

Head Start

COMMUNITY ACTION PLANNING COUNCIL OF JEFFERSON COUNTY, INC.

2012 - 2013 Program Report



Children Served

- Funded enrollment - 275 children
- Eligible children served - 328 total children served
- Served 56% (328 of 586) of children who applied and were found eligible
- Served 32% (328 of 1,037) of children estimated to be eligible in the county
- Average monthly enrollment - 100%

Center Locations

- Watertown - 518 Davidson Street, Watertown, NY
- Carthage - 226 North School Street, Carthage, NY
- South Jefferson - Maynard Wilson Building 13180 US Route 11, Adams Center, NY
- Dexter - 415 East Grove Street, Dexter, NY
- North Jefferson - 6 Academy Street, Antwerp, NY

Program Options

- Center-Based: Watertown, Dexter, Carthage, South Jefferson, North Jefferson (142 children)
- Home-Based: Watertown, Dexter, Carthage (30 children)
- Combination Option: Watertown, Carthage (51 children)
- Center-Based/Full-Day: Watertown (34 children)
- Head Start/UPK: Watertown (18 children)



Head Start in Action

Medical and Dental Care

- 319 children received a physical exam and were up-to-date with immunizations
- 242 newly-enrolled children received developmental and sensory screening
- 161 children were diagnosed as needing medical treatment/follow-up
- 155 children received medical follow-up
- 312 children received a professional dental exam
- 67 (21%) children were diagnosed as needing dental treatment
- 58 (87%) of those children received dental treatment
- Served 59 children with diagnosed disabilities

School Readiness / Kindergarten Transition

- Parent-Teacher conferences twice annually
- Child visitation to kindergarten classrooms in the spring
- Spring transition trainings for parents
- Notifications to parents for school-based transition activities
- Parent and child attendance at kindergarten registration
- Child-centered transition activities
- Transition agreements with local school districts
- Head Start teachers meet with various local kindergarten teachers
- Release child progress and health reports to local elementary schools
- Introduction of "Parent Family Community Engagement" framework to staff and parents



Parent Involvement Activities

- Policy Council and Parent Committee
- Parent-Child Literacy Activities
- Male Involvement Activities
- Kindergarten Transition Activities and Training
- Financial Literacy Training
- Nutrition Training
- Health Services Advisory Committee
- Classroom / Field Trip Volunteer
- Annual Self-Assessment Volunteer
- Interview Committee Member

Year in Review

Key Accomplishments 2012-2013

- Purchased new HATCH desktop computers for all classrooms
- Fully implemented the use of COPA (Child Outcome, Planning & Administrative Assessment) web-based management information system
- Purchased laptops for all staff who use COPA database
- 100% enrollment with large waiting list all year
- Two new certified CLASS (Classroom Assessment Scoring System) observers
- Improved the mentor-coaching process for CLASS and the use of other professional development resources
- Developed a "Parent Family Community Engagement" Advisory Committee
- 100% of Master Teachers have at least an Associate's Degree in Early Childhood Education
- 77% of Head Start Teachers have a Bachelor's or Master's Degree in Early Childhood Education

Federal Monitoring & Audit

- Triennial Federal Review May 2012: 3 minor findings. To review this report, contact Marie Ambrose, Head Start director, mambrose@capcjc.org or 315.782.4900, ext. 241.
- Financial Audit Fiscal Year October 1, 2012 - September 30, 2013: no audit findings. For a copy of the audit, contact Vicki Phillips, acting chief financial officer, vphillips@capcjc.org or 315.782.4900, ext 249.

Head Start Budget 2012-2013

Revenues	Public & Private Funds
Office of Head Start	\$2,098,680
WCSD: HS/UPK Collaborative	97,500
 Total Cash Income	 2,196,180
In-Kind Non Federal Share	524,670
Total Program Income	\$2,720,850



Expenditures	Proposed Budget	Total Expenditures
Personnel	\$1,032,502	\$998,616
Fringe Benefits	355,245	340,137
Travel	9,000	8,243
Supplies	25,110	52,071
Contractual	237,925	232,727
Other	283,742	292,291
Indirect Costs	252,656	249,835
Equipment		22,260
Total Program Costs	\$2,196,180	\$2,196,180

Leadership



Back (from left): Sam Orr, Liz Walker, Nina Hershey, Mary Davis. Front (from left): Stephen Locy, Melissa Snyder, Adrienne Brethren, Amy Tiner.

Policy Council

Officers

Sam Orr, Chair
Amy Tiner, Vice Chair
Mary Davis, Treasurer
Lakin Huckabey, Secretary

Policy Council Members

Adrienne Brethren
Maranda Bice
Chris Countryman

Joanna Fassett
Andrea Griffin
Nina Hershey
Stephen Locy
Angie Ordway
Sue Pappas
Melissa Parker
Lacy Rudd
Melissa Snyder
Liz Walker

Board of Directors

Officers

Peter Clough, President
Nina Hershey, Vice President
Andrea Kaler, Treasurer
Richard Beirman, Secretary

Target Area Representatives

Richard Beirman
Larry Covell
Nina Hershey
Stephen Locy
Diane Powers
Julie Thesier
Anne Thomas

Public Sector Representatives

Nancy Brown
Thomas Bruno
Anthony Doldo
Kathleen LaClair
James St. Croix
Christina Stone
Stanley Zaremba

Private Sector Representatives

Peter Clough
Marlea Dempster
Andrea Kaler
Cheryl Mayforth
Amanda Root
Jackie Sharpe
Barb Webber

To learn more about Head Start, contact our staff at 315.782.4900:

Community Action Planning Council Administrative Staff

Melinda Gault - Executive Director, ext 224

Dawn Cole - Deputy Director, ext 250

Vicki Phillips - Acting Chief Financial Officer, ext 249

Rose Battista - Human Resource Director, ext 232

Head Start Administrative Staff

Marie Ambrose - Head Start/UPK Director, ext 241

Cindy Dumas - Family Service/Parent Involvement/ERSEA Specialist, ext 243

Kathi Zecher - Health/ Nutrition/ Disabilities Specialist, ext 242

Denise Blair - Education/ Mental Health Specialist, ext 238

Colleen Bennett - Transition/ Transportation/ Special Projects Specialist, ext 282

Elaine Soper - Administrative Assistant, ext 236

