



*Engaging Young Children and their Families
in a Comprehensive Early Childhood Development Program*
Northern Panhandle Head Start Inc.
Annual Administrative Report 2011-2012

A Message from the Executive Director

“Positioning Ourselves for Growth” Agencies, organizations, businesses and non-profits have to prepare and be ready for change, because if they don’t, how long can they really survive? Sometimes change just happens, and other times we see it coming, but don’t react fast enough. NPBS had seen a drop in our enrollment numbers before, but has always been able to rise to the challenge in support of children and families.

A new journey begins! Since 2000 our funding levels supported enrollment for 513 children ages 3-5 and 48 children ages 0-3. In 2009, with the availability of ARRA funding, we increased our Early Head Start enrollment to 96. In the fall of 2011, we were faced with a realization, conversion of Head Start slots to Early Head Start slots, increasing our services to infants and toddlers and pregnant women to 116. This conversion was a direct impact of our changing environment and desire to meet the needs of our communities. We have embraced the opportunity to strengthen our program services to the infant/toddler and pregnant women population. Now we must look at the bigger picture, “Is this a one-time occurrence or a trend?” As an agency, we need to explore this issue more in-depth. I say we will explore the option of serving more children ages birth to 3 in the future. Our staff, facilities, and infrastructure are ready to support this change. Our plan to succeed includes effectively managing the agency through the Strategic Plan process, continuous improvements through the monitoring system, and enhanced communications through parent and community involvement.

“When we create change, if we create a place where the best people always have a seat on the bus, they’re more likely to support changes in direction” (*Good to Great* by Jim Collins). I want to keep the best people for this transformation of NPBS serving a larger portion of the younger population. We have some of the best trained staff in the Ohio Valley working with children and families. We cannot afford to lose their expertise, and our professional development goals include training all staff to serve birth to age 5. I believe it is in the best interest of the program to keep our best people and give them a seat on the bus as we work towards this transformation. We will need everyone’s support to achieve this goal as we continue to provide a high quality, comprehensive early childhood Head Start program in the northern panhandle. This is an exciting time in Head Start! Stay tuned.

~ Marlene Midget, Executive Director

Child Development Outcomes & School Readiness



For Head Start programs, school readiness is defined in terms of the knowledge and skills children display in the five major areas of development that are aligned with the Head Start Child Development and Early Learning Framework. The five areas are: Social and Emotional, Language and Literacy, Approaches to Learning, Cognition and General Knowledge, and Physical Development and Health. Using the Creative Curriculum, teachers provide daily experiences to promote growth and progress in all children. The WV Pre-K Child Assessment Scoring System is the new tool (2011) for children ages three-five developed by National Institute for Early Education Research for the WV Department of Education. Teachers use this on-going assessment to observe, document, and track children’s daily accomplishments and then plan individualized, developmentally

appropriate experiences to meet each child’s needs. The Domains scored in this tool are Math/Science, Language/Literacy and Social Emotional/Social Studies and scoring range is from 1-5.

The following chart indicates the % of gains children have made based on data comparing the fall and winter results. In addition, NPBS is also tracking Physical Health and Development for the spring data.

WV Pre-K Child Assessment Scoring System Domains	Math/Science	Language/Literacy	Social Emotional/Social Studies (includes the Arts)
% of GAIN from Fall to Winter	20.3	18	10.2

NPBS makes a commitment to work toward the following school readiness goals for this program year:

- Math/Science – 90% of children will have a score of 3 in the spring (Winter score is 3.0)
- Social Emotional/Social Studies/The Arts – 90% of children will have a score of 4 in the spring (Winter score is 3.8)
- Language and Literacy – 90% of children will have a score of 3 in the spring (Winter score is 3.0)
- Physical Health & Development – 90% of children will have a score of 4 in the spring (Assessed in the spring)

Once the spring data is complete, training needs for education staff will further be developed and/or determined based on the results of aggregate data collection review.

~ Cheche Price, Education/Training Manager

Program Information Report Outcomes for 2010-2011

(Information compiled from the most recent PIR 2010-2011 and enrollment data from the same period. Compiled by Cher McKeever, Information/Technology Coordinator)

Early Childhood Development and Health Services ~

The annual Program Information Report (PIR) indicates that of the 585 children enrolled in Head Start during 2010-11, 100% were up to date on a schedule of preventative and primary health care and 89% completed a professional dental examination. Of the 148 children enrolled in Early Head Start (existing & ARRA expansion) for the same period, 96% of the children enrolled were up to date on a schedule of preventative and primary health care and 91% are up-to-date on a schedule of age-appropriate preventive and primary oral health care according to the state's EPSDT schedule. Of the children enrolled in Head Start, 19% had an Individualized Education Plan (IEP) while 11% of the children enrolled in Early Head Start (existing & ARRA expansion) had an Individualized Family Service Plan (IFSP).



Enrollment ~

Head Start/Early Head Start Grantees are required to report the total number of children and pregnant women served during each month of the operational year. The cumulative enrollment during the period July 2010-June 2011 for Head Start and Early Head Start (existing program) was 100%, respectively. While the Early Head Start ARRA expansion grant cumulative enrollment was 94% for the same period.

Of the 585 children enrolled in Head Start during 2010-11, enrollment eligibility types were 10% enrolled based on public assistance, 69% were enrolled based on 100% federal poverty guidelines or below, 8% were over-income, 2% were enrolled based on foster care with 4% based on homelessness, and 7% were enrolled based on incomes between 100% & 130% of the federal poverty guidelines.

Of the 148 children and 10 pregnant women enrolled in Early

Head Start (existing and ARRA expansion) during the same period, 15% were enrolled based on receipt of public assistance, 73% at or below 100% of the federal poverty guidelines and 1% were enrolled based on foster care eligibility with 4% based on homelessness, 3% based on over-income eligibility, and 4% were enrolled based on incomes between 100% & 130% of the federal poverty guidelines.

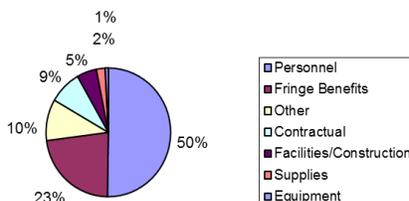
Federal Review Results ~

A triennial review is performed with each Head Start program in the nation to ensure full compliance with all applicable Head Start Program Performance Standards, laws, regulations and policy requirements. The most recent onsite review was conducted in October 2009. The two areas of non-compliance identified were 1304.53 (a)(5) square footage of indoor space for children (1 site) and 1304.53 (a)(10)(x) maintenance of playground equipment and surfaces to minimize the possibility of injury to children (1 site). During the April 2010 follow-up visit, the two concerns identified were determined to be corrected; therefore, no corrective action was required.

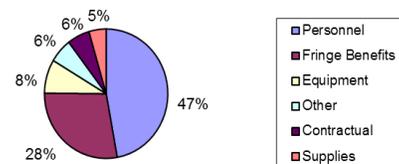
Annual Budget ~

The Head Start and Early Head Start program received \$4,876,598 to provide services for pregnant women and children ages birth to 5 during the operating period of July 1, 2010 – June 30, 2011. The non-federal share (or local in-kind match) was \$1,156,650. Maternal Infant Health Outreach Worker (MIHOW) program (Ohio County) received \$45,000 to operate during the same period. The Early Head Start Expansion program received \$703,453 to provide services for pregnant women and children ages birth to 3 during the operating period of September 30, 2010 – September 29, 2011. The non-federal share (or local in-kind match) was \$116,787.

Approved Budget Head Start and Early Head Start 7/1/2010 - 6/30/2011



Approved Budget 9/30/2010 - 9/29/2011
ARRA Early Head Start Expansion



Fiscal Audit ~

The annual independent audit was performed by SR Snodgrass – Certified Public Accountants and Consultants of Wheeling, WV. This audit was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. In accordance with the *Government Auditing Standards*, the report dated February 22, 2012 stated no reportable conditions or material weaknesses noted in the audit for the fiscal year ending June 30, 2011.

The audit included the following statement of activities for Fiscal Year ended June 30, 2011:

REVENUE

Federal Assistance	\$5,788,673
MIHOW Grant	42,994
E-Rate	22,818
Local Contributions	7,359
Interest & Dividends	640
Misc. income	20,963
Pre-K collabor contracts	78,215
Unrealized gain on Invest	2,352
Gain-on-sale of fixed assets	500
In-kind revenue	<u>1,285,589</u>
Total Revenue	\$7,250,103

EXPENSES

Program	\$6,653,025
Administration	<u>594,802</u>
Total Expenses	\$7,247,827

~ fiscal data compiled by
Cathy Williams, Fiscal Manager

Family and Community Involvement

Family Involvement ~ Parent Meetings & Trainings – parents participate in monthly center parent meetings to discuss classroom activities, plan community outings and offer suggestions to enhance the program, and to socialize with one another.

NPHS also offers trainings/workshops for parents based on their input and expressed interests. Additionally, based on staff participation on many local committees, community-wide issues can be discussed among the parent groups. Examples have included Child Abuse & Neglect, Basic 1st Aid, Nutrition, Biting, Toddler Discipline, Safe to Sleep, Harmony House and Sexual Assault Help Center, and Healthy Lifestyles. The staff also works individually with parents as needed on such issues as, resume writing, domestic violence prevention, obtaining a driver's license or GED, to job searching and more.



Two parents had the opportunity to attend the West Virginia Head Start Association Fall Training Conference held in November 2011 in Charleston, WV. Both parents reported that they gained valuable information and returned to share this information with the Policy Council membership and their respective Parent Committees. The success of our program depends on parent involvement. As of March 31, 2012, 1,010 volunteers (parents and family members) have provided over 53,020 hours collectively! Family Activity Night (FAN) provides families' with the opportunity to come together, have a healthy meal and interact in activities that focus on a centralized theme. To date, 940 children and their family members have participated (inclusive of the three events). In October 2011 the theme was "HealthyCHILD, CHOOSY and How Children Learn Through Play" – which focused on interactive activities for the family, healthy meals and intentional movement designed around Choosy and the I Am Moving, I Am Learning Curriculum. The January 2012 theme "Winterfest 2012" provided the families' with the opportunity to participate in winter-type fun activities, and engage in many family fun activities as well as learning more about healthy eating habits/choices. The FAN activities wrapped up in March 2012 with the "Get Your Plate In Shape" theme. NPHS unveiled CHOOSY's (Choose Healthy Options Often, Start Young) talking cousin SOOSIE (Stop Ongoing Obesity, Start Individual Exercise). Children engaged in intentional movement through singing and dancing, and filling their plates with pictures of healthy food choices.



Community Involvement ~ Head Start recognizes the importance of giving back to the community, in doing so the parent committees in all five counties have committed to partake in community projects. Projects have included planting flowers at a local nursing home and making cards for the residents, support of local animal shelters, collecting food and paper products for food pantries, volunteering at a local soup kitchen, making card for our troops overseas, support of local food drives, collection of diapers for local service agency, clothing drives, and community clean-up projects to name a few.

Community Partnerships are also vitally important to the success of the program. The agency is actively involved and participated and/or sponsored events in conjunction with the Ohio County Early Childhood Interagency Committee (ECIC) - Week of the Young Child, recognizing community people who make a difference in the lives of children, the Ohio County Partners in Prevention (PIP), WV Birth to Three/Partners in Early Intervention, Family Resource Networks (FRN), Harmony House and Sexual Assault Help Center (SAHC), Golden Spike Association-Wheeling Nailers, A Child's Place-CASA – Brooke & Hancock Counties Light of Hope, WVU Extension Service – Ohio & Marshall Counties - Healthy Families/Healthy Children Coalition, Brooke Hancock Partners in Prevention (PIP), Marshall County Partners in Prevention (PIP), Marshall County Family Resource Center – Marshall County, Substance Prevention Coalition – Ohio County, CASA for Children, Inc. – Ohio, Marshall & Wetzel Counties. Through our partnership with the Northern Regional Jail we are able to provide parenting education to incarcerated fathers. WVU Extension Service – Wetzel County and Parents as Teachers (PAT) Wetzel County. Statewide and local initiatives included the completion of the COMET project (design and research an on-site professional development mentoring program in order to increase the effectiveness of Head Start teacher's instructional and management behaviors), CHOOSY Oral Health Project, and pilot program for the ECHO (Early Childhood Hearing Outreach) Initiative – enhanced use of a new hearing screening technology to identify hearing concerns at an early age.



~ Cathy Knox, Family & Community Partnerships Manager

Funded Enrollment

Early Head Start – 68 children birth to 3 years old and pregnant women. **Early Head Start Expansion** (received December 2009) – 48 children birth to 3 years old and pregnant women.

Head Start – 486 children ages 3-5 years old.

MIHOW – 40 children birth to 3 years old and pregnant women.

Head Start Funding Source

United States Department of Health and Human Resources, Administrative for Children and Families, Administration on Children, Youth and Families, Office of Head Start (report compiled in part based on the requirements of the *Improving Head Start for School Readiness Act of 2007*)

MIHOW Funding Source

The West Virginia Legislature – WV Department of Health and Human Resources

Mission Statement

Our mission is to provide a high quality, comprehensive and family-focused, infant/toddler and early childhood program uniquely designed to prepare each child for tomorrow's opportunities and challenges through community partnerships.

Vision Statement

"Building foundations for life-long growth and development"



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(SPECIAL NOTE: The content of this report is not all inclusive of the activities undertaken by this agency, however, provides a brief overview.)