

Cortland County Community Action Program (CAPCO) Head Start 2010 Annual Report

Head Start is a comprehensive program designed to foster the healthy development of preschool-aged children (3-5 years old) from low-income families. Head Start provides children with daily nutritious meals and many opportunities for social, emotional, and intellectual growth which can prepare them for success in school and life. The program also connects children to a health care source and provides vital support services to their families. The cornerstone of the program is parent and community involvement which has made it a very successful preschool program. Classrooms are located in the City of Cortland, as well as the rural parts of the County in order to reach those families who find it difficult to access services due to the rural nature of the County. CAPCO is fortunate to have strong collaborations with many of the local school districts with several of our Head Start classrooms within the schools. These collaborations help foster the children's transition into kindergarten.

General Program Overview

The CAPCO Head Start Program is funded to serve 200 children. In 2010, CAPCO had 10 Head Start classrooms located at eight (8) different sites. They included:

In collaboration with the Cortland City School District Universal Pre-Kindergarten (UPK) program, there were 3 classrooms in Elementary schools serving children 6 ½ hours per day – 3 hours UPK, 3 ½ hours Head Start:

Parker Center - 17 children – Parker Elementary School

Randall Center – 18 children - Randall Elementary School

Smith Center – 17 children - Smith Elementary School

YMCA Center(s) - The YMCA houses three (3) classrooms - one regular Head Start classroom serving 19 children, one collaborative classroom with the Cortland City School District serving 18 children, and one collaborative classroom with the YMCA/UPK program serving 18 children.

Marathon Center- Marathon Elementary School has one classroom serving 16 children.

McGraw Center- McGraw Elementary School has one classroom serving 17 children.

Sports Complex Center - J.M. McDonald Sports Complex, one classroom serving 18 children.

Cortlandville PM Center- Located at the First United Methodist Church. Head Start had one collaborative classroom with the Family Enrichment Network (FEN) of Binghamton. This classroom served 10 Head Start children and 6 FEN students.

Homer Home Based Socialization- The Center for Arts of Homer, Inc. has the socialization classroom which serves 33 children every other week.

Funding and Budget

- **Public and Private Funds-** In program year 2009-2010, the CAPCO Head Start Program received a federal grant of \$1,630,251. A second federal grant for \$18,504 was received for Training and Technical Assistance. A matching non-federal share of \$407,563.00, in cash and in-kind donations was also generated for a grand total of \$2,056,318.00 in program resources.
- **State Funding-** In program year 2009-2010, the CAPCO Head Start Program received UPK monies from the Cortland City School District in the amount of \$204,000. This money was awarded to serve 68 children in four different classrooms.

Total Number of Children and Families Served

This program year we served 210 families and 231 children. Of these children, 51 children were three years old, 176 children were four year olds, (1) child turned five years old after December 1st. Due to the fact these children turned five years old after December 1st made them ineligible for Kindergarten and eligible for the Head Start Program. 54 children were enrolled for their second year in Head Start and one (1) child was enrolled for the third year. There were 35 children which left the program throughout the year, three (3) children of whom left before the first 45 days of the program. Of the 210 families served, 147 families were two-parent families and 84 families were single-parent families.

Average Monthly Enrollment/Percent of Eligible Children Served:

The average monthly enrollment was 199, and the average monthly attendance was 88%. Each center did many different activities either through classroom activities or through Parent Action Group meetings. Through January of 2010, we had already reached 922 total volunteers. We had 187 out of 200 unique families. Unique families include a family member which came to an activity at least once throughout the year. There were many activities which encompassed the families throughout the year, as well. These activities included family photographs, stone soup, bucket gardens, friendship cards, pancakes for pops, muffins for moms, yoga and gingerbread houses.

Children were eligible according to the following categories:

In 2010, CAPCO Head Start served 231 children.

Center	100 % of Federal Poverty Level	130% of Federal Poverty Level	Homeless	Foster Care	Over Income	Other (TANF)	Total
YMCA	2	0	0	0	8	26	36
Randall	1	1	1	0	0	13	16
Smith	0	0	0	1	1	14	16
Complex	0	0	0	0	3	14	17
Cortlandville	1	0	0	0	0	13	14
Cortlandville PM	0	1	0	0	0	9	10
Marathon	1	1	0	0	0	14	16
McGraw	2	1	1	0	3	12	19
Parker I	1	1	0	0	3	11	16
Homer	0	0	1	1	0	14	16
Home Based	2	2	0	0	0	18	22
Withdrawals	2	0	0	0	0	33	35
Total	12	7	3	2	18	191	231

Outcomes:**Medical and Dental Care:**

The Head Start Program provided all enrolled children with screenings including vision, hearing, height, and weight.

All children enrolled in Head Start in 2009-10 (231) completed a professional dental exam. Of the 50 diagnosed as needing follow up treatment, 47 received treatment. Overall, 100% of the children enrolled in the program throughout the year received medical exams and had a primary care physician established. All of the participating children had up-to-date immunizations.

Mental Health and Disability Services:

CAPCO is proud to be able to offer the children and their families access to a Mental Health professional. This full time staff person provides on-site support and services. Of the 200 children participating in Head Start in 2010, 61 were determined to be eligible for and received special education and related services.

EFFORTS FOR PREPARING CHILDREN FOR KINDERGARTEN**Child Outcomes Analysis for Children Transitioning Kindergarten**

The Education Outcome Report is based on the use of the High/Scope Curriculum observation and assessment strategies for all the classrooms. Teachers observe and document children's daily activities. They complete the Child Observation Record three times per year. The baseline is completed within two weeks of the beginning of the program year. Round two is completed by the end of January and round three is completed by the first week in June.

The Education Staff will develop and maintain a systematic identification and tracking program which is a direct result of the observations which coincide with the COR Assessment. Each child is observed and assessed according to their individual development skill level, including children with disabilities.

To ensure curriculum planning provides for children's development across all areas, a variety of tools are used to monitor, measure, and track progress. These tools include:

- Brigance Screening – Screens for appropriate development progress
- Ages and Stages Questionnaire-Social Emotional
- Parent Assessment of child's strengths and weaknesses:
Recruitment notes, Comprehensive Parent/Teacher Conference Forms, Informal Interviews, and Parent Observations
- Formal Observations using approved format
- Informal observation-recorded daily lesson plans and Individualized Planning Forms

The Education Staff will utilize the above resources to complete the COR on each child. Once a round is completed, teachers will enter all information into the computer COR program version 4.0. In addition to the staff entering the data, the Education Services Coordinator will review all of the reports and create a final report for all children entering Kindergarten. The report will include graphs in each area and the progress made by all children reported.

CAPCO Head Start showed satisfactory growth in all areas throughout the program year. The greatest area of growth was reported in the Math and Science areas. This is the second year these two areas have had the most growth.

Transition Goals:

Transition is an important part of the Head Start Program. Transitioning families and children to and from the program is an on-going process with specific events and activities planned throughout the year to help families feel comfortable. Transition plans may be as simple as making a trip to visit the next setting or as complex as any individual child may need. It is important to be guided by the needs and comfort level of the child and family.

Transition Goals:

The transition process shall consider the following goals:

- Continuity of service and care
- Minimal disruption of the family system
- Enhanced child development from one environment to the next
- Planning, preparation, implementation and evaluation within and between programs with the family.

Tips for Transition:

- Prepare children for new experiences by talking about it before it happens
- Read books about making changes
- Involving parents in the transition process

TRANSITION ACTIVITIES/EVENTS: On-going Activities:

- Enrollment: All children who are three years old by December 1st, and meet other necessary guidelines are enrolled in the program throughout the year.
- Transition Books: Each classroom has books available about public school in their area,

discussing what kindergarten will be like in the fall.

- Reading Books: About growing older, Kindergarten experiences and the feelings around transition from one place to another.
- Daily Discussion: Teacher encourages children to talk about going to “Big School”, becoming familiar with what the experiences will be like, and with whom they will be spending their day.
- School Visits: Teachers will send home local elementary schools calendars for visitation and screenings.
- Parent Action Groups: A parent action group in the early spring will be designated for the transition process. Guests will include a kindergarten teacher for those children entering in the fall and a Head Start Teacher for those children entering center based option from Home Based.

HEAD START PROGRAM OF CORTLAND COUNTY
...a service of the Cortland County
Community Action Program, Inc.

To: Policy Council
From: Pam Cosimo; Education Coordinator
Date: September 15, 2010
Subject: Child Outcomes

Attached is a summary of the 2009-2010 child outcomes for all the centers and a copy of the Child Assessment Policy. Our goal is to administer the Child Observation Record three time per program year. The staff met the goal and therefore we will be able to use the information in planning for the next program year.

Below is a summary of the scores for the three cycles that were administrate:

CENTER	SCORE TIME 1	SCORE TME 2	SCORE TIME 3
Complex	2.23	3.31	4.04
Marathon	2.27	4.00	4.73
Megraw	2.23	3.90	4.51
Parker	1.63	3.22	4.27
Randall	1.53	3.53	4.83
Smith	2.06	4.09	4.93
YMCA I	2.25	3.77	4.58
YMCA II	1.67	3.26	4.29
YMCAIII	1.44	3.13	4.09

The program average for the year was 3.166. The COR is rated on a scale from 1-5, 1 being the lowest and 5 being the highest. As you can see all the classrooms have shown growth this past year. The data collected will allow us to analyze it and plan for areas of weakness next program year.

(1) Initiative (2) Social (3) Creative (4) Music (5) Language (6) Math&Sci Class Ave GT 1-2 GT 2-3 GO 1-3

Center											
Complex											
Time 1 Cor	2.43	2.25	2.69	2.18	2.04	1.77	2.23	1.08	0.73	1.81	
Time 2 Cor	3.36	3.46	3.45	3.12	3.35	3.1	3.31				
Time 3 Cor	4.06	4.1	4.18	3.97	3.93	4	4.04				

Marathon											
Time 1 Cor	2.05	1.65	1.56	1.79	1.71	1.65	1.74	2.27	0.73	3.00	
Time 2 Cor	4	4.58	3.83	3.7	3.79	4.11	4.00				
Time 3 Cor	4.87	4.71	4.56	4.86	4.53	4.87	4.73				

McGraw											
Time 1 Cor	2.46	2.46	2.71	2.38	1.92	1.97	2.32	1.59	0.80	2.19	
Time 2 Cor	3.92	3.87	3.91	4.34	3.45	3.93	3.90				
Time 3 Cor	4.67	4.61	4.29	4.99	4.01	4.47	4.51				

Parker											
Time 1 Cor	1.92	1.66	1.37	1.82	1.55	1.43	1.63	1.60	1.05	2.64	
Time 2 Cor	3.52	3.36	3.12	3.42	3.12	2.78	3.22				
Time 3 Cor	4.51	4.35	4.03	4.43	4.21	4.06	4.27				

Randall											
Time 1 Cor	1.94	1.59	1.02	1.54	1.68	1.38	1.53	2.00	1.31	3.31	
Time 2 Cor	3.04	3.23	3.68	4.48	3.52	3.22	3.53				
Time 3 Cor	4.79	4.75	4.86	5	4.66	4.94	4.83				

Smith											
Time 1 Cor	2.5	2.29	2	1.96	1.99	1.64	2.06	2.03	0.84	2.87	
Time 2 Cor	3.93	4.43	4.07	4.39	3.62	4.12	4.09				
Time 3 Cor	4.93	5	4.93	5	4.73	4.98	4.93				

YMCA 1											
Time 1 Cor	2.48	2.29	2.74	2.44	2.18	1.98	2.35	1.42	0.81	2.23	
Time 2 Cor	3.46	3.76	3.78	4.59	3.6	3.42	3.77				
Time 3 Cor	4.49	4.62	4.52	4.97	4.34	4.52	4.58				

Family & Community Outcomes:

In 2010, 231 families received support and services through the Family Services functional area.

Those services included:

- Emergency services including food, clothing, and shelter – 16 families
- Housing including subsidies, rent and utilities – 14 families
- Mental Health Services – 18 families
- Job Training – 10 families
- Parenting education – 158 families

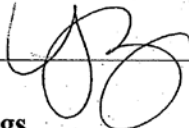


DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
Office of Head Start
8th Floor Portal Building
1250 Maryland Avenue, SW
Washington, DC 20024

To: Board Chairperson
Mrs. Paula Currie
Board Chairperson
Cortland County Community Action Program, Inc.
32 N Main St.
Cortland, NY 13045-2122

From: Responsible HHS Official
Ms. Yvette Sanchez Fuentes
Director, Office of Head Start

 3/7/11
Date

Overview of Findings

From 12/6/2010 to 12/7/2010, the Administration for Children and Families (ACF) conducted an on-site monitoring follow-up review of the Cortland County Community Action Program, Inc. Head Start program to determine whether the previously identified findings had been corrected. We wish to thank the governing body, Policy Council, staff, and parents of your program for their cooperation and assistance during the review. This Head Start Review Report has been issued to Mrs. Paula Currie, Board Chairperson, as legal notice to your agency of the results of the on-site program review.

Based on the information gathered during our review, we have closed the previously identified findings. Accordingly, no corrective action is required at this time. If you have questions about this report, please contact your ACF Regional Office.

Distribution of the Head Start Review Report

Copies of this report will be distributed to the following recipients:

Mr. Iran Rodriguez, Regional Program Manager
Mr. Arlene Owens, Policy Council Chairperson
Mrs. Lindy Glennon, CEO/Executive Director
Mr. Brian Rozewski, Head Start Director

Overview Information

Review Type: *Follow Up*
Organization: *Cortland County Community Action Program, Inc.*
Program Type: *Head Start and Early Head Start*
Team Leader: *Ms. Elvira Allen*
Funded Enrollment HS: *200*

Funded Enrollment EHS: *Not Applicable*

Status of Previously Identified Areas of Noncompliance

Date of Review in which Noncompliance was identified	Applicable Standards	Program Type	Status
Apr 4, 2010	74.23(a)(1)	HS	Corrected
Apr 4, 2010	74.23(a)(3)	HS	Corrected
Apr 4, 2010	642(d)(2)(A, I)	HS	Corrected
Apr 4, 2010	644(a)(2)(D, F)	HS	Corrected

PART 74 - Financial And Program Management

74.23 Cost sharing or matching.

(a) To be accepted, all cost sharing or matching contributions, including cash and third party in-kind, shall meet all of the following criteria:

(1) Are verifiable from the recipient's records;

Triennial(4/4/2010)

The grantee did not ensure third-party in-kind contributions were verifiable from its records. A review of the grantee's May 2009 In-Kind Monthly Summarization Report found it showed a claim for 632 hours of in-kind provided by parents valued at \$3,702. A review of the supporting spreadsheet (Monthly In-Kind Program Year 2008-2009) for May 2009 found it listed 474.25 hours of in-kind. According to the grantee's In-Kind Rates for Program Year 2009-2010, parent time was valued at \$7.20 per hour. Based on this rate, the 474.25 hours would be valued at \$3,414.

Entries on the supporting spreadsheet were traced to individual in-kind forms (the grantee's Monthly In-Kind Volunteer Space Service Record). The spreadsheet listed 12.5 hours for volunteer "SC." The in-kind forms for "SC" showed time claimed at the beginning and end of each school day, from 8:15 to 8:30 a.m. and from 2:45 to 3:00 p.m. The in-kind forms described the activity as "volunteer," which did not establish a benefit to the Head Start program. The two forms showed 21 half-hour claims, which were correctly totaled on the form as 10.5 hours, but not in agreement with the 12.5 hours recorded on the spreadsheet. Only one of the two forms was signed by the volunteer. A review of in-kind forms for volunteers "HA," "BG," "CM," and "JM" showed similar discrepancies.

In an interview, the Executive Assistant who maintained and calculated in-kind stated she did not enter the numbers on the Excel spreadsheet next to the volunteer names. She further stated she would have to go back and re-add the individual sheets to determine how many hours were actually used for in-kind posting in the grantee's records. Amounts claimed for parent volunteer time were not supported by descriptive records signed by the volunteer; therefore, it was not in compliance with the regulation.

Follow Up - Corrected

The grantee ensured third-party in-kind contributions were verifiable from its records. An interview with the Head Start Director determined the agency no longer included as in-kind the

cost of space in parents' homes used during home visits and did not claim parent volunteer time for the 15 minutes spent before and after school. A review of the grantee's revised June 2008 to May 2009 Head Start monthly In-Kind reports found the amounts previously recorded as space cost during home visits were removed.

A Policy Council member stated as a result of the changes, total in-kind for the year ending May 30, 2009 was reduced by approximately \$74,000; however, there was still sufficient in-kind available to meet the required match. A review of the revised annual In-Kind report for the period ending May 2009 determined the agency exceeded its required match by \$102,906.

A review of the revised October through December 2010 monthly In-Kind Volunteer Space Service records found they included the name, address, date, type of service rendered, times, number of hours, and value of services, with the signature of the provider and a certifying signature of a Head Start staff member with the staff member's position. Valuation of services was based on the agency's rate of pay for parent volunteers as break aides, bus monitors, and teacher assistants and on the management rate for Policy Council members' attendance at meetings.

The grantee ensured third-party in-kind contributions were verifiable from its records; therefore, it was in compliance with the requirement.

PART 74 - Financial And Program Management

74.23 Cost sharing or matching.

(a) To be accepted, all cost sharing or matching contributions, including cash and third party in-kind, shall meet all of the following criteria:

(3) Are necessary and reasonable for proper and efficient accomplishment of project or program objectives;

Triennial(4/4/2010)

The grantee did not ensure amounts claimed as non-Federal share were reasonable for accomplishment of Head Start objectives. A review of the May 2009 In-Kind Monthly Summarization report found the grantee claimed \$2,355 for the value of space provided for home visits in parents' homes. Further review of supporting documentation--Monthly In-Kind Volunteer Space Service records--found the grantee claimed \$20 as the value of space for 1-hour visits and \$30 as the value of space for 90-minute visits.

A review of the grantee's In-Kind Rates for Program Year 2009-10 document found it stated: "The justification for this (rate) is based on a co-department within the Agency, the WIC program ... Cincinnatus charges the WIC Program \$20 per hour to rent space for their clinic." In an interview, the Executive Assistant confirmed the grantee claimed the value of space provided for home visits.

The grantee did not establish the valuation of space in parent homes, based on the rental rate paid for clinic space, was a reasonable claim for non-Federal share; therefore, it was not in compliance with the regulation.

Follow Up - Corrected

The grantee ensured amounts claimed as non-Federal share were reasonable for the accomplishment of Head Start program objectives. In an interview, the Head Start Director stated the agency no longer counted as in-kind the before- and after-school time of parent volunteers because it did not benefit the Head Start program. In addition, the Head Start Director stated in-kind for space used for home visits in parents' homes was no longer counted toward non-Federal share because of the complexity and time needed to value each parent's home space.

A review of December 2, 2010 Policy Council meeting minutes determined the grantee reviewed all monthly In-Kind reports for the period ending May 30, 2009 and removed all home-based space allocations from the in-kind amounts previously reported. Further review of the meeting minutes and the revised Annual In-Kind Report found after reducing the in-kind for home space and parent volunteer time, the grantee still exceeded the required match by \$102,906.

A review of November 24, 2010 correspondence from the Executive Assistant found guidance was issued to staff to ensure parent volunteers provided specific information regarding activities they performed to benefit the program. A review of the grantee's revised monthly Head Start In-Kind reports from June 2008 through May 2009 found the amounts previously recorded as home-visit space costs were removed, and there was a re-calculation to correct the amounts previously reported.

The grantee ensured amounts claimed as non-Federal share were reasonable for the proper and efficient accomplishment of program objectives; therefore, it was in compliance with the regulation.

Head Start Act

Sec. 642. POWERS AND FUNCTIONS OF HEAD START AGENCIES. [42 U.S.C. 9837]

(d) Program Governance Administration-

(2) CONDUCT OF RESPONSIBILITIES- Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and Head Start agency operations, including--

(A) monthly financial statements, including credit card expenditures;

(I) the program information reports.

Triennial(4/4/2010)

The grantee did not ensure the sharing of accurate and regular information, including credit card expenditures and program information reports, for use by the governing body and the Policy Council. A review of grantee's January 23, 2009 through February 25, 2010 Board of Directors meeting reports found they did not include information on program information reports or credit card expenditures. In an interview, the Head Start/Early Head Director confirmed the Board of Directors did not receive program information reports. In addition, a review of Head Start Program of Cortland County monthly reports from February 10, 2009 through February 9, 2010 and an interview with the Head Start/Early Head Start Director found reports presented to the Policy Council did not include credit card expenditures and program information reports.

The grantee did not ensure the Board and the Policy Council received information on program information reports and credit card expenditures; therefore, it was not in compliance with the

regulation.

Follow Up - Corrected

The grantee shared regular information, including credit card expenditures and Program Information Reports (PIRs), for use by the governing body and the Policy Council. A review of Policy Council, Governing Board, and Finance Committee meeting minutes found the Governing Board and the Policy Council received copies of the grantee's credit card statements for review and approval. The review also determined the Policy Council and the Governing Board received PIRs.

In interviews, the Executive Director, Finance Director, a Board member, and a Policy Council member confirmed the Policy Council and the Board received credit card statements and PIRs and reviewed and voted to approve them. In an interview, the Head Start Director stated the grantee began providing the information to the Board and the Policy Council in March 2010, providing reports for approval. The Head Start Director further said the reports included the credit card statements and PIRs, including information on program enrollment, attendance, meals and snacks, in-kind, child outcomes, and the Self-Assessment.

The grantee ensured the Policy Council and the Board received regular information, including credit card expenditures and PIRs; therefore, it was in compliance with the regulation.

Head Start Act

Sec. 644. [42 U.S.C. 9839]

(a)

(2) Each Head Start agency shall make available to the public a report published at least once in each fiscal year that discloses the following information from the most recently concluded fiscal year, except that reporting such information shall not reveal personally identifiable information about an individual child or parent:

(D) The results of the most recent review by the Secretary and the financial audit.

(F) Information about parent involvement activities.

Triennial(4/4/2010)

The grantee did not ensure it published a report at least once in each fiscal year disclosing the results of the most recent review by the Secretary and the financial audit, as well as information about parent involvement activities. A review of the grantee's Annual Report 2009 and an interview with the Head Start/Early Head Start Director determined the Annual Report to the Public did not include information about parent involvement activities or the Secretary's most recent review and the financial audit. The grantee did not ensure its Annual Report to the Public included all required elements; therefore, it was not in compliance with the regulation.

Follow Up.- Corrected

The grantee published a report at least once in each fiscal year disclosing the results of the most recent review by the Secretary and the financial audit, as well as information about parent involvement activities. A review of the revised Annual Report for 2009 found the agency added a summary of the audit report and a description of parent activities and included a Follow-up Report on Corrective Action Documentation for the December 11, 2007 on-site monitoring review. In an interview, the Head Start Director stated a two-page summary of the audit was

added to the report and included a Comparative Statement of Financial Position as of December 31, 2007 and 2008 and a Comparative Statement of Revenues, Expenditures, and Changes in Net Assets for the same two periods.

The Head Start Director further stated the revised report included a summary page listing parent activities and said the revised Annual Report was submitted to the Policy Council and the Governing Board and was available on the grantee's web page. Parents were informed the Annual Report was available for review on line and at the Head Start office. In a telephone interview, a Policy Council member confirmed the revisions to the Annual Report were submitted to the Policy Council and said she worked on the additions to the Annual Report with the Head Start Director. She further stated the items added to the report consisted of a summary of the audit report and a listing of parent involvement activities.

The grantee's Annual Report included all required elements; therefore, it was in compliance with the regulation.

— END OF REPORT —