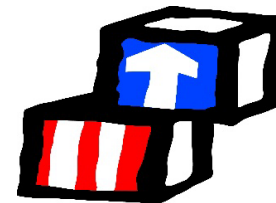




**GIVE YOUR CHILD A HEAD START**

**CENTRAL WV COMMUNITY ACTION, INC**  
**HEAD START**  
**ANNUAL REPORT**  
**2021-2022**



**Vision Statement:**  
*End poverty in Central West Virginia*

**Mission Statement:**

*To provide pathways to economic independence for all families by leading community initiatives that address the root causes of poverty.*

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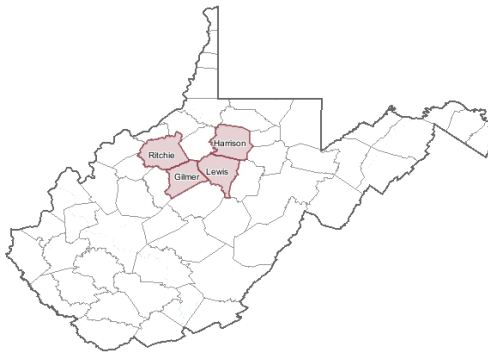
**Introduction and Overview:**

Community Action agencies around the nation have waged war on poverty since their inception in the 1960s. Community Action employees are uniquely qualified to discuss the needs of the communities they serve because they collaborate directly with individuals and families as they strive to rise out of poverty. In most cases, Community Action agencies provide numerous services to individuals and families struggling with multiple poverty-related challenges.

Central WV Community Action, Inc. is one of 16 Community Action Agencies in Mountain State. It is a private, non-profit corporation that provides a wide range of services to low-income families and individuals. Central WV Community Action Inc.'s employees and volunteers strive to make the communities they serve a better place to live. The agency offers Head Start, Community Transportation, Community Services, VITA, and Housing: Emergency Repair and Replacement.

Central WV Community Action Inc. Head Start Service Areas:

**Gilmer, Harrison, Lewis, and Ritchie Counties**



**Head Start:**

Central WV Community Action Inc. was incorporated on August 22, 1968, and began services for Head Start families in 1969. Central's Head Start program serves 353 eligible children from their third birthday to kindergarten eligible five. These enrollees are recruited from Gilmer, Harrison, Lewis, and Ritchie Counties.

**Services for Children and Families**

Head Start programs are helping children get **ready to succeed in school and** life through learning experiences tailored to their changing needs and abilities.

## Early Learning and Development

Our programs are:

- Building solid relationships as the foundational driver for early learning
- **Engaging families** in their child's learning and recognizing parents as a child's first and most influential teacher
- Implementing effective practices to promote children's growth in **five key domains**: approaches to learning, social and emotional development, language and literacy, cognition, and physical development
- **Encouraging learning** through play, creative expression, and guided activities with schedules and lesson plans that include the cultural and linguistic heritage of each child and family in relevant ways.
- Creating welcoming **learning environments** in indoor and outdoor settings that are well-organized and safe
- Conducting **ongoing screenings and assessments** to ensure each child is making progress and collaborating with parents and community agencies when a further review is needed
- Supporting the full inclusion of **children with disabilities** and building on their strengths

## Health and Wellness

Our programs are:

- Engaging all children in both indoor and outdoor **physical activity**
- Serving breakfast, lunch, and snacks that are healthy and **nutritious**
- Ensuring children receive medical, dental, hearing, vision, and behavioral **screening**
- Making sure children brush their teeth after meals and promoting **oral health and hygiene**
- Helping families understand and support their child's health and behavioral health needs
- Assisting with **mental health services** for children and families, as needed
- Building **resilience** to help children and families heal from traumatic experiences or events and overwhelming situations

## Family Well-being

Our programs are:

- Providing **parenting support** and strategies
- Supporting parental health and links to community services during **pregnancy**
- Connecting families to community and federal assistance
- Assisting families in identifying and reaching their goals and dreams, including those related to finances and **economic mobility**, housing, employment, and education

## Family Engagement

Our programs are:

- Inviting parents to share information and insights about their child
- Celebrating the role of fathers and male caregivers through **father engagement**
- **Engaging parents** as their child's lifelong advocate
- Welcoming parents to offer ways to improve children's and families experiences in the program, including through leadership roles on the **Policy Council**

- Supporting child and family **transitions** when the child is ready for the next step, to Head Start, kindergarten, or another early childhood program

## Enrollment:

During the 2021-2022 school year, 357 children were served. The program did not reach full enrollment of 353.

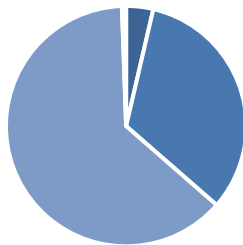
Central WV Community Action Inc. Head Start collaborates with Gilmer, Harrison, Lewis, and Ritchie County Boards of Education to provide services. All classrooms are full-day, center-based, and four days a week.

### Head Start Sites 2021- 2022

Adamston Elementary	North View Elementary
Anmoore Elementary	Norwood Elementary
Big Elm Elementary	Nutter Fort Primary Elementary
Clarksburg Head Start	Peterson Central Elementary
Creed Collins Elementary	Roanoke Elementary
Gilmer County Elementary	Salem Elementary
Glen Elk Elementary	Shinnston Elementary
Harrisville Elementary	Simpson Elementary
Jane Lew Elementary	Smithville Elementary
Johnson Elementary	West Milford Elementary
Leading Creek Elementary	West Milford Head Start
Lumberport Elementary	Weston Head Start

Funded enrollment: 353  
Cumulative Enrollment: 357

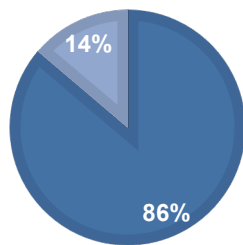
### Enrollment By Age



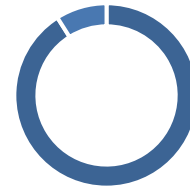
■ 2 year olds 13 ■ 3 year olds 117 ■ 4 year olds 225 ■ 5 year olds

### PRIOR ENROLLMENT

■ Second Year 75 ■ Third Year 12

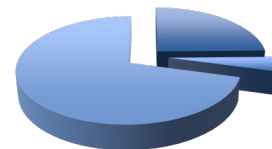


### Race



■ White 325 ■ Biracial/Multi-racial 32

### Transitions and Turnover



■ Number of Dropped Children 66  
■ Number of Children Enrolled Less Than 45 Days 12  
■ Number of Children Transitioning to Kindergarten 189

### Monthly Enrollment

Funded enrollment 353

September	314 or 89% of funded enrollment
October	311 or 88% of funded enrollment
November	311 or 88% of funded enrollment
December	310 or 88% of funded enrollment
January	313 or 88.5% of funded enrollment
February	319 or 90% of funded enrollment
March	319 or 90% of funded enrollment
April	317 or 89% of funded enrollment
*May	259 or 73% of funded enrollment
*June	85 or 22% of funded enrollment

\*Not all classrooms were open due to summer break.

### Enrollment by Eligibility:

Primary Type of Eligibility	# of Children
Income below 100% of the federal poverty line	158
Receipt of public assistance such as TANF, SSI	80
Status of Foster Child	23
Status of Homeless	13
Over Income	31
Number of children between 100% and 130% of the federal poverty line	52

## Attendance:

Head Start Performance Standards state that when the daily average attendance rate in a center-based program falls below 85 percent,

Head Start must analyze the causes of absenteeism. Central West Virginia Community Action Inc., ERESA Specialist, adheres to this regulation by reviewing all absences and obtaining proper documentation.

Attendance Plans are created for families whose children are considered to have severe or chronic absenteeism. These plans educate the parents on why good attendance is essential, identify and remove barriers to poor attendance and decrease absenteeism.

The most common reasons for absenteeism are illnesses, no transportation, weather, hospitalization, or family situations. All families receive a home visit if their child misses two unexcused/unaccounted absences.

### Attendance Percentage per Month

August	100%
September	87%
October	89%
November	87%
December	84%
January	83%
February	83%
March	85%*
April	86%*
May	87%*
June	63%*



## Health and Mental Health Services:

Head Start Performance Standards require children to obtain a physical and dental exam while enrolled in the Head Start Program. Central Head Start works with each family to ensure that they have an ongoing continuous health care source.

Head Start provides funds to cover the cost of a physical or dental exam if a family cannot obtain health care coverage for their child.

## Health Insurance

Type of Insurance	# of children at enrollment	# of children at the end of the enrollment year
Total number of children with insurance	353	352
Number enrolled in Medicaid or CHIP	335	333
Number with private insurance, state-only funded, or other health insurance	18	19
Number of children without insurance	4	5

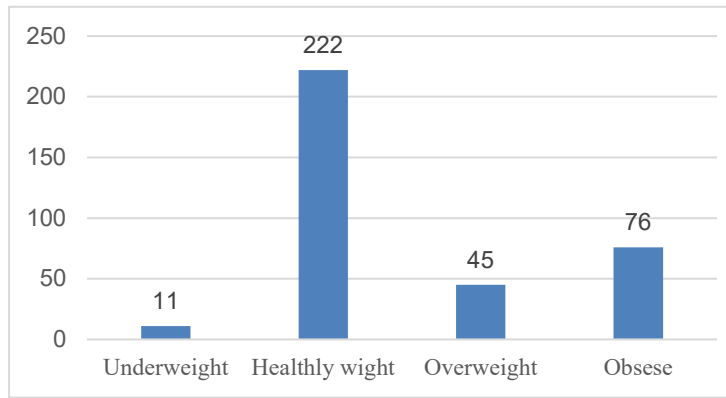
## Medical Home

	# of children at enrollment	# of at the end of the enrollment year
Number of children with medical homes	357	356

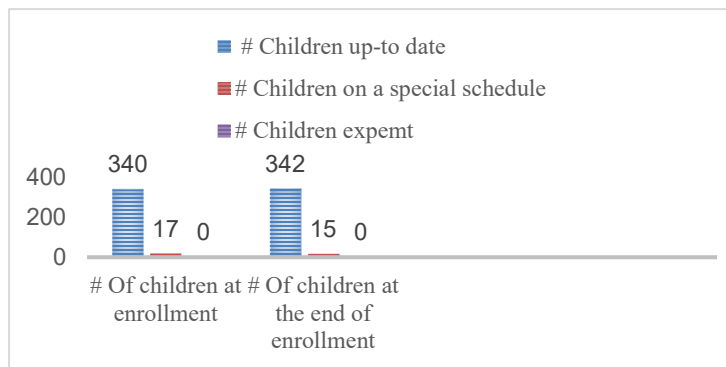
## Medical Services

	# of children at enrollment	# of children at the end of the enrollment year
# of children up-to-date on schedule age-appropriate preventive and primary health care according to the state's EPSDT	254	298
# of children diagnosed with a chronic medical condition needing treatment		59
# of children who needed medical treatment and received it		40
# of children being treated for the following chronic conditions		
Asthma		8
Life-threatening allergies		2
Attention deficit hyperactivity disorder		3
Autism spectrum disorder		5
Vision Problems		48
Hearing		3
Seizures		4

## Body Mass



## Immunizations



## Dental Services:

	# of children at enrollment	# of children at the end of the enrollment year
<b>Number of children with continuous, accessible dental care by a dentist</b>	354	356
<b>Number of children who received preventive care since last year's PIR</b>		270
<b>Number of all children who have completed a professional dental examination since last year's PIR</b>		324
<b>Number of children diagnosed as needing treatment</b>		39
<b>Number of children receiving treatment</b>		22



## Mental Health

Central WV Community Action Inc., Head Start, works with various mental health professionals to provide our children and families services. These professionals are private practice psychologists and the Board of Education Behavioral Health Specialists. Ten teachers received assistance from a mental health consultant through observations and consultation, and staff had access to the consultant for individual support.

## Family Services

Central WV Community Action Inc., Head Start, supports parents as primary educators, nurturers, and advocates for their children. Head Start firmly believes parent engagement is essential to a successful program.

Central Head Start encourages parent involvement by promoting volunteerism in the classroom, field trips, parent committees, and special advisory committees.

### Committees for the 2021-2022 program

School Readiness Advisory (incorporates Health Advisory)

Parent Committee

Policy Council

Board of Directors

Each Head Start center has a Parent Committee, which is made up of currently enrolled parents. These committees conduct business about the center or classroom where their child attends. In addition, they elect parent representative(s) to the agency's various special committees.

## Parent Activities and Trainings

Creative Curriculum

Cooking Classes

Updated COVID Procedures

Growing up in the Digital World

Stress Management

Open House

Grandparents Snack

Birthday Luncheon

Halloween Party

Read to Me

Christmas Party

Valentine Party

Pre-School Registration

Fun Family Friday

Hovaters Zoo

Father's Day Luncheon

Garden Center

Male Involvement: Hobby/Professional

Internet Safety

Kindergarten Transitioning

Parent Curriculum

Wellness-Caring for Yourself

Building the Bond

Community Action Services

Thanksgiving Luncheon

Blood Level Screenings

Male Involvement: BINGO

Holiday Cafe

Books for BINGO

Kids Night Out

Grand-Families Night Out

Mother's Day Tea

Water Day

Game Farm

\*Additional training information was sent home through newsletters and flyers.

The School Readiness Advisory, which incorporates Health Advisory met throughout the school year to review program data, developed or revised policies, participated in Self-Assessment, and provided technical support for staff members.

The Policy Council meets throughout the year with Administrative Staff.

Policy Council shares governance responsibility with the agency Board of Directors regarding program goals, planning, annual grant/budget, agency policies, and personnel functions.

### Policy Council Trainings

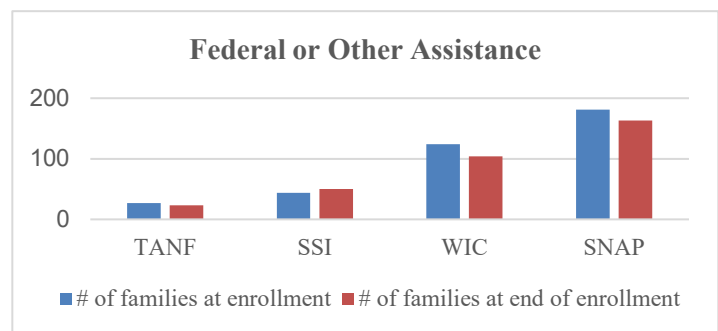
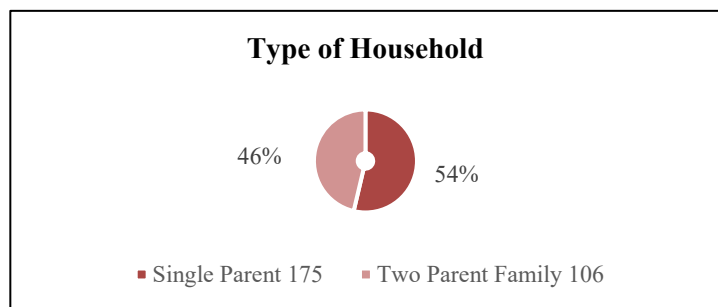
Eligibility and Recruitment  
Officers Training  
Transition to Kindergarten  
School Readiness  
Self-Assessment

Your Voice Counts  
Fiscal: Reading HS Budget  
Roles and Responsibilities  
Family Outcomes  
Head Start Performance Standards

A total of 409 parents volunteered during 2021-2022 school year.

### Family Demographics

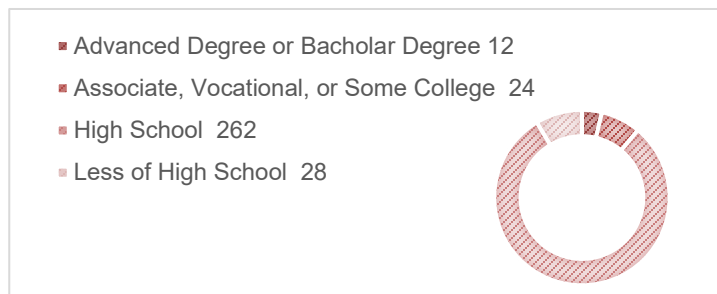
During 2021 - 2022, Head Start served 326 families.



### Homelessness

- 13 families experienced homelessness
- 15 children experienced homelessness
- seven families acquired housing during the program year

### Educational Background of Families



### Specific Services

**97.5%** of families received at least one family service.

Type of Services	# of families	% of families
Emergency or Crisis Intervention	140	42.9%
Housing	12	3.7%
Asset Building Services	12	3.7%
Mental Health Services	5	1.5%
ESL Training	1	0.3%
Assistance in enrolling in an education or job training program	4	1.2%
Research-based parenting curriculum	47	14.4%
Involvement in discussing their child's screening and assessment results and their child's progress	313	96%
Education on preventive medical or oral health	3	0.9%
Education on health and development consequences of tobacco product use	3	0.9%
Education on nutrition	3	0.9%
Supporting transitions between programs	204	62.6%



### Early Childhood Education

Central WV Community Action, Inc., Head Start program, utilizes the Creative Curriculum as the framework to provide experiences for children. This curriculum aligns with the Head Start Child Development Early Learning Framework and West Virginia Early Learning Standards Framework. The Creative Curriculum guides teachers in setting up the environment to help children develop needed skills that ensure future educational success.



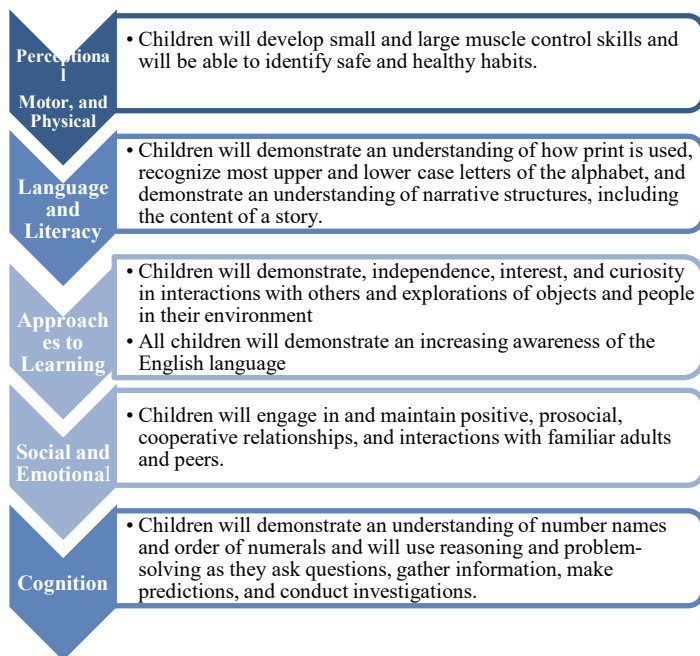
Throughout a program year, Child Development Coordinators evaluate teachers using CLASS and The Creative Curriculum Fidelity. CLASS is designed to observe a teacher’s interactions, while Creative Curriculum Fidelity ensures that the curriculum is adhered to.

Children are screened on developmental and social-emotional skills within the first forty-five days of enrollment. Central WV Community Action, Inc. Head Start utilizes the Brigance Preschool Screen II as the developmental screening tool. Parents are encouraged to share information by completing the Brigance Self-Help/Social-Emotional and the Brigance Rating Form. Teachers complete daily observations as part of their ongoing assessment of children. Observations are assigned a level using the West Virginia Early Learning Standards. School Readiness Goals are established continuously through the assessment information and ongoing monitoring. Assessment reports are reviewed three times during the school year by the Child Development Coordinators and provided to the Policy Council and Board of Directors

**Screenings:**

Number of all newly enrolled children who completed the required screening within 45 days for developmental, sensory, and behavioral concerns since last year's PIR	243
Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	6

**School Readiness Goals**



**ELS Scores 2021-2022**

\*Children scoring 3-5 are considered kindergarten ready

The Early Learning Rating Scale (ELRS) data shows the average scores.

**Mathematics and Science**

	Results
Number and Numerical Operations	3.19
Classification and Algebraic Thinking	3.20
Geometry and Measurement	2.93
Scientific Inquiry	3.03

**Social-Emotional and Social Studies**

	Results
Self-Regulation	3.71
Play	4.94

**Language Art and Literacy**

	Results
Oral Language	3.58
Phonological Awareness	2.97
Print Awareness	3.22
Writing	3.10

**Physical Health and Development**

	Results
Object Motor Manipulation	3.45
Gross Motor Movement	3.47

**CLASS**

The Classroom Assessment Scoring System is an observational tool that focuses on classroom interaction that boosts children learning. Data from CLASS assist the program in providing professional development for teachers.

**CLASS:**

- focuses on effective teaching
- helps teachers recognize and understand the power of their interactions with children
- align with professional development
- works across age levels and subjects

## The Average CLASS Scores

	Emotional Support	Classroom Organization	Instructional Support
Agency Average 2020-2021	6.3	5.8	4.15
Triennial Review 2018	6.04	5.87	3.23
National Average 2020	6.03	5.78	2.94

## Classroom Staff Qualifications

- **98%** of preschool classroom teachers that meet the degree/credentials requirements of Section 648A (2) (A) (BA or higher - ECE/related) will become effective in September 2013.
- **100%** of preschool classes in which at least one teacher meets the teacher degree/credentials requirements of Section 648A (3) (B) (AA degree or higher- ECE/related) that became effective in October 2011.
- **100%** of preschool classroom assistant teachers with a CDA/equivalent or higher or are enrolled in CDA or ECE degree program.

## Transitions to Kindergarten

Central West Virginia Community Action Inc., Head Start Transition Procedure assists children and families in smoothly transitioning from Pre-K to Kindergarten.

Transitioning activities:

- Teachers invited Board of Education staff (Teacher or Principal) to visit the Head Start classrooms
- Head Start classrooms visited Kindergarten classrooms
- Family Coordinators provide information to parents on easing the transition to kindergarten and parent's rights and responsibilities
- Collaborated on IEPs to determine placement
- Transfer records upon request.
- The teacher completed the Kindergarten Transition Reports. (Kindergarten teachers can access this report for the following school year).
- Cafeteria meal-style service was implemented

## Disabilities

Seventy-three children enrolled in the program had an Individualized Education Program Plan, indicating they have been determined eligible by the LEA to receive special education and related services. Twenty-three children qualified under speech/language, forty-nine under non-categorical /developmental delays, and one under visual impairments. All services were provided to children with an IEP.



## Budget Summary

Central WV Community Action. Head Start received funds from the Department of Health and Human Resources in the amount of \$3,148,210 for the program year 2020-2021, which includes \$37,283 in Training and Technical Assistance and \$37,496 for a 1.22 % Cost- of Living Increase.

Central Head Start also received two one-time funding grants: COVID Relief Funding of \$106,242 and American Rescue Plan Funding of \$422,365 from the Department of Health and Human Resources. These funds were awarded in April 2021 and expire in March 2023.

Head Start received meal reimbursement from Child and Adult Feeding Program was \$79,009.83, and \$52,261.68 thru agreements with Lewis and Harrison County Boards of Education.

### One-Time American Rescue Grant 4/2021 -3/2023 (\$106,242)

Equipment	\$11,156
Professional Development	842
Mental Health Consultants	1,278
Child and Families Supplies	492
Other Supplies	3,345
Flooring	74,753

### One-Time American Rescue Grant 4/2021 -3/2023 (\$422,365)

Equipment	\$118,167
Personnel	15,200
Office Supplies	4,604
Other	5,456
Professional Development	6,822



Continuation, Quality Improvement, and COLA Grant

Personnel	\$1,620,808
Taxes and Unemployment	161,291
Health Insurance	302,961
Retirement	21,563
Equipment	53,438
Office Supplies	45,052
Child and Families Supplies	168,766
Janitorial and Health Supplies	68,619
Other Supplies	1,282
Food	11,720
Contracts: Parent Gauge, See Saw, Child Plus, Mindshare	12,500
Training and Technical Assistance	37,065
Rent	96,200
Utilities and Telephone	81,253
Building and Maintenance	86,562
Travel	10,086
Mental Health	22,963
Parent Services	13,127
Administrative Services	35,861
Publications Advertising and Printing	22,072
Bus Expenses	\ 108,802
Children's Expenses: Field Trips/Medical	1,458
Employee's Screenings	8,988
Indirect	282,287

Proposed Budget for 2022-2023

Personnel	\$1,806,035
Taxes and Unemployment	183,007
Insurance(s)	301,704
Retirement	36,960
Office Supplies	17,500
Child and Family Services Supplies	17,500
Food Service Supplies	3,000
Health Supplies	4,000
Janitorial Supplies	17,000
Wellness Supplies	2,000
Staff T-Shirts Supplies	3,000
Child Plus Contract	7,967
SEE SAW Contract	1,110
IT Mindshare Contract	8,000
Parent Gauge Contract	3,500
MCM Contract	1,260
Rent	96,900
Utilities, Telephone	71,000
Building and Child Liability Insurance	13,000
Building Maintenance	61,000
Local Travel	7,000
Child Services Consultants	5,570
Parent Services	10,483
Legal Services	2,000
Publications/Advertising/Printing	10,000
Food for training or children	5,000
Transportation	92,000
Children's Physicals and dental	1,000
Employment Screenings	2,810
Employee's Physicals	2,200
Student Field Trips/T-Shirt	7,413
Indirect	309,818

**Audit**

John Burdette & Associates, Certified Public Accountants of Buckhannon, West Virginia, conducted the annual independent audit. This audit was conducted by auditing standards generally accepted in the United States of America and stood applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States. Following Government Auditing Standards, the report dated June 2021 stated that no reportable conditions or material weaknesses were noted in the audit for the fiscal year ending December 2020.

**Federal Review Results**

The Focus 2 Federal On-site Monitoring Review was conducted the week of 4/30/17 to 5/4/17; by the Administration for Children and Families. Central West Virginia Community Action Inc., Head Start had no areas of non-compliance found during the review; no corrective action is required.

CLASS scores received during the review:

Domain	Score
<b>Emotional Support</b>	<b>6.0474</b>
Positive Climate	6.03
Negative Climate	1.02
Teacher Sensitivity	5.64
Regards for Students Perspectives	5.53
<b>Classroom Organization</b>	<b>5.8736</b>
Behavior Management	6.03
Productivity	6.31
Instructional Learning Formats	5.28
<b>Instructional Support</b>	<b>3.2356</b>
Concepts Development	2.84
Quality of Feedback	2.95
Language Modeling	3.91

**2021-2022 Board of Directors Officers**

Christy Hardin-Smith	President
Andrew Brinkerhoff	Vice President
Barbara Tucker	Secretary
Mandy Clark-Bennett	Treasurer

**2021 -2022 Policy Council Officers**

Jasmine Swiger	President
Emilo Aviles	Vice President
Sierra Holcomb	Secretary/Treasurer