



BI-CAP Head Start Annual Report

9-1-2015 through 8-31-2016

Bi-County
Community Action Programs, Inc.
6603 Bemidji Avenue North
Bemidji, MN 56601

BI-CAP's mission is to help low income people
obtain self-sufficiency.



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:

	PAGE
The total amount of public and private funds received and the amount from each source	3
An explanation of budgetary expenditures and proposed budget for the fiscal year	4-5
The total number of children and families served, the average monthly enrollment, and the percentage of eligible children served	6
The results of the most recent review by the Secretary of Health and Human Services and the financial audit	6
The percentage of enrolled children that received medical and dental exams.....	7
Information about parent involvement activities	8
BI-CAP’s efforts in School Readiness to prepare children for Kindergarten.....	9-11
Any other information required by the Secretary	na

— — — — —

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

FEDERAL HEAD START 05CH8396		FEDERAL EARLY HEAD START 05CH8396	
198 CHILDREN		58 CHILDREN	
Base Grant	\$1,989,147	Base Grant	\$742,409
COLA	0	COLA	0
Quality Imp.	0	Quality Imp.	0
Program Improvement	0		
T/TA (Training)	23,874	T/TA (Training)	18,322
TOTALS	\$2,013,021	TOTALS	\$760,731
FEDERAL GRAND TOTAL			\$2,773,752
STATE HEAD START		STATE EARLY HEAD START	
14 CHILDREN		26 CHILDREN	
Base Grant	143,352	Base Grant	349,688
TOTALS	\$142,352	TOTALS	\$349,688
STATE GRAND TOTAL			492,040
TOTAL FEDERAL AND STATE			\$3,265,792



Head Start Budget

BI-CAP Head Start Budget Categories

HEAD START BUDGET		EARLY HEAD START BUDGET	
OBJECT CLASS		OBJECT CLASS	
Personnel	63%	Personnel	63%
Fringe Benefits	20%	Fringe Benefits	21%
Travel-out of area	<1%	Travel-out of area	<1%
Contractual	2%	Contractual	1%
Supplies	3%	Supplies	3%
Other	11%	Other	10%

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 \$.56/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

RIF Books, Reference 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 and Early Head Start programs maintained 100% full enrollment through April. In May, 3 Federal Head Start slots were not filled because there were less than 60 days remaining in the enrollment year 1305.7(b) Most classrooms close for the school year in May.

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

	Funded Enrollment	Total # of Children Served	# Over Income	# With Special Needs
Head Start	212	258	18 (6%)	62 (24%)
Early Head Start	85	125	0	12 (9%)

Results of the Most Recent Review and the Financial Audit

The most recent Federal review(s) occurred in Program year 2015-16. BI-CAP Head Start and Early Head Start programs were reviewed in the content areas of Health and Safety, Comprehensive Services and CLASS. The BI-CAP Head Start programs are found to be in full compliance.

The FY 2013 financial audit was issued on June 26, 2014. 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	228	99%	93%	100%
		Well Baby Exams Completed		Immunizations
Early Head Start	117	95%	77%*	93%

*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

	EARLY HEAD START	HEAD START
Emergency/crisis intervention needs (food, clothing, shelter)	6	21
Housing assistance (subsidies, utilities, repairs)	10	65
Mental health services	15	26
English as a Second Language (ESL) training	0	1
Adult Education (GED, programs and college selection)	9	2
Job training	5	11
Substance abuse prevention or treatment	1	0
Child abuse and neglect services	1	2
Domestic violence services	2	3
Child support assistance	1	0
Health education	76	153
Assistance to families of incarcerated individuals	0	2
Parenting education	82	165
Marriage education	3	2
WIC	98	160
Father involvement activities	69	229
Services to homeless families	12	25

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 2015-2016 Program Year

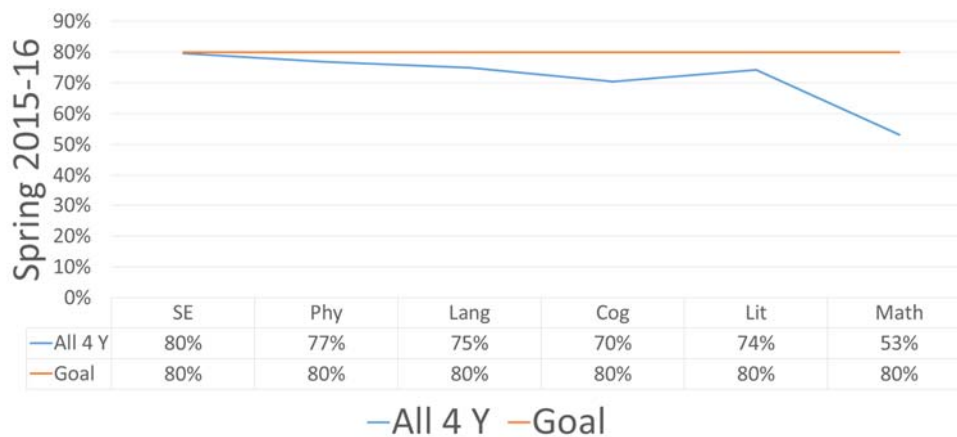
As per the Head Start Act of 2007 requirements, BI-CAP Head Start has worked with staff, parents and schools, utilizing the MN Early Learning Standards /Guidelines and the Head Start frameworks to develop Early Head Start and Head Start School Readiness Goals. Our School Readiness outcomes are tracked 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.

2014-15 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. We met the 80% bench mark for Physical development and were close for Social Emotional and Language development. Mathematics continues to be an area that needs development. Children showed the most growth of 45% in Cognitive and Literacy development. The Ready for Kindergarten chart indicates where our four year olds did not meet the bench marks for 2014-15 year. Barriers included high staff turnover and the high number of children we have with Individual Education Plans, Mental Health diagnosis and high percentage of children that dropped from our program. Our data showed 24% of three and four year olds (58 out of 237 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.
- Increase efforts to retain staff
- Support staff with coaching

Ready 4 Kindergarten



Bi-Cap Head Start - Ready for Kindergarten 2014-15



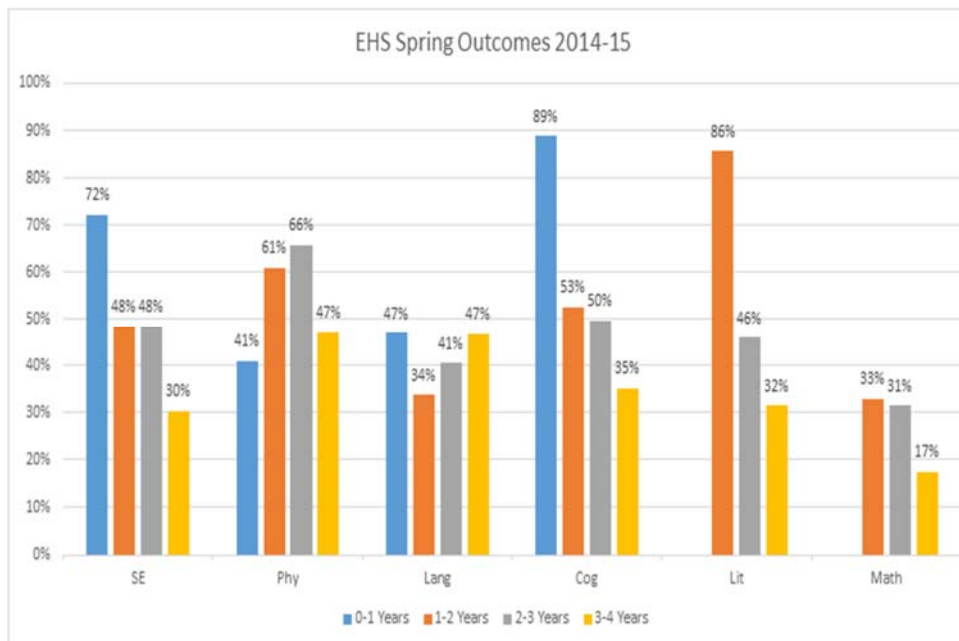


Preparing Children for Kindergarten

Using Teaching Strategies Gold data for Early Head Start is more difficult. There are more age categories and wider span of development than with Head Start children. We view each child and their progress. There were 13% of the children with Individual Family Service Plan (12 out of 89 children). Strengths per age groups: 0-1 year olds Cognitive and Social Emotional, 1-2 year olds Literacy and Physical development, 2-3 year olds Physical development and three year olds Language and Physical development. Areas that need development include: 0-1 year olds Physical development, 1-2 year olds Language development, 2-3 year olds Mathematics and Language development and 3 year olds Social Emotional and Mathematics development.

Analysis of the data indicate that there is a need to increase opportunities for physical, language and social emotional 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.
- Increase language development activities on home visits and in class room.



We only used Spring data for 0-3 year olds as children move from one age group to another during the program year.

0-1 year olds do not have any objectives for Literacy and Mathematics.

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
- 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)

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.