



Helping People. Changing Lives. Building Community.
Serving Beltrami and Cass Counties

BI-CAP Head Start: Prenatal to Five Annual Report

7-1-2017 through 6-30-2018



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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| The total amount of public and private funds received and the amount from each source | 3 |
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| Any other information required by the Secretary | na |

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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

Head Start FY 2017-18

Combined Head Start Revenue Total = \$3,575,311

| FEDERAL HEAD START 05CH8396 | | FEDERAL EARLY HEAD START 05CH8396 | |
|--|--------------------|--------------------------------------|------------------|
| 198 CHILDREN | | 58 CHILDREN | |
| Base Grant | \$2,123,210 | Base Grant | \$755,772 |
| T/TA | 23,874 | T/TA | 18,322 |
| TOTAL | \$2,147,084 | TOTAL | \$774,094 |
| Total Federal Funding = \$2,921,178 | | | |
| STATE HEAD START SFY17 | | STATE EARLY HEAD START SFY17 | |
| 14 (14 NFS) CHILDREN | | 26 CHILDREN (26 NFS Children) | |
| Base Grant | \$157,137 | Base Grant | \$346,996 |
| TOTALS | \$157,137 | TOTALS | \$346,996 |
| Total State Funding = \$504,133 | | | |
| Parent Aware Scholarships | | | |
| 20 Scholarships @ \$7,500 = \$150,000 | | | |

Notes:

The Federal and State Grant's FY is July 1 – June 30.

Earned Program Revenues during the program year are not included in these totals.

USDA

ERATE

Travel/Transportation (Earned from other department's use of HS vehicles)

Donations

Salary and Fringe are approximately 85% of the total budgets

Federal and State grants are separated into Head Start and Early Head Start budgets

Federal funding is based on child count:

HS Enrollment of 212 @ \$10,844 per child

EHS Enrollment of 84 @ \$13,346 per child

State funding is based on a percentage of Federal funding

The Federal Grant requires a 25% In-Kind Match which totals HS/EHS \$730,295

A 20% Indirect Cost rate was implemented on October 1, 2017.



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% |
| Indirect Cost Rate | 20% | Indirect Cost Rate | 20% |

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)

Indirect Cost Rate 20%

Salary & Fringe of Executive Director, Human Resource Manager, four Fiscal Staff, two Receptionist, Janitor, travel expenses, Office supplies, MIS Network Support Contract, SAGE Accounting Contract, legal & professional fees, depreciation and rent, general utilities, phones, copy leases, photocopies, janitorial and cleaning supplies.



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.

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



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 its entirety is available at BI-CAP.



Percentage of Enrolled Children that Received Medical and Dental Exams

| | Enrolled Children (including drops) | Physical Exams Completed | Dental Exams Completed | Immunizations |
|-------------------------|--|----------------------------------|-------------------------------|----------------------|
| Head Start | 246 | 69% | 91% | 100% |
| | | Well Baby Exams Completed | | Immunizations |
| Early Head Start | 126 | 66% | 64%* | 72% |

*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.

* When children go in for a physical, the clinics are not completing the blood lead test and in order to count our physical, there must be a lead completed or at the 12 or 24 month well baby check, according to the Early and Periodic screening, diagnosis and treatment schedule set by the Minnesota Department of Health.



Parent Involvement Activities

PIR

| FAMILY INVOLVEMENT | EARLY HEAD START | HEAD START |
|---|------------------|------------|
| Emergency/crisis intervention needs (food, clothing, shelter) | 12 | 43 |
| Housing assistance (subsidies, utilities, repairs) | 7 | 21 |
| Mental health services | 13 | 23 |
| English as a Second Language (ESL) training | 0 | 1 |
| Adult Education (GED, programs and college selection) | 4 | 10 |
| Job training | 5 | 16 |
| Substance abuse prevention or treatment | 0 | 3 |
| Child abuse and neglect services | 1 | 1 |
| Domestic violence services | 0 | 1 |
| Child support assistance | 1 | 5 |
| Health education | 24 | 69 |
| Assistance to families of incarcerated individuals | 1 | 2 |
| Parenting education | 24 | 67 |
| Relationship/marriage education | 4 | 15 |
| WIC | 88 | 157 |
| Father involvement activities | 53 | 107 |
| Services to homeless families | 15 | 43 |
| | | |
| | | |

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 Head Start

As per the Head Start Act of 2007 requirements, BI-CAP Head Start works with staff, parents and schools, utilizing the MN Early Learning Standards and the Head Start Early Learning Outcomes Framework to develop School Readiness Goals. Our School Readiness outcomes are tracked throughout the year using My Teaching Strategies Gold (TSG). All assessments and outcomes are reviewed and analyzed to determine strengths and weaknesses in the program. Strategies are 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.

BI-CAP Head Start: Prenatal to Five's goal is to have 80% of children meeting the developmental expectations for their age group.

Our Strengths:

We see an overall average growth of 27% for our 3 & 4 year old's indicating all children are making gains in all areas of development.

Areas for Growth:

We fall short of our goal to have 80% of our children ready for Kindergarten with an average of 48% of our 4 year old children and 56% of our 3 year old children meeting the expectations for their age group. Because of these overall low scores, we are going back to the basics and working on social emotional skills which are the foundation for all higher developmental skills.

Barriers:

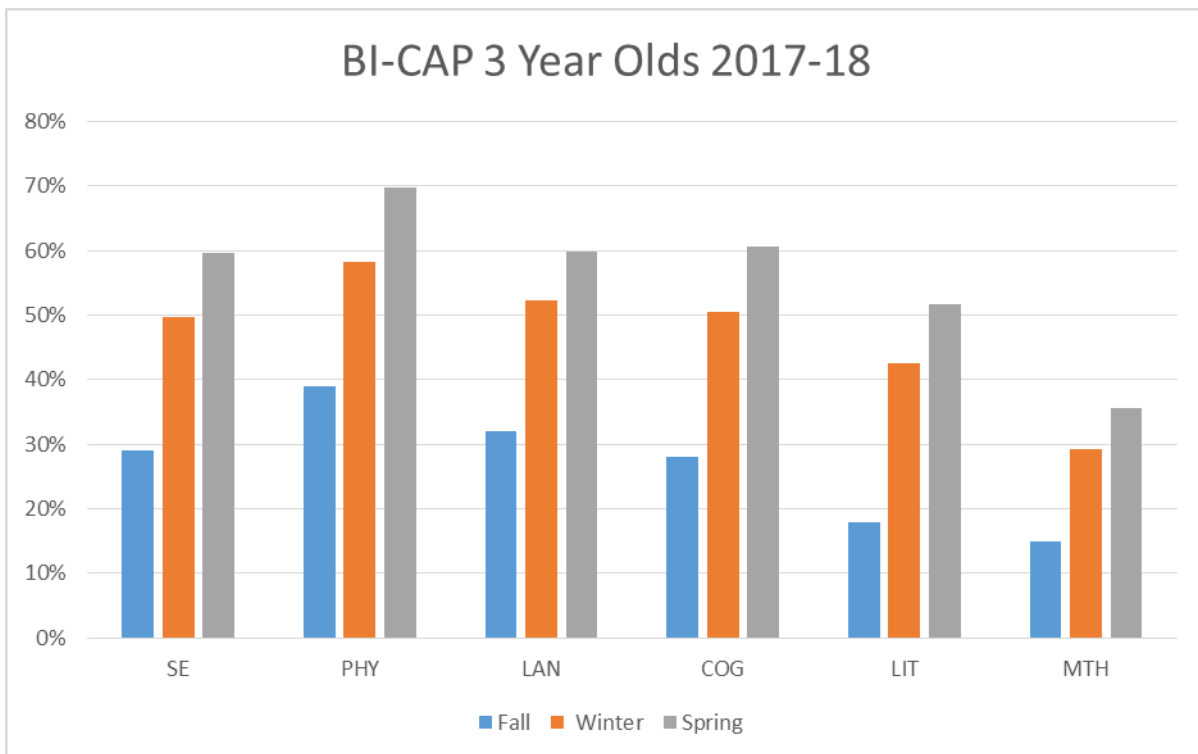
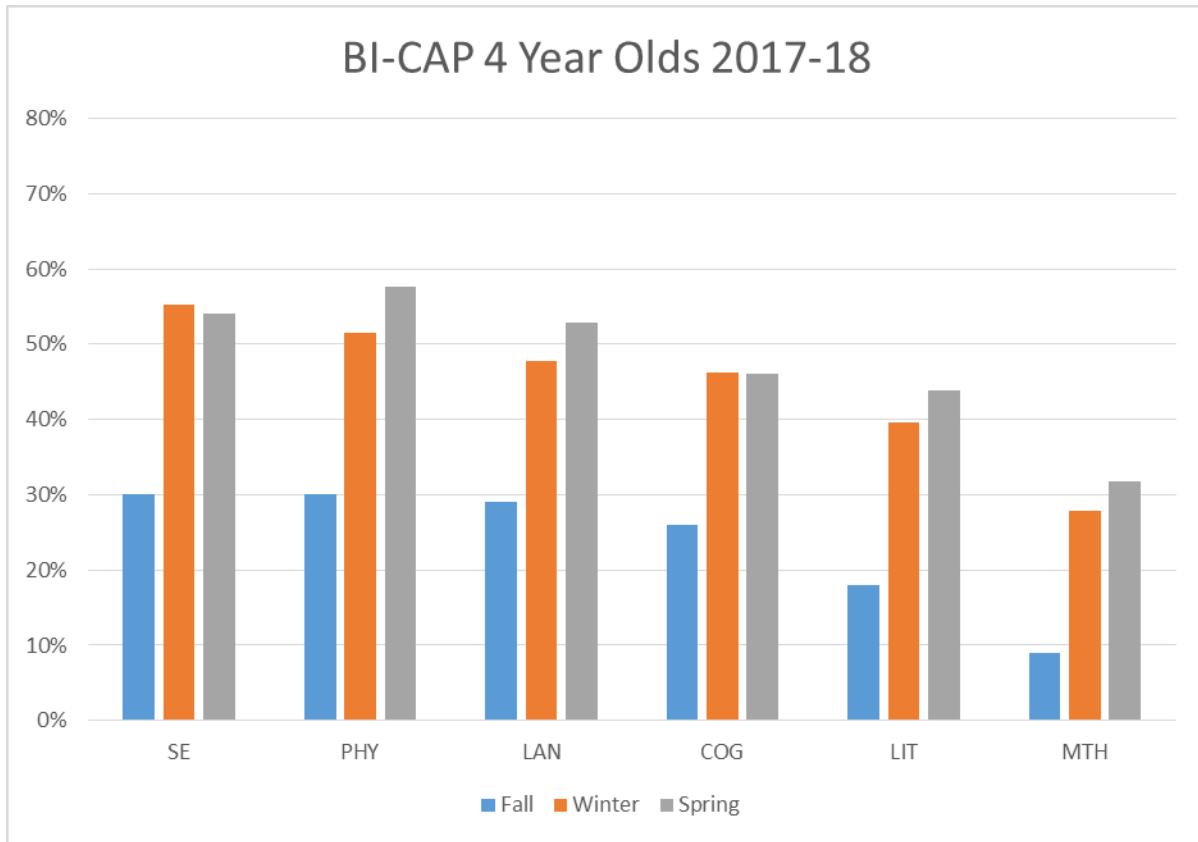
- Inconsistent/low attendance and high enrollment turnover
- 22% of three and four year olds (53 out of 244 children) with a diagnosis to meet an Individual Education Plan (IEP) for speech and/or special needs
- 8% of three and four year olds (19 out of 248 children) with behavioral needs requiring a Social Emotional Support Plan
- High staff turnover (57%) resulting in new staff with less developed teaching skills

Analysis of the data indicates a need to:

- Provide multiple training opportunities for staff throughout the year on the basics of our curriculum and assessment tools along with strategies for working with difficult behaviors.



Preparing Children for Kindergarten





Preparing Children for Kindergarten Early Head Start

My Teaching Strategies Gold (TSG) creates a different perspective for children birth through age 3. Because of the immense developmental gains these young children go through, it is very difficult to look at them as large group. With this in mind, we focus on the children individually, looking for consistent and steady growth throughout the year.

Our Strengths:

Overall we saw consistent growth throughout the year.

Areas for Growth:

Supporting social emotional skills and building relationships in preparation for higher learning in all areas.

Barriers:

- 11% of the children with Individual Family Service Plan (IFSP) (13 out of 121 children).
- Children are growing up in families experiencing challenging situations which affects the ability to provide a responsive, nurturing and consistent environments.
- High staff turnover (60%) resulting in new staff with less developed teaching skills

Analysis of the data indicates a need to:

- Support staff to use each child's data to inform planning and individualization.
- Provide families with information to understand their child's development.
- Create a positive work environment and address professional development needs to increase staff retention.
- Helping staff understand the effects of trauma on children's learning.



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
- HOVRS (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 SMART family goals. (Specific; Measurable, Attainable, Relevant and Time Sensitive)
- “Make Parenting A Pleasure” 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 to offer the best and most comprehensive services to children and families in Beltrami and Cass counties.