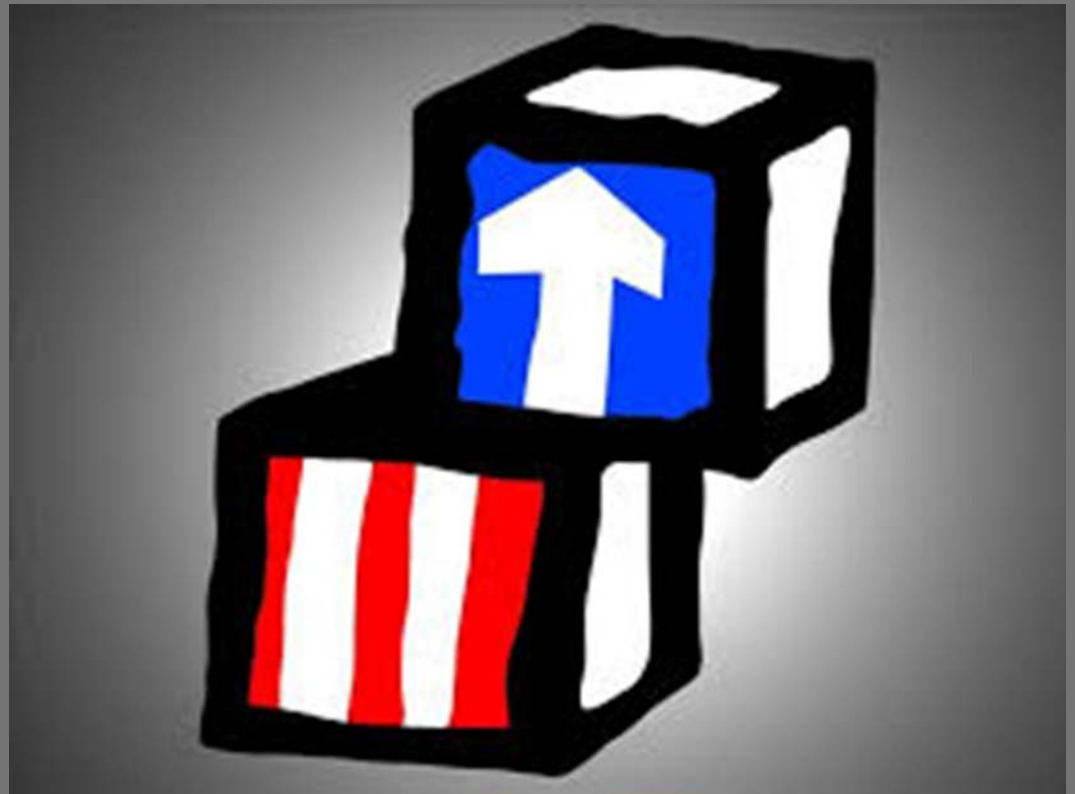


2015-
2016

Head Start Annual Report

Northern Tier Community Action Corporation



George Hults, Board President
David Greene, Executive Director
2015-2016



HEAD START PROGRAM CENTERS	
Bradford I Center 20 Russell Blvd., Building C Bradford, PA 16701 Phone: 368-4809 Class Hours: 10:00-3:00	Bradford II Center YWCA 24 West Corydon St. Bradford, PA 16701 Phone: 368-8551 Class Hours: 9:00-2:00
Bradford III Center 20 Russell Blvd. Bradford, PA 16701 Phone: 363-9265 Class Hours: 9:00-2:00	Coudersport Center 165 Route 6 West P.O. Box 625 Coudersport, PA 16915 Phone: 274-7017 Class Hours: 9:00-2:00
Emporium Center Woodland Elem. School 603 Woodland Ave. P.O. Box 310 Emporium, PA 15834 Phone: 486-4000 Ext. 2054 Class Hours: 9:00-2:00	Johnsonburg Center 607 Center St. P.O. Box 233 Johnsonburg, PA 15845 Phone: 965-5627 Class Hours: 9:00-2:00
Kane I Center 226 Chestnut St. Kane, PA 16735 Phone: 837-9392 Class Hours: 9:00-2:00	Kane II Center 226 Chestnut St. Kane, PA 16735 Phone: 837-8068 Class Hours: 9:00-2:00
Otto Eldred Center 158-160 Main St. P.O.Box 631 Eldred, PA 16731 Phone: 225-2200 Class Hours: 9:00-2:00	Port Allegany I Center 504 N. Main St. Port Allegany, PA 16743 Phone: 642-2807 Class Hours: 9:00-2:00
Port Allegany II Center Port Allegany Elem. School 85 Clyde Lynch Dr. Port Allegany, PA 16743 Phone: 642-9557 Opt. 6 Class Hours: 9:00-2:00	Ridgway Center 225 South St. Udarbe Complex, Room 2 Ridgway, PA 15853 Phone: 772-4030 Class Hours: 9:00-2:00
St. Marys Center North Star Properties 513 E. Arch St. St. Marys, PA 15857 Phone: 781-7776 Class Hours: 9:00-2:00	Smethport Center 110 Hill St. Smethport, PA 16749 Phone: 887-5670 Class Hours: 9:00-2:00

HEAD START HOME BASE
Potter County Area Home Base 165 Rt. 6 West P.O. Box 625 Coudersport, PA 16915 Phone 274-7132
Elk County Area Home Base North Star Properties 513 Arch St. St. Marys, PA 15857 Phone: 781-6666
McKean County Home Base 158-160 Main St. P.O. Box 631 Eldred, PA 16731 Phone: 225-4018

History & Facts

History of Head Start

In 1964, the Federal Government created a panel of child development experts to design a program to help communities overcome the barriers of young children living in poverty. The findings of that panel report became the blueprint for Project Head Start.

Project Head Start, launched as an eight-week summer program by the Office of Economic Opportunity in 1965, was designed to help break the cycle of poverty by providing preschool children of low-income families with a comprehensive program to meet their emotional, social, health, nutritional, and psychological needs. Recruiting children age three to school entry age, Head Start was enthusiastically received by education, child development specialists, community leaders and parents across the nation.

In 1969, Head Start was transferred from the Office of Economic Opportunity to the Office of Child Development in the US Department of Health, Education and Welfare, and has now become a program within the Administration on Children, Youth and Families in the Department of Health and Human Services. A well established, though still an innovative program, Head Start has had a strong impact on communities and early childhood programs across the country.

Head Start programs are operated by over 1500 community-based organizations, including school districts, universities, community health centers, tribal governments, Alaska Native Corporation, city and county governments, Community Action Agencies, and other profit and nonprofit organizations.

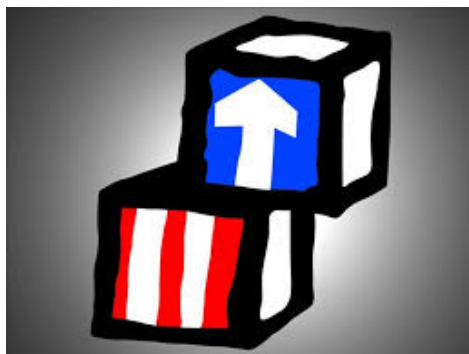


Management Team

- *Debra Sidelinger – Director*
- *Mary Goss – Administrative Assistant*
- *Tracy Metcalf – Fiscal Bookkeeper*
- *Michael Kuleck – Disabilities Specialist*
- *Marcy Boswell- Family & Community Specialist*
- *Bonnie Halquist – Health & Nutrition Specialist*
- *Jodi Guisto – Education Specialist*
- *Amanda Dempsey – Education/Transition Specialist*
- *Ryan Wenner – IT/Transportation*

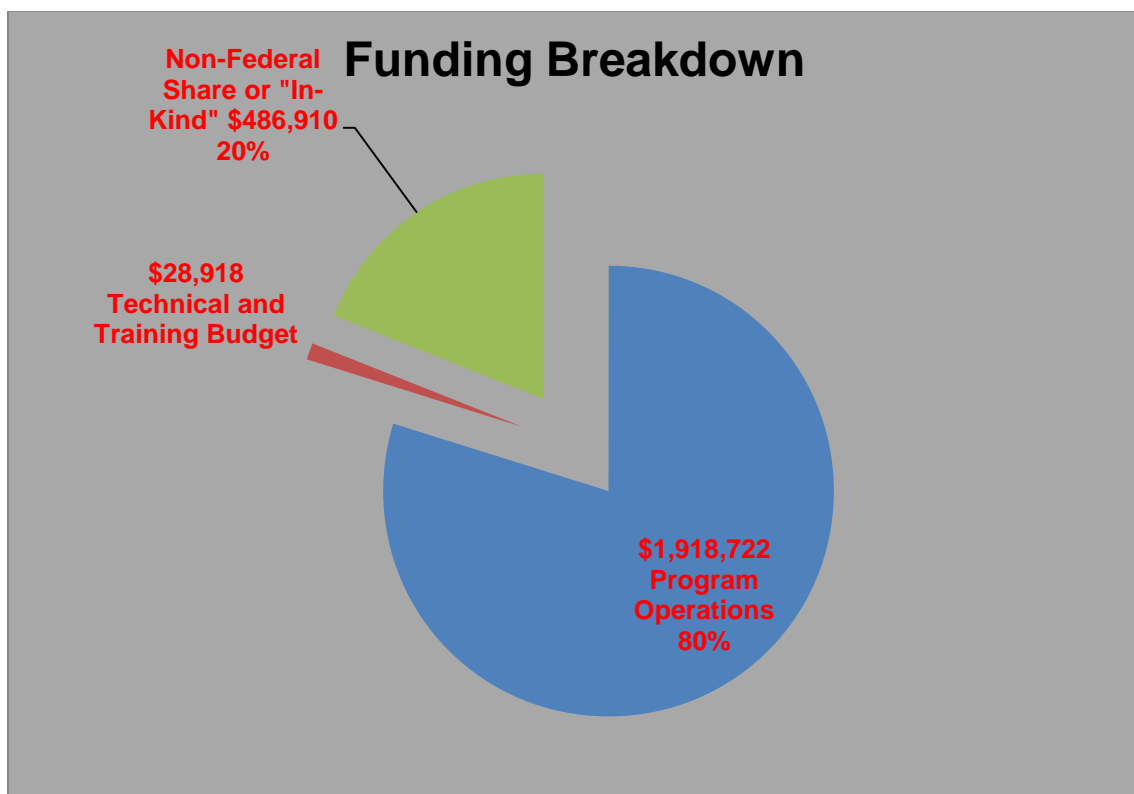
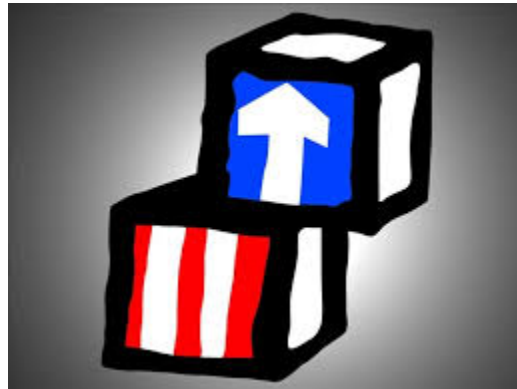
Northern Tier Community Action Head Start is a pre-kindergarten program that provides educational and social opportunities to enhance the healthy development of children. Our program provides support for the families in Cameron, Elk, Potter, and McKean counties. Our goal is to help the children prepare for kindergarten and to reach their full potential in school as well as later in life.

Northern Tier Community Action Corporation Head Start's philosophy is focused on meeting the needs of the children and families we serve. These needs include good health, high-quality food, warmth, love and security, development of a good self concept, successful daily learning experiences, freedom of exploration and expression, and character building. Our program is dedicated to providing the highest quality comprehensive services in child development and school readiness. We strive for collaborative relationship with other organizations that provide services to young children and families. Our combined efforts provide the opportunity for parents to choose a nurturing learning environment that best suits the needs of each child and his or her family.



MISSION STATEMENT

Northern Tier Community Action Head Start is committed to providing quality services that promote learning, growth, development of self-worth and dignity for the children and families that we serve.



Board of Directors

OFFICERS

Board President~
Mr. George E. Hults

Board Vice President~
Mr. Anthony Moscato

Board Treasurer~
Mr. Robert P. Caskey, CPA

Board Secretary~
Ms. Dana Mackey
Client Sector Representative

MEMBERS

Name

County

Phil Jones	<i>Cameron</i>
Rev. Joseph Short	<i>Cameron</i>
Richard Balizet	<i>Cameron</i>
Donald (Pat) Walker	<i>Cameron</i>
Rose Bloom	<i>Cameron</i>
Padraic D. McGrath	<i>Elk</i>
Mary Beth Lecker	<i>Elk</i>
Bonnie Skellen	<i>Elk</i>
Joseph C. DeMott, Jr.	<i>McKean</i>
John W. Robinson	<i>McKean</i>
Bob Strait, Jr.	<i>McKean</i>
R. Gale Monroe	<i>Potter</i>
Terry Simkins	<i>Potter</i>
Thomas R. Tyler	<i>Potter</i>



Northern Tier Community Action is dedicated to providing families and individuals in Cameron, Elk, McKean and Potter Counties with resources to alleviate poverty and promote self-sufficiency.

Policy Council Members

OFFICERS

Chairperson
Margaret Heiser

Vice Chairperson
Veronica Allen

Secretary
Linda DuBeck

Treasurer
Mary Hasselman



MEMBERS

Representatives

Jessica Revetti, Bradford I
Tara Reid, Bradford II
Margaret Heiser, Coudersport
Nicole Bricker, Emporium
Robert Nortum, Johnsonburg
Shana Snyder, Kane I
Veronica Allen, Kane II
Christina Schimp, Otto Eldred
Tom Bidwell, Port Allegany I
Crystal Bullers, Port Allegany II
Mary Hasselman, Ridgway
Linda DuBeck, Smethport
Phaedra Steele, St. Marys
Loretta Wolff, Elk Co. Home
Base
Jenny Clarke, McKean Co.
Home Base
Dana Mackey, NTCAC Exec.

Alternates

Neena Hallock, Bradford I
Heather Port, Kane I
April Yoder, Kane II
Joseph Schrimp, Otto Eldred
Savanah Goss, Ridgway

Community Representatives

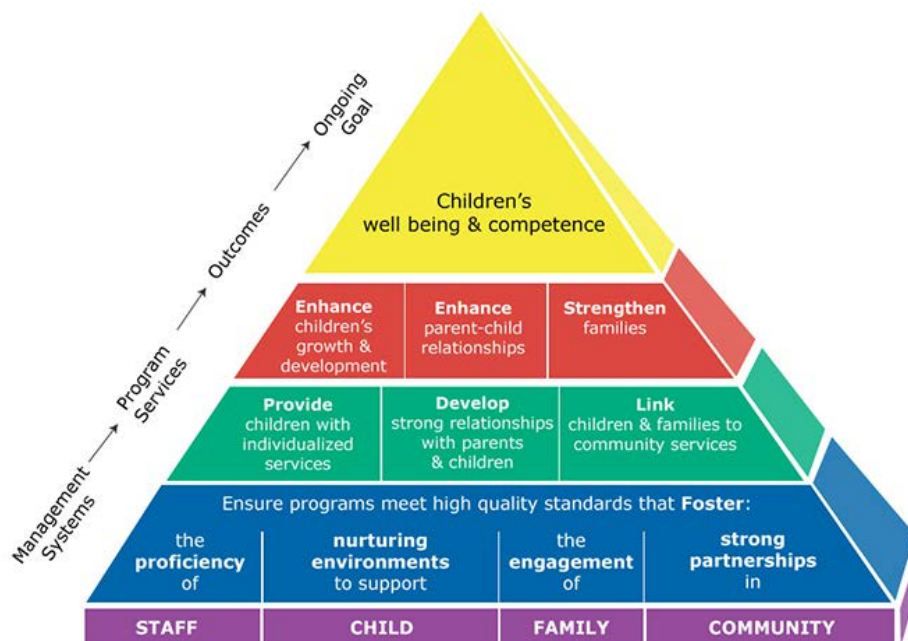
Chandra Wedge, Bradford
Bruce Skinner, Port Allegany
Jenn Taylor, Smethport
Tom Wolff, Elk Co. Home Base

What is School Readiness?

The Office of Head Start (OHS) defines school readiness as children being ready for school, families ready to support their children's learning, and schools ready for the children who enter their doors. Children's school readiness is measured by the skills set out in the five domains of the **Head Start Child Development and Early Learning Framework**:

- Language and Literacy
- Cognition and General Knowledge
- Approaches to Learning
- Physical Development and Health
- Social and Emotional Development

Families are engaged in their children's learning and development and poised to support the lifelong success of their child. Head Start recognizes that parents are their children's primary teachers and advocates. As Head Start programs, parents, and schools work together to promote school readiness and engage families as their children make the transition to kindergarten, schools become ready for children.





NORTHERN TIER

COMMUNITY ACTION CORPORATION

SCHOOL READINESS GOALS

Social & Emotional Development	<ol style="list-style-type: none">1. The children will be able to show an increasing ability to manage their own emotions and behaviors.
Physical Well Being and Motor Development	<ol style="list-style-type: none">1. The children will be able to show use of fingers and hands in small movements, as well as using tools for writing and drawing.
Cognition and General Knowledge	<ol style="list-style-type: none">1. The children will be able to recognize and recall past experiences to make connections when learning.2. The children will be able to show beginning math skills including shape recognition, counting, and connecting numbers to quantities.
Language and Literacy	<ol style="list-style-type: none">1. The children will be able to use appropriate communication skills to express themselves.2. The children will be able to show alphabet knowledge through upper and lower case letter recognition.
Approaches to Learning	<ol style="list-style-type: none">1. The children will be able to show a positive approach to learning through engagement, attentiveness, persistence, and curiosity.



NORTHERN TIER

COMMUNITY ACTION CORPORATION

Specific
Measurable
Attainable
Realistic
Time-bound
SMART GOALS

PROGRAM GOALS

Specific
Measurable
Attainable
Realistic
Time-bound
SMART GOALS

PROGRAM GOAL #1: NTCAC will demonstrate commitment to continuous improvement and strong teaching practices to ensure children enter Kindergarten with the skills and resources they need to be successful.

PROGRAM GOAL #2: NTCAC will utilize and fully integrate the Positive Behavior Interventions and Support (PBIS) framework to foster social-emotional competence in children, families, and staff.

PROGRAM GOAL #3: NTCAC will develop an effective system of monitoring, communication, and information-sharing, between NTCAC's Head Start program, staff, management, parents, as well as collaborative partners that enhances our ability to coordinate seamless services for children and families.

AUDIT

Northern Tier Community Action Corporation's most recent financial audit revealed no deficiency or material weaknesses. Information about the agency's audit is publically available and may be viewed at <http://www.nctac.org>.

TRIENNIAL REVIEW / MONITORING RESULTS

On 6/18/2014, the Administration of Children and Families conducted a monitoring review. Based on this review, Northern Tier Community Action Corporation's Head Start is in complete compliance. Based on the information gathered during the review, no corrective action is required at this time.

2015-2016 Budget

Budget Category	Specific Category	Budgeted Amount	T/TA Budget	Non-Federal Share Budget
Personnel	Management, Staff, and Substitutes	\$966,184	\$0	\$0
Fringe Benefits	Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$146,156	\$0	\$0
Fringe Benefits	Health / Dental / Life Insurance	\$302,000	\$0	\$0
Fringe Benefits	Retirement	\$27,150	\$0	\$0
Travel	Staff Out-Of-Town Travel	\$375	\$0	\$0
Supplies	Office Supplies	\$7,924	\$0	\$0
Supplies	Child and Family Services Supplies	\$12,635	\$0	\$0
Supplies	Other Supplies	\$13,445	\$0	\$7,483
Contractual	Administrative Services (e.g., Legal, Accounting)	\$1,500	\$0	\$0
Contractual	Health / Disabilities Services	\$2,097	\$0	\$0
Contractual	Food Service	\$37,919	\$0	\$0
Contractual	Child Transportation Services	\$39,660	\$0	\$0
Contractual	Training and Technical Assistance	\$0	\$28,918	\$0
Contractual	Other Contracts	\$15,280	\$0	\$5,586
Other	Rent	\$181,210	\$0	\$0
Other	Utilities, Telephone	\$49,680	\$0	\$71,044
Other	Building and Child Liability Insurance	\$7,755	\$0	\$0
Other	Building Maintenance / Repair and Other Occupancy	\$12,967	\$0	\$0
Other	Local Travel	\$30,702	\$0	\$0
Other	Volunteers	\$0	\$0	\$387,387
Other	Parent Services	\$6,000	\$0	\$0
Other	Accounting and Legal Services	\$13,980	\$0	\$0
Other	Publications / Advertising / Printing	\$5,675	\$0	\$0
Other	Training or Staff Development	\$400	\$0	\$0
Other	Other	\$38,028	\$0	\$15,410
Total		\$1,918,722	\$28,918	\$486,910

	Amount
Other Funding	
Federal Funding	
1. Federal Child Care and Development Fund (CCDF):	\$0
2. Child and Adult Care Food Program (CACFP) Funds:	\$148,543
3. Other Federal Funding :	\$0
State Funding	
4. State Preschool Programs:	\$0
5. Other State Funding (Head Start State Supplemental):	\$67,674
Local Government Funding	
6. School District Funding:	\$0
7. Other Local Government Funding :	\$0
Other Funding	
8. Tribal Government Funding:	\$0
9. Fundraising Activities:	\$0
10. Other :	\$0
Total:	\$216,217



Family Engagement

The Head Start program depends on many people working together, sharing their talents, knowledge and energy, so that the children can receive the greatest benefits. The more that the child's family invests in the program, the better our program will be.

As your child's first and most influential teacher, parents have an important role in Head Start. Parents are always welcome in the classroom by helping with or leading activities or projects, field trips, planning classroom activities with the teaching staff, and introducing or sharing their culture with the class.

How do parents and staff together?

- **Family Service Workers** meet with the families in their homes and assist them in setting school readiness goals and expressed family need goals. They follow up with families by providing information and referrals as needed to help those involved to the goals they have set.
- **Teachers** meet with the child's family four times each year for two conferences and two home visits. Parents are provided with a copy of the child's progress at least twice a year. Parents/Guardians are encouraged to volunteer time in the classrooms as often as possible. We have an **"Open Door"** policy for parents/guardians to come to the classroom at any time.



How do parents share their ideas, gifts, and talents with the Head Start program?

- **PCC** – Parent Committee Meetings are held monthly. At these meetings, family and staff discuss center and community concerns and suggestions. Presenters discuss topics of interest chosen by the participants and a craft or activity is scheduled.
- **Policy Council** is the advisory board of the Head Start program. Parents, guardians and community volunteers meet monthly to plan for the future of Head Start. The meetings are held on the second Thursday of each month at the Northern Tier Community Action Corporation's Conference room.



There are a number of ways that parents can help teaching staff by sharing opinions, ideas and thoughts, working on projects at home, communicating with the staff, helping other parents feel welcome, and reinforcing learning at home.

- | | |
|-------------------------------|---|
| ✚ Family Literacy Functions | ✚ Committees |
| ✚ Parent Meetings | ✚ Family Partnership Agreement |
| ✚ Parent/ Teacher Conferences | ✚ Input into curriculum |
| ✚ Home Visits | ✚ Input into program planning and design |
| ✚ Home Base Socializations | ✚ Training or resource and referral information |
| ✚ Policy Council | |
| ✚ Board of Directors | |
| ✚ Volunteer opportunities | |
| ✚ Volunteer Training Program | |



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TRANSITION to Kindergarten

What is it and why is it important?

What do we mean by the term “kindergarten transition”? The word transition refers to the process of change. Transitioning to kindergarten is one of the most significant changes a child will experience in their life. This is a time that can be very stressful for a young child. They are leaving either the home environment or the familiar environment of their preschool classroom to enter a new place.

Transition is a period of adjustment. All adjustments are stressful. When parents, teacher, and administrators work together, the process of transitioning to kindergarten is smoother and your child will experience less stress. Research has shown that a child’s adjustment to school has a significant impact on his later academic achievement.

What opportunities will my child and family have that will allow a smooth transition into kindergarten? Families in Head Start will have the opportunity to participate in transition activities throughout the year. They can be an advocate for their child by participating on the Transition Advisory Board, along with Head Start staff and school district personnel. They can also attend a transition meeting with the school district to ask questions and share information about their child. Children will also be invited to participate in a kindergarten visit where they will get to meet kindergarten teachers and other adults in the building that they will see often!

How will my child benefit from effective transitions? Your child experiences: Increased self-confidence, improved relations with other children and adults, increased motivation and openness to new experiences.



Program Information

Enrollment	Head Start		
Average Monthly Enrollment	Reported	Funded	Status
276	276	276	Reported
Total number of children served this program year	330		

Cost Per Child & Hours of Service Per Child

Total Hours of Service Per Child	660
Overall Cost Per Child Per Hour	\$10.69

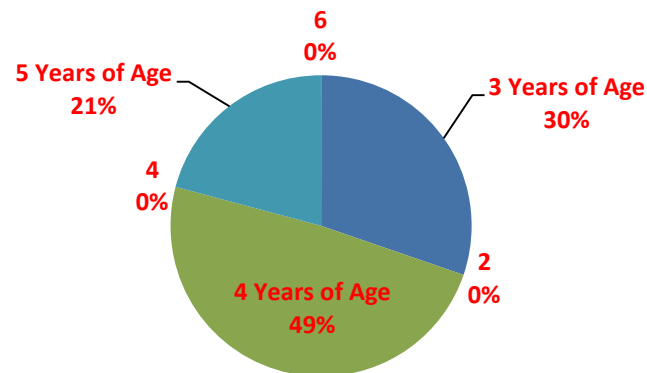
Medical - Dental - Immunizations

Statistics

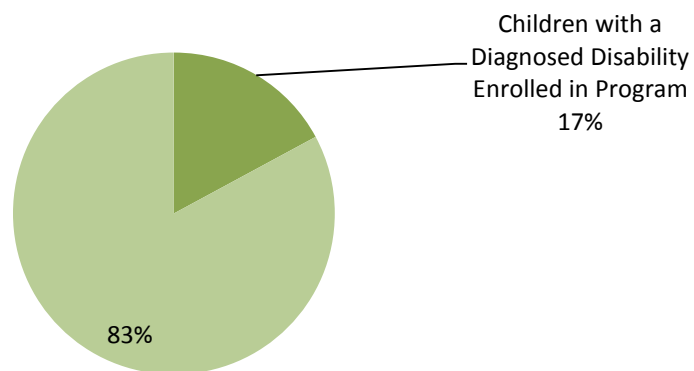
- 86.4% of the children enrolled in our program had a dental exam.
- 88.6% of the children enrolled in our program received a medical exam/physical. Twelve locations had a visit from a mobile dentist. Six new sites were added to the mobile dentist schedule this year.
- 100% of the children had recorded immunizations (one waiver).

Program Information

Percentage of Children Served by Age



Number of Children with Disabilities Served by Program



Categories and Numbers of Children Served

-100%	101-130%	Over income	Foster Child	Homeless	Public Assistance (TANF/SSI)
164	27	27	6	13	78

Socialization



Discovery

From a Head Start Parent: “Never have I felt so welcome and encouraged to better myself.”

Creativity



From a Head Start Parent: “Head Start has improved our lives and introduced my child to the school setting without overwhelming her.”



**By age 5,
90% of a
child's brain
has
developed!**



Exploration

**40 Years of research
shows that what
children learn before
Kindergarten affects
their learning for life.**



From a Head Start Parent: “Head Start and the teachers are a great asset to my child's life and learning.”