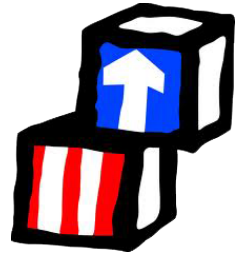


# Head Start

## 2014 - 2015 Program Report



**COMMUNITY ACTION PLANNING COUNCIL OF JEFFERSON COUNTY, INC.**

# Leadership



*Head Start Policy Council recognition during Annual Dinner, October 28, 2014.*

## Board of Directors 2014 - 2015

Peter Clough, President

Nina Hershey, Vice-President

Andrea Kaler, Treasurer

Richard Beirman, Secretary

Adrienne Brethen

Nancy Brown

Thomas Bruno

Marlea Dempster

Richard Devine

Melissa Dickson

Anthony Doldo

Kathleen LaClair

Cheryl Mayforth

Jackie Sharpe

Christina Stone

Anne Thomas

Barbara Webber

Stanley Zaremba

## Policy Council

2014 - 2015

Stewart Nicholas, Chairperson

Michelle Currier, Vice Chairperson

Richard Devine, Secretary

Rose Soules, Treasurer

Connie Bellinger

Shannon Britton

Christine Colon

Melody Eamer

Teneesha Hamilton

Susan Kalin

Lacy King

Joanna Loomis

Danielle Norton

Casey Salce

Melissa Snyder

Erin Sullivan

Maggie Uscio



# Program Options

## Children Served

- Funded enrollment - 275 children
- Eligible children served - 325 total children and 304 total families served
- Served 64% (325 of 509) of children who applied and were found eligible
- Served 31% (325 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

- 312 (96%) children received physical exams and were up to date with immunizations
- 221 newly enrolled children received developmental and sensory screening
- 71 children were diagnosed as needing medical treatment/follow-up
- 70 children received medical follow-up
- 287 (88%) children received a professional dental exam
- 85 (30%) children were diagnosed as needing dental treatment
- 64 (75%) of those children received dental treatment
- We served 58 children with diagnosed disabilities

## Parent Engagement Activities

- Policy Council and Parent Committee
- Parent-Child at-home Literacy Activities
- Male Involvement Activities
- Nutrition Experiences in the Classroom
- Parent-Child Classroom Activities
- Kindergarten Transition Activities
- Health Services Advisory Committee
- Classroom / Field Trip Assistant
- Annual Self-Assessment Volunteer
- Employment Interview Committee Member
- Home visits and goal planning with families
- Parent Trainings: mental health, financial literacy, transition, child development, disabilities, etc.
- Worked with 43 community partners to provide services to children and families
- 238 families set and met goals toward school readiness and self-sufficiency
- 79% of Family Services staff possess a Family Development Credential



## School Readiness / Kindergarten Preparation Activities

- 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 portfolios, assessments and health reports to local elementary schools
- Teachers visit local kindergarten classrooms to learn of upcoming expectations
- Reading Railroad Family Literacy Program - lending library with literacy cards

# Year in Review

## Key Accomplishments 2014 - 2015

- We celebrated the 50th Anniversary of Head Start with rose planting, balloon launching, parent-child activities, and many other wonderful activities.
- Implemented Cavity Free Kids curriculum in Home-Base and Combination Option classrooms.
- Replaced the handicapped ramp at the Carthage Center.
- Replaced windows in the Watertown Center.
- Full implementation of the COPA data system for input of child/family data and monitoring/reporting.
- Purchased iPads for all classrooms to use for child observations and music.
- 100% enrollment and maintained large waiting list throughout the year.
- 4 certified CLASS (Classroom Assessment and Scoring System) observers on staff.
- 100 % of Master Teachers have at least an Associate Degree in Early Childhood Education. 86% have a Bachelors or Masters Degree in Early Childhood Education or related field.
- 100% of Teacher Assistants have a CDA or an Associate Degree in Early Childhood Education
- 85% of Teacher Aides have a CDA (Child Development Associate) Certificate and the remaining 15% are enrolled in a CDA program.
- Developed new program goals.
- Child Outcomes revealed that children entered the program as a whole at a higher developmental level in social-emotional, physical, language, and math development, which may be a result of increased focus on these areas with the 3 year olds during the prior year.
- Child Outcomes in May 2015 revealed that our program showed year-end gains over the previous year in 13 out of 23 developmental areas.



# Program Budget

## Head Start Funding Sources

Source	Amount
U.S. Department of Health & Human Services	\$ 2,242,280
Watertown City School UPK / Head Start Collaborative	\$ 97,500
City of Watertown	\$ 465
<b>Total Cash Revenue</b>	<b>\$ 2,340,245</b>
In-Kind / Non Federal Share	\$ 560,570
<b>Total Program Revenue</b>	<b>\$ 2,900,815</b>

## Head Start Budget Comparison

Expense	Budget	Actual
Personnel	\$ 1,121,325	\$ 1,103,032
Fringe Benefits	\$ 402,796	\$ 374,422
Travel	\$ 12,000	\$ 19,531
Supplies	\$ 23,427	\$ 79,773
Contractual	\$ 242,500	\$ 240,239
Other	\$ 268,555	\$ 254,695
Indirect Costs	\$ 269,177	\$ 268,553
<b>Total Program Costs</b>	<b>\$ 2,339,780</b>	<b>\$ 2,340,245</b>

## Federal Monitoring & Financial Audit

**Federal Review: Environmental Health/Safety Nov. 2014**  
1 area of non-compliance – corrected.

**Federal Review: Fiscal Integrity / ERSEA March 2015**  
No areas of non-compliance.

**Federal Review CLASS (Classroom Assessment & Scoring System) April 2015** All scores within acceptable range.

To review full reports, contact Marie Ambrose, Head Start Director, [mambrose@capcjc.org](mailto:mambrose@capcjc.org) or 315.782.4900 ext 241

**Financial Audit Fiscal Year 2015** No audit findings.  
For a copy of the audit, contact Vicki Phillips, Finance Director, [vphillips@capcjc.org](mailto:vphillips@capcjc.org) or 315.782.4900 ext. 246



# Contact Us

## Learn more about Head Start or Community Action!

Phone **315.782.4900** and choose from the extensions listed below.

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Kathi Zecher, Health/ Nutrition/ Disabilities Specialist - Ext. 242

Denise Blair, Education/ Mental Health Specialist - Ext. 238

Colleen Butler, Transition/ Transportation/ Projects Specialist - Ext. 282

Elaine Soper, Administrative Assistant - Ext. 236

### Community Action Planning Council Administrative Staff

Melinda Gault, Executive Director - Ext. 224

Dawn Cole, Deputy Director/Comptroller - Ext. 250

Vicki Phillips, Finance Director - Ext. 246

Rose Battista, Human Resources Director - Ext. 232



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**COMMUNITY ACTION PLANNING COUNCIL OF JEFFERSON COUNTY, INC.**

**518 Davidson St Watertown ● 315.782.4900 [www.capjc.org](http://www.capjc.org)**

**Head Start/Pre-K ● Housing & Energy Services ● Jefferson-Lewis Childcare Project ● Family Center**