

Head Start Program Annual Report 2022-2023

Central WV Community Action, Inc.



106 Frederick Street
Clarksburg, WV 26301
304.622.8495

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.

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 2022-2023 school year, 351 children were served. The program did not reach funded enrollment 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, four days a week. In 2022, Head Start provided services in forty-seven classrooms.

Head Start Sites

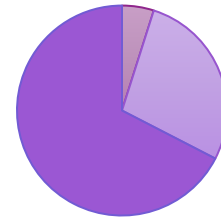
Site	Number of Classrooms
Anmoore Head Start	1
Big Elm Elementary	2
Clarksburg Head Start	2
Creed Collins Elementary	2
Gilmer County Elementary	2
Glen Elk Head Start	1
Harrisville Elementary	2
Jane Lew Elementary	1
Johnson Elementary	3
Leading Creek Elementary	1
Lost Creek Elementary	1
Lumberport Elementary	2
North View Elementary	2
Norwood Elementary	1
Nutter Fort Elementary	4
Peterson Elementary	3
Roanoke Elementary	1
Salem Elementary	2
Shinnston Elementary	1
Simpson Elementary	2
Smithville Elementary	1
Victory Elementary	3
West Milford Elementary	3
West Milford Head Start	2
Weston Head Start	2

Monthly Enrollment

Month	Enrollment	Percentage
*August	171	.48%
September	288	.82%
October	311	.88%
November	310	.88%
December	310	.88%
January	314	.89%
February	314	.89%
March	315	.89%
April	315	.89%
May	313	.87%
*June	108	.31%

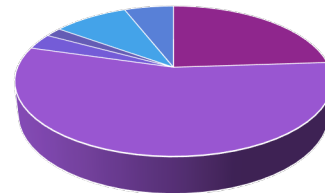
*Not all classrooms were open

Children by Age



■ 2 year olds ■ 3 year olds ■ 4 year olds ■ 5 year olds

Primary Type of Eligibility



- Income at or below 100% of federal poverty line 84
- Public assistance (TANF,SNAP, and SSI) 195
- Foster Care 12
- Homeless 7
- Eligibility based on other type of need -Over Income 32
- Incomes between 100% and 130% of the federal poverty line 21

Funded Enrollment 353
Cumulative Enrollment 351

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, lack of transportation, weather, hospitalization, or other family situations. All families receive a home visit if their child misses two unexcused/unaccounted absences.

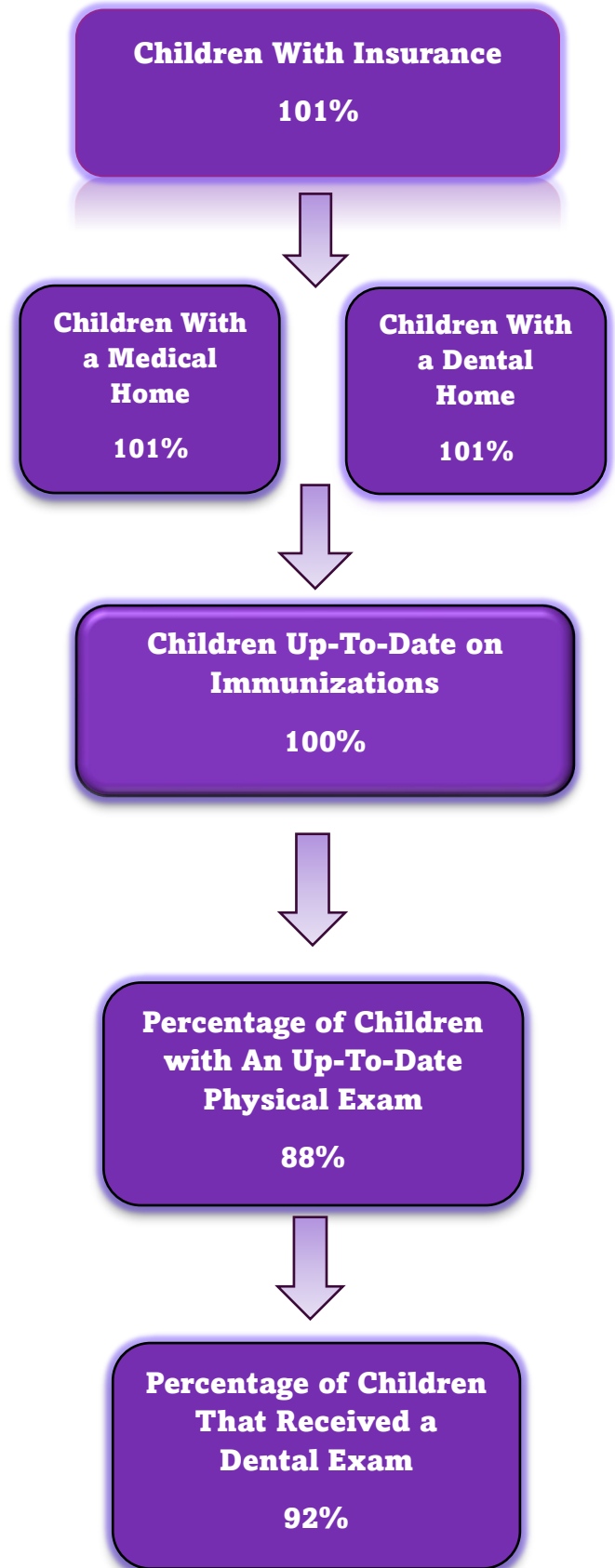
Monthly Attendance Rate

August	September	October	November	December
96%	89%	86%	79%	83%

January	February	March	April	May
83%	84%	81%	81%	83%

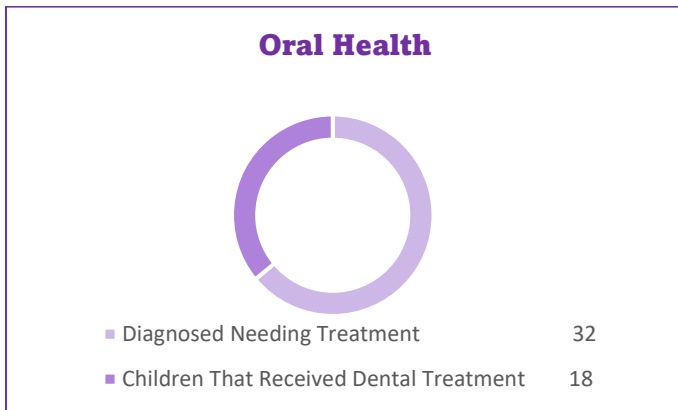
June
70%

Health and Mental Services

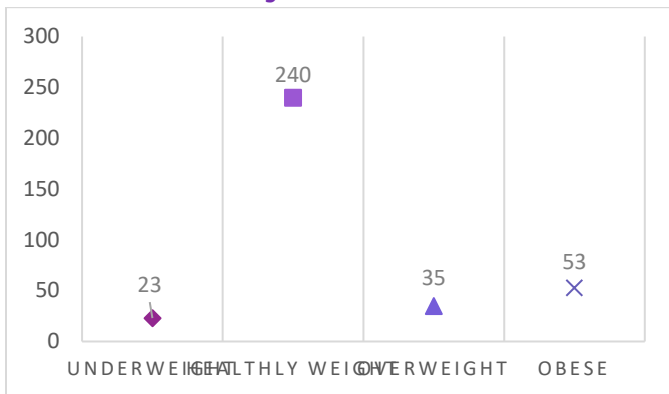


Physical Health

Number of children diagnosed with any chronic condition	54
Number of children who received medical treatment	31
Number of children diagnosed by a health care professional with the chronic condition	
Autism	5
Attention deficit hyperactivity disorder	2
Asthma	10
Seizures	5
Hearing Problems	1
Vision Problems	34
Diabetes	1



Body Mass Index



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.

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.

Six teachers received assistance from a mental health consultant through observations and consultation,

Family Services

Central WV Community Action Inc., Head Start, supports parents as primary educators and nurturers and advocates for their children. Head Start 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 2022-2023 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

Open House	Read-to-Me	Birthday Treat
Grandparent's Snack	Father's Day Luncheon	Mother's Day Luncheon
Thanksgiving Luncheon	Christmas Luncheon	Halloween Party/Trunk or Treat
Christmas Party/Meet Santa	End of the Year Celebration/Family Day	Pumpkin Farm
Green House	Hovater's Zoo/WV Wildlife Center	Book Fair
BINGO for Books	Bowling	Transitions to Kindergarten -Tour
HS Agriculture Visit	Evergreen Valley Farm	On Eagles Ways Horsemanship
Valentine Day Party	Pre-School Registration	Popping w/Pops
Water Day	School Readiness	Parent Committee
Llama Llama Visit	Lego STEAM Nights	Kinship Resource Fair

Parent Training

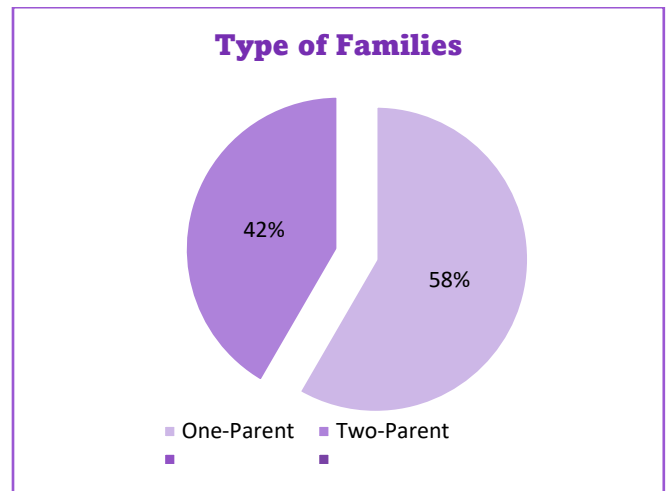
CPR/First Aide	Fire Safety	Officers Training for Parent Committees
Preventing Problems	Creative Curriculum	Parenting Styles
You and Your Child	Getting that Discipline Just Right	Wellness – Deep Breathing
Kindergarten Transitioning	Preparing for School Readiness	Manage Anger and Emotional Response
Solving the Fatherhood Crisis	10 Ways to Be a Better Father	Preparing for School Success
Protecting Your Child from RSV	ZOOM - Mental Health Topics	

The School Readiness Advisory, which incorporates the Health Advisory, meets throughout the school year to review program data, develop, or revise policies, participate in Self-Assessment, and provide technical support for staff members.

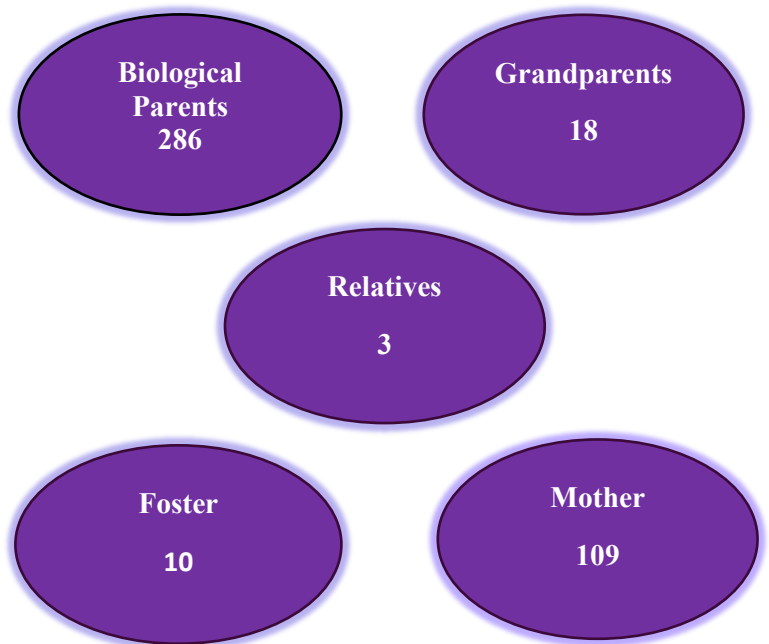
The Policy Council meets throughout the year with Administrative Staff. Policy Council shares governance responsibility with the agency's Board of Directors regarding program goals, planning, annual grant/budget, agency policies, and personnel functions.

Policy Council Trainings

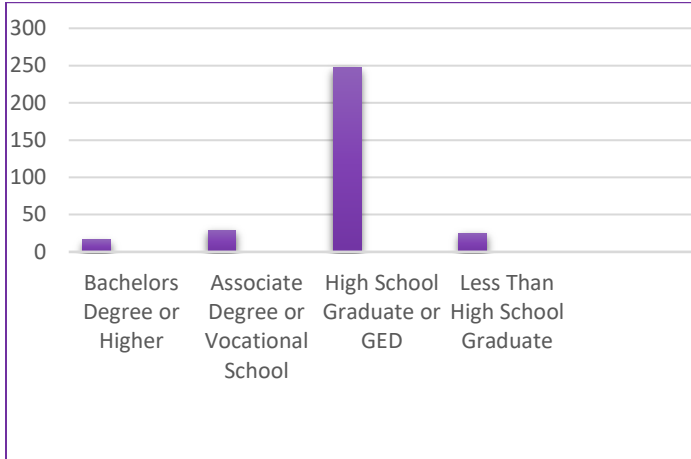
Officers Training	Roles and Responsibilities
Eligibility	Fiscal Budgeting
School Readiness	Family Outcomes
Self-Assessment	Performance Standards



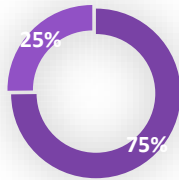
Family Characteristics



Parent/Guardian Education

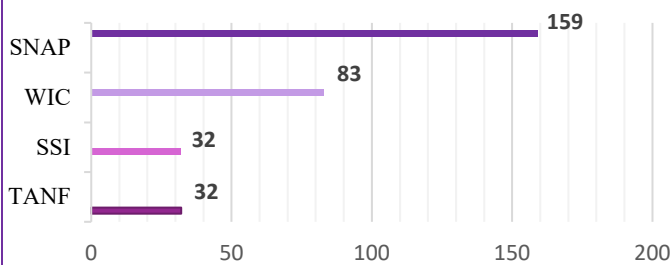


Employment, Job Training, School



- Parents/Guardians Employed, In Job Training, In School
- Neither Parent/Guardian Employed, In Job Training, In School

Families Receiving Federal or Other Assistance



Number of volunteers who are current or former Head Start Parents

384

Family Services

The number of families that received the following program services to promote family outcomes:

Emergency/crisis intervention (food, clothing, shelter, etc.)	75
Housing assistance	10
Asset building services	3
Mental health service	3
Assistance in enrolling in an education or job training program	4
Research-based parenting curriculum	90
Involvement in discussing their child's screening and assessment results and their child's progress	308
Supporting transitions between programs	207
Education on preventive medical and oral health	1
Education on health and developmental consequences of tobacco product use	1
Education on relationships/marriage	1
The number of families counted in at least one of the services listed.	312



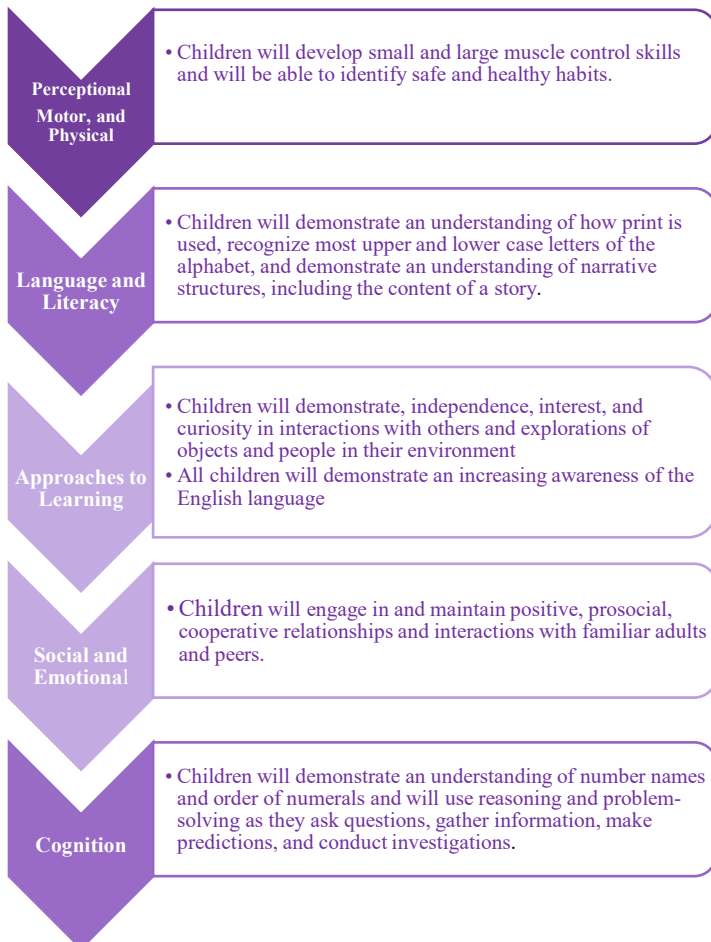
Early Childhood Education

Central WV Community Action, Inc.'s 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.

Child Development Coordinators evaluate teachers using CLASS and The Creative Curriculum Fidelity throughout a program year. 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. 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 utilizing 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.

School Readiness Goals



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	249
Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	236

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	3.53
Classification and Algebraic Thinking	3.61
Geometry and Measurement	3.37
Scientific Inquiry	3.42

Social-Emotional and Social Studies

	Results
Self-Regulation	4
Play	4.16

Language Art and Literacy

	Results
Oral Language	3.75
Phonological Awareness	3.27
Print Awareness	3.68
Writing	3.29

Physical Health and Development

	Results
Object Motor Manipulation	3.9
Gross Motor Movement	3.84



CLASS

The Classroom Assessment Scoring System is an observational tool focusing on classroom interaction, boosting children's learning. Data from CLASS assists 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 2022-2023	6.68	6.37	5
Triennial Review 2018	6.04	5.87	3.23
National Average 2020	6.03	5.78	2.94

Transitions to Kindergarten

Central West Virginia Community Action Inc.'s 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).
- A cafeteria meal-style service was implemented.
- Child Development Coordinators provided training on transitioning.

Disabilities

Seventy-five 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-eight children qualified under speech/language, forty-seven 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 for \$3,237,510 for the program year 2022-2023, which includes \$37,283 in Training and Technical Assistance, \$70,929 for a 2.28 % Cost-of-Living Increase, and \$18,371 for Quality Improvement.

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's meal reimbursement from the Child and Adult Feeding Program was \$76,094.72, and \$65,322.56 through agreements with Lewis and Harrison County Boards of Education.

One-Time COVID Relief	
4/2021 - 3/2023	\$106,242
Equipment	\$ 24,447.00
Professional Development	842.29
Consultants-Mental Health	1,278.70
Child & Family Services Supplies - Disabilities	491.82
Other Supplies	3,344.82
Maintenance-Building & Equipment	74,752.88
Total	\$105,157.51
Remaining	\$ 1,084.49
One-Time American Rescue	
4/2021 - 3/2023	\$422,365
Wages & Fringe	\$ 5,200
Equipment	194,428.20
Child, Office, Family, & Other Supplies	26,911.67
Vehicle Expenses	6,456.00
Maintenance-Building & Equipment	5,463.54
Professional Development, Wellness, Mental Health	54,684.17
Total	\$273,960.24
Remaining	\$178,404.76
Continuation, Training and Technical Assistance, Cost of Living, and Quality Improvement	
7/2022 - 6/2023	\$3,327,510
Salaries	\$1,692,745.18
Taxes & Workers Compensation & Unemployment	166,548.73
Health Insurance	368,078.53
Retirement	17,445.48
Office Supplies	29,292.43
Child & Family Supplies	77,364.46
Janitorial & Health Supplies	48,340.63
Food Expenses	36,399.51
Contractual	7,110.00
Training and Technical Assistance	36,689.54
Rent	95,900.00
Utilities and Telephone	83,290.75
Insurance: Building and Child Liability	1,987.00
Building Maintenance /Repair/Other	88,284.18
Travel	11,869.12
Consultants- Mental Health	5,677.81
Parent Services	14,917.65
Administrative Services	8,172.57
Publication Advertising & Printing	\$17,120.14
Other – Training Expenses	3,249.27
Bus Expenses (Fuel, Repairs, etc.)	117,733.44
Children's Expenses (Field Trips, Physicals, and Dental Care	6,629.96
Employee's Expenses (Employment Screenings)	11,510.67
In-direct	291,826.33
Total	\$3,238,183.30
Remaining	(\$637.30)
Non-Federal Share	586,271.76
<i>*Agency requested a waiver for \$250,000</i>	

Central WV Community Action. Head Start received funds from the Department of Health and Human Resources for \$3,237,510 for the program year 2022-2023, which includes \$37,283 in Training and Technical Assistance, \$179,213 for a 5.6 % Cost- of Living Increase, and \$99,906 for Quality Improvement.

Continuation, Training and Technical Assistance, Cost of Living, and Quality Improvement	
7/2023 - 6/2024	\$3,516,629
Salaries	\$2,131,792
Fringe Benefits: Taxes, Insurance, Retirement	\$591,353
Supplies: Office, Classroom Janitorial, etc.	\$43,750
Contractual: Child Plus, Parent Guage, etc.	\$26,375
Rent	\$95,100
Utilities, Telephone	\$70,000
Building Maintenance/Repair/ and Other	\$38,680
Building and Child Liability Insurance	\$4,000
Local Travel	\$6,000
Child Services Consultants	\$7,590
Parent Services	\$8,325
Accounting and Legal Services	\$4,500
Publication, Advertising, Printing	\$5,252
Rental Space for Gilmer County	\$600
Transportation: Fuel, Repairs, etc.	\$75,000
Children's Expenses: Field Trips, Physicals, Dentals, etc.	\$7,395
Employee's Expenses: Employment Screenings, Shirts, Jackets, etc.	\$4,875
IT Mindshare	\$4,750
In-Direct	\$354,009
Non-Federal Share	\$809,378

Audit

John Burdette & Associates, Certified Public Accountants of Buckhannon, West Virginia, conducted the annual independent audit. This audit was conducted by auditing standards 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 May 10, 2023, report stated that no reportable conditions or material weaknesses were noted in the fiscal year ending December 2022 audit.

Federal Review Results

The Focus 1 Federal On-site Monitoring Review was conducted the week of 11/1/2021 to 11/5/2021 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 was completed during our Focus 2 Federal On-site Monitoring the week of 4/30/17 – 5/4/17 by the Administration for Children and Families. Below are the CLASS scores Head Start received.

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

2022-2023 Board of Directors Officers

Andrew Brinkerhoff	President
Mandy Clark-Bennett	Vice President
Thomas Aman Jr.	Treasurer
Thomas Newbrough	Secretary

2022-2023 Policy Council Officers

Jennifer Tenney	President
Rebecca Mann	Vice President
Krista Campbell	Secretary/Treasurer