

ANNUAL PROGRAM REPORT

January 2017

Program: North Central Missouri College/Green Hills Head Start

Grant Year: February 1 – January 31

Program Options: Preschool Center Base: Full day/Part year (9 classrooms): 153 children
Preschool Home Base: 9 Counties: 59 children
Early Head Start (0-3 years) Home Base: 5 Counties: 15 children

Funded Enrollment: 212 Preschool Head Start children
15 Early Head Start children

Service Area: Caldwell, Daviess, Grundy, Harrison, Linn, Livingston, Mercer, Putnam, and Sullivan counties

Funding Sources: \$1,948,911.00 ACF/Office of Head Start (2016-2017)
\$ 414,860.00 ACF/OHS Extended Duration (2016-2017)*
\$ 82,220.93 USDA/Child/Adult Care Food Program (2016-17)
\$ 2,950.00 Healthy Schools, Healthy Communities (2016)
\$ 227,228.00 Non-federal/Local Matching Resources (2016-17)**

(*A request to carry-over Extended Duration Start-Up funds (\$414,860) to FY 2017 will be submitted in April 2017.)

(**NCMC received a waiver for portion (\$260,000) of the required 2016-2017 non-federal match.)

Proposed Budget: FY2017-Program Year #46-3:

HS Personnel:	\$1,133,469	EHS Personnel:	\$ 94,112
HS Fringe:	\$ 289,053	EHS Benefits:	\$ 23,291
HS Travel:	\$ 2,992	EHS Travel:	\$ 595
HS Supplies:	\$ 60,215	EHS Supplies:	\$ 7,187
HS Other:	\$ 206,407	EHS Other:	\$ 21,108
HS Indirect Cost:	<u>\$ 102,012</u>	EHS Indirect Cost:	<u>\$ 8,470</u>
Total HS Federal:	\$1,794,148	Total EHS Federal:	\$154,763
HS Non-Federal:	\$ 448,537	EHS Non-Federal:	\$ 38,691
HS USDA:	<u>\$ 89,875</u>	EHS USDA:	<u>\$ 125</u>

TOTAL FEDERAL: \$1,948,911***

TOTAL NON-FEDERAL: \$ 487,228

TOTAL USDA: \$ 90,000

(***Additional funds for Extended Duration (Start-Up/Operational) are expected during FY 2017.)

Review Results: Last on-site review was conducted December 2015. Due to past performance, the program qualified for the differential monitoring schedule, beginning with the Head Start Key Indicator Compliance (HSKI-C) review. Results of the HSKI-C review indicated NCMC/Green Hills Head Start was compliant with all monitored indicators. The program will continue to participate in the differential monitoring schedule, which includes an Environmental Health and

Safety review and a CLASS monitoring visit. These reviews are expected to occur soon.

Audit Results: No Head Start findings.

Teacher Education: MA/MS: 1 Classroom Teacher
1 Home Visitor
BS/BA: 6 Classroom Teachers
4 Home Visitors
AA/AAS: 1 Teacher
1 Home Visitor
CDA: 2 Home Visitors
1 Teacher (enrolled in AA/AAS ECE program)

Total: 9 Classroom Teachers
8 Home Visitors

NOTE: The following staff members have a CDA (Child Development Associate) credential: 6 classroom teachers; 8 home visitors; 11 teacher aides; 2 cook; 5 management staff members. Several employees are actively working toward a CDA credential. Of the assistant teaching staff, 1 teacher aide has Bachelor degree; 2 teacher aides have Associate degrees.

Enrollment: 2016-17:
Approval of Head Start-to-Early Head Start conversion for 15 home-based slots was received November 1, 2016. The program has maintained full enrollment (100%) each month for both Head Start (212 slots) and Early Head Start (15 slots) since receiving that conversion approval. However, enrollment for the center in Hamilton has been kept at a minimum due to a continued lack of qualified staff plus low numbers of income-eligible children. Despite the fact that teachers and home visitors recruit all year, Head Start has experienced lower numbers of income eligible preschool applications. Pre-K services offered by area public schools, including transportation, has increasingly affected Head Start recruitment efforts. A total of 374 applications had been submitted by the end of January, 333 of which were applications for pre-k Head Start. In comparison, 346 pre-k Head Start applications were submitted by end of January 2016. As a result, it is expected that additional child slots will be converted to Early Head Start home based slots, beginning August 2018.

At the end of January, the 2016-17 enrollment list consisted of low-income families (62%), foster families (7%), homeless families (1%), families receiving public assistance (12%), families with income between 101%-130% of poverty guidelines (14%), and over-income families (4%). Child count by age included: 132 children-ages 4 and older; 98 children ages 3-4; 15 children ages 0-3.

PIR Data: During the 2015-16 school year, NCMC/Green Hills Head Start served 253 children, 72% of the total number of applications received for that year. The following table compares NCMC/Green Hills Head Start 2015-2016 performance data with national data for the same time period.

PERFORMANCE INDICATOR	NCMC	NATIONAL
Children who left program/did not re-enroll	11.5%	16%
Medical Services (up-to-date per EPSDT schedule)	93.6%	86.5%
Medical Services (received treatment)	97.3%	92.6%
Immunization Services (up-to-date)	100%	97%
Dental Services (completed exam)	100%	82.9%
Dental Services (children needing treatment)	24.5%	17.8%
Dental Services (completed treatment)	66%	73%
Children with IEP (diagnosed disability)	17.3%	12.5%
Children (w/IEP) received Special Education services	95.4%	96.8%
Family Services (received services):	91%	67.9%
Classroom Teachers (meet BA degree requirements)	77.7%	73.4%
Classroom Aides (w/CDA or enrolled in CDA/ECE)	80%	89%

Training:

Head Start staff members participate in a rigorous annual training schedule designed to prepare them for the comprehensive nature of their responsibilities. Professional development planning considers the requirements outlined by Head Start Program Performance Standards, State of Missouri childcare licensing regulations, and results of a training needs assessment that solicits input from all staff members. Examples of professional development activities during the past year include: I am Moving/I am Learning, child sexual abuse, sanitation, first aid/CPR, Positive Behavior Support (PBS) strategies, family-style meal service, center-based curriculum/assessment, home-based curriculum/assessment, and active shooter training. Management staff members attended training specific to the newly-revised Head Start Program Performance Standards.

NCMC Board training is scheduled annually, focusing upon Head Start regulations and procedures associated with governance responsibilities and the five-year grant. Policy Council orientation training occurs annually in October, with additional Head Start programmatic training scheduled at each meeting throughout the year.

Staff members enrolled in college classes continue to receive financial assistance with tuition, books, and fees, as funds allow. Continued formal education and life-long learning is a program priority.

Highlights:

- SCHOOL READINESS:** According to child outcomes assessment data, Head Start children experienced growth in all child development domains during the 2015-16 school year. Domains experiencing the most growth were Social-Emotional, Language, and Cognitive development. However, both Language and Cognitive developmental domains, as well as Physical and Math domains, remained well below the widely held expectation range. Teaching staff also believed the Social Studies and Scientific Reasoning domains warranted additional concern. Professional development, practice-based coaching, and intentional teaching are

planned for the upcoming year in efforts to increase positive child outcomes in these developmental areas.

- **ADMINISTRATIVE SUPPORT:** North Central Missouri College experienced a change of leadership in 2016 with the retirement of Dr. Neil Nuttall and subsequent recruitment/employment of Dr. Lenny Klaver. Dr. Klaver, his administrative team, and the Board of Trustees continue to actively support the Head Start program. Trustee representatives regularly attend Head Start Policy Council meetings, partnering with members of the Green Hills Head Start Policy Council to effectively govern the Head Start program.
- **COMMUNITY PARTNERSHIPS:** Engaged community agencies, public schools, professionals and volunteers partner with Head Start to effectively serve area children and families. With the assistance of local school district personnel, Parents-as-Teachers educators, Department of Social Services-Children's Division employees, and community action agency staff, Head Start teachers and home visitors work to identify eligible children and families in the nine-county service area. County health departments host summer health screening events where Head Start children receive physical exams, required immunizations, and lead screenings. Local dental professionals reserve appointment slots that allow Head Start children to receive dental exams and follow-up care. In close partnership with public school districts, Head Start ensures that children receive necessary evaluations and disability services if required. A newly formed partnership with Preferred Family Healthcare offers accessibility to local mental health services and supportive resources when appropriate.
- **FAMILY ENGAGEMENT:** Community assessment data reported nearly 50% of 2015-16 Head Start parents did not attend Open House events or monthly parent meetings. However, recent increased efforts to engage families in the Head Start experience have reaped positive results. Family Day activities occur every 4-6 weeks, usually at the end of each curriculum unit. Parents and grandparents are encouraged to visit the classroom where children proudly display completed projects, share learned concepts, and participate in a learning activity with their family. Home-based parents are encouraged to attend group socialization events each month to share classroom activities with their children. Preliminary observational data indicates more active involvement of 2016-17 Head Start parents.

Parents also participate in weekly home learning activities assigned by Head Start teachers and home visitors. Each activity is designed to extend the classroom/home-based curriculum into the home environment, engaging parents in the learning process. According to the most recent community assessment data, nearly 30% Head Start parents did not read books with their child during the 2015-16 school year. Efforts by teachers and home visitors to assign home literacy activities will hopefully decrease that percentage. Documentation of these home activities also

support the required non-federal match requirement associated with receipt of Head Start federal funding.

Head Start families receive continuous support from staff throughout the year. Teachers and home visitors regularly conduct home visits and parent/teacher conferences with parents/guardians. Family Engagement specialists meet with families, providing support to parents/guardians as each family works toward family goal achievement and engages in school-readiness activities at home. Community assessment data reported area families still struggle with issues of poverty: lack of food, financial resources, and affordable health care. Head Start staff members meet with families to offer resource information and community connections in efforts to alleviate those struggles.

Leadership opportunities are offered to parents/guardians through active involvement in Head Start Policy Council or the Health Advisory Committee. Additionally, parents are invited to training events as appropriate to their interests. Grant funds are budgeted to assist families with travel and babysitting expenses if necessary to ensure their participation in leadership roles.

Looking Ahead: Newly revised Head Start Program Performance Standards will require Head Start staff to review current policies/procedures and adjust as necessary. Management staff, Policy Council members, and NCMC Board of Trustees will take the lead as component plans are re-written to reflect the new standards. Center and home-based staff will ensure curriculum and assessment requirements are met with fidelity, allowing Head Start children and families to reach school-readiness and family engagement goals.

In response to current community assessment data, Head Start plans programmatic changes that more effectively meet needs of the target population in the nine-county area. For example, assessment data indicates an increasingly large number of families need early education services for children ages 0-3. With that fact in mind coupled with knowledge that more public schools have increased pre-kindergarten services, Head Start will seek to convert more preschool Head Start slots to infant/toddler Early Head Start slots.

Additionally, Head Start will increase days of service in three locations, extending classroom services from 4-days/week to 5-days/week. This action is a direct result of a federal initiative to increase child contact hours to minimally 1,020 hours/year. Grant funds used to increase classroom hours also allow replacement of two Head Start modular classrooms. Extended hours and new classrooms are expected to be in place by August 2017.

For further information, review the program website at www.greenhillshheadstart.org or contact Green Hills Head Start, 205 W. 18th Street, PO Box 177, Trenton, MO 64683, phone 660-359-2214.