



BI-CAP Head Start Annual Report

9-1-2013 through 8-31-2014

Bi-County
Community Action Programs, Inc.
6603 Bemidji Avenue North
Bemidji, MN 56601

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



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	
229 CHILDREN		61 CHILDREN	
Base Grant	\$1,928,737	Base Grant	\$625,659
COLA	0	COLA	0
Quality Imp.	0	Quality Imp.	0
Program Improvement	0		
T/TA (Training)	23,874	T/TA (Training)	18,322
TOTALS	\$1,952,611	TOTALS	\$643,981
FEDERAL GRAND TOTAL			\$2,596,592
STATE HEAD START		STATE EARLY HEAD START	
16 CHILDREN		29 CHILDREN	
Base Grant	142,137	Base Grant	354,677
TOTALS	\$142,137	TOTALS	\$354,677
STATE GRAND TOTAL			\$496,814
TOTAL FEDERAL AND STATE			\$3,093,406

SEQUESTRATION:

Sequestration impacted the program with a 5.27% funding cut totaling \$142,106. The reduced funding forced a reduction of services to 10 Head Start and 5 Early Head Start children and families. This reduction also closed one Early Head Start classroom, which cut 2 teachers, and reduced several other full time positions.



Head Start Budget

BI-CAP Head Start Budget Categories

HEAD START BUDGET		EARLY HEAD START BUDGET	
OBJECT CLASS		OBJECT CLASS	
Personnel	61%	Personnel	63%
Fringe Benefits	21%	Fringe Benefits	23%
Travel-out of area	<1%	Travel-out of area	<1%
Contractual	2%	Contractual	1%
Supplies	3%	Supplies	3%
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 .41 to 8.73 per 100)

Unemployment Compensation (5.44%)

Pension (5%)

Health/Dental/Life/Disability Insurance (Dental from \$26.70-\$71.70; Health is from \$470 to \$945per month; Life is 1.5% of wages)

Travel Category

All local and out of area travel is reimbursed at the federally approved rate of \$.56/mile for personal vehicles, when an agency vehicle is not available. Employees are expected to use agency vehicles wherever available.

Contractual Category

Contractual costs include:

Software Support

Network Support

ERATE Consultant

Supplies Category

Classroom, Formula 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 227 Head Start and 85 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 through April. In May, 3 Federal Head Start slots were not filled because there were less than 60 days remaining in the enrollment year 1305.7(b) Most classrooms close for the school year in May.

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

	Funded Enrollment	Total # of Children Served	# Over Income	# With Special Needs
Head Start	227	258	18 (6%)	62 (24%)
Early Head Start	85	125	0	12 (9%)

Results of the Most Recent Review and the Financial Audit

The most recent Federal review occurred in April, 2013. BI-CAP Head Start and Early Head Start programs were notified of two areas of non-compliance. Both ANC's have since been cleared and closed, and BI-CAP Head Start programs are found to be in full compliance.

The FY 2013 financial audit was issued on June 26, 2014. There were no questioned costs. A copy of the Auditor's Report in it's entirety is available at BI-CAP.



Percentage of Enrolled Children that Received Medical and Dental Exams

	Enrolled Children	Physical Exams Completed	Dental Exams Completed	Immunizations
Head Start	254	98%	96%	98%
		Well Baby Exams Completed		Immunizations
Early Head Start	125	92%	98%	92%



Parent Involvement Activities

	EARLY HEAD START	HEAD START
Emergency/crisis intervention needs (food, clothing, shelter)	45	14
Housing assistance (subsidies, utilities, repairs)	45	26
Mental health services	36	16
English as a Second Language (ESL) training	1	0
Adult Education (GED, programs and college selection)	4	6
Job training	7	6
Substance abuse prevention or treatment	3	0
Child abuse and neglect services	4	1
Domestic violence services	6	0
Child support assistance	0	1
Health education	152	34
Assistance to families of incarcerated individuals	1	0
Parenting education	165	30
Marriage education	1	0
WIC	182	11
Father involvement activities	50	50
Services to homeless families	17	12

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.



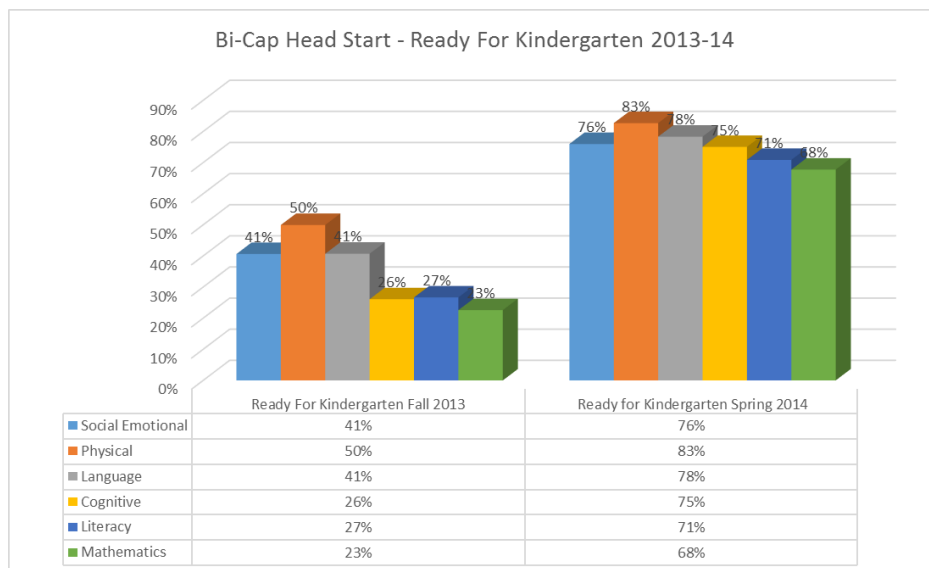
Preparing Children for Kindergarten

BI-CAP Head Start School Readiness Child Outcomes Reporting 2013-2014 Program Year

As per the Head Start Act of 2007 requirements, BI-CAP Head Start has worked with staff, parents and schools, utilizing the MN Early Learning Standards /Guidelines and the Head Start frameworks to develop Early Head Start and Head Start School Readiness Goals. Our School Readiness outcomes are tracked throughout the year using the TS Gold Assessment System for Head Start and Early Head Start. All assessments and outcomes are reviewed and analyzed to determine strengths and weaknesses in the program. Strategies are then put in place for improvement throughout our program management systems, in efforts to improve Head Start’s comprehensive model of service delivery, and ultimately, Head Start children’s school readiness.

2013-14 outcomes data and analysis indicate that children are making progress in all School Readiness domains. Areas of strength show in the domains Physical and Health Development, and Language development. Overall, children had the most growth with a marked improvement of 49%, in Cognitive development. We strive to have 80% of our four year old children reach TS Gold benchmarks for Kindergarten. The Ready for Kindergarten chart indicates children met the Physical development benchmarks. The other domains show improvement, but indicate we are under our 80% benchmark. We attribute this to 38% of the children with a diagnosis to meet an Individual Education Program (IEP) for speech and/or special needs. The two domains that need most improvement are Mathematics and Literacy. Analysis of the data indicate that there is a need to:

- Increase phonological awareness in our curriculum development for classroom and home visits around family engagement and intentional lesson planning.
- Continue to focus on Social Emotional development utilizing PYRAMID strategies, Classroom Assessment Scoring System (CLASS), Curriculum and Child Assessment during Professional Learning Communities by program options to increase skills around:
 - 4 year olds phonological awareness, cooperation, self regulation and managing transitions.
 - 3 year olds phonological awareness, reasoning and problem solving, comparative words, social relationships and self, family and community.
- Continue networking and developing strategies to increase Family Literacy on home visits and Family Engagement for center base classrooms around each child’s school readiness goals and literacy.
- Continue to follow up on Mathematics specific areas for professional development and TS Gold fidelity.
- Follow up with TS Gold fidelity and inter-rater reliability.

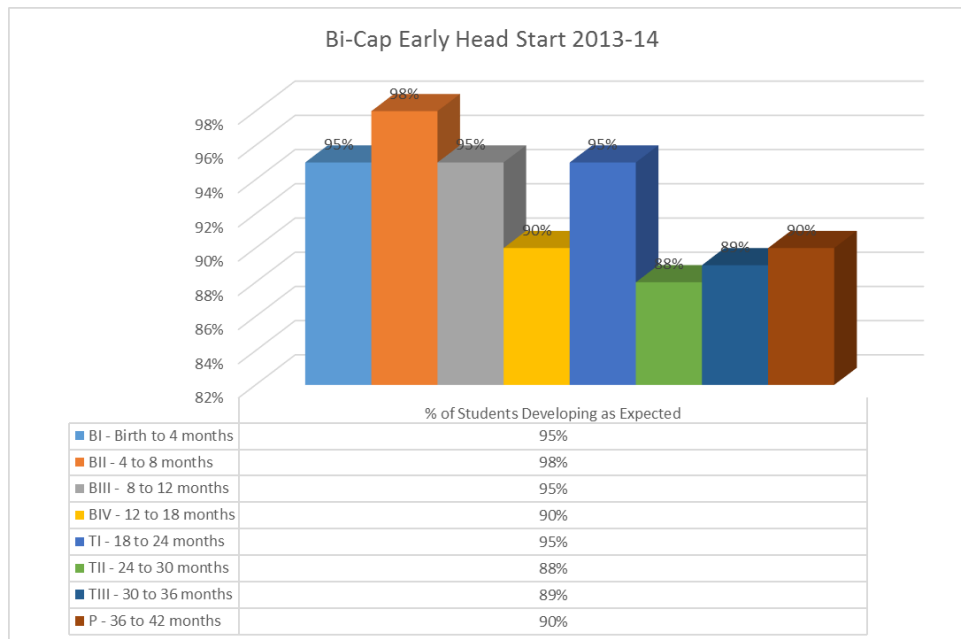




Preparing Children for Kindergarten

As per the chart below, the Early Head Start graph indicates on target development and growth. The lowest percentage of children on target is represented with 88% for 24 to 30 months. Social Emotional and Language development domains were the lowest for this group of children. Children are learning self-regulation and building on their communication skills. Based on the data analysis, programmatic responses will include:

- Piloting the PICCOLO tool on home visits - (Parenting Interactions with Children Checklist Observations linked to Outcomes).
- Facilitating parenting during home visits in the areas of Responsiveness (responding to child’s cues, emotions, words, interests and behaviors) and Teaching (shared conversation and play, cognitive stimulation, explanations, and questions) (PICCOLO)
- Emphasizing curriculum strategies and activities for language development around feelings and social emotional skills in Early Head Start classrooms.



Family Engagement -

Family Engagement is also a priority in our school readiness emphasis and includes engaging families in a multitude of ways, inclusive of:

- Volunteerism
- Parent Trainings
- Specific opportunities for Father Engagement
- Enriching Family Relationships
- HORVS (Home Visitor Observation Rating Scale) measures parent and child engagement during home visits.
- Staff are trained in facilitating home visits to increase family and child engagement and development through school readiness goals.
- Center base programs encourage parent and child engagement with parent and child activities that are founded in school readiness goals.
- Working together with parents on family goals.

Parent classroom, home visit and fieldtrip volunteering is welcomed and encouraged. Monthly parent meetings and/or parent trainings are offered at each site.

BI-CAP Head Start and Early Head Start staff strive hard to offer the best and most comprehensive services to children and families in Beltrami and Cass counties.