

# Bi-CAP Head Start



## Annual Report

9-1-2007 through 8-31-2008

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

Bi-County Community Action  
Programs, Inc.  
2529 15th Street NW  
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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### **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		FEDERAL EARLY HEAD START	
231 CHILDREN		64 CHILDREN	
Base Grant	\$1,831,049	Base Grant	\$683,403
Cost of Living	27,466	Cost of Living	10,251
Training and Technical Assistance	21,008	Training and Technical Assistance	17,258
<b>TOTALS</b>	<b>\$1,879,523</b>	<b>TOTALS</b>	<b>\$710,912</b>
STATE HEAD START			
40 CHILDREN		22 CHILDREN	
Base Grant	<b>\$329,500</b>	Base Grant	<b>\$245,310</b>
		Reallocation	<b>4,046</b>
<b>TOTALS</b>	<b>\$329,500</b>	<b>TOTALS</b>	<b>\$249,356</b>
<b>NORTHWEST MINNESOTA FOUNDATION THRIVE INITIATIVE PROJECT</b>			
\$43,600 over two years for early childhood mental health practitioner			
<b>PRIVATE DONATIONS</b>			
\$100 designated for the Bemidji Blue Room classroom			
\$2,000 designated for the Blackduck Head Start center.			



# Head Start Budget

## Bi-CAP Head Start Budget Categories

### 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 14.27 per 100)

Unemployment Compensation (6.5%)

Pension (5%)

Health/Dental/Life/Disability Insurance (from \$16 to \$807 per month)

### Travel Category

All local and out of area travel was reimbursed at the federally approved rate of \$.505/mile for personal vehicles. Employees are expected to use agency vehicles wherever available. Lodging and meals for out of area travel were reimbursed at the actual costs.

### Contractual Category

Contractual costs include:

Childcare Provider Fees at BSU Campus Childcare and Caring Hands Childcare center in Blackduck.

Software Support

### Supplies Category

Classroom 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**

In FY2007, a total of 271 Head Start and 86 Early Head Start children were served with state and federal funding.

The Bi-CAP Head Start and Early Head Start programs maintained full enrollment during the entire year.

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

### **Results of the Most Recent Review and the Financial Audit**

The most recent Federal review occurred in November, 2006. Bi-CAP Head Start and Early Head Start programs were found to be in full compliance, with no findings or deficiencies.

The FY 2007 financial audit was completed in early winter, 2008, with results provided in February, 2009. There was one finding.

Finding 07-1 – Preparation of Financial Statements. “The Organization should have controls in place to prevent or detect a material misstatement in the annual financial statements including footnote disclosures.”

Recommendation—The auditors recommend management become knowledgeable in financial statement preparation so that management can prepare the financial statements for audit purposes.

There were no questioned costs.

A copy of the Auditor's Report in it's entirety is available at Bi-CAP.



## Percentage of Enrolled Children that Received Medical and Dental Exams

	# Enrolled	Physicals	Dentals	Immunizations
<b>Head Start</b>	<b>271</b>	<b>268 (98.8%)</b>	<b>264 (98.5%)</b>	<b>263 (97%)</b>
		Well Baby Exams	Dentals	Immunizations
<b>Early Head Start</b>	<b>86</b>	<b>76 (88%)</b> 8 were scheduled but not yet completed, and 2 declined services	<b>21 (24.4%)</b> 36 were considered too young, 8 were scheduled but not yet completed, and 21 declined services	<b>83 (96.5%)</b>



## Parent Involvement Activities

MONTH	EVENT
	There were 21 Head Start Policy Council parent representatives or alternates during the program year.
<b>July</b>	Bemidji field trips to elementary schools (transition activity)
	Bemidji Pet Day activity
	Bemidji nature walk at an area school
<b>August</b>	Bemidji field trips to elementary schools
	Bemidji field trip to waterfront park
	Beltrami County Health Screenings onsite at the Bemidji center
	Bemidji EHS visit to Animal Land
<b>September</b>	Classroom orientations
	BSU Campus family potluck
	Beltrami County Health Screenings onsite at the Bemidji center
	Blackduck open house—volunteer opportunity for playground enhancement
	Backus Bike Night and parent meeting
	Remer Back to School breakfast
	Remer field trip to local campground
	Remer parent meeting and transportation training
	Bemidji diapering demo
	Pillager Preschool Screening
<b>October</b>	Parent meetings, IEP meetings, behavior planning meetings and/or transition meetings
	Family partnership agreements
	Reading is Fundamental (RIF) book activities/distributions
	Walker Pumpkin Patch Make-it Take-it event
	Remer Family Fun Night
	Backus fire hall field trip, music session with Pine Rive Backus high school musicians, parent nutrition topic.
	Backus on-site early childhood screenings and dental screenings
	Pillager Fall Fun Day
	Walker on-site dental clinic
	Bemidji MN Legislative Commission to End Poverty
	Remer field trip to pumpkin patch and hay ride to feed cows





## Parent Involvement Activities

MONTH	EVENT
<b>November</b>	Parent meetings and conferences, IEP meetings, behavior planning meetings and/or transition meetings
	Parenting Weekend Workshop sponsored by Bemidji State University
	Bemidji nutrition activities with MN Extension
	Blackduck Limit-setting workshop
	Remer field trip to Headwaters Science Museum
	Remer Food Shelf visit
<b>December</b>	Parent meetings and conferences, IEP meetings, behavior planning meetings and/or transition meetings
	Make-it Take-it activity
	Blackduck holiday sleigh ride
	Remer Early Childhood Winter Holiday Family Fun Night
	Remer and Backus holiday party
	Bemidji gingerbread house activity
<b>January</b>	Backus Pancakes for Dads event
	Policy Council Sub-committee Workshop covering Program Plans, Head Start Policies and the Employee Handbook
	Policy Council meeting
	Bemidji Limit-setting parent workshop
	Bemidji Make-it-Take-it Activity
	Backus animal furs and trapping sharing activity
	Backus Water Park field trip
	Parent Survey
	Kelliher Ice Cream Social
	<b>February</b>
Walker Early Childhood Initiative Community Speak Out	
Bemidji Read Together, Talk Together workshop	
Policy Council Sub-committee Workshop covering Strategic Planning and Goal Setting	
Bemidji Pancake/Waffle Breakfast	
Bemidji Campus Cooking with Kids Family Fun Night	
Walker budgeting workshop	
Backus, Bemidji and Pillager Valentine activities	
Pillager I Love to Read Event and Teddy Bear Band	



## Parent Involvement Activities

MONTH	EVENT
<b>Feb-March</b>	Program Self Assessment
<b>March</b>	Cass County CPR and First Aid classes
	Bemidji State University Early Childhood MEGA Conference
	Policy Council Meeting
	Kelliher Dr. Seuss birthday celebration and reading event
	Kelliher Parent/Child Pizza and Gym Night
	Bemidji Pancake Supper and reading event
	Bemidji Parent reading activity
	Blackduck reading activity and pizza
<b>April</b>	Bemidji Tiny Tots Expo
	Bemidji Armory Kids Carnival
	Kelliher Garden Party Health Fair
	Walker School Week of the Young Child Dinner and Concert
	Remer Science Museum
	Remer Family Fun Night
	Bemidji State University Childcare Collaborative Spring Potluck
	Blackduck Caring Hands CPR and First Aid classes
	Bemidji CPR and First Aid classes
	Bemidji Fathers Reading Every Day event
	Backus Pancakes with Pa
	Bemidji Family Toy Box filial therapy sessions
	Bemidji nutrition activity
	Bemidji budgeting workshop
	Bemidji Smokey the Bear Fire Prevention
	Bemidji Stress Management workshop
	Backus Week of the Young Child celebration
<b>April-May</b>	Transition Meetings
<b>May</b>	Central Lakes College Play
	Bemidji End of Year Gym / Hands are not for Hitting activity
	Bemidji Community Fathers Reading Every Day Part 2
	Kelliher pizza and Family Gym Night
	Health Advisory Meeting



## Parent Involvement Activities

MONTH	EVENT
<b>May</b>	Policy Council Meeting
	Bemidji Car Seat Safety Clinic
	Bemidji end of year picnic
	Blackduck picnic
	Blackduck zoo trip
	Backus end of year celebration
	Backus pillow-making
	Backus greenhouse field trip
	Backus Play field trip
	Walker end of year celebration
	Remer end of year awards presentation
	Pillager Muffins in the Morning
	Pillager Picnic at the Playground
	<b>June</b>
Diapering and hand washing demonstration during EHS Socialization	
Bus Safety training	
Field Trips to elementary schools (Transition Activity)	
Field Trip to Animal Land	



## Preparing Children for Kindergarten

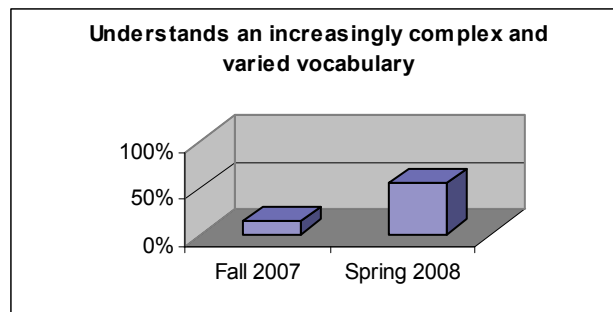
Child outcomes are tracked throughout the year using the Work Sampling System for Head Start. Outcomes data indicate that both three and four year olds are making progress in all domains. However, the statistics indicate that three and four year olds could benefit from additional concentration in the areas of mathematics and literacy to better prepare them for Kindergarten.

Current statistics for four-year-olds follow:

### Bi-CAP Head Start Child Outcomes Reporting 2007-08 Program Year

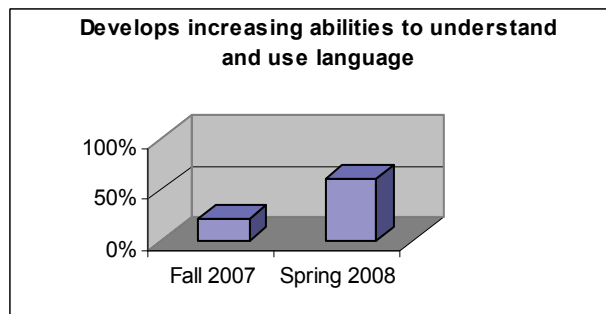
Understands an increasingly complex and varied vocabulary

Fall 2007	14%
Spring 2008	55%



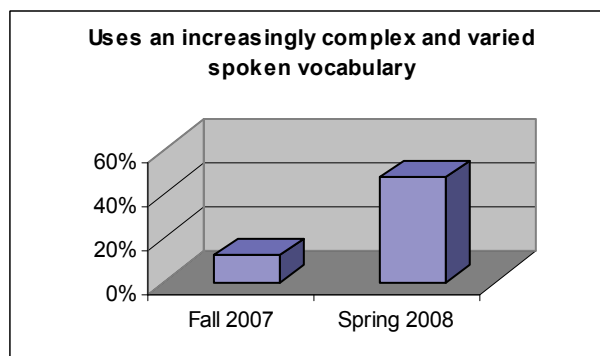
Develops increasing abilities to understand and use language

Fall 2007	21%
Spring 2008	61%



Uses an increasingly complex and varied spoken vocabulary

Fall 2007	12%
Spring 2008	47%

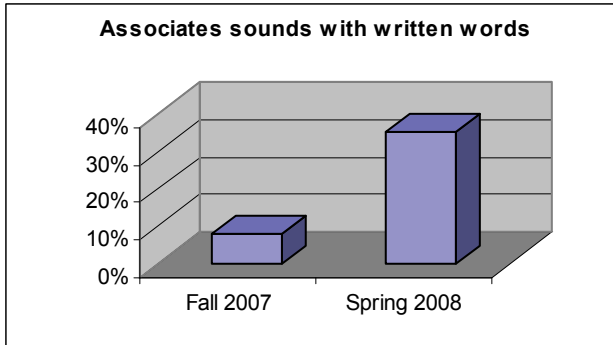




## Preparing Children for Kindergarten

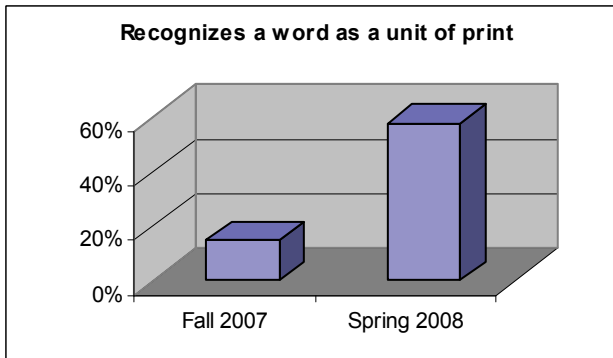
Associates sounds with written words, such as awareness that different words begin with the same sound

Fall 2007	8%
Spring 2008	35%



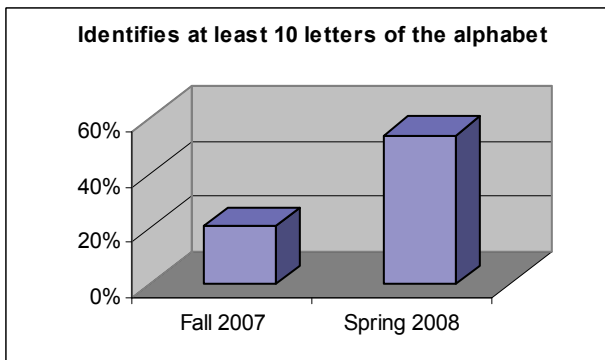
Recognizes a word as a unit of print, or awareness that letters are grouped to form words, and that words are separated by spaces

Fall 2007	15%
Spring 2008	58%



Identifies at least 10 letters of the alphabet, especially those in their own name

Fall 2007	21%
Spring 2008	54%





## Preparing Children for Kindergarten

Knows that letters of the alphabet are a special category of visual graphics that can be individually named.

Fall 2007	23%
Spring 2008	65%

