

Bi-CAP Head Start



Annual Report

9-1-2008 through 8-31-2009

Bi-CAP's mission
is to help low income people
obtain self-sufficiency.

Bi-County Community Action
Programs, Inc.
2529 15th Street NW
Bemidji, MN 56601



Introduction and Table of Contents

Bi-CAP Head Start must make available to the public a report published at least once each fiscal year. (Head Start for School Readiness Act of 2007 Sec. 644. ADMINISTRATIVE REQUIREMENTS AND STANDARDS [42 U.S.C. 9839]) The report must disclose the following information from the most recently concluded fiscal year:

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Bi-CAP Head Start Mission Statement

“Bi-CAP Head Start is committed to offering diverse groups of children and families individualized opportunities to continue their growth and development through comprehensive services such as health, education and community connections.”

Head Start Philosophy

The philosophy of Bi-CAP's Head Start and Early Head Start program emphasizes that the parent is the primary teacher and influence in their child's education and development. Bi-CAP strongly encourages all parents to become involved in the Head Start and Early Head Start programs in many ways including volunteering in the classroom, participating in parent committees and serving on the Policy Council.



Public and Private Funds Received

FEDERAL HEAD START 05CH0414		FEDERAL EARLY HEAD START 05CH0414	
221 CHILDREN		61 CHILDREN	
Base Grant	\$1,858,515	Base Grant	\$693,654
COLA	0	COLA	0
T/TA	21,008	T/TA	17,341
Supplemental T/TA	15,000		
TOTALS	\$1,894,523	TOTALS	\$710,995
STATE HEAD START			
36 CHILDREN		25 CHILDREN	
Base Grant	304,582	Base Grant	279,131
TOTALS	\$304,582	TOTALS	\$279,131



Head Start Budget

Bi-CAP Head Start Budget Categories

HEAD START BUDGET		EARLY HEAD START BUDGET	
OBJECT CLASS		OBJECT CLASS	
Personnel	60%	Personnel	61%
Fringe Benefits	25%	Fringe Benefits	23%
Travel-out of area	<1%	Travel-out of area	<1%
Contractual	1.5%	Contractual	4.5%
Supplies	1.5%	Supplies	1.8%
Other	12%	Other	9%

Personnel Category

Personnel costs include administrative staff to oversee and direct operational personnel. Supervisory staff provide a manageable ratio of staff to supervisors. Area Managers, Family and Classroom Support Coordinators and Health Coordinators provide support to families and teaching staff, enhance quality, and assist with fulfilling Head Start Performance Standards.

Fringe Benefit Category

Fringe benefits are determined based on standard agency calculations.

All full-time employees received the following benefits:

FICA (.0765)

Worker's Compensation (from .34 to 14.27 per 100)

Unemployment Compensation (6%)

Pension (5%)

Health/Dental/Life/Disability Insurance (from \$14 to \$859 per month)

Travel Category

All local and out of area travel was reimbursed at the federally approved rate of \$.505/mile for personal vehicles.

Employees are expected to use agency vehicles wherever available. Lodging and meals for out of area travel were reimbursed at the actual costs.

Contractual Category

Contractual costs include:

Childcare Provider Fees at BSU Campus Childcare and Caring Hands Childcare center in Blackduck.

Software Support

Supplies Category

Classroom and Diapering

RIF Books, Reference Materials, Subscriptions

Special Needs Adaptations

Meetings and Advisory Board

Office Supplies and Bathroom/Cleaning

Medical supplies

Food services (not reimbursable through Child and Adult Care Feeding Program)



Head Start Budget (continued)

Other Category

Rent

Utilities, Telephone

Building & Child Liability Insurance

Building Maintenance/Repair

Local Travel - mileage reimbursement, gas, repair, insurance

Nutrition Consultant

Child Services Provided by Consultant—Mental Health

Parent Services- assistance to families including childcare, limited transportation assistance, car repair, etc.

Accounting Audit and Legal Services

Advertising/Printing/Postage/Copies

Medical Expense

Dental Expense

Janitorial Services

Dues and Licenses



Number of Children and Families Served, Average Monthly Enrollment, and Percentage of Eligible Children Served

A total of 257 Head Start and 86 Early Head Start children were served with state and federal funding.

The Bi-CAP Head Start and Early Head Start programs maintained 100% full enrollment during the entire year.

The percentage of eligible children served is shown in the table below.

	Funded Enrollment	# Over Income	# With Special Needs
Head Start	257	10 (3.8%)	65 (25%)
Early Head Start	86	3 (3.4%)	12 (14%)

Results of the Most Recent Review and the Financial Audit

The most recent Federal review occurred in October, 2009. Bi-CAP Head Start and Early Head Start programs were found to be in full compliance, with no findings or deficiencies.

The FY 2008 financial audit has not been completed at this time. The audit is scheduled to begin in May, 2010. Information from the previous year's audit follows:

The FY 2007 financial audit was completed in early winter, 2008, with results provided in February, 2009. There was one finding.

Finding 07-1 – Preparation of Financial Statements. “The Organization should have controls in place to prevent or detect a material misstatement in the annual financial statements including footnote disclosures.”

Recommendation—The auditors recommend management become knowledgeable in financial statement preparation so that management can prepare the financial statements for audit purposes.

There were no questioned costs.

A copy of the Auditor's Report in its entirety is available at Bi-CAP.



Percentage of Enrolled Children that Received Medical and Dental Exams

	# Enrolled	Physicals	Dentals	Immunizations
Head Start	257	98.5%	98.5%	100%
		Well Baby Ex-ams	Dentals	Immunizations
Early Head Start	86	92%	28%	92%



Parent Involvement Activities

	EARLY HEAD START	HEAD START
Emergency/crisis intervention needs (food, clothing, shelter)	22	63
Housing assistance (subsidies, utilities, repairs)	43	88
Mental health services	25	66
English as a Second Language (ESL) training	1	1
Adult Education (GED, programs and college selection)	3	11
Job training	9	24
Substance abuse prevention or treatment	3	10
Child abuse and neglect services	2	21
Domestic violence services	0	10
Child support assistance	5	13
Health education	92	258
Assistance to families of incarcerated individuals	3	4
Parenting education	89	263
Marriage education	0	4
WIC	82	234
Father involvement activities	45	167
Services to homeless families	4	18

Bi-CAP believes the parent is the primary teacher and influence in their child's education and development. The Bi-CAP Head Start program strongly encourages all parents to become involved in the Head Start and Early Head Start programs.

Families are also offered numerous parent involvement activities throughout the entire time their child(ren) are enrolled. They include center parent meetings, family events, parent training opportunities, Policy Council meetings, Health Advisory meetings, program self-assessment participation, classroom volunteering, parent/child activities in the home, field trips, home visit and classroom lesson planning, ongoing monitoring activities, and program planning.



Preparing Children for Kindergarten

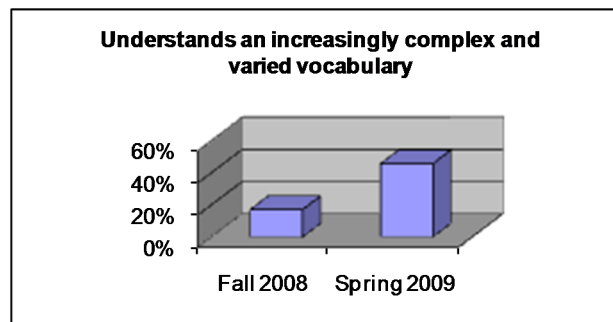
Child outcomes are tracked throughout the year using the Work Sampling System for Head Start. Outcomes data indicate that both three and four year olds are making progress in all domains. However, the statistics indicate that three and four year olds could benefit from additional concentration in the areas of mathematics and literacy to better prepare them for Kindergarten.

Current statistics for four-year-olds follow:

Bi-CAP Head Start Child Outcomes Reporting 2008-09 Program Year

Understands an increasingly complex and varied vocabulary

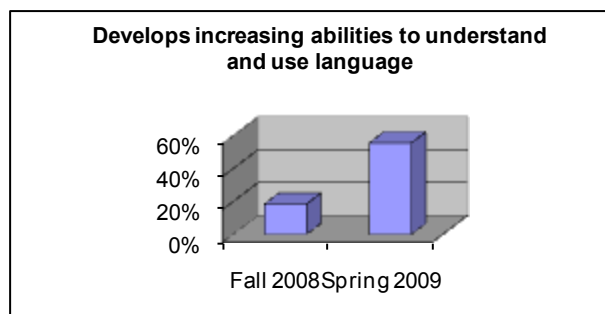
Fall 2008	17%
Spring 2009	46%



For non-English speaking children, progresses in listening and understanding English (n/a)

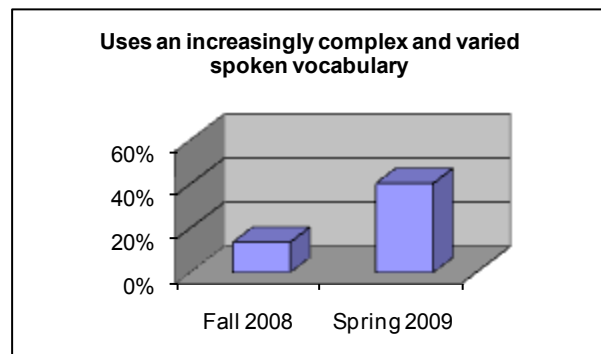
Develops increasing abilities to develop and use language

Fall 2008	19%
Spring 2009	56%



Uses an increasingly complex and varied vocabulary

Fall 2008	14%
Spring 2009	40%

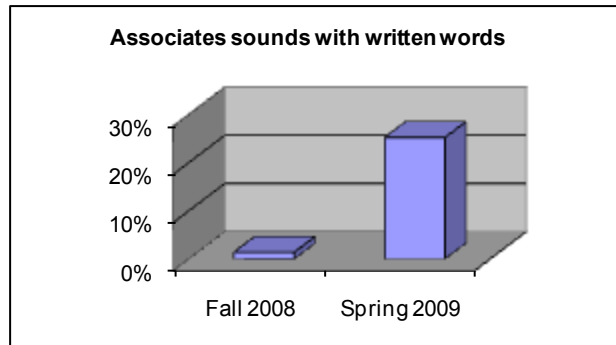




Preparing Children for Kindergarten

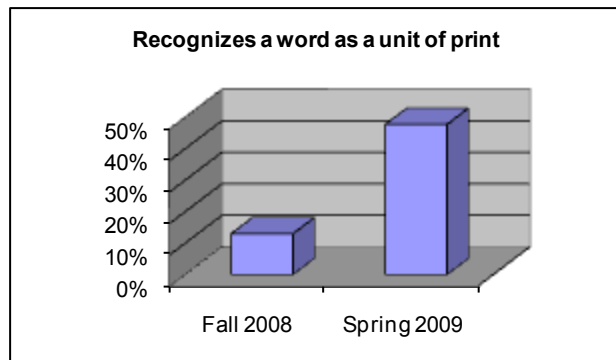
Associates sounds with written words, such as awareness that different words begin with the same sound.

Fall 2008 1%
Spring 2009 25%



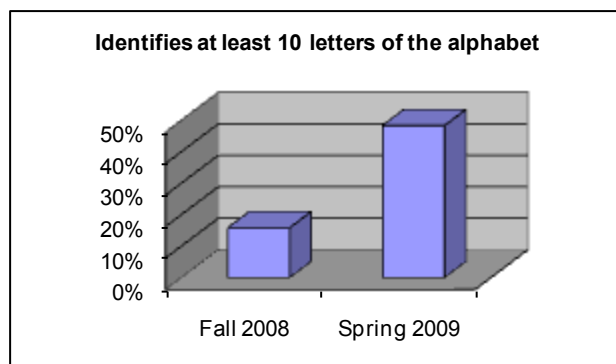
Recognizes a word as a unit of print, or awareness that letters are grouped to form words, and that words are separated by spaces

Fall 2008 13%
Spring 2009 48%



Identifies at least 10 letters of the alphabet, especially those in their own name

Fall 2008 16%
Spring 2009 48%





Preparing Children for Kindergarten

Knows that letters of the alphabet are a special category of visual graphics that can be individually named

Fall 2008 17%
Spring 2009 52%

