Knox County Head Start, Inc.

# *A* National Head Start Center of Excellence

2020-2021 Annual Report

Mission Statement

Committed to the future of Knox County and its changing and diverse needs, Knox County Head Start works in partnership with the community to provide quality preschool, child care, and family services. Our purpose is to engage children, families, and staff in reaching their full potential.

# Guiding Values Statement

1. We value families, fathers, mothers and primary caregivers, as the first and most important teachers and advocates for their children.
2. We strive to make a difference through the education, care and support of our children, families and staff:
* By committing to provide quality services
* By hiring, training and retaining competent staff
* By providing opportunities for personal and professional growth
* By developing and nurturing trusting personal and professional relationships built on honesty and open communication
* By acknowledging and seeking diversity through our program design
* By creating and maintaining healthy and productive community partnerships

**About Knox County Head Start, Inc.**

* Founded in April 1965 as Kokosing Day Care Centers, Inc.
* Funded enrollment from the US Department of Health & Human Services, Administration for Children and Families: Head Start (HS) slots: 181 funded slots and Early Head Start (EHS): 76 funded slots
* Serving 387 children in 2020-2021
	+ 204 children served in Head Start
	+ 96 children served in Early Head Start, and two pregnant moms
	+ 85 children served in child care, including school age programs
* KCHS’ Community Assessment data estimates 495 eligible EHS children and 330 eligible HS children live in Knox County. Total enrollment in 2020-21 shows KCHS serving approximately 19% of EHS eligible children and 62% of HS eligible children. Most HS eligible children not served by KCHS are served in state funded preschool programs, and some EHS eligible children are served in Early Intervention and Help Me Grow. Knox County continues to lack sufficient service options for the majority of infants, toddlers and their families.
* ***Average Monthly Enrollment*** in Head Start: 73.5%; and in Early Head Start, 74.8% - these enrollment figures are not typical, and were impacted by the COVID-19 pandemic, including the reduced group sizes in classrooms serving young children.
* Over 93,241 meals/snacks served to children and families (including home delivery) during the program year.

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| **Leadership and Program Governance** |
| KCHS Board of Directors, 2020-2021 | KCHS Policy Council, 2020-2021 |
| **Todd Hawkins, Chairperson**Vice President & Trust Officer*Park National Bank***Noel Alden\*, Vice-Chairperson**Attorney, *Zelkowitz, Barry* & C*ullers***Leah Miller** Assistant Director Human Resources*Kenyon College***John W. Morgan, Jr.** Middle School Principal, *Centerburg Schools***Danielle O’Brien**Vice President Finance *Knox Community Hospital***Ashley Rhodes** Step Up To Quality (SUTQ) Specialist*YWCA of Northwest Ohio***Ellen Robinson** Admissions/ Academic Advisor (Retired) *Central Ohio Technical College (COTC)***Kelly Welker\***Area Supervisor (Knox & Morrow Counties) *McDonald's***Barbara Wortman** Librarian (Retired) *Policy Council Rep* | **DANVILLE REPRESENTATIVE*****Emily Lang*****FREDERICKTOWN REPRESENTATIVE*****Stacy Saunders*****HOME-BASED REPRESENTATIVE*****Timothy Ewing, Jr.*****NEW HOPE EARLY EDUCATION CENTER REPRESENTATIVE*****Gloria Pratt*****NORTHGATE REPRESENTATIVE*****Alexis Funk*****FAMILY CHILD CARE PARTNERSHIP REPRESENTATIVE*****Robi Magabe*****COMMUNITY REPRESENTATIVES*****Ann Tope\*, Chairperson******Melanie Van Houten\*****\*Former Head Start parents* |

***Programs targeting children from disadvantaged families have the greatest economic and social returns.***

**Nobel Laureate Economist Dr. James Heckman " Exceptional Returns"**

***Demographics and Data, 2020-2021***

***Special Services to Children with Identified Disabilities***

KCHS collaborated with the three local education agencies, Knox County Educational Service Center, Mount Vernon City Schools, and Danville Local Schools to provide special education services:

* 33 preschool children received services under an Individualized Education Plan (IEP), representing 17% of enrolled children
	+ 28 of those children’s primary identified disability was speech or language impairment
	+ 4 children’s primary disability was non-categorical developmental delay
	+ 1 child’s primary disability was autism
* 16 infants and toddlers received services under an Individualized Family Services Plan (IFSP), representing 16.7% of enrolled children

**Medical Screenings (Physicals)**

* 244 (80.7%) children received an annual physical and all medical screenings, including hearing, vision, lead, and hemoglobin.
* 96 (31.7%) children needed medical follow up
* 92 (30.4%) children received follow up

**Dental Services**

* 150 (73.5%) preschool children received a dental exam
* 44 (29.3%) children needed follow up
* 24 (54.5%) preschool children received follow up

**Immunization Services**

* 275 (71%) children up to date on required immunizations
* 7 children in progress (but received all shots possible)
* 10 children meet State's guideline for exemption

**Mental Health Services**

* Consultations were provided to 19 families about their children’s behavioral or mental health
* 4 children received follow up mental health services from outside organizations

organizations, including **BHP.**

*All health services were impacted by COVID-19 circumstances in 2020-2021*

***Family Services***

***Knox County Head Start believes that parents are the first and most important teachers of their children*** ~ ***we are here to support children, parents, and families in achieving goals!***

***Family Partnerships***

* 248 families were served in HS, EHS and EHS-CCP programs
* 209 families participated in the family goal setting process which results in an individualized family partnership agreement.

## ***Referrals***

## 447 referrals for community supports were documented.

## 174 Head Start families received a referral service

## 75 Early Head Start families received a referral service for an average of 3 services

***Demographics***

* + 4 children qualified for HS services due to homelessness, with 4 families (100%) acquiring housing
	+ 27 children (22 families) experiencing homelessness were served during the year
	+ 127 families received WIC services through the Knox County Health Department
	+ 42 children were in foster care at any point during the program year

***Family Involvement and Parent Education Opportunities***

Parents are encouraged to serve on Policy Council, participate in School Family (parent center committee) meetings and events, and family fun nights. Typically, events include the Fall Harvest, Shawn Kelly Holiday Event in collaboration with Kenon College, Winter Fun Fest, the Annual Art Show and the End of the Year Family Picnics. The COVID-19 pandemic cancelled most fall and winter events, and School Family meetings were held via Zoom. Centers provided outdoor art show and year end events for families to present children’s artwork and to celebrate children’s accomplishments.

KCHS leads the Parent Support Initiative (PSI), coordinating parent education open to Knox County caregivers of children birth to 18. Supported by generous funding from the Ariel Foundation and the United Way of Knox County, education includes Conscious Discipline® for Parents and Triple P (Positive Parenting Program) with multi-level interventions delivered one-on-one, in small and large groups. During 2020-21, 39 parents attended Conscious Discipline education sessions and 295 parents participated in Triple P.

***Two Generational Approach= Hidden Success***

Head Start works closely with parents in developing goals and encouraging parents to identify strengths and opportunities for self-reliance, for themselves and their families. In 2020-21, 27 of 97 employees were current or former Head Start parents. Fifteen (15), or 56% of those parents, attained a degree or certification while employed or were in the process of doing so.

***Knox County Head Start's two generational approach opens doors for child and family successes - concurrently supporting children's school readiness and providing opportunities for family stability and success.***

***Preparing Children for Success***

KCHS classrooms implement The *Creative Curric­ulum for Preschool*and *The Creative Curriculum for Infants, Toddlers and Twos,*along with a vari­ety of supplemental curricula. Teachers use the Creative Curriculum's Objectives for Develop­ment and Learning to track individual child pro­gress and to plan lessons for large and small groups as well as individualized activities specific to the child's developmental level. Children are assessed quarterly. With COVID protocols in place during the 2020-2021 program year preschool class sizes were capped at 12. This had a positive impact on outcomes. The spring assessment showed that we achieved the goal that 85% of transitioning Kindergarten chil­dren would meet or exceed widely held expectations in 5 of 6 domains. Mathematics was the only domain not meeting the goal at but was very close at 84.3% and showed a 48.3% growth from the fall assessment.

**Teacher Qualifications** & **Professional Development**

KCHS exceeds the requirement of the Head Start Act of 2007 that 50% of preschool teachers have bachelor's degrees. In 2020- 2021, 80% of Head Start preschool teachers had a bachelor's degree and 10% had an associate degree in early childhood education (ECE). One preschool teacher taught under a waiver with a Child Development Associate credential (CDA) while completing her education. She has since completed her BA in ECE. In EHS, teachers are required to hold a CDA, but 86% of infant and toddler teachers held two- or four-year degrees. All teacher assistants hold degrees, CDA's, or are working towards a CDA.

***CLASS Assessment, measuring the quality of teacher child interactions***

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| **CLASS Domain Area** | ***KCHS Scores Spring 2021*** | ***FY’20 National Domain Mean Scores*** | ***FY’20*** ***National Domain, Lowest 10%*** |
| **Emotional Support** | 6.28 | 6.03 | 5.6750 |
| **Classroom Organization** | 5.86 | 5.78 | 5.3175 |
| **Instructional** **Support** | 3.54 | 2.94 | 2.3889 |

### *KCHS' Child Development Specialists provide mentoring and assessment of preschool teach­ers to support high quality learning environ­ments and intentional interactions with children in support of kindergarten readiness. The above chart includes KCHS' average teacher CLASS scores from Spring 2021, the 2020 National Mean Aver­age Summary and the 2020 National Summary of Lowest 10%. Due to COVID the Office of Head Start did not conduct CLASS reviews so the 2020 national scores are the most recent. KCHS CLASS scores from 2021 exceed the national mean in all three do­mains.*

***Results of KCHS’ most recent federal monitoring, from the Office of Head Start:***

*From April 5, 2021 to April 9, 2021, the Administration for Children and Families (ACF) conducted a Focus Area One (FA1) monitoring review of the Knox County Head Start, Inc. Head Start and Early Head Start programs.*

*This report contains information about the grantee's performance and compliance with the requirements of the Head Start Program Performance Standards (HSPPS) or Public Law 110-134, Improving Head Start for School Readiness Act of 2007. The Office of Head Start (OHS) would like to thank your governing body, policy council, parents, and staff for their engagement in the review process.*

*The FA1 review allows the OHS to understand how programs are progressing in providing services in the 5-year grant cycle. The report includes the performance measures used to understand grantee progress towards program goals.*

KCHS was found to meet program expectations in all areas monitoring:

* Program Design, Management and Quality Improvement
* Designing Quality Education and Child Development Program Services
* Designing Quality Health Program Services
* Designing Quality Family and Community Engagement Services
* Developing Effective Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Strategies and Fiscal Infrastructure

***Results of most recent Financial Audit:***

In a letter dated May 31, 2022 to the KCHS Board of Directors, Laura MacDonald, CPA, wrote that she has audited the financial position of Knox County Head Start as of July 31, 2021. Her audit was conducted for the purpose of forming an opinion on the basic financial statements of KCHS taken as a whole. This included identifying any significant deficiencies in internal control reported at the financial statement level (Generally Accepted Government Auditing Standards), along with identifying any material weakness conditions at the financial statement level, any material reported noncompliance at the financial statement level, significant deficiencies in internal control for any major federal programs, or material weaknesses reported for major federal programs.

Ms. MacDonald reported no findings and returned an unmodified opinion related to financial statements and major programs’ compliance. There were no findings related to major programs and KCHS was identified as a Low-Risk Auditee.

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| **2020-2021 Funding by Revenue Source: $5,616,287** |
| **FEDERAL HEAD START & EHS** | **$2,878,212.**  |
| **FEDERAL EHS CHILD CARE PARTNERSHIP** | **$302,014.** |
| **FEDERAL HEAD START/EARLY HEAD START CARES ACT CARRYOVER** | **$97,967.** |
| **FEDERAL EHS-CCP CHILD CARE PARTNERSHIP CARES ACT CARRYOVER** | **$11,496.** |
| **FEDERAL CRRSA CARES ACT** | **$75,596.** |
| **FEDERAL ARP CARES ACT** | **$2,417.** |
| **FEDERAL TANF** | **$83.** |
| **FEDERAL USDA** | **$161,372.** |
| **CHILD CARE REVENUE** | **$907,173.** |
| **UNITED WAY OF KNOX COUNTY** | **$113,167.** |
| **INTEREST INCOME** | **$51.** |
| **LOCAL FUNDING/REVENUE** | **$11,605.** |
| **IN-KIND** | **$643,791.** |
| **RESTRICTED NET ASSETS** | **$299,333.** |
| **MISC REVENUE** | **$112,010.** |
| **TOTAL FUNDING** | **$5,616,287.** |

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| **KCHS 2020-2021 EXPENSES BY CATEGORY** |  |
| **SALARIES & WAGES** | **$2,878,066** |
| **FRINGE BENEFITS** | **$595,789** |
| **SUPPLIES** | **$342,419** |
| **SPACE** | **$192,388** |
| **FOOD** | **$119,731** |
| **TRAINING & TRAVEL** | **$95,693** |
| **CONTRACTUAL** | **$297,335** |
| **BUS OPERATIONS** | **$12,138** |
| **EQUIP/RENOVATIONS** | **$7,416** |
| **DEPRECIATION** | **$63,338** |
| **OTHER** | **$86,487** |
| **IN-KIND (Local match funds)** |  **$643,791** |
| **TOTAL EXPENSES** | **$5,334,591** |

**Federal Budget Explanation for 2021-2022 Program Year**

Knox County Head Start and our local community benefit from federal funds to support Head Start (HS) preschool services to 181 children and families, and Early Head Start (EHS) services for 76 pregnant moms, infants, toddlers and their families. Funding is based on 257 funded slots; the actual number of children and pregnant moms served will be higher.

In previous years, KCHS’ Early Head Start program was operated under two separate grants, which included an Early Head Start-Child Care Partnerships grant awarded in 2015. The Office of Head Start offered programs the opportunity to reduce administrative burdens and duplication of efforts by combing grants, and the new program year, KCHS has combined the two Early Head Start programs into one. All funding is now supported under KCHS’ base grant, #05CH011198.

The majority of budgeted funds support salary and fringe costs for direct services, as KCHS works to increase wages and provide full benefits employees and their families. The COVID-19 pandemic continues to impact the budgets in multiple ways. KCHS benefits from two supplemental grants, with funding under the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) and the American Rescue Plan Act (ARPA). These grants operate on a unique two-year timeline, from April 1, 2021, to March 31, 2023. Budgets reflected for the CRRSA, and ARPA funds show the entire two-year budget. Financial statements at the end of 2021-2022 will show the funds spent in the fiscal year.

KCHS will utilize additional federal funds to support increases in staff salaries and one-time retention and referral awards. KCHS has also expanded hours in two locations, the Centerburg Head Start and Danville Head Start Centers, with COVID-relief funds, and has added additional family advocates to support children and families. KCHS has provided additional equipment and supplies for sanitation and safety, and continues to support expanded programming incorporating technology to provide continued services, even in times of disruption due to pandemic quarantines

Pandemic flexibilities also provided the opportunity for programs to seek waivers from federal match requirements. KCHS benefits from generous cash match support from the United Way of Knox County and their donors, as well as the Ariel Foundation in support of the Imagination Library and Parent Support Initiative projects. KCHS accessed a partial waiver that provided a reduction in the local match requirements for the current budget year due to concerns around identified match related to volunteer hours under pandemic safety restrictions. The 2021-22 budget year’s local match requirement is $475,548.

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| ***Federal Budgets 2021-2022*** | ***Head Start*** | ***Early Head Start*** | ***CRRSA (COVID-19 funds)\**** | ***American Rescue Plan (COVID-19 funds)\**** |
| Salaries and Wages | $1,280,179 | $739,688 | $20,490 | $155,249 |
| Fringe Benefits | $385,961 | $223,695 | $4,806 | $45,022 |
| Equipment | $0 | $3,500 | $44,020 | $30,000 |
| Supplies | $67,869 | $56,732 | $8,034 | $30,000 |
| Travel | $5,019 | $4,107 |  |  |
| Contractual | $57,508 | $120,459 |  |  |
| Occupancy | $121,991 | $43,184 |  |  |
| Other | $62,854 | $48,003 |  | $47,230 |
| Total Approved Budget | $1,981,381 | $1,239,368 | $77,350 | $307,501 |