

2016-  
2017



**Anthony Moscato, Board President**  
**David Greene, Executive Director**

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

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

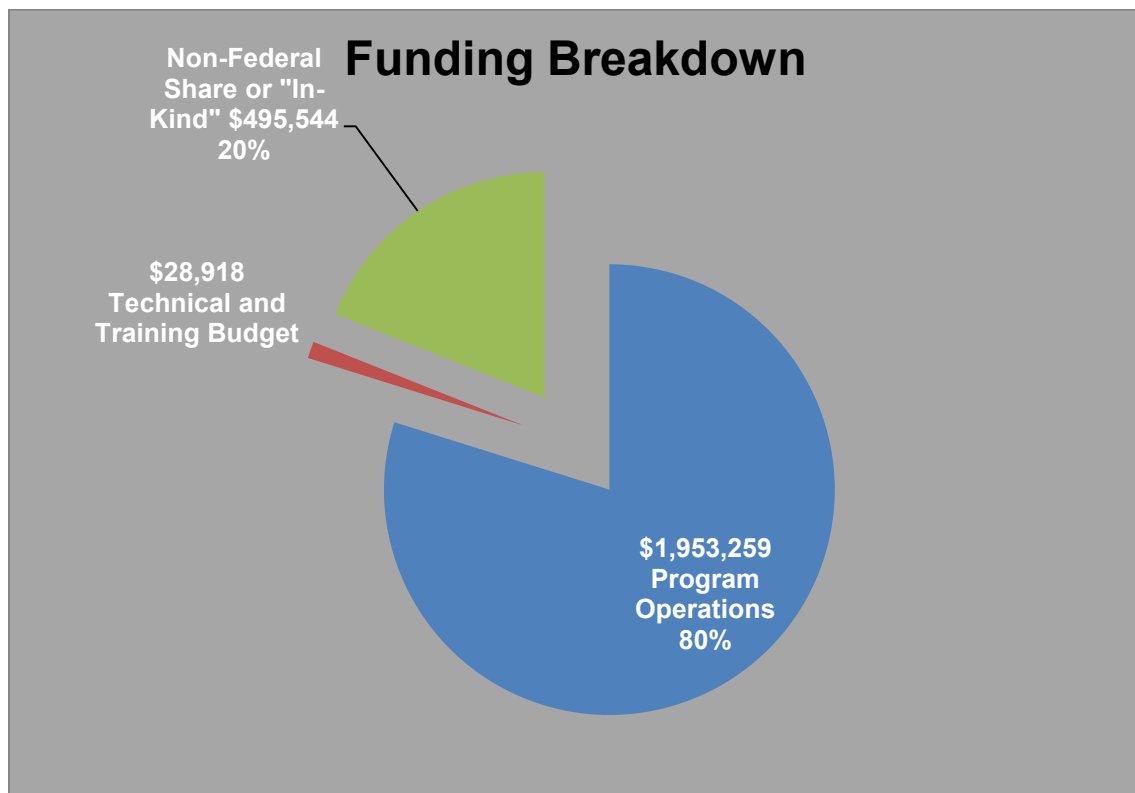
Northern Tier Community Action Head Start is a pre-kindergarten program that provides educational and social opportunities to enhance the healthy development of children. Our program provides support for the families in Cameron, Elk, Potter, and McKean counties. Our goal is to help the children prepare 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. Anthony Moscato**

**Board Vice President~**  
**Mr. George E. Hults**

**Board Treasurer~**  
**Mr. Padraic McGrath, CPA**

**Board Secretary~**  
**John Robinson**  
**Client Sector Representative**

## MEMBERS

| Name                     | County  |
|--------------------------|---------|
| Phil Jones               | Cameron |
| Rev. Joseph Short        | Cameron |
| Richard Balizet          | Cameron |
| Donald (Pat) Walker      | Cameron |
| Rose Bloom               | Cameron |
| Robert P. Caskey,<br>CPA | Elk     |
| Fritz Lecker             | Elk     |
| Bonnie Skellen           | Elk     |
| Carol Duffy              | McKean  |
| Dana Mackey              | McKean  |
| Bob Strait, Jr.          | McKean  |
| R. Gale Monroe           | Potter  |
| Terry Simkins            | Potter  |
| Thomas R. Tyler          | Potter  |



***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**  
Robert Nortum

**Vice Chairperson**  
Jasmine Tankersley

**Secretary**  
Tiffany Tanner

**Treasurer**  
Joe Schimp



## MEMBERS

### **Representatives**

Shaina Abrams, Bradford II  
Eileen Smith, Bradford III  
Scott Harper, Coudersport  
Robert Nortum, Johnsonburg  
Raven Edinger, Kane I  
Geoff Jones, Kane II  
Joseph Schimp, Otto Eldred  
Gary Maxson, Port Allegany I  
Sarinna Herbert, Port Allegany II  
Denise Kennedy, Ridgway  
Brittany Howard, Smethport  
Loretta Wolff, St. Marys  
Cassandra Hanes, Elk County HB  
Dana Mackey, Board Rep.

### **Alternates**

Jasmine Tankersley, Bradford II  
Francis Ayers, Coudersport  
Michelle Reed, Port Allegany I  
Tiffany Tanner, Smethport  
Michael Valimont, St. Marys

### **Community Representatives**

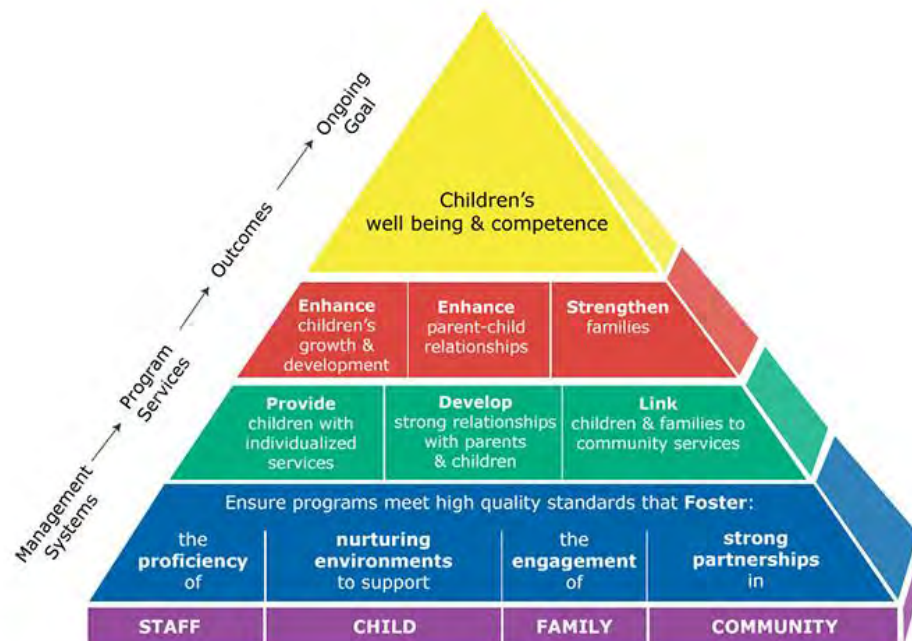
Chandra Wedge, Bradford  
Nancy Good, Smethport  
Tiffany VanEtten, St. Marys

# 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

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## COMMUNITY ACTION CORPORATION

## SCHOOL READINESS GOALS

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



**NORTHERN TIER**  
COMMUNITY ACTION CORPORATION

**S**pecific  
**M**easurable  
**A**ttainable  
**R**ealistic  
**T**ime-bound  
SMART GOALS

## PROGRAM GOALS

**S**pecific  
**M**easurable  
**A**ttainable  
**R**ealistic  
**T**ime-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.



**HEAD START:**  
Educating Kids,  
Empowering Families,  
Changing Communities

# 2016-2017 Budget

| Budget Category | Specific Category  | Budgeted Amount    | T/TA Budget     | Non-Federal Share Budget |
|-----------------|--|--------------------|-----------------|--------------------------|
| Personnel       | Management, Staff, and Substitutes   | \$995,270          | \$0             | \$0                      |
| Fringe Benefits | Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI), Health, Dental, Retirement | \$508,046          | \$0             | \$0                      |
| Travel          | Staff Out-Of-Town Travel   | \$350              | \$0             | \$0                      |
| Supplies        | Office, Classroom, Health  | \$41,605           | \$0             | \$7,483                  |
| Contractual     | Administrative Services (e.g., Legal,)   | \$1,500            | \$0             | \$0                      |
| Contractual     | Health / Disabilities Services   | \$7,424            | \$0             | \$0                      |
| Contractual     | Food Service   | \$33,655           | \$0             | \$0                      |
| Contractual     | Child Transportation Services  | \$32,549           | \$0             | \$0                      |
| Contractual     | Training and Technical Assistance  | \$0                | \$28,918        | \$0                      |
| Contractual     | Other Contracts  | \$26,790           | \$0             | \$5,586                  |
| Other           | Rent   | \$162,300          | \$0             | \$0                      |
| Other           | Utilities, Telephone   | \$48,780           | \$0             | \$71,044                 |
| Other           | Insurance(s)   | \$13,000           | \$0             | \$0                      |
| Other           | Building & Equipment Maintenance   | \$20,975           | \$0             | \$0                      |
| Other           | Local Travel   | \$24,390           | \$0             | \$0                      |
| Other           | Volunteers   | \$0                | \$0             | \$396,021                |
| Other           | Parent Services  | \$1,380            | \$0             | \$0                      |
| Other           | Accounting, Audit, Payroll Services  | \$17,720           | \$0             | \$0                      |
| Other           | Publications/Advertising/Printing/ Postage   | \$11,325           | \$0             | \$0                      |
| Other           | Other  | \$6,200            | \$0             | \$15,410                 |
| <b>Total</b>    |  | <b>\$1,953,259</b> | <b>\$28,918</b> | <b>\$495,544</b>         |
| Other Funding   | Child & Adult Care Food Program  | \$152,741          |                 |                          |
| Other Funding   | Head Start State Supplemental  | \$67,674           |                 |                          |



# OUTCOME RESULTS

| 10 Teaching Strategies GOLD Learning Areas for Children | 2016-2017<br>Outcome Results<br>All 275 Children |                   | 2015-2016<br>Outcome Results<br>All 286 Children |                   | 2014-2015<br>Outcome Results<br>All 281 Children |                   | 2013-2014<br>Outcome Results<br>All 275 Children |                   |
|---|--|-------------------|--|-------------------|--|-------------------|--|-------------------|
|   | % Above/At                                       | Outcome Grades    | % Above/At                                       | Outcome Grades    | % Above/At                                       | Outcome Grades    | % Above/At                                       | Outcome Grades    |
| Social and Emotional Development                        | 98%  | Excellent         | 97%  | Excellent         | 97%  | Excellent         | 98%  | Excellent         |
| Physical Health and Development                         | 100%   | Excellent         | 100%   | Excellent         | 100%   | Excellent         | 100%   | Excellent         |
| Language Development                                    | 99%  | Excellent         | 98%  | Excellent         | 98%  | Excellent         | 99%  | Excellent         |
| Cognitive   | 98%  | Excellent         | 97%  | Excellent         | 97%  | Excellent         | 99%  | Excellent         |
| Literacy  | 86%  | Very Satisfactory | 87%  | Very Satisfactory | 87%  | Very Satisfactory | 87%  | Very Satisfactory |
| Mathematics   | 88%  | Very Satisfactory | 88%  | Very Satisfactory | 88%  | Very Satisfactory | 87%  | Very Satisfactory |
| Science and Technology                                  | 99%  | Excellent         | 98%  | Excellent         | 98%  | Excellent         | 95%  | Excellent         |
| Social Studies  | 98%  | Excellent         | 97%  | Excellent         | 97%  | Excellent         | 96%  | Excellent         |
| Creative Arts   | 99%  | Excellent         | 99%  | Excellent         | 99%  | Excellent         | 99%  | Excellent         |
| English Language Development                            | --   | -                 | 100%   | Excellent         | -  | -                 | 100%   | Excellent         |
| Overall Outcome Results<br>Audit Grades                 | 96%  | Excellent         | 96%  | Excellent         | 96%  | Excellent         | 96%  | Excellent         |



## 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 work 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 families accomplish the goals they 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
- ✚ Parent Meetings
- ✚ Parent/ Teacher Conferences
- ✚ Home Visits
- ✚ Home Base Socializations
- ✚ Policy Council
- ✚ Board of Directors
- ✚ Volunteer opportunities
- ✚ Volunteer Training Program
- ✚ Committees
- ✚ Family Partnership Agreement
- ✚ Input into curriculum
- ✚ Input into program planning and design
- ✚ Training or resource and referral information



#### **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 4/18/2016, the Administration of Children and Families conducted an Environmental Health and Safety Monitoring Review. Based on this review, Northern Tier Community Action Corporation's Head Start is in complete compliance.



# 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.

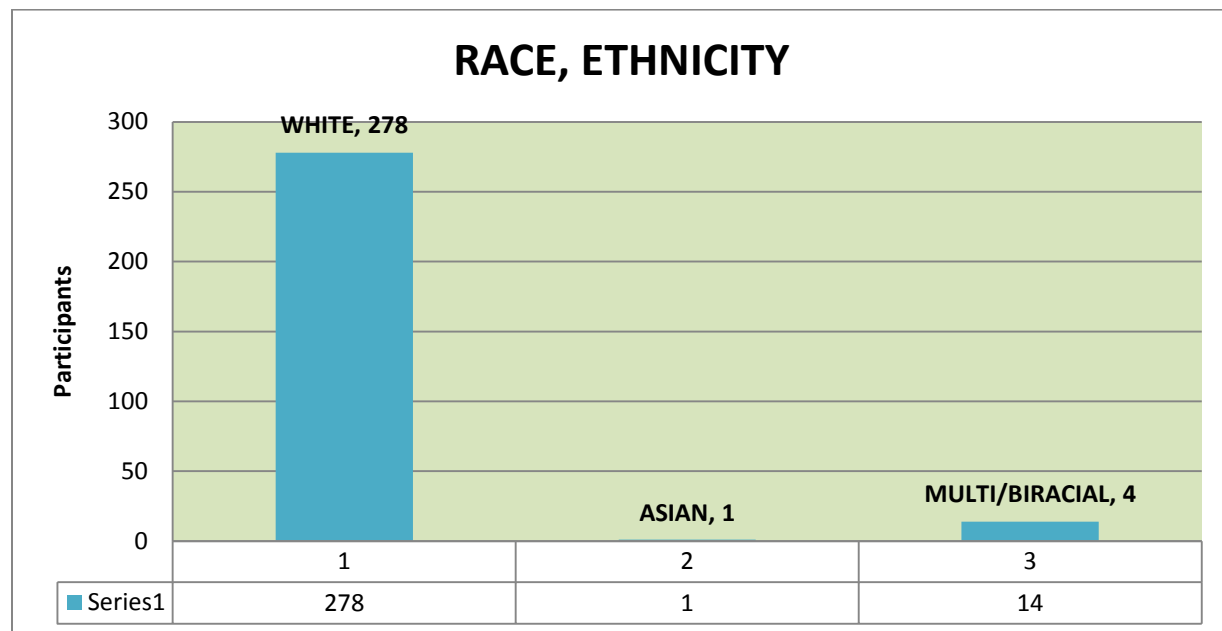
**What opportunities will my child and family have that will allow a smooth transition into kindergarten?** Families in Head Start will have the opportunity to participate in transition activities throughout the year. They can be an advocate for their child by participating on the Transition Advisory 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 |



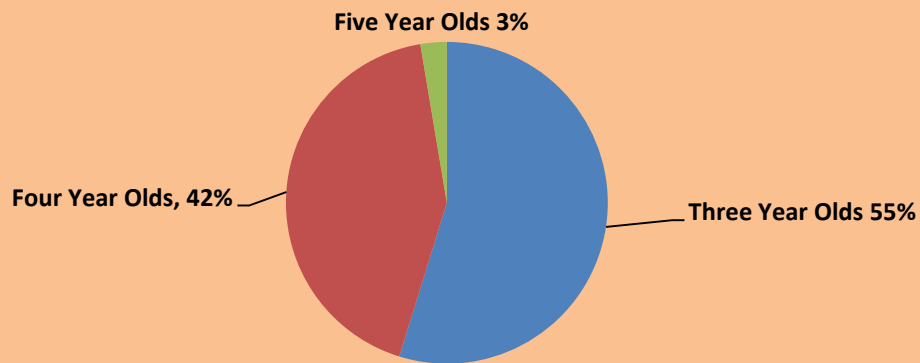



**Attendance**

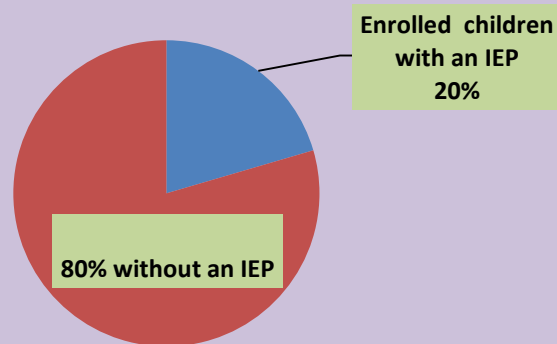
Yearly Funded Enrollment Attendance = 85.71%

# Program Information

## Enrollment by Child Age



## Participants Served with an IEP

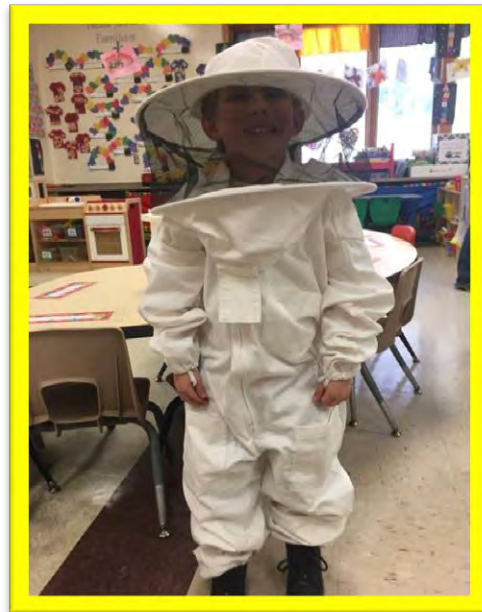


## Categories and Numbers of Children Served

| Below 100% FPL | 101-130% FPL | Over income | Foster Child | Homeless | Public Assistance (TANF/SSI) |
|----------------|--------------|-------------|--------------|----------|------------------------------|
| 179            | 32           | 27          | 4            | 8        | 52                           |



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



**From a Head Start Parent:** "My child's teachers are truly wonderful! I am extremely happy to have such wonderful people involved in my child's education."



**From a Head Start Parent:**  
"I'm so happy I decided to send my child to Head Start. The teachers and family service worker are amazing. She loves it and I love it! I don't have any worries about her being ready for Kindergarten when the time comes!"



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

