

***Northern Tier Community Action
Head Start
Annual Report 2014***



*George Hults - President / Board of Directors
Kenneth P. Straub - Executive Director
Debra Sidelinger - Head Start Director*





NORTHERN TIER COMMUNITY ACTION HEAD START PROGRAM

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. It is our goal 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.

FUNDING CATEGORIES

| <u>FUNDING CATEGORY</u> | <u>BUDGET TOTAL</u> |
|---|----------------------------|
| Cost for Program Operations: | \$1,794,280 |
| Cost for Training and Technical Assistance: | \$28,918 |
| Non-federal Share (Cash and in-kind): | \$455,800 |
| Total: | \$2,278,998 |

OTHER FUNDING SOURCES

FEDERAL FUNDING

| | |
|---|-----------|
| 1. Federal Child Development and Child Care Funds | \$0 |
| 2. USDA Funds for Nutrition Services | \$135,516 |
| 3. Other Federal Funding | \$0 |

STATE FUNDING

| | |
|---|----------|
| 4. State Preschool Programs (Head Start State Supplemental) | \$67,674 |
| 5. Other State Funding | \$0 |

LOCAL 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: \$203,190



Northern Tier Community Action Head Start| 2013-2014 Budget Expenditures

| | |
|--|--------------|
| <i>PERSONNEL SUBTOTAL</i> | \$886,323.00 |
| <i>FRINGE SUBTOTAL</i> | \$473,845.00 |
| <i>SUPPLIES</i> | |
| <i>Classroom</i> | \$13,966.00 |
| <i>Office</i> | \$9,204.00 |
| <i>Health</i> | \$5,746.00 |
| <i>Spec. Needs</i> | \$763.00 |
| <i>Home Based</i> | \$1,275.00 |
| <i>Equipment</i> | \$2,301.00 |
| <i>CONTRACTURAL SERVICES</i> | |
| <i>Guidance Center</i> | \$2,100.00 |
| <i>Parent/Staff MH Training</i> | \$600.00 |
| <i>Transportation</i> | \$34,100.00 |
| <i>Sodexo</i> | \$630.00 |
| <i>RN Consultant & IT Consultant</i> | \$9500.00 |
| <i>Snow Removal & Lawn Maintenance</i> | \$4,430.00 |
| <i>Child Plus/Results Audit</i> | \$8,513.00 |
| <i>Miscellaneous</i> | \$6,246.00 |
| <i>Consultant Training</i> | \$74.00 |
| <i>Office Utilities/Warehouse</i> | \$13,440.00 |
| <i>Center Rent</i> | \$158,921.00 |
| <i>Insurance</i> | \$10,819.00 |
| <i>Food</i> | \$29,314.00 |
| <i>Medical and Dental Screening</i> | \$300.00 |

Northern Tier Community Action Head Start| 2013-2014 Budget Expenditures

| | |
|---|-----------------------|
| <i>OTHER</i> | |
| <i>Local Travel</i> | 30,702.00 |
| <i>Vehicle Lease/Maintenance</i> | 4,100.00 |
| <i>Parent Services</i> | 6,054.00 |
| <i>Payroll Processing / Audit / Legal Services</i> | 15,480.00 |
| <i>Telephone/Internet</i> | 35,640.00 |
| <i>Advertising</i> | 1,600.00 |
| <i>Postage</i> | 4,220.00 |
| <i>Copies / Printing</i> | 2,780.00 |
| <i>Equipment Maintenance</i> | 11,170.00 |
| <i>Bldg. Maintenance</i> | 11,124.00 |
| TOTAL PROGRAM BUDGET | \$1,794,280.00 |
| | |
| <i>Teacher Education</i> | \$9,000.00 |
| <i>Assist. Teacher Education</i> | \$4,050.00 |
| <i>CDA Credentials</i> | \$1,575.00 |
| <i>FSW - Academic Coursework</i> | \$3,000.00 |
| <i>Training Activities</i> | \$11,293.00 |
| TOTAL TECHNICAL & TRAINING ASSISTANCE BUDGET | \$28,918.00 |
| | |

MAUTHE, YUTZEY, GABLER & TROXELL, LLC

Certified Public Accountants

TELEPHONE: (814) 371-1760

FAX: (814) 375-1003

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Larry A. Gabler, CPA
Megan R. Troxell, CPA

P.O. Box 1029
2882 Oklahoma-Salem Road
DuBois, PA 15801

William L. Mauthe, CPA
(Retired/Inactive)

NORTHERN TIER COMMUNITY ACTION CORPORATION

REPORT ON PRIOR YEAR'S AUDIT FINDINGS

For The Year Ended June 30, 2013

Northern Tier Community
Action Corporation
Emporium, PA 15834

Members of the Board:

We have completed our audit of the financial statements of Northern Tier Community Action Corporation for the year ended June 30, 2013. As reported in our opinion dated March 19, 2014, we performed our audit in accordance with auditing standards generally accepted in the United States of America, and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

As part of our audit, we are to reviews the schedule of findings and questioned costs as disclosed in the prior yea's auditor's report to determine the disposition of each finding. The prior year's auditor's report disclosed no material findings.

Mauthe, Yutzey, Gabler & Troxell LLC
Mauthe, Yutzey, Gabler & Troxell, LLC
Certified Public Accountants
March 19, 2014

MEMBER:

*American Institute of Certified Public Accountants
Pennsylvania Institute of Certified Public Accountants*



**Head Start Program
Center and Home Base Locations**

Bradford I Center

20 Russell Blvd., Building C
Bradford, PA 16701
Phone: 368-4809
Class Hours: 10:00-3:00

Kane II Center

226 Chestnut St.
Kane, PA 16735
Phone: 837-8068
Class Hours: 9:00-2:00

Bradford II Center

YWCA
24 West Corydon St.
Bradford, PA 16701
Phone: 368-8551
Class Hours: 9:00-2:00

**Otto Eldred Center &
McKean County Home Base**

158-160 Main St.
P.O. Box 631
Eldred, PA 16731
Center Phone: 225-2200
Home Base Phone: 225-4018
Class Hours: 9:00-2:00

Bradford III Center

20 Russell Blvd.
Bradford, PA 16701
Phone: 363-9265
Class Hours: 9:00-2:00

Port Allegany Center

504 N. Main St.
Port Allegany, PA 16743
Phone: 642-2807
Class Hours: 9:00-2:00

**Coudersport Center &
Potter County Home Base**

165 Route 6 West
Coudersport, PA 16915
Center Phone: 274-7017
Home Base Phone: 274-7132
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

Emporium Center

14 East 4th St.
P.O. Box 310
Emporium, PA 15834
Phone: 486-0322
Class Hours: 9:00-2:00

Smethport Center

110 Hill St.
Smethport, PA 16749
Phone: 887-5670
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

**St. Marys Center &
Elk County Home Base-HSSAP**

North Star Properties
513 E. Arch St.
St. Marys, PA 15857
Center Phone: 781-7776
Home Base Phone: 781-6666
Class Hours: 9:00-2:00

Kane I Center

226 Chestnut St.
Kane, PA 16735
Phone: 837-9392
Class Hours: 9:00-2:00

Come visit us!

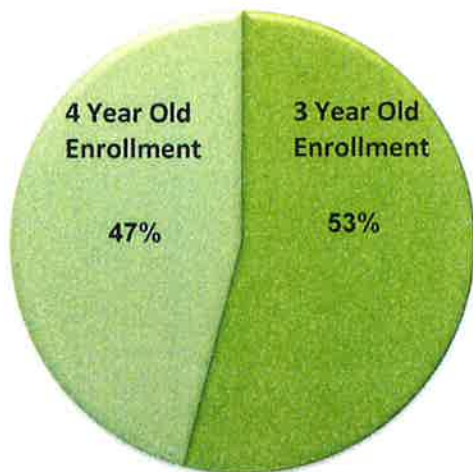


Enrollment

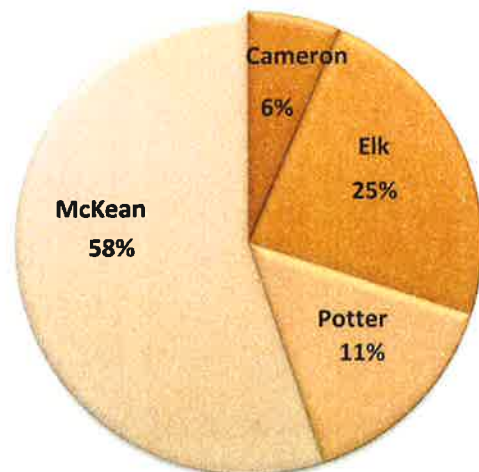
Enrollment Data By Center, Age, and County

| Center | County | Hours of Attendance | Number of Children |
|--|------------------|---------------------|--------------------|
| Emporium | (Cameron County) | 5 | 18 |
| St. Marys | (Elk County) | 5 | 18 |
| Ridgway | (Elk County) | 5 | 18 |
| Johnsonburg | (Elk County) | 5 | 18 |
| Bradford I | (McKean County) | 5 | 17 |
| Bradford II | (McKean County) | 5 | 17 |
| Bradford III | (McKean County) | 5 | 17 |
| Port Allegany | (McKean County) | 5 | 18 |
| Otto Eldred | (McKean County) | 5 | 18 |
| Smethport | (McKean County) | 5 | 17 |
| Kane I | (McKean County) | 5 | 17 |
| Kane II | (McKean County) | 5 | 17 |
| Coudersport | (Potter County) | 5 | 17 |
| Home-Based Option with Socialization Experiences | | Home Visit Sessions | Number of Children |
| Potter County Home Base | | 1.5 hours/week | 12 |
| McKean County Home Base | | 1.5 hours/week | 12 |
| Elk County Home Base | | 1.5 hours/week | 12 |

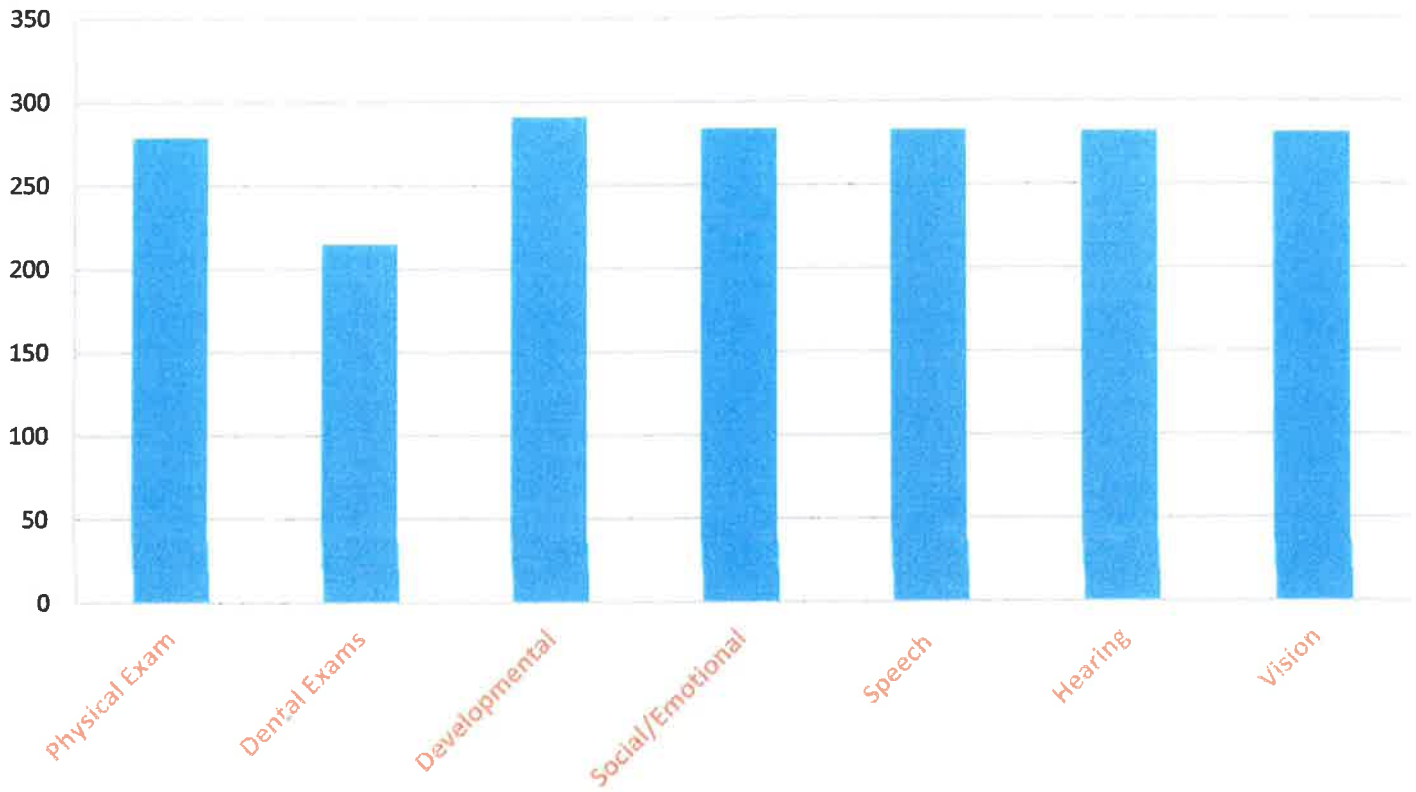
Enrollment by Age



Enrollment by County



Number of Health Screenings Completed



Enrollment

| | |
|----------|-----|
| May-14 | 259 |
| April-14 | 259 |
| Mar-14 | 264 |
| Feb-14 | 264 |
| Jan-14 | 264 |
| Dec-13 | 264 |
| Nov-13 | 264 |
| Oct-13 | 264 |
| Sep-13 | 264 |

A decorative border of red apples with green leaves surrounds the central text box. The apples are arranged in a repeating pattern along the top, bottom, and sides of the page.

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.

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.

Lead 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.

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.

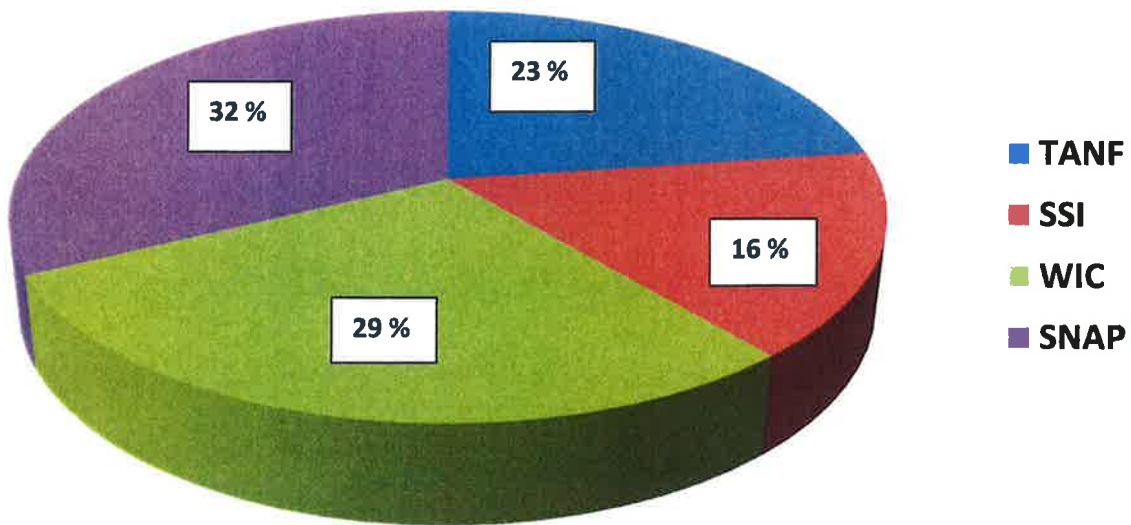
Policy Council is the advisory board of the Head Start program. Parents, guardians and community volunteers meet monthly to plan for the future of Head Start. The meetings are held on the second Thursday of each month at the Northern Tier Community Action Corporation's Conference room.



Family
Engagement

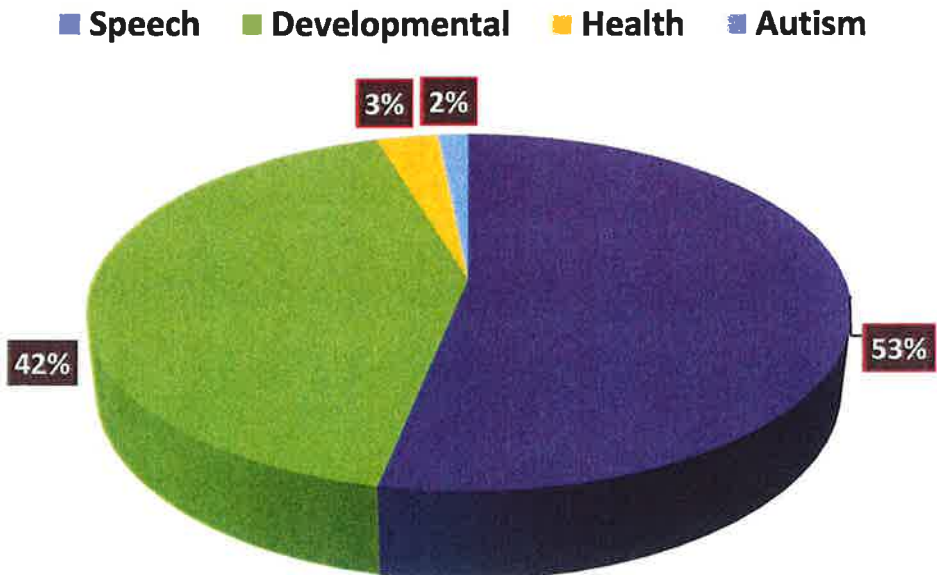


Family Assistance by Type



Program Statistics & Information

Children Served with Special Needs





Northern Tier Community Action Corporation

Board of Directors

Board President

George E. Hults

Board Vice President

Anthony Moscato

Board Treasurer

Robert P. Caskey, CPA

Board Secretary

Dana Mackey

John Robinson

Dave Greene

Janice Eberly

R. Gale Monroe

Terry Simkins

Thomas R. Tyler

Bonnie Skellen

Joseph DeMott

Phil Jones

Donald (Pat) Walker

Paulette Snatchko

Bob Strait, Jr.

June Caldwell



Head Start Policy Council

Chairperson

Robert Nortum

Vice Chairperson

Cassie Bell

Treasurer

Verna Bundy

Secretary

Savanna Carpenter

Brittney Dahlke

Margaret Heiser

Jessica Ward

Holly Stahli

Theresa Tunall

Paul Cradduck

Torrey Blair

Mary Lou Bennett

Sarinna Barnish

Sarna Wiley

Sam Mixer

Leaann Gardner

Jenny Clarke

Chandra Wedge

Mary Dobson

Valerie Nolder

Pauline Dilley

Melissa Guido

Colleen Grimm

Caitlyn Stein

Dan Carpenter

Danielle Stover

Gayle Blackman

Elena Rivera

Loretta Wolff

Kayla VanCamp



The Head Start Logo Tells A Story . . .

The two squares represent early childhood by suggesting building blocks. The arrangement of the blocks represents stairs by which this can be accomplished. The vertical stripes represent the child and parent. The arrow pointing upward represents the direction out of poverty and on to the future. The colors, red, white, and blue represent the United States and the many opportunities it provides for its citizens.

School Readiness Goals

NTCAC Head Start has worked on an initiative from the Office of Head Start which requires all programs to have School Readiness Goals. Our objective was to identify the skills that children need to obtain while in Head Start in order to be ready to enter kindergarten, and to create a plan that shows how our program assists children in obtaining those skills and how we will measure our success. Our program's school readiness goals are listed below.

I. Social and Emotional Skills Goals

- The children will accept limits and follow rules.
- The children will ask questions and participate in conversations.

II. Language and Literacy Goals

- The children will recognize the letters in their name
- The children will comprehend that alphabet letters have names.
- The children will demonstrate expression of thought through drawings and paintings.

III. Approaches to Learning Goals

- The children will take on and explore real life roles through imaginative play.
- The children will observe events and topics with curiosity and show an eagerness to learn through various interactions with materials and concepts.
- The children will persist in their eagerness to learn through continued exchange of questions and answers.

IV. Cognition and General Knowledge Goals

- The children will demonstrate the ability to manipulate a wide variety of objects in order to make predictions, observations, and to produce different outcomes.
- The children will be able to reproduce, copy, and extend patterns of real objects and/or pictures.
- The children will be able to use various means of measurement in order to show comparisons of real objects in size, weight, height, and length.

V. Physical Well-Being and Motor Development Goals

- The children will demonstrate control of large muscle movement by performing a variety of activities with balance and control.
- The children will demonstrate control of small muscles through increasing skill levels of manipulating writing tools, scissors, and small building materials.



Northern Tier Community Action Corporation Head Start Program

Serving the Rural Counties of McKean, Potter, Elk, and Cameron - PA

Management Summary of the Annual Outcome Results for 275 Children

Enrolled for Program Year: September 2013 - June 2014

Outcome Results for the 11 Domains and 37 Domain Elements for Children

| Eleven Learning Domains for Children | All 275 Children Who Attended Head Start Ages 3-5 | |
|---|--|-------------------|
| | % Above/At | Outcome Grades |
| Language Development | 99% | Excellent |
| Literacy | 87% | Very Satisfactory |
| Mathematics | 87% | Very Satisfactory |
| Science | 96% | Excellent |
| Creative Arts | 98% | Excellent |
| Social and Emotional Development | 98% | Excellent |
| Approaches to Learning | 98% | Excellent |
| Physical Health and Development | 100% | Excellent |
| Social Studies | 94% | Excellent |
| Logic and Reasoning | 98% | Excellent |
| English Language Development | 100% | Excellent |
| Overall Outcome Results Audit Grades for 2013-2014 | 96% | Excellent |
| 2012-2013 Overall Outcome Results Audit Grades | 92% | Excellent |
| 2011-2012 Overall Outcome Results Audit Grades | 84% | Very Satisfactory |
| 2010-2011 Overall Outcome Results Audit Grades | 84% | Very Satisfactory |
| 2009-2010 Overall Outcome Results Audit Grades | 84% | Very Satisfactory |

Outcome Results Audit Grades

Excellent: 90%+ of the child skills were at/above the age-appropriate skill level
Very Satisfactory: 80%-89% of the child skills were at/above the age-appropriate skill level
Satisfactory: 50%-79% of the child skills were at/above the age-appropriate skill level
Minimally Acceptable: 20%-49% of the child skills were at/above the age-appropriate skill level
Inadequate: Fewer than 20% of the child skills were at/above the age-appropriate skill level

Positive Findings

1. The overall outcome results audit finding and grade for all **275 children** served from September 2013 to June 2014 was:

- **96% of the learning outcome goals** for all 292 children were at and above the age-appropriate skill level and received an **Excellent** outcome results audit grade from HSPS, Inc.
- This is an 4% increase from the 2012-2013 program year in outcome goal achievement.
- See the Title Page for the outcome results for the **eleven (11) Learning Domains**.

2. Among the 37 Learning Domain Elements, the **Learning Domain Elements** with **100%** and **Excellent** audit grades for above/at age-appropriate skill goal achievement are:

| Highest Outcome Results For Children Age 4 – 100% and Excellent Audit Grades | | Highest Outcome Results For Children Age 3 – 100% and Excellent Audit Grades |
|---|---|--|
| <ul style="list-style-type: none"> • Receptive Language • Music • Art • Fine Motor • Gross Motor | <ul style="list-style-type: none"> • Creative Movement and Dance • Self-Regulation • Self, Family and Community • Receptive English Language Skills • Expressive English Language Skills | <ul style="list-style-type: none"> • Receptive Language • Self-Concept and Self-Efficacy • Gross Motor • Fine Motor • |

3. The overall outcome results audit finding and grade for the **112 children who transitioned** from Head Start to Kindergarten was **96%** above/at achievement of age-appropriate skills and outcome goals for an **Excellent** audit grade. There was no improvement from the 2012-2013 program year audit grade of 96% outcome goal achievement.

4. The overall outcome results audit finding and grade for the **163** first year children returning to Head Start was **94%** above/at achievement of age-appropriate skills and outcome goals for a **Very Satisfactory** audit grade. This is a 5% increase from 2012-2013 program year of 89% outcome goal achievement.



WHAT CAN I EXPECT FROM A HEAD START CLASSROOM?

- Qualified teachers, with education and expertise working with young children
- One-on-one learning experiences with the teacher
- Learning activities that will help your child thrive and smoothly transition into kindergarten
- Regular reviews of your child's progress and help with choosing learning activities that are best for your child
- Help your child learn the skills they need to be ready and excited for school



BENEFITS OF HEAD START

Numerous studies have confirmed time and again that a child's learning begins at birth. For children living in poverty, quality pre-kindergarten education such as provided by Head Start/Early Head Start is crucial in establishing life-long healthy patterns and development. Because experiences between birth and age five shape a child for life, the quality of the child's environment, social interactions, and learning experiences during those years is critical.



Useful Links and Resources

[PA Women, Infants and Children \(WIC\)](#)

[PA Head Start](#)

[National Head Start Association](#)

[PA Public Welfare](#)



- Building relationships and creating supportive environments
 - Social emotional strategies
- Individualized intensive interventions

Northern Tier Community Action Corporation’s Head Start Program employs the Positive Behavioral Interventions and Support program across our entire program. PBIS (Positive Behavioral Interventions and Support) helps teachers and parents build supportive relationships and teach children how to manage their behavior. PBIS helps us understand the purpose of behavior and the need it meets for the child.

Results from CLASS™ Observations

During our Triennial Review, observations were conducted in preschool center-based classrooms using the Pre-K Classroom Assessment Scoring System (CLASS™). The CLASS™ tool looks at three domains and ten dimensions of teacher-child interactions and measures those observed interactions on a seven point scale.

| DOMAIN Score | DOMAIN Score | DOMAIN Score |
|--------------------------|-------------------------------|------------------------------|
| Emotional Support 6.2045 | Classroom Organization 5.6515 | Instructional Support 3.5455 |

Triennial Review Results –

All areas were in compliance with the exception of 1304.52 (k)(1)-staff and volunteer health. Contracted transportation provider, ATA, did not have up-to-date tuberculosis tests/screening in their employee personnel files. This area of non-compliance has been addressed.

Our program is now in complete compliance.

Transitioning to Kindergarten

What do we mean by the term 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.

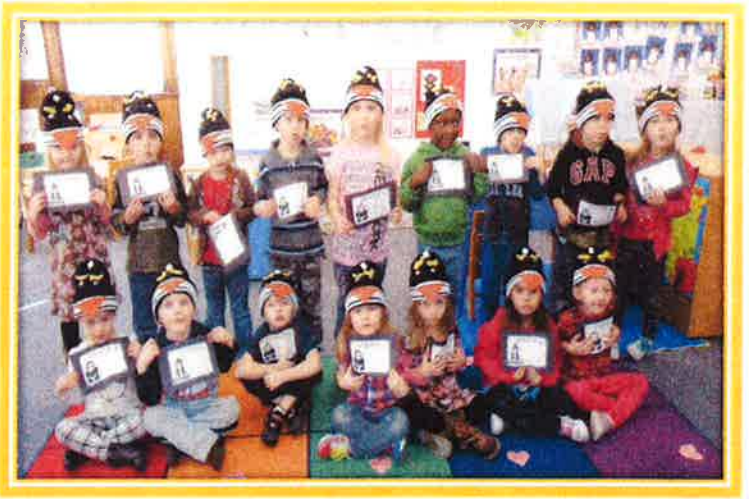
Transition is a period of adjustment. All adjustments are stressful. When parents, teacher, and administrators work together, the process of transitioning to kindergarten is smoother and your child will experience less stress. Research has shown that a child's adjustment to school has a significant impact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

How does Head Start help children transition into Kindergarten?

- Transition meetings are held for every child transitioning into kindergarten. During the meeting information is shared with the school district so they are prepared to meet the needs of the children before they even arrive to the school.
- Children visit the school in the spring to meet teachers, the principal, other kindergarten students, and many more employees at the school district.
- Parents are encouraged to be a member of Head Start's Transition Advisory Board. The advisory board consists of parents, Head Start staff, school district personnel, and other early childcare programs.
- Head Start classrooms hold a "Meet & Greet" night for parents to meet kindergarten teachers and other elementary school personnel.
- Head Start sends information home on school readiness, transition tips, and registration information.



*“Wonderful teachers!!
As a parent of a child
with special needs they
have gone above and
beyond what I ever
expected”*



*“I love that my son is
greeted every
morning by the staff!!”*



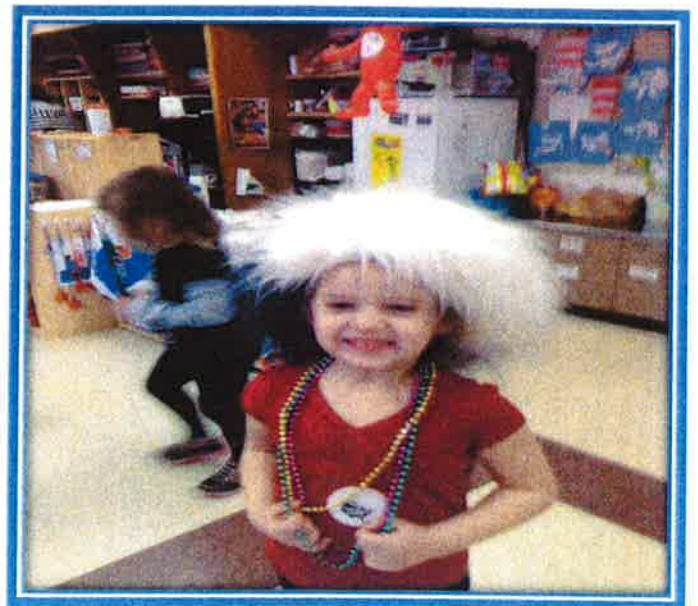
"The children in my child's class are so ready for kindergarten! Our school system always knows a Head Start child because they are ready for school."



"I love that my child attends Head Start. The staff is awesome and my son loves them as well."



"This year is my child's first year. My oldest went to the same class. This program is the best in our area. Kids learn the things they need to enter kindergarten."



***NORTHERN TIER COMMUNITY ACTION
HEAD START***

MISSION STATEMENT

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

