

Semcac Head Start
An Equal Opportunity Program and Employer



ANNUAL PROGRAM PERFORMANCE REPORT

Period Covered: Program Year August 2008 – July 2009

The Annual Program Performance Report contains information required to be made public under the federal Head Start Reauthorization Act of December 2007.

(A) The total amount of public and private funds received and the amount from each source.

Federal Head Start:	\$1,962,174
State Head Start:	\$ 598,472
USDA CACFP:	\$ 136,891
<u>TOTAL:</u>	<u>\$2,697,537</u>

The federal grant funds require that twenty percent of our program's resources come from non-federal matching sources, in addition to the actual funds received.

\$ 490,544 required goal under our federal grant

\$ 641,564 achieved during May 2008 – April 2009

Goal surpassed by \$151, 020.

(B) An explanation of budgetary expenditures and proposed budget for the fiscal year.

Budget category	2008 – 2009 actual	2009 – 2010 proposed
Salaries and fringe	1,947,774	2,105,170
Travel	1,431	1,642
Equipment over \$5000	0	106,000
Supplies	62,469	59,548
Contractual	103,880	58,000
Other	581,983	675,866
TOTAL	\$ 2,697,537	\$3,006,226

(C) The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served.

A total of 408 children from 399 families were served. We maintained 100% funded enrollment of 374 children throughout the year. On our first day of services, there were 34 income eligible families (those at 100% or less of the federal poverty guidelines) on our waiting list.

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

The Office of Head Start conducted a monitoring review from 8 – 13 March 2009. There were two findings of non-compliance concerning 1) completion of staff physicals and TB tests; and 2) storage of children’s backpacks during bus rides. The program responded in May 2009 with the steps taken to correct our systems and procedures appropriately. The Region V program specialist completed a follow-up visit on 22 – 23 September 2009 to verify program compliance. Based on her findings, the Office of Head Start closed the previously identified findings per its letter of 20 October 2009.

The independent audit report, submitted by Wipfli, LLP on 26 June 2009, covered the financial position of Semcac as of September 30, 2008, and the related statements of activities and cash flows for the year then ended. In summary:

1. The auditor’s report expresses an unqualified opinion on Semcac’s financial statements.
2. No significant deficiencies relating to the audit of the financial statements are reported in the Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards*.

(E) The percentage of enrolled children that received medical and dental exams.

98% of the children received medical and 99% received dental.

(F) Information about parent involvement activities.

Our program year, which came to a close on May 19, was celebrated by parents and staff at individual sites. Parent Committee officers, parent volunteers, and all enrolled families received certificates and thanks from staff for their involvement in Head Start. We had 408 volunteers participate in our classrooms this year, 196 of them being parents.

Classroom staff held their last conferences for the 08-09 program year with parents /guardians on May 7-8. One item on the agenda was to continue discussions on goal setting and supporting parents in their accomplishment of the goal(s) they had set. Of our 374 families, 350 had set goals, which equates to 93.5 %. Although our program-wide goal was for 100% of our families to set goals this year, we know that many families improved their lives and made steps toward self-sufficiency. Further, the 93.5% is a considerable improvement compared to the prior year when 66% of families set goals.

Family Service Workers (FSWs) returned to work from their summer break on July 6, to begin preparations for the 2009 – 2010 program year. Their first assignment was to conduct home visits with all newly enrolled families before the new program year begins. We have found that this visit makes for a smoother transition for new families into the program and it also gives the FSW's opportunity to plant the seeds for parent involvement and family partnership building. Teachers followed up with home visits to all families during the first week of September.

(G) The agency's efforts to prepare children for kindergarten.

Child Outcomes

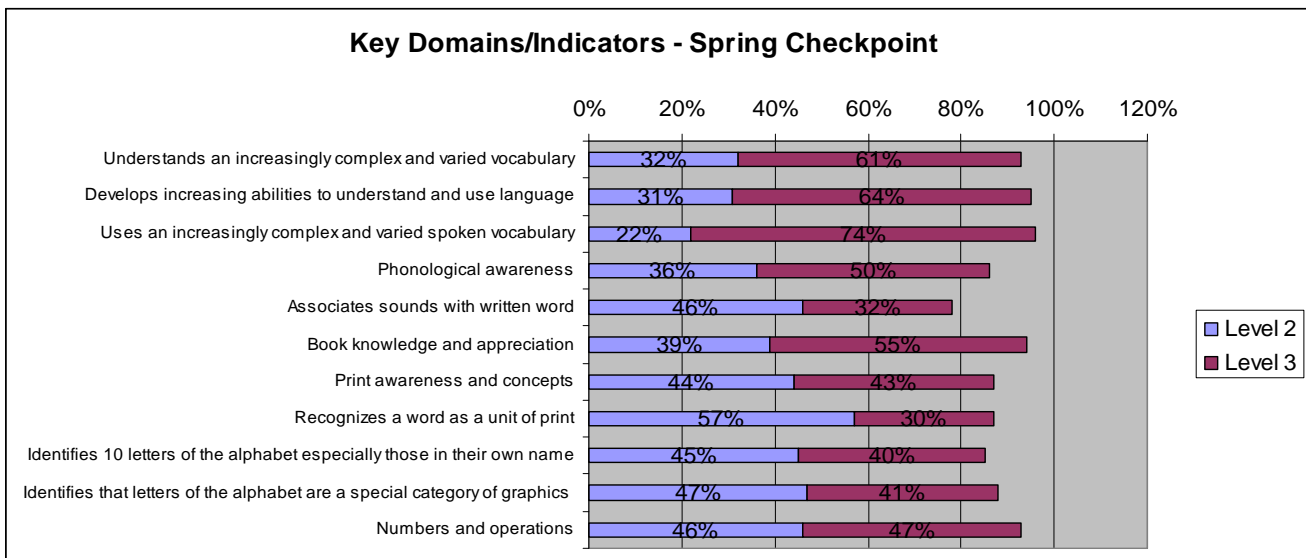
Children enrolled in our Head Start program have the opportunity to participate in carefully planned activities that promote optimal growth in all domains of development. Learning activities are extended into the home through partnership between teachers and parents.

The Creative Curriculum is our framework for organizing the environment, planning classroom activities, individualizing learning goals and assessing growth and development in individual and groups of children. The alignment between curriculum and assessment strengthens the entire system.

Our on-going assessment system was enhanced through participation in a group sponsored by MN Head Start Association. The group included programs from around the state that use the on-line version of the CC Dev. Continuum Assessment System. Through this group we had opportunity to network with other program coordinators, provide training for teachers, explore challenges teachers/programs face in on-going assessment and develop tools to support teachers in making standardized assessments. While review of the quality of assessments revealed the strengths of the system, it also showed that work still needs to be done. We continue to work toward high quality on-going assessment of children’s development in order to best meet their educational needs.

Our data shows that our students had attained the strongest skills/abilities in the areas of Physical Health and Well Being, Social/Emotional Development, and Language. The domains that showed the most dramatic growth from fall to spring are Science and Approaches to Learning. In Minnesota Head Start programs, it is generally agreed that children at the high end of level 2 and above possessed skills that make them “kindergarten ready”.

This following graph shows eleven of the key domain/indicators that we track and analyze. The data shows the percentage of children at the second and third level of the continuum at the end of the year (spring checkpoint 2009).



More than twenty five percent of our student’s first language is not English. Of that group, Spanish is the most common followed by various African Languages. On-going assessment data showed significant growth in understanding/using vocabulary and using language to communicate among dual language learners.

Transition to kindergarten

We recognize from a developmental standpoint that social/emotional development is a key factor in entering kindergarten ready to learn. Kindergarten teachers in our area identify social-emotional and self help skills as equally important as academic development. Our collaborations with local school districts to ensure smooth transitions for Head Start children is tailored depending on each district. Each Head Start classroom may complete one or more of the following activities: classrooms invite a kindergarten teacher to class; kindergarten teachers are invited to parent meetings; classrooms take field trips to the kindergarten classroom; staff share district kindergarten events with families in the spring; or staff share information on kindergarten readiness with families throughout the program year.

Information is routinely shared between local school districts and Semcac Head Start. For example, at the request of each school district, we shared some or all of the following on each child moving on to kindergarten: medical screening, dental screening, immunization information, child health history, child developmental screening and child mental health screening. We have formal collaboration and resource sharing agreements with all 24 of the school districts in our six-county service area.

Semcac Head Start transitioned 219 children on to kindergarten for fall 2009.