page



RESULTS OF MOST RECENT FEDERAL REVIEW AND AGENCY AUDIT

FEDERAL REVIEW April, 2014

No deficiencies were found during our recent Federal Review. There was one out of compliance issue regarding the Child Development Outreach Program (CDOP) which provides space for children with disabilities. These children are not enrolled Head Start children. They are part of CDOP and their expenses are covered by the schools district they are a resident. We have space for 10 more children than the Federal Head Start agency is paying for. The problem with this arrangement, from the Federal reviewers point of view was that the school systems was not paying their share and they believed these children were taking the place of children on the waiting list for Head Start. We believe that the schools were paying their fair share and none of these children ever took the place of a child on the Head Start waiting list. We will have to see what we need to do so we can continue with this well received and needed program.

AGENCY AUDIT

Clean Audit for 2013



PERCENTAGE OF ENROLLED CHILDREN THAT RECEIVED MEDICAL AND DENTAL EXAMS 13-14

1. 100 % of all children who attended Head Start completed their initial physical exams.
2. 99% of enrolled children completed their initial dental exam.
3. 20 % of all the Head Start children were identified as having a special need and all received services at the Head Start center. The program is only required to enroll 10% of children with special needs. We work very closely with all school systems and Help Me Grow to provide appropriate placement for these children.



PARENT INVOLVEMENT ACTIVITIES ACCOMPLISHED 13-14

PARENT DANCE
CHRISTMAS PROGRAM
PARENT MEETINGS
BUDGET COMMITTEE
FISHING DERBY
ZOO

VARIOUS FIELD TRIPS
PARENT TRAINING CONFERENCE
PARENTING CLASSES
CURRICULUM COMMITTEE
POLICY COUNCIL

STEP UP TO QUALITY

STATE FUNDED QUALITY RATING SYSTEM



What is Step Up To Quality?

- Voluntary quality rating system for ODJFS licensed programs.
- Four levels of program quality above Ohio's health and safety licensing standards.
- Provides supports and awards to assist programs in achieving and maintaining a Star rating.

What are the Goals?

- Improve the quality of early care and education settings in order to support children's optimal development and learning.
- Provide parents with an easy to use tool to assist them in selecting quality early care and education programs for their children.

How does a quality rating system support children's development & learning?

- Clearly defines the research-based elements of quality.
- Provides targeted supports and resources to improve program quality system-wide.
- Informs parents and the public about the importance of quality programs.

Eligibility for Participation

- Recognizes programs that achieve higher levels of quality.
- Programs must be licensed by ODJFS (centers, Type A homes).

- Programs must not have received a letter of intent to revoke the child care license in the past 48 months.

Star Rating

****CLINTON COUNTY COMMUNITY ACTION HEAD START HAS BEEN RECERTIFIED AS THREE STAR CENTER FOR OUR FOURTH YEAR AND A FOUR STAR CENTER FOR ONE YEAR. WE WILL BE APPLYING FOR A FIVE STAR RATING IN 14-15 SCHOOL YEAR. THIS WILL BE THE HIGHEST RATING YOU CAN ACHIEVE IN OHIO.****

STRATEGIC PLAN GOALS AND ACCOMPLISHMENTS

13-14

GOAL: To provide all families with an opportunity to participate in “The Club” mentoring program. This will occur 2 times a month starting Jan. 2014.

GOAL: Facebook Page for Head Start will be created and maintained for the organization which will provide information on the program and services.

-This was accomplished on August, 2013

Goal: Additional centers will be opened in outlying areas of the county.

-A meeting took place with several rural school districts to determine if there would be room in the schools for a Head Start classroom. It was determined none of the districts has available room at this time but would be interested in the future partnering with Head Start.

Goal: Head Start employees form a committee to enhance open communication Consistency, and team building.

-Meeting took place with top management of CAP. It was decided to survey the employees to see if they would be interested in some form of recognition on an agency level. The results of the survey were the majority of the employees who responded did not want recognition. Committee dissolved.

STRATEGIC PLAN FOR 13-16

1. To provide all families an opportunity to participate in “The Club” mentoring program which will occur 2 times a month.
2. A Facebook Page will be created and maintained for the organization which will provide information on programs and services.
3. Additional centers will be opened in outlying areas of the county.
4. Head Start employees openly communicate their ideas and opinions in order to further enhance operations of the program by forming a committee which will strive for open communication, consistency, and team building which, if permissible, will include all CAP departments.
5. The number of Wilmington College students placed through Early Childhood Education department and /or the Green Chip Program will increase over the next 3 years.

CHILD OUTCOMES 13-14

Spring 2014 Child On-going Assessment Report

of Head Start children 128-133

Data is gathered on the children's progress in the areas of Social/Emotional, Gross Motor, Fine Motor, Language, Cognitive, Literacy, and Mathematics in the Fall, Winter and Spring.

The data shows that the majority of the children entered the Head Start Program below the academic level in comparison to other children their age.

<u>Fall 2013</u>	<u>Winter 2014</u>	<u>Spring 2014</u>
118 children were below the Widely Held Expectations of Children ages 3-5	90 children were below the Widely Held Expectations of Children ages 3-5	57 children were below the Widely Held Expectations of Children ages 3-5
8 children met the Widely Held Expectations of Children ages 3-5	39 children met the Widely Held Expectations of Children ages 3-5	61 children met the Widely Held Expectations of Children ages 3-5
0 children exceeded the Widely Held Expectations of Children ages 3-5	0 children exceeded the Widely Held Expectations of Children ages 3-5	10 children exceeded the Widely Held Expectations of Children ages 3-5

Kindergarten Preparation Activities:

1. Using an assessment tool to discover areas of skills children need to strengthen and adding activities to each lesson plan that addresses these needs so that children are prepared for kindergarten.
2. Parents are made aware of the skills children need for kindergarten and they are given activities to do at home to help their child.
3. Program also uses "Every Day Math" and "Handwriting without Tears" which are used in public schools to help with transition.
4. Kindergarten Make-it Take It was provided by two of our teachers, so the parents can continue to work with their children during the summer.
5. Children visited their school which they would be attending in fall and had an opportunity to be in a Kindergarten classroom and meet the teacher.
6. Education Coordinator and Program Director met with all the curriculum directors from each school district and reviewed the curriculum which the program utilized, what other services the program provides, and then asked each to provide the program with suggestions for preparing the children to be successful in their school system. They then emailed the program their suggestions which became a part of our curriculum efforts. Only a few of the suggestions were things we were not already practicing.

School Readiness Plan Summary

The School Readiness Plan consists of our Head Start Child Outcomes School Readiness Goals and Alignments, screening procedures, On-going Assessment procedures, use of children progress planning, and agency program improvement.

Head Start Child Outcomes School Readiness Goals - This encompasses the areas of Social/Emotional, Gross Motor, Fine Motor, Language, Cognitive, Literacy, and Mathematics.

Alignments – The Head Start Child Outcomes, School Readiness Goals, Ohio Pre-Kindergarten Learning Standards and the Creative Curriculum (center curriculum) are aligned with each other to ensure that all goals are being addressed with the children.

Screening procedures – Screenings are completed on each Head Start child no less than once per program year. Teachers use screening data for planning for the children as individuals and as a whole group.

On-going Assessment – During the program year the teachers collect data on the children and input the data on an online tracking program. This collection is gathered in the fall, winter and spring. Reports are analyzed and used for planning for the children, teacher professional development and program improvements. Ongoing Assessment information is shared with the teachers, parents, and Head Start staff, Policy Council Members, Clinton County CAP Board and the Self-Assessment Team.

For a more detailed break out of the above information contact Robin Crone, Education Coordinator at 937-382-5624.

SCHOOL READINESS PLAN AND GOALS

Clinton County School Readiness Plan 13-14

Clinton County Head Start has established School Readiness Goals for the children to obtain at the duration of their Head Start Experience. The teachers will use the goals in planning for the children.

Along with the School Readiness Goals we have created an alignment that includes the Head Start Child Development and Early Learning Framework, Ohio Pre-Kindergarten Content Standards and the Teaching Strategies Gold Objectives for Development & Learning: Birth through Kindergarten on-going assessment which is supported by our curriculum Creative Curriculum.

The progress of the School Readiness Goals and the children's progress will be tracked by the teachers on the Teaching Strategies Gold Objectives for Development & Learning: Birth Through Kindergarten. The first data input is due by November 15, the second by February 14, and the third is due by the end date of the program year.

Reports from the Teaching Strategies Gold Objectives for Development & Learning: Birth Through Kindergarten on-going assessment will be pulled in December, March and the end of May. These reports will reflect overall agency progress, individual classroom progress, progress by ages of the children, by gender, and will compare the data with previous program year to the present program year. The agency data report is reported to the Policy Council, Parents, Agency Board, Head Start Staff and the Self-Assessment team.

Based on the analyzes of the reports from the Teaching Strategies Gold Objectives for Development & Learning on-going assessment: Birth Through Kindergarten we will determine if we have set appropriate School Readiness Goals, or if we need to provide more training for the teachers in a particular area. Also, it will give evidence on the following: how the children are doing compared to a normative group, attendance related issues, and English language learners progress. All of this data will be compiled for program improvement.

Along with the Teaching Strategies Gold Objectives for Development & Learning: Birth Through Kindergarten on-going assessment the program uses a standardized screening tool Learning Accomplish Profile Screen (LAP-D).When further assessment is needed then the Learning Accomplish Profile-Diagnostic Assessment is completed.

Additionally, the teachers use informal assessments in the classroom to check and track the skills that the children exhibit on a daily basis.

Furthermore, the data that the teachers gather through observation, informal assessments, Learning Accomplish Profile Screen and Teaching Strategies Gold Objectives for Development & Learning: Birth Through Kindergarten on-going assessment are used in planning a developmentally appropriate curriculum to meet all the children's needs and way of learning.

Clinton County Head Start School Readiness Goals 13-14

Cognition & General Knowledge			
Mathematics	Logic & Reasoning	Science	Social Studies
Children will use math in their day to day routines to problem solve, communicate, count compare and pattern.	Children will demonstrate the ability to use symbolic representation, problem-solving skills and reasoning.	Children will investigate their environment through the use of observation, asking questions, and developing hypotheses.	Children will understand that they are a part of a family unit, the community in which they live, and appreciate the differences for the people and their environment. Children will identify events from the past, present and the future.
Language & Literacy			
Literacy		Language	
Children will have the understanding of writing tools and materials to write letters and words to effectively communicate with others (expressive and receptive language). Children will demonstrate knowledge of alphabets and phonological awareness by using letter names and sounds in speech. Children will gain an appreciation of books, the usage of them, the ability to share them with others and to use them in everyday play experiences.		Children will comprehend and use language to communicate with peers and adults to express their thoughts needs and feelings.	
Approaches to Learning			
Approaches to Learning		Creative Arts	
Children will exhibit initiative and curiosity in everyday play while being in continued interest for duration of time. Children will share and play with others cooperatively.		Children will express their individuality through music, creative movement, dance, and art.	
Social & Emotional Development			
Children will demonstrate a positive self concept and the capacity to build relationships with others. Child will identify and adjust their attention, emotions, behavior and impulses.			
Physical Development & Health			
Children will demonstrate safe, health and nutritional habits. Children will display control of fine motor muscles in writing, using utensils, manipulating objects and self-help skills. Children will exhibit control of their gross motor muscles for movement and balance.			
English Language Development			

Children will maintain their home language while acquiring receptive and expressive language skills in English.

CLINTON COUNTY COMMUNITY ACTION PROGRAM INFORMATION

Primary Goal: To work toward the elimination of, or the reduction of, poverty conditions which affect Clinton County residents.

Community Action Main phone number: (937)382-8365

Head Start: (937)382-5624

Wilmington Savings Bank Senior Citizens Center: (937)382-7170

Provides the following services:

Transportation

Case management

Electronic monitoring system

Environmental services (major house cleaning pest Control, waste disposal)

Home delivered meals

Homemaker Services

Home Repair

Personal Care Services

Respite Care Services (937)655-2152

Congregate meals

Socialization/Recreation

Nutrition - Emergency Food Pantry (937)382-0225

Emergency Medical Transportation (937)382-0225

Heating/Housing Assistance -

Home Weatherization Assistance Program (937)382-0766

Home Energy Assistance Program (937)382-1234

Senior Housing	(937)382-8886
Moderate & Low Income Housing	(937)382-8886
CARS Program	(937)382-8365

BOARD REPORT JUNE 2014

	Approved Budget	Time Into Program	Year to Date	Balance
CSBG 1/1/12-12/31/13	\$ 292,984	24 MO	\$ 285,249	\$ 7,735
CSBG 1/1/14-12/31/15	\$ 258,056	6 MO	\$ 75,718	\$ 182,338
DOE 108 10/13-6/14	\$ 183,569	9 MO	\$ 168,878	\$ 14,691
HHS 108 7/1/13-6/30/14	\$ 390,895	12 MO	\$ 346,471	\$ 44,424
HOME ENERGY ASSISTANCE				
HEAP 9/1/13-8/31/14	\$ 172,800	10 MO	\$ 149,420	\$ 23,380
HEAP EMERGENCY 11/1/13-4/15/14	\$ 700,000		\$ 379,819	\$ 320,181
U WAY LD MED TRANS 7/13-6/14	\$ 1,950	12 MO	\$ 1,950	\$ -
FOOD PANTRY 7/13-6/14	\$ 37,931	12 MO	\$ 26,064	\$ 11,868
FEDERAL HEAD START 7/1/13-6/30/14				
PA 22 General	\$ 871,638	12 MO	\$ 871,638	\$ 0
PA 20 T & TA	\$ 16,285		\$ 16,285	\$ 0
TOTAL	\$ 887,923		\$ 887,923	\$ 0
Fundraiser	\$ 9,609		\$ 7,743	\$ 1,866
Inkind	\$ 221,981		\$ 221,981	\$ 0
United Way	\$ 12,371		\$ 10,453	\$ 1,918
USDA HS 10/13-9/14	\$ 45,028	9 MO	\$ 45,024	\$ 4
USDA HS 10/12-9/13	\$ 53,656	12 MO	\$ 53,725	\$ (68)
CCDF QUALITY IMPROVEMENT 7/13-6/14	\$ 6,000	12 MO	\$ 6,000	\$ -
CHILD DEVELOPMENT OUTREACH 7/13-6/14	\$ 16,988	12 MO	\$ 13,826	\$ 3,162
GENERAL FUND 7/13-6/14	\$ 469,939	12 MO	\$ 473,589	\$ (3,650)
Council on Aging				
SENIOR TITLE III 10/12-9/13	\$ 239,486	12 MO	\$ 240,240	\$ (754)
SENIOR TITLE III 10/13-9/14	\$ 168,812	9 MO	\$ 198,517	\$ (29,705)
ESP I&ACM 1/13-12/13	\$ 239,486	12 MO	\$ 240,453	\$ (967)
ESP I&ACM 1/14-1/14	\$ 23,518	1 MO	\$ 23,338	\$ 180
ESP MED TRANS 1/12-7/14	\$ 13,343	30 MO	\$ 14,039	\$ (696)
ESP HOMEMAKER 1/12-1/14	\$ 651,259	30 MO	\$ 669,960	\$ (18,701)
HOME DEL 7/12-12/14	\$ 744,875	24 MO	\$ 769,036	\$ (24,161)
WILMINGTON SENIOR CENTER 7/13-6/14	\$ 50,411	12 MO	\$ 46,311	\$ 4,100
PASSPORT 7/12-6/14	\$ 86,227	24 MO	\$ 87,855	\$ (1,628)
WARM CHOICE 1/1/12-3/31/14	\$ 165,900	27 MO	\$ 124,324	\$ 41,576
WARM CHOICE 4/1/14-12/13/14	\$ 64,400	3 MO	\$ 4,801	\$ 59,599
DPL SMART ENERGY 1/1/11-12/31/13	\$ 190,000	38 MO	\$ 166,254	\$ 23,746
DPL SMART ENERGY 1/1/14-12/31/15	\$ 70,000	6 MO	\$ 23,649	\$ 46,351
COMMUNITY CONNECTIONS 6/1/11-5/31/14	\$350,000	38 MO	\$ 244,687	\$ 105,313
COMMUNITY CONNECTIONS 6/1/14-5/31/16	\$170,000	1 MO	\$ 8,145	\$ 161,855
VEDO TEAM 11 1/1/12-12/31/14	\$75,000	30 MO	\$ 45,263	\$ 29,737
BINGO 11/13-10/14	\$ 14,984	8 MO	\$ 9,897	\$ 5,087
CLINTON MAID 7/13-6/14	\$ 26,249	12 MO	\$ 24,796	\$ 1,453
CARS 7/13-6/14	\$ 72,295	12 MO	\$ 53,471	\$ 18,823
WILMINGTON APARTMENT 7/13-6/14	\$ 312,815	12 MO	\$ 267,229	\$ 45,586
COMMUNITY COMMONS 1/1/14-6/30/14	\$ 180,914	4 MO	\$ 97,383	\$ 83,531
SYEP 5/1/14-10/31/14	\$ 13,756	2 MO	\$ 14,263	\$ (506)