



Central WV Community Action Inc.

**Head Start Program
2023-2024 Annual Report**

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

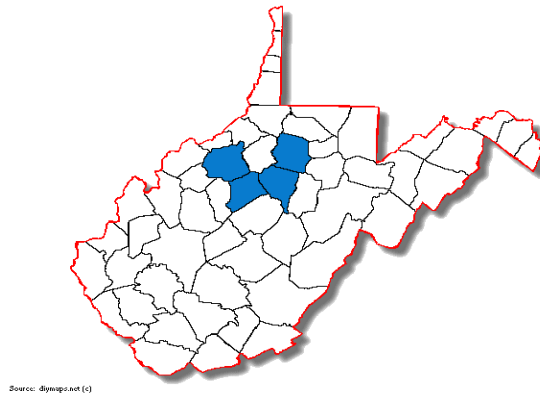
Introduction and Overview:

Central WV Community Action Inc. has been a steadfast ally in the fight against poverty, serving the community since its inception in 1968. Our long-standing commitment and unique understanding of the communities we serve work directly with individuals and families, providing a wide range of services to those struggling with 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, HOPWA (Housing Opportunities for Persons With AIDS), and Emergency Repair and Replacement.

Central WV Community Action Inc. Head Start Service Areas:

Gilmer, Lewis, Harrison,) 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.

Head Start offers a comprehensive approach to early childhood education. It provides young children from eligible families with a well-rounded classroom experience centered around social-emotional learning. This approach supports the children and their families, preparing them for success in school and life.

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

Cumulative Enrollment 348

Funded Enrollment 353

The program did not reach funded enrollment during the 2023-2024 school year.

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 2023, Head Start provided services in twenty-one sites and forty-three classrooms.

Head Start Sites

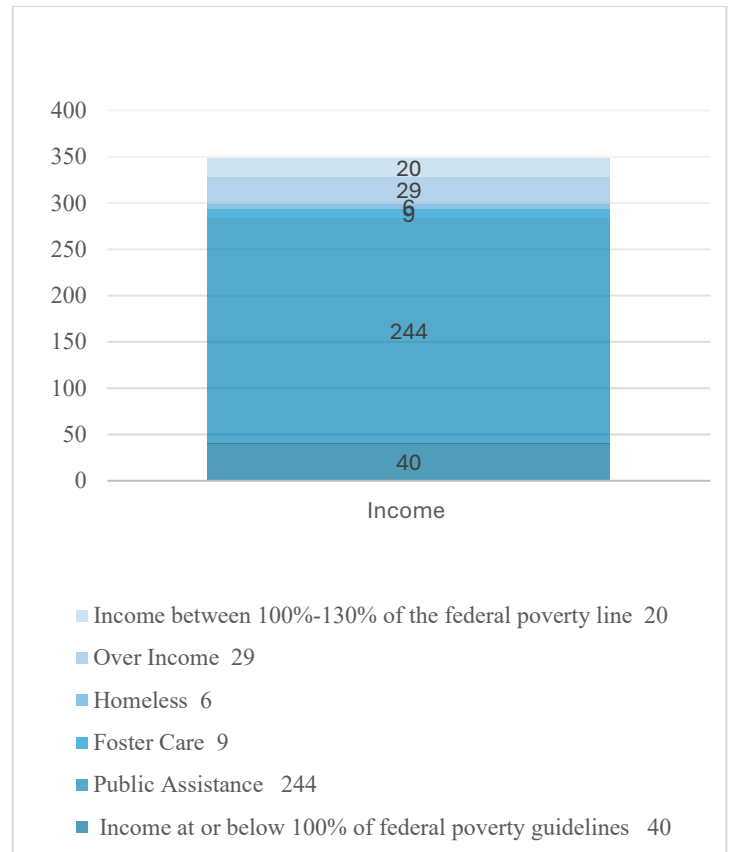
Site	Number of Classrooms
Anmoore Head Start	1
Big Elm Elementary	2
Clarksburg Head Start	2
Creed Collins	2
Gilmer County Elementary	1
Glen Elk Head Start	2
Harrisville Elementary	1
Jane Lew Elementary	1
Leading Creek Elementary	1
Lost Creek Elementary	1
Lumberport Elementary	3
North View Elementary	2
Nutter Fort Elementary	8
Peterson Elementary	3
Roanoke Elementary	1
Salem Elementary	2
Shinnston Head Start	1
Victory Elementary	3
West Milford Elementary	2
West Milford Head Start	2
Weston Head Start	2

Monthly Enrollment

Month	Enrollment	Percentage of Enrollment
*August	177	.48%
September	292	.83%
October	301	.85%
November	307	.87%
December	306	.87%
January	307	.87%
February	309	.88%
March	306	.87%
April	309	.88%
May	306	.87%
*June	168	.48%

*Not all classrooms were accessible since start and end dates varied.

Primary Type of Eligibility



Attendance:

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

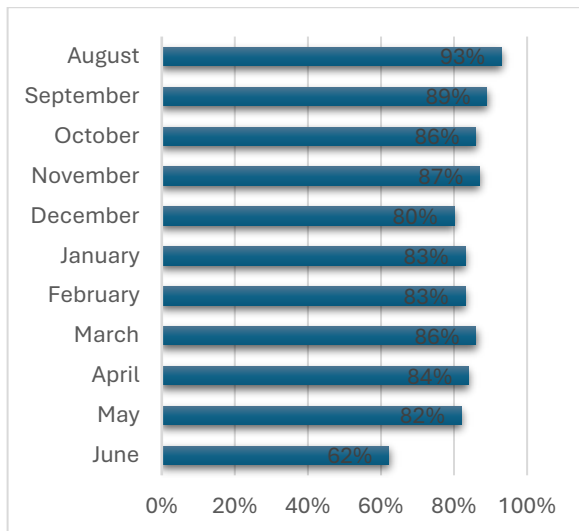
Head Start must analyze the causes of absenteeism. Central West Virginia Community Action Inc., ERESA Specialist, adheres to this regulation by reviewing all absences and obtaining proper documentation.

Attendance Plans are created for families whose children are considered to have severe or chronic absenteeism.

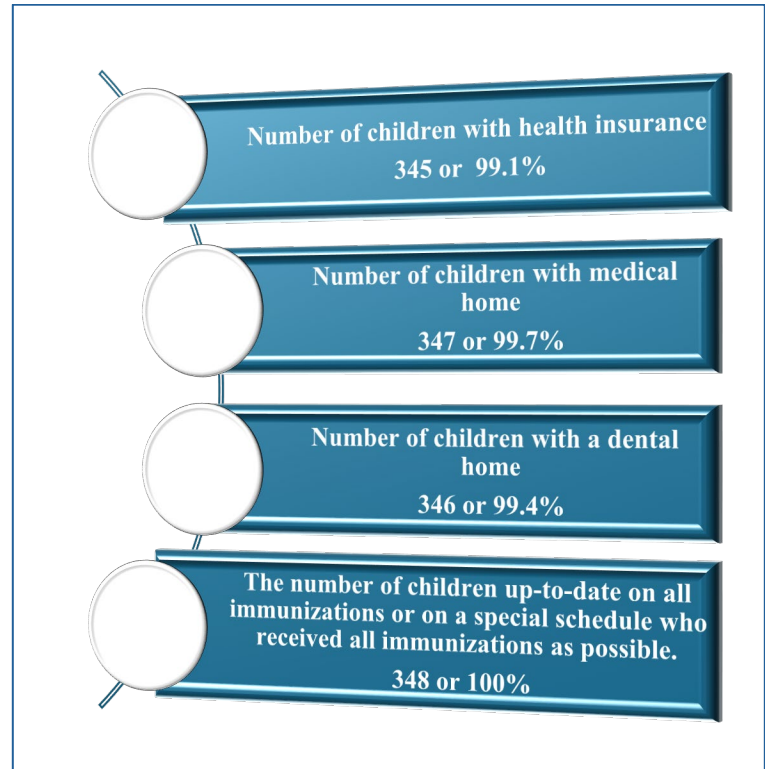
These plans educate the parents on why good attendance is essential, identify and remove barriers to poor attendance, and decrease absenteeism.

The most common reasons for absenteeism are illnesses, lack of transportation, weather, hospitalization, or other family situations. All families receive a home visit if a child misses two unexcused/unaccounted absences.

Monthly Average Attendance

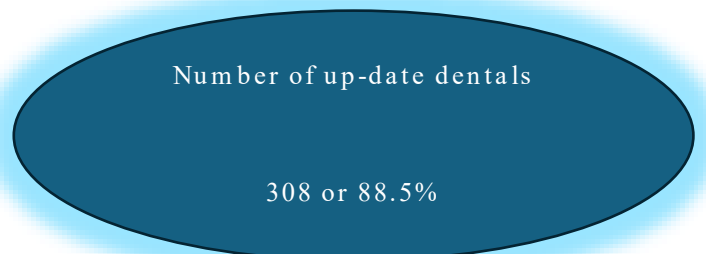
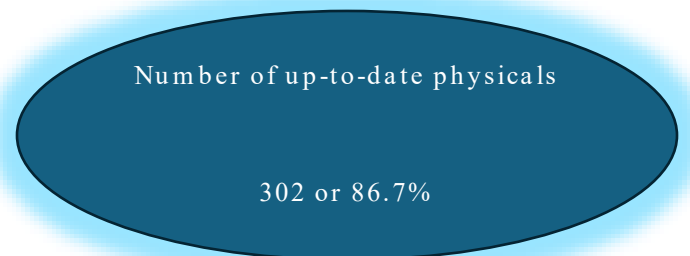


Health Services:

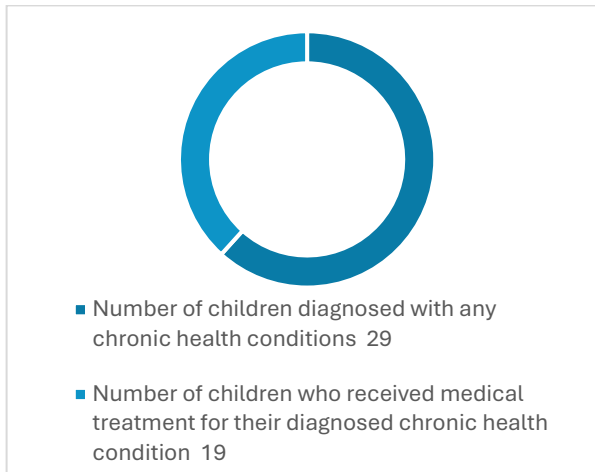


Head Start Performance Standards mandate that children receive a physical and dental exam while enrolled in the program. Central Head Start collaborates with each family to ensure they have a consistent source of health care. If a family cannot secure health care coverage for their child, Head Start provides funds to cover the physical or dental exam costs.

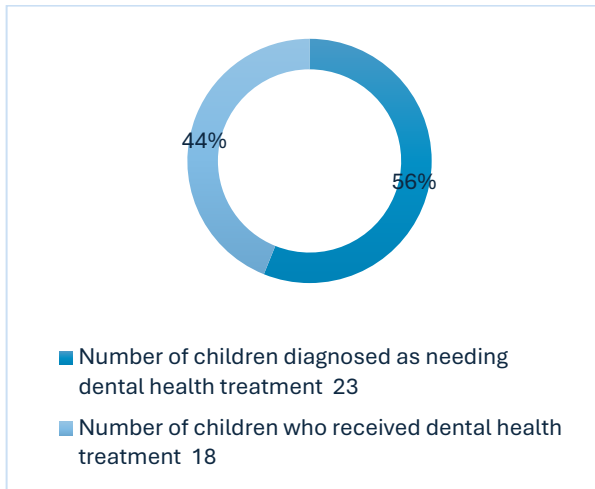
Head Start provides funds to cover the cost of a physical or dental exam if a family cannot obtain health care coverage for their child.



Health Treatment:



Dental Health Treatment



Mental Health Consultation

Central WV Community Action Inc., Head Start, works with various mental health professionals to provide services for our children and families. These professionals are private practice psychologists and the Board of Education Behavioral Health Specialists.

The number of classroom teachers, who received assistance from the mental health consultant through observation and consultation.

Family Services

Central WV Community Action Inc., Head Start, supports parents as primary educators, 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 2023-2024 program

School Readiness Advisory
 Parent Committee
 Policy Council
 Board of Directors

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

Parent Activities

Open House	Pumpkin Farm
Grandparent Luncheon	Fire Safety
Mother's Day Luncheon	Halloween Party
Father's Day Luncheon	Christmas Party
Thanksgiving Luncheon	Spring Party
Christmas Luncheon	End of the Year Celebration
Valentine's Day Party	Lego/STEAM Night
Read to Me	Book/s for Bingo
Birthday Treat	Father/Male Involvement Bingo
School Readiness	NFL Pick'em
Green House	Field Trip to Trans-Allegheny Asylum
Zoo Trips	Father/Male Involvement Hobbie or Career Day
Water Day	Popping with Pop's
Trunk or Treat	Scholastic Book Fair
Santa's Workshop	Read Across America
Dr. Seuss Week	100th Day of School
Bowling	Transition to Kindergarten Visits

"At the end of the day, the most overwhelming key to a child's success is the positive involvement of parents."

Jane D. Hull

Parent Trainings

CPR/First Aide	Fire Safety
Creative Curriculum	Getting Discipline “Just Right”
Discipline Skills/Parenting	Transitioning to Kindergarten
School Readiness	Dad’s Matter
Preparing for School Success	Preparing for School Smart Things
You and Your Child	Roles and Responsibilities of Parent Committees and Policy Council
Parenting Styles	Dental Hygiene

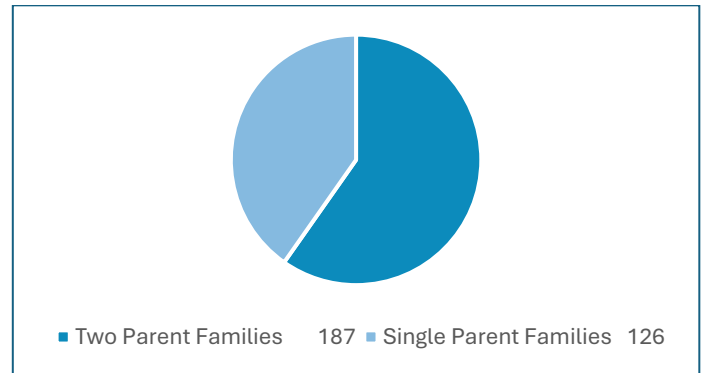
The School Readiness Advisory, which incorporates the Health Advisory, meets throughout the school year to review program data, develop or revise policies, participate in Self-Assessment, and provide technical support for staff members.

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

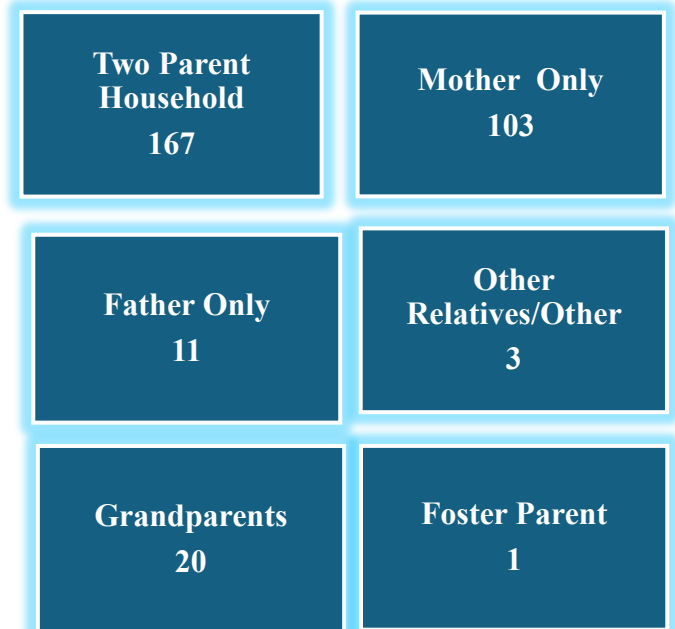
Policy Council Trainings

- School Readiness
- Mindfulness
- Self-Assessment
- Eligibility
- Roles and Responsibilities
- Fiscal Budgeting
- Performance Standards

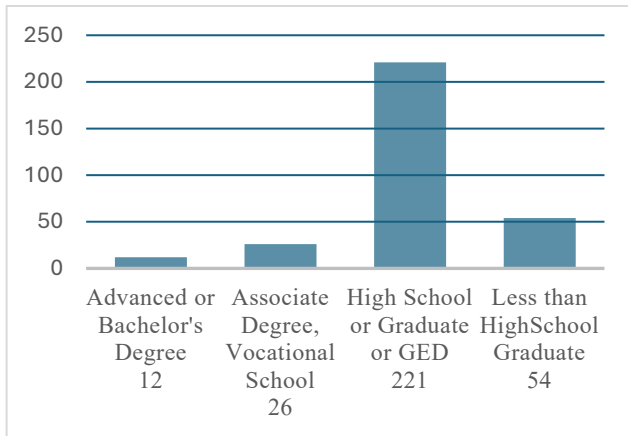
Types of Families



Family Characteristics



Parent/ Guardian Education



Homelessness Services



Employment, Job Training, and School

Total number of parents/ guardians employed, in job training or school at the end of enrollment.
224

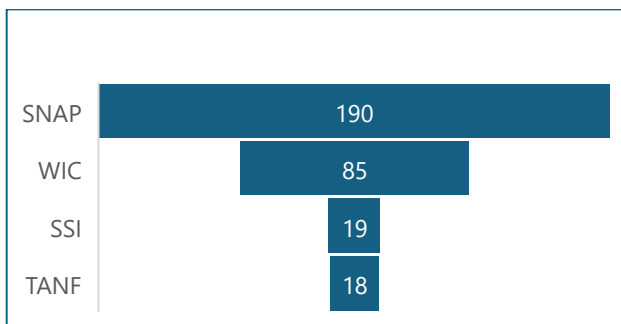
Total number of parents/ guardians unemployed, retired, or disabled at the end of enrollment.
86

Father Engagement

The number of fathers/father figures engaged in the following activities during the program year:

Family Assessment	42
Family Goal Setting	30
Involvement in child's Head Start child development experiences (home visits, parent-teacher conferences, etc.)	47
Head Start program governance	0

Families Receiving Federal or Other Assistance



Number of volunteers who are current or former Head Start Parents

313

Family Services

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

Emergency/crisis intervention	34
Housing assistance	7
Asset building service	7
Mental Health Services	9
English as Second Language Training	1
Assistance in enrolling in an education or job training program	9
Research-based parenting curriculum	57
Involvement in discussing their child's screening and assessment results and their child's progress	290
Supporting transitions between programs	182
Education on preventive medical and oral health	8
Education on health and development consequences of tobacco product use	1
Education on postpartum care	1
Of these, the number of families counted in at least one of the services.	300

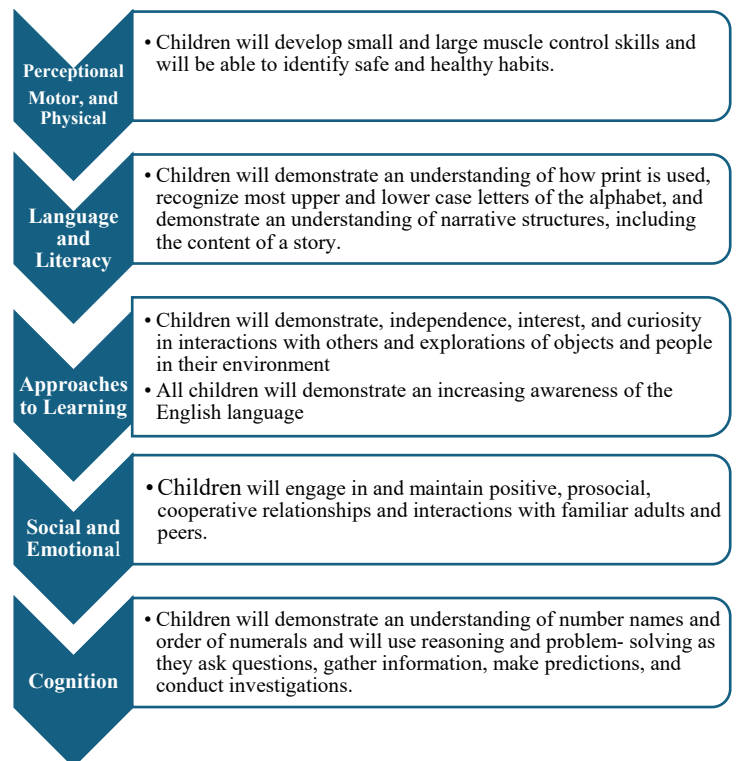
Early Childhood Education

Central WV Community Action, Inc.'s Head Start program utilizes the Creative Curriculum as the framework for providing children with experiences. 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 required screenings within 45 days for development, sensory, and behavioral concerns since last years PIR: 230

Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability : 31

ELS Scores 2023-2024

*Children scoring 3-5 are considered kindergarten ready

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

Mathematics and Science

Numbers and Numerical Operations	3.28
Classification and Algebraic Thinking	3.38
Geometry and Measurement	3.18
Scientific Inquire	3.27

Social-Emotional and Social Studies

Self-Regulation	3.92
Play	4.11

Language Art and Literacy

Oral Language	3.71
Phonologic Awareness	3.08
Print Awareness	3.61
Writing	3.31

Physical Health and Development

Gross Motor Movement	3.7
Object Control and Manipulation	3.57

Disabilities

Seventy-four 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-five children qualified under speech/language, and forty-nine under non-categorical/ developmental delays. All services were provided to children with an IEP.

CLASS

The Classroom Assessment Scoring System (CLASS) 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 2023-2024	6.52	5.92	4.35
Triennial Review 2024	6.18	6.01	2.82
National Average 2020	6.03	5.78	2.94

Transition

The program coordinates transitions to kindergarten by providing informational handouts at the two Educational Conferences and includes field trips for children to visit

a kindergarten classroom. The Child Development Coordinators provide informational training to guardians on registering for Kindergarten, Kindergarten readiness skills, and the process of transitioning into elementary schools. The teachers provide the kindergarten teachers with the child's Brigance Screen and Kindergarten Transition Report, generated from the Early Learning Scale (ELS) data, to inform the kindergarten teacher of the child's progress in the current year. Teachers and Family Advocates provided The Night Before Kindergarten book and a box of Kindergarten Activities to support learning in the summer before kindergarten.

Central WV Community Action. Head Start received funds from the Department of Health and Human Resources for \$3,237,510 for the 2023 program year, 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.

Head Start's meal reimbursements from the Child and Adult Feeding Program were \$94,002.44 and \$49,080.85 through agreements with the Lewis and Harrison County Boards of Education.



Budget Summary

Central WV Community Action. Head Start received \$3,598,394 from the Department of Health and Human Resources for the 2024 program year, which includes \$37,283 in Training and Technical Assistance and \$81,765 for a 2.35% Cost-of-Living Increase.

Continuation, Training and Technical Assistance, Cost of Living, and Quality Improvement 7/2024 - 6/2025 \$3,598,394	
Salaries	\$2,159,968
Taxes, Workers Compensation, Unemployment, Health Insurance and Retirement	605,930
Supplies: Office, Classroom, Health, Wellness, Food, and Janitorial	43,427
Contractual	28,274
Other: Rent, Utilities, Local Travel, Child Services Consultants, Parent Services, Accounting and Legal Services, Room Rental for Gilmer County, Transportation, Children's Health, Field Trips, Staff Jackets/ Shirts, IT Mindshare, Employment Screenings Building and Child Liability Insurance	409,526
In-direct	351,269.00
Total	3,598,394.00
In-Kind	899,598.00

Continuation, Training and Technical Assistance, Cost of Living, and Quality Improvement 7/2023 - 6/2024 \$3,516,629	
Salaries	\$1,851,151.66
Taxes & Workers Compensation & Unemployment	179,963.94
Health Insurance	381,150.29
Retirement	15,158.91
Equipment	111,439.02
Office Supplies	13,680.62
Child & Family Supplies	28,723.15
Janitorial & Health Supplies	43,122.52
Food Expenses	24,064.89
Other Supplies	906.39
Contractual: IT, ChildPlus, etc.	40,779.03
Training & Technical Assistance	39,149.01
Rent	95,290.00
Utilities and Telephone	87,253.56
Insurance: Building and Child Liability	16,395.00
Building Maintenance, Repairs, etc.	85,130.25
Travel	13,880.98
Consultants- Mental Health	8,115.26
Parent Services	14,112.03
Administrative Services	304.00
Publication Advertising & Printing	\$17,206.36
Bus Expenses (Fuel, Repairs, etc.)	125,330.59
Children's Expenses (Field Trips, Physicals, and Dental Care)	3,343.59
Employee's Expenses (Employment Screenings)	12,695.00
In-direct	308,282.95
Total	\$3,516,629.00
In-Kind	838,900.63

Federal Review Results

The Administration for Children and Families conducted the Focus 1 Federal On-site Monitoring Review from 11/1/2021 to 11/5/2021. Central West Virginia Community Action Inc., Head Start, had no areas of non-compliance during the review; no corrective action is required.

The Administration for Children and Families Conducted the Focus 2 Federal On-site Monitoring Review from 03/18/2024 to 3/22/2024.

Head Start had two areas of Strong Practices:

(1) The grant recipient has formalized systems that remove barriers to policy council member participation.

(2) The grant recipient provides economic mobility support to help families with pathways out of poverty.

Head Start had two areas of non-compliance during the review period:

(1) 1303.4 Federal financial assistance, non-federal match, and waiver requirements. By section 640(b) of the Act, federal financial assistance to a grantee will not exceed 80 percent of the approved total program costs. A grantee must contribute 20 percent as a non-federal match for each budget period. The responsible HHS official may authorize a waiver of all or a portion of the non-federal match requirement based on the grantee's written application submitted for the budget period and any supporting evidence the responsible HHS official requires. In deciding whether to grant a waiver, the responsible HHS official will consider the circumstances specified in section 640(b) of the Act and whether the grantee has made a reasonable effort to comply with the non-federal match requirement

(2) 1302.92 Training and professional development. (c) A program must implement a research-based, coordinated coaching strategy for education staff that:(2) At a minimum, provides opportunities for intensive coaching to those education staff identified through the process in paragraph (c)(1) of this section, including opportunities to be observed and receive feedback and modeling of effective teacher practices directly related to program performance goals; Strong Practice Details: During the review event the OHS monitoring team observed the following

The Head Start Program follow-up for the Focus 2 review will be held in December 2024.

The Administration for Children and Families completed the CLASS Review from 01/03/2024 to 03/13/2024. Below are the CLASS scores Head Start received.

Domain	Score
Emotional Support	6.1853
Positive Climate	6.33
Negative Climate	1.00
Teacher Sensitivity	5.84
Regards for Students Perspectives	5.53
Classroom Organization	6.0172
Behavior Management	6.52
Productivity	6.10
Instructional Learning Formats	5.43
Instructional Support	2.8276
Concepts Development	2.48
Quality of Feedback	2.86
Language Modeling	3.14

Audit

John Burdette & Associates, Certified Public Accountants of Buckhannon, West Virginia, conducted the annual independent audit. This audit was conducted using auditing standards accepted in the United States of America and applied to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States. Following Government Auditing Standards, the May 29, 2024, report stated that no reportable conditions or material weaknesses were noted in the fiscal year ending December 2023 audit.

2023-2024 Board of Directors Officers

James Smith	President
Thomas Aman Jr.,	Vice President
Mandy Clark-Bennett	Treasurer
Christy Hardin-Smith	Secretary

2023-2024 Policy Council Officers

Jennifer Tenney	President
Katelyn Fink,	Vice President
Shania Moore	Treasurer
Amanda Cain	Secretary