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*Serving Beltrami and Cass Counties*

# BI-CAP Head Start: Prenatal to Five Annual Report

7-1-2016 through 6-30-2017



Bi-County  
Community Action Programs, Inc.  
6603 Bemidji Avenue North  
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 2016-17

<b>FEDERAL HEAD START 05CH8396</b>		<b>FEDERAL EARLY HEAD START 05CH8396</b>	
<b>198 CHILDREN</b>		<b>58 CHILDREN</b>	
Base Grant	\$2,123,210	Base Grant	\$730,295
COLA	0	COLA	0
Quality Imp.	0	Quality Imp.	0
Program Improvement	0		
T/TA (Training)	23,874	T/TA (Training)	18,322
<b>TOTALS</b>	<b>\$2,147,084</b>	<b>TOTALS</b>	<b>\$774,094</b>
<b>FEDERAL GRAND TOTAL</b>			<b>\$2,921,178</b>
<b>STATE HEAD START</b>		<b>STATE EARLY HEAD START</b>	
<b>14 CHILDREN</b>		<b>26 CHILDREN</b>	
Base Grant	\$157,137	Base Grant	\$346,996
<b>TOTALS</b>	<b>\$157,137</b>	<b>TOTALS</b>	<b>\$346,996</b>
<b>STATE GRAND TOTAL</b>			<b>\$504,133</b>
<b>Early Learning Scholarships</b>			<b>\$150,000</b>
<b>TOTAL FEDERAL AND STATE</b>			<b>\$3,575,311</b>



## Head Start Budget

### BI-CAP Head Start Budget Categories

HEAD START BUDGET		EARLY HEAD START BUDGET	
OBJECT CLASS		OBJECT CLASS	
Personnel	63%	Personnel	64%
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	11%	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 8.77 per 100)

Unemployment Compensation (5.64%)

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 \$.535/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

Reference and curriculum and assessment , 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 212 Head Start and 84 Early Head Start children were served with state and federal funding.

The BI-CAP Head Start program was not at 100% full enrollment through April. The reason was due to lack of qualified staff available and the number of eligible children at the Walker site leaving the program short 16 slots. Throughout the year the other Head Start classrooms absorbed 14 slots leaving us 2 slots short for the program year. The Early Head Start program has maintain full enrollment throughout the program year.

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

	<b>Funded Enrollment</b>	<b>Total Number of children and families served</b>	<b>Average monthly enrollment (%)</b>	<b>% of Eligible Children served</b>
<b>Head Start</b>	<b>212</b>	<b>228</b>	<b>85%</b>	<b>91%</b>
<b>Early Head Start</b>	<b>84</b>	<b>136</b>	<b>73%</b>	<b>97%</b>



## **Results of the Most Recent Review and the Financial Audit**

The most recent Federal review(s) occurred in Program year 2016-17. BI-CAP Head Start and Early Head Start programs were reviewed in the content areas of Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA). The BI-CAP Head Start programs are found to be in full compliance.

The FY 2016 and September 30, 2017 financial audit was issued on February 8, 2018. 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**

	<b>Enrolled Children (including drops)</b>	<b>Physical Exams Completed</b>	<b>Dental Exams Completed</b>	<b>Immunizations</b>
<b>Head Start</b>	<b>228</b>	<b>90%</b>	<b>97%</b>	<b>100%</b>
		<b>Well Baby Exams Completed</b>		<b>Immunizations</b>
<b>Early Head Start</b>	<b>126</b>	<b>66%</b>	<b>77%*</b>	<b>76%</b>

\*Infants identified as being behind for dental exams include those who are typically not seen by dentists at the age of 1 or younger. It may also include families who dropped and follow up dentals were not completed by the family.



## Parent Involvement Activities

	<b>EARLY HEAD START</b>	<b>HEAD START</b>
Emergency/crisis intervention needs (food, clothing, shelter)	19	65
Housing assistance (subsidies, utilities, repairs)	15	28
Mental health services	10	34
English as a Second Language (ESL) training	1	0
Adult Education (GED, programs and college selection)	12	13
Job training	13	15
Substance abuse prevention or treatment	5	8
Child abuse and neglect services	7	11
Domestic violence services	4	5
Child support assistance	10	7
Health education	66	166
Assistance to families of incarcerated individuals	7	8
Parenting education	67	174
Relationship/marriage education	4	13
WIC	89	164
Father involvement activities	52	89
Services to homeless families	20	29

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**

#### **2016-2017 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.

2016-17 outcomes data and analysis indicate that children are making progress in all School Readiness domains. We strive to have 80% of our four year old children reach TS Gold benchmarks for Kindergarten.

#### **Area of Strength:**

All children met the 80% bench mark for all domains; Mathematics, Literacy, Cognitive, Language, Physical development, and Social Emotional. Children showed the most growth in Math and Literacy development.

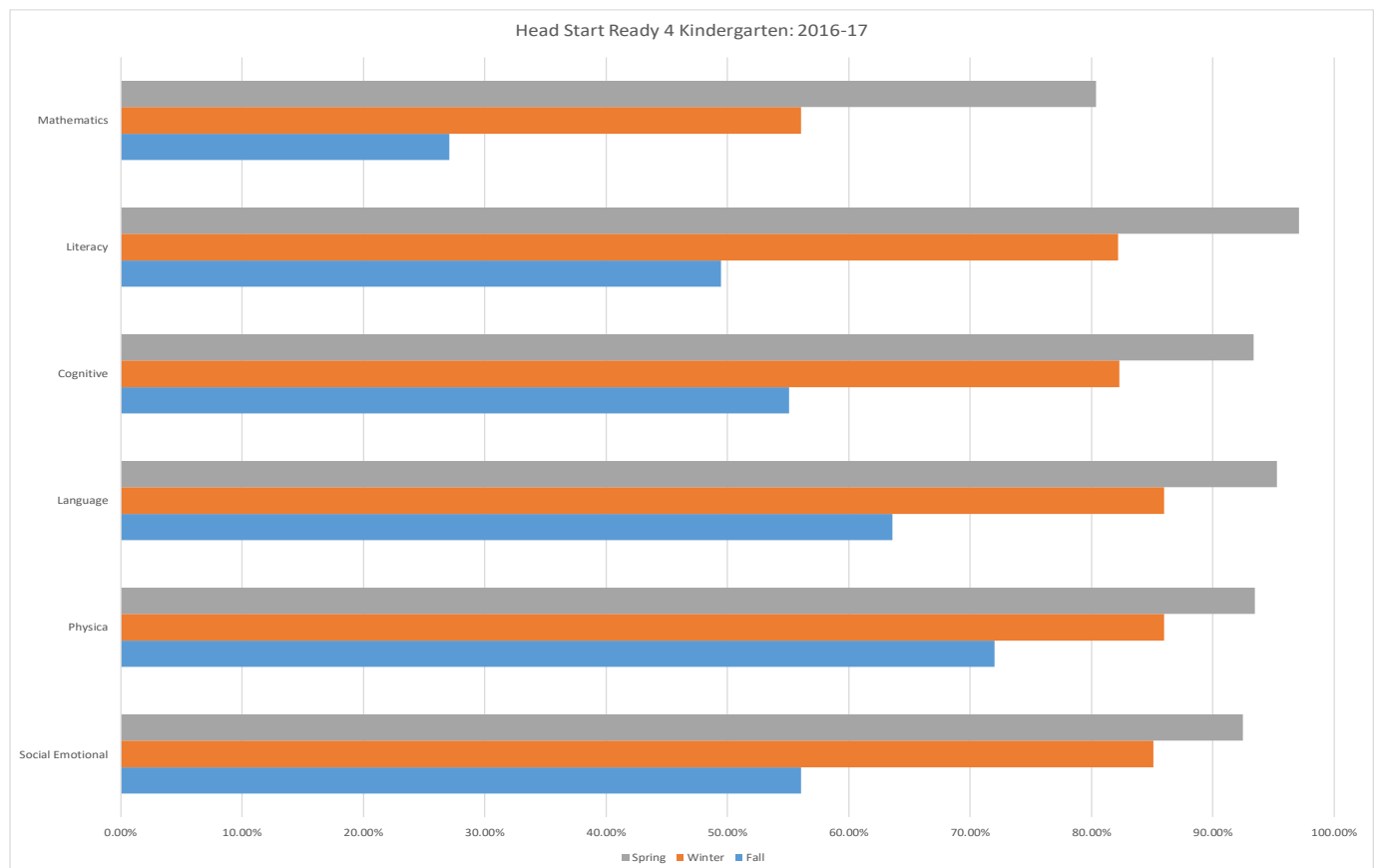
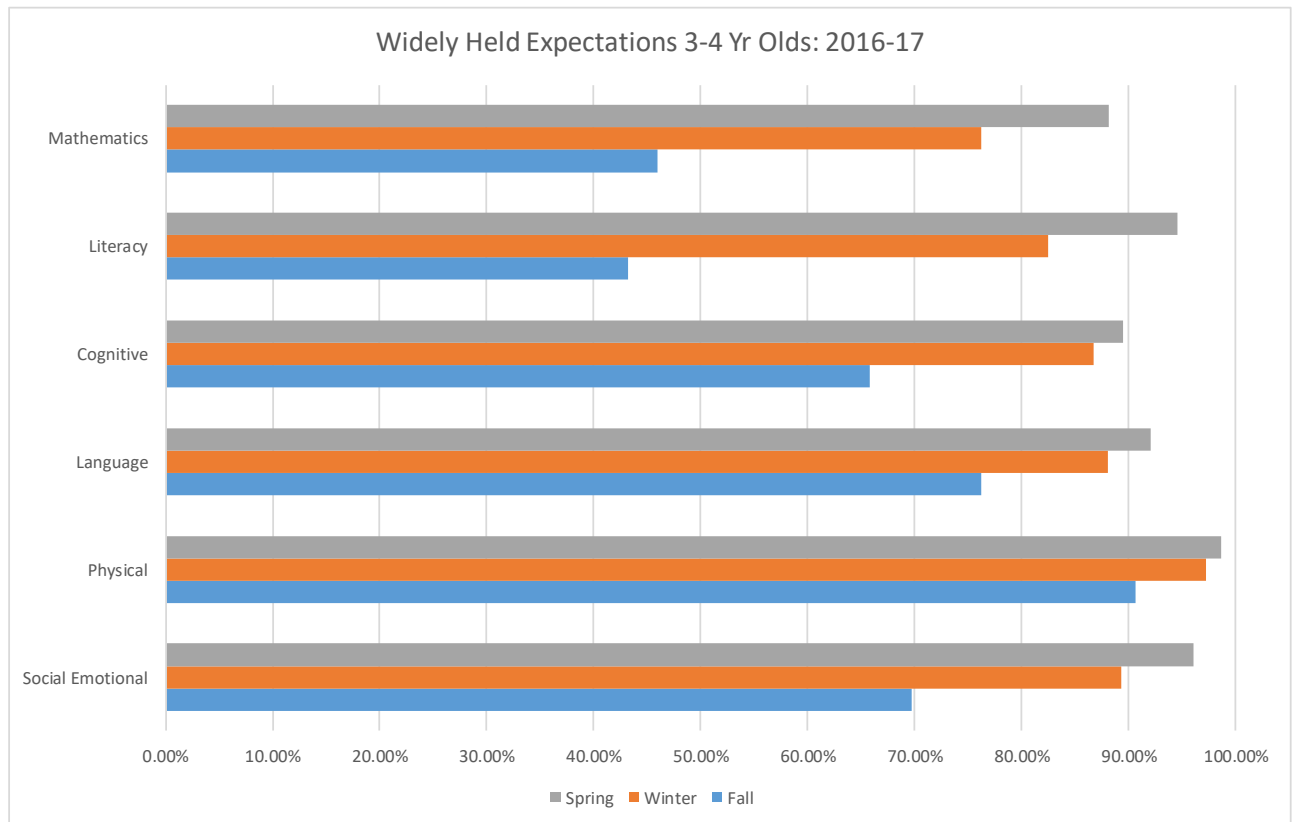
#### **Area for continued development:**

Mathematics continues to be an area that needs development.

The Ready for Kindergarten chart indicates 92% of four year olds meet the bench marks for 2016-17 year. Two barriers included consistent attendance and and the high number of children we have with Individual Education Plans, Mental Health diagnosis and high percentage of children that left from our program. Our data showed 22% of three and four year olds (55 out of 248 children) with a diagnosis to meet an Individual Education Plan (IEP) for speech and/or special needs.

Analysis of the data indicate that there is a need to:

- 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.
- Support staff with coaching





## **Preparing Children for Kindergarten** **Early Head Start**

Using Teaching Strategies Gold data for Early Head Start is more difficult. We view each child and their progress. There were 10% of the children with Individual Family Service Plan (13 out of 126 children).

### **Strengths per age groups:**

0-1 year olds have met all benchmarks in all domains; Social Emotional, Physical, Language, Cognitive, Literacy and Math. Domain with the most growth Cognitive and Language.

1-2 year olds have met the benchmarks in the domains of Social emotional, Physical, Cognitive and Literacy.

2-3 year olds have met the benchmarks in Social Emotional, Physical and Cognitive.

### **Areas that need development include:**

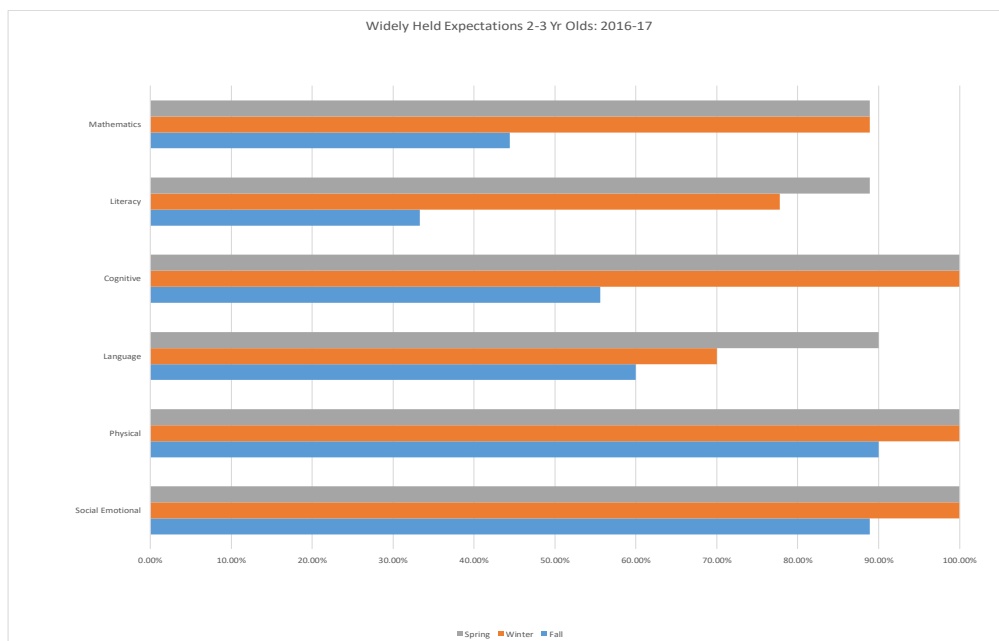
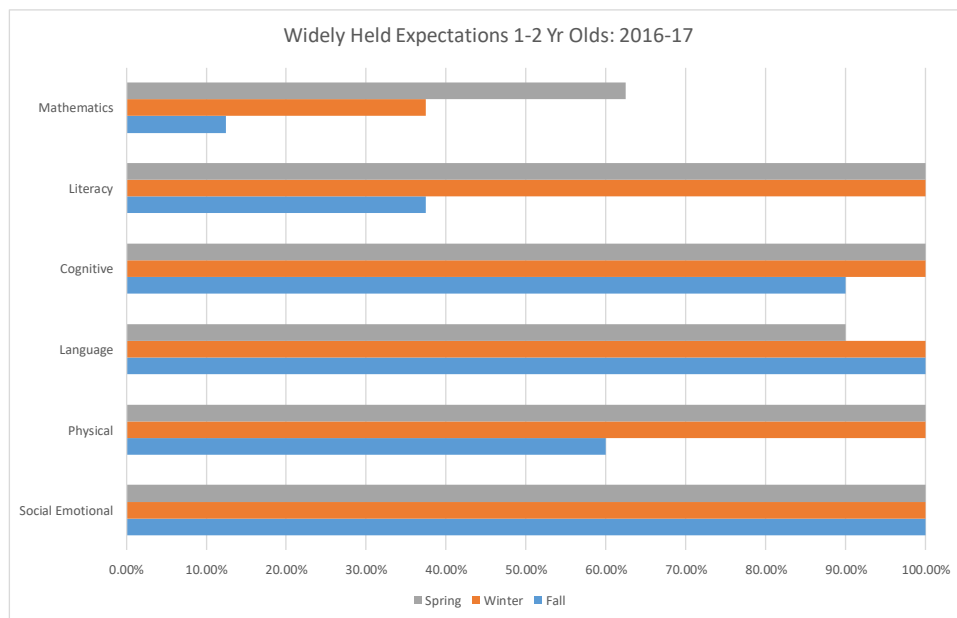
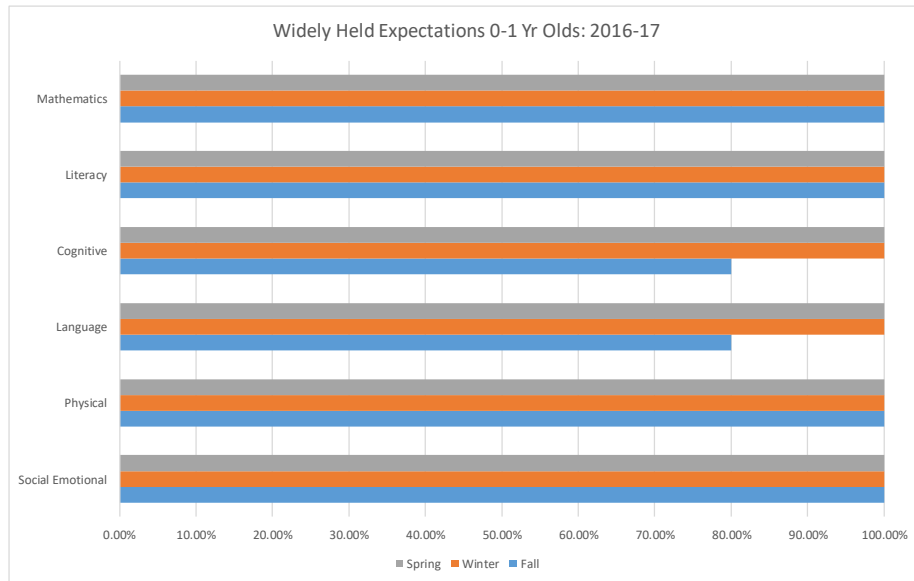
1-2 year olds Language development and Math.

2-3 year olds Mathematics and Language development

3 year olds Language, Literacy and Mathematics development.

Analysis of the data indicate that there is a need to increase opportunities for Math and Language Development.

- Fully implement Parenting Interactions with Children Checklist Observations linked to Outcomes (PICCOLO) on home visits.
- Implement Parenting Interactions With Infants (PIWI) for socializations and home visit.
- Increase fidelity to home visit Partners for a Healthy Baby Curriculum
- Implement Baby Doll Circle time for EHS center base. Emphasizing curriculum strategies and activities for Language Development around feelings and Social Emotional skills in Early Head Start classrooms.
- Individualize the focus on Math and Language development activities on home visits and in class room.



## ***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 (budgeting, grandparents raising grand children, etc)
- Specific opportunities for Father Engagement
- Enriching Family Relationships
- HORVS (Home Visitor Observation Rating Scale) measures parent and child engagement during home visits.
- Utilizing the PICCOLLO (Parenting Interactions with Children: Checklist of Observations Linked to Outcomes) tool with Early Head Start families
- 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 SMART family goals. (Specific; Measurable, Attainable, Relevant and Time Sensitive)
- “Parenting with A Purpose” Parent Education Curriculum offered at sites

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.