



# BROC Head Start Annual Report 2014 - 2015

Grant #  
04CH4713

Funded Enrollment----150

Average Daily Attendance 79%

Average Monthly Enrollment – 150

## Age-Actual Enrollment

3 year olds---124

4 year olds--- 60

Total – 184

Number of NC Pre-K Slots

Ashe-----16

## Primary Language

English-----131

Spanish----- 53

## Enrollment by Race

- White.....157
- Black..... 11
- Multi-Racial..... 16

## Enrollment by Ethnicity

- Hispanic..... 71
- Non-Hispanic. 113

## Center Information

5 Centers (10 Classrooms)

5 Star Licenses -5

## Facility Types

School Systems.....0

Community Buildings ..... 1

Agency Owned Centers....4 (3 of which are modular units)

## Child Screenings

Developmental – 152

Hearing – 151

Speech – 143

Vision – 155



**BROC Head Start is a federally funded child development program designed to prepare disadvantaged children for kindergarten and link families to services and education that will promote child and family success. Counties served are Alleghany, Ashe, and Wilkes for families who meet income guidelines. No fees are charged.**

On January 20, 2015, the Administration for Children and Families (ACF) conducted a monitoring review of the BROC Head Start Program to determine whether the previously identified findings had been corrected. The program received a letter from ACF on April 22, 2015; based on the information during the review, ACF has closed the previously identified findings and no further corrective action is required.

Gatewood, Hughey and Company, Independent Auditors, completed the annual audit the Blue Ridge Opportunity Commission for year ending June 30, 2014. BROC Head Start had no findings in the annual audit.

## Transportation

An average of **103** children were transported on a daily basis to and from the Head Start centers. The following is a breakdown per center:

- Cub Creek – average of 43 children transported by bus daily
- Gap Civil – average of 32 children transported by bus daily
- Lomax – average of 6 children transported by bus daily
- North Wilkesboro – all Parent Transport, bus for fieldtrips only
- Sizemore – average of 22 children transported by bus daily

The Head Start buses averaged 396 miles traveled per day to and from the Head Start centers. The following is a breakdown per center:

- Cub Creek – average of 143 miles daily
- Gap Civil – average of 65 miles daily
- Lomax – average of 71 miles daily
- North Wilkesboro – average of 61 miles daily
- Sizemore – average of 56 miles daily

Fourteen current Head Start staff members (30%) have their Commercial Driver's License certified to operate a NC School Bus.

## Health & Nutrition Services

179 children had health insurance by the end of enrollment.

163 children had up to date physicals by the end of enrollment.

147 children received dental exams. Twelve children were identified as needing treatment and 7 children received treatment. A few children had appointments for treatment after the closing of the program year. Dental homes were identified for 147 children. All others dropped or parents refused services.

179 children enrolled were up to date on immunizations

2 Behavioral health referrals with 2 follow-up's performed, and 1 child was referred to an outside behavioral health agency.

172 children had identified medical homes by end of enrollment.

32,737 meals were served this program year: Breakfast-17,049, Lunch-14,789  
Snack- 6,398

## Child & Family Information

Number of Families Served	<u>175</u>
Number on TANF / SSI.....	<u>18</u>
WIC-----	<u>107</u>
Children below Poverty Level	<u>155</u>
Children above Poverty Level	<u>29</u>
Single Parent Families-----	<u>75</u>
Two Parent Families.....	<u>100</u>
Employed-----	<u>118</u>
Unemployed-----	<u>57</u>
In School or Training-----	<u>28</u>
Less than High School-----	<u>75</u>
High School or GED-----	<u>78</u>
Some college-----	<u>20</u>
Bachelor's Degree-----	<u>2</u>

## Family Services

- ❖ **130** of the families needed and received intervention services
- ❖ **119** of the families received Emergency/Crisis intervention services for food, shelter & clothing
- ❖ **42** Parent Education Newsletters & Calendars were distributed this year
- ❖ **28** Parent Education Workshops provided in the tri counties at Parent Meetings

## Partners in Service

Wilkes Public Health Dental Clinic  
Alleghany Co. Partnership for Children  
Appalachian District Health Department  
Ashe County Partnership for Children  
Wilkes County Partnership for Children  
Wilkes Community College  
NC Cooperative Extension  
N.C Pre-K Program  
NC Head Start Collaboration Office  
Wilkes County Health Department  
Ashe County Health Department  
Alleghany County Health Department  
Arlena Creasman, MH Professional  
Wilkes Co. Public School System  
Ashe Co. Public School System  
Alleghany Co. Public School System  
Lab Corp Occupational Testing Services  
Nationwide Testing Association  
NC DMV-Driver Education Specialist  
Avante' Nursing Home  
Triple P Positive Parenting Program






## Fatherhood Activities

A "Breakfast with Dads" was held at each center this year, with Sizemore having two. A total of six fatherhood meetings were held throughout the year. A bird house building project was held for the Sizemore children. Program-wide fatherhood participation was 48%, with the majority of participation being from home activities with their children.

### Volunteer Information

Total Number of Volunteers	309
Parent or Former Parent Volunteer	164
Total Volunteer Hours	28,287.55
Total Volunteer Dollars	\$313,090.01

In May each center held a Parent Appreciation Night where each volunteer was recognized and received a certificate for outstanding volunteer service to the Head Start Program during the past year. Special recognition was also given to the centers top volunteers along with a \$10.00 gas card. Congratulations to the centers top volunteers!

-  Cub Creek – Jade Roope
-  Gap Civil – Vicki Woollen
-  Lomax – Keisha Patrick
-  N. Wilkesboro – Bridget Wolfe
-  Sizemore – Jamie Daniels

Congratulation to all Head Start Centers and Administrative Staff for an Awesome Job!

Cub Creek Center	\$110,949.38
Gap Civil Center	\$60,123.52
Lomax Center	\$34,933.22
North Wilkesboro Center	\$53,414.15
Sizemore Center	\$52,981.26
No-Site	\$688.48

### Special Initiatives

#### Mentor/Coaching:

In 2002, the Head Start Bureau (now the Office of Head Start) embarked upon a major initiative to provide national staff developmental training to all Head Start teaching staff in order to improve the quality of teachers serving children in each and every Head Start classroom (ACYF, 2002).

The purpose of the mentoring coaching initiative is to focus on continuous improvement in teachers' knowledge, skills, and teaching so as to enhance student academic performance. One of the goals of using mentoring in teacher professional development activities were to assist teachers to adopt of reflective practices that support instructional strategies. The coaching cycle components were: (1) Planning goals and action plans (2) Engaging in focus observations (3) Reflecting on and sharing feedback about teaching practices. The primary area of focus this year was of the CLASS domains and dimensions. BROCC Head Start had four coaches and one Mentor/Coach coordinator.

#### Teacher Learning Communities (TLCs):

All BROCC Head Start centers participated in Teacher Learning Communities (TLC). The TLCs implemented Practiced-Based Coaching in a group of 4-8 teachers. TLC meetings were held once a month. Program data suggests that teachers would benefit from coaching in similar content areas. It encourages individual and group reflection and intentional planning. TLCs are 'Teachers Supporting Teachers'. The key features of TLCs were: ongoing process, structured, specific tools/strategies, use of video, support from multiple sources, and individual teacher meetings.

The program had 47 employees and 11 (24%) were current or former Head Start Parents.

### Family Engagement Activities

Parent/Teacher conferences were held this program year in the months of October and in March; Teacher Home Visits took place in September, April & May.

Head Start Center Parent Committee meetings were held bi-monthly at the five centers.

A total of 26 meetings were held this year with the following educational topics provided by speakers at these meetings:

- BROCC Family Self-Sufficiency Program
- The Importance of Father Involvement
- Support & Early Intervention for Pregnant Moms & Infants
- Being Positive with Children
- Triple P Positive Parenting
- Teaching Strategies Creative Curriculum Planning
- Creative Curriculum for Preschool Strategies for Reading Aloud to Young Children
- Multi-Cultural Holidays & Winter Season Crafts & Decorations
- Parent Orientation on Program Governance
- Circles of Care
- Family Safety Planning & Domestic Violence Issues / Resources
- Dental Health for Your Children & Family
- Raising a Reader Program
- Transition to Kindergarten/Kindergarten Readiness

Head Start Parent Activity Projects: **5** Centers Chose Family Photos

Other Family Engagement activities included: Fall Festivals were held at all Centers. Parents were also invited to participate in the children's field trips, as well as attend special themes and holiday celebrations, such as Thanksgiving Meals, Valentines' Day, Mothers' Day Meals, Luau celebration, Father Breakfasts, Zumba dancing performances, etc. Parents' and Volunteers' Appreciation Nights were held in May at each of the five Head Start Centers.

### Teacher Information

- 100% of classrooms have Lead Teachers with Associate or Bachelor Degree
- 100% of Teacher Assistants have at a minimum the NC Early Childhood Credential and 80% have Associate Degrees and one teacher assistant has a Bachelor Degree.
- 50% of Lead Teachers and 60 %of Center Coordinators have a Bachelor's Degree
- 20% of Teacher Assistants are pursuing their Associate Degree.
- Average Annual Lead Teacher Salary: \$22,036 (with Bachelor Degree); \$15,552 (with Associate's Degree); these figures do not include fringe benefits.
- Average Annual Teacher Assistant Salary: \$11,690; these figures do not include fringe benefits.

### **Program Governance Training**

A brief overview of Policy Council functions and responsibilities was presented at the first Parent Meeting of Program Year 1 of 5 2014-2015 at each Head Start Center. On October 9, 2014, a more in-depth training was provided for new members in the BROC Wilkes Conference Room prior to when the first Tri-County Policy Council Meeting convened. The Policy Council Coordinator and/or Head Start Director provided one on one training to members as needed throughout the year. Team Leaders provided training on the Annual Program Self-Assessment to Committee Members, which included Policy Council and BROC Board members during the month of December 2012. A Board Retreat was held in December where BROC program directors provided intense training to the members about the different programs, their rules and regulations, and Board's role and responsibilities to the agency.

### **Children with Disabilities**

Twenty children (14% of total enrollment) were identified with disabilities during the program year. Three of the children with disabilities were determined eligible to receive services prior to enrollment, and seventeen were diagnosed during the enrollment year. Disabilities identified were speech/language impairment and multiple disabilities. The main disability identified was speech/language impairment.

<b>Growth Summary of Children with Disabilities</b>					
<b>Area of Development</b>	<b>Number of Children</b>	<b>Number of Children Below Growth Range</b>	<b>Percentage of Children Below Growth Range</b>	<b>Number of Children Meeting or Above Growth Range</b>	<b>Percentage of Children Meeting or Above Growth Range</b>
<b>Social-Emotional</b>	20	0	0%	20	100%
<b>Physical</b>	20	1	8%	19	96%
<b>Language</b>	19	1	9%	18	96%
<b>Cognitive</b>	20	0	0%	20	100%
<b>Literacy</b>	19	1	13%	18	94%
<b>Mathematics</b>	18	0	0%	18	100%

# School Readiness Report

A School Readiness Committee was formed this program year in order to review and develop goals for children to meet the Head Start Child Development Early Learning Framework. The committee consisted of stakeholders including parents, staff and public school personnel. The committee met three different times to review and revise goals, to develop strategies in order for children to meet the goals, and to review, aggregate, analyze the assessment data, and develop a plan for program improvement.

The School Readiness Goals were:

- Children will practice healthy and safe habits.
- Children will demonstrate awareness of and practice healthy and safe habits.
- Children will explore and engage in activities that promote large muscle control and balance.
- Children will explore and engage in activities that promote fine-muscle control and coordination.
- Children will engage in positive relationships and interactions with peers and adults.
- Children will demonstrate self-direction, confidence, persistence and independence.
- Children will demonstrate developmentally appropriate levels of attention, emotion and behavior.
- Children will recognize emotions and will express and manage them appropriately.
- Children will demonstrate eagerness and curiosity as creative and independent learners.
- Children will demonstrate a sense of purpose and the ability to follow through.
- Children will participate in group experiences and activities.
- Children will participate in music experiences through vocalization and/or exploring musical instruments.
- Children will respond through movement and dance to various patterns of beat & rhythm.
- Children will plan and create their own drawings, paintings & models using various art materials.
- Children will participate in acting out of stories through use of props and language.
- Children will think independently, recognize problems and approach them with flexibility.
- Children will utilize a variety of symbols and/or objects to represent thoughts and ideas.
- Children will use numbers in word and symbol form to count, compare and order objects.
- Children will use numbers to describe relationships and solve problems.
- Children will develop an understanding of shapes and their properties, and will have an understanding of how objects relate to one another.
- Children will be able to predict and classify objects in a pattern.
- Children will develop an understanding of size, capacity, and area as they relate to objects and their properties.
- Children will gain a better understanding of their surroundings by observing, questioning or predicting.
- Children will understand nature and the physical world.
- Children will demonstrate an understanding of relationships and roles, and will have respect for diversity and rules within their homes and community.
- Children will develop an understanding of history and how those events affect them and the people around them.
- Children will develop an understanding of the relationships between people and their environment.
- Children will demonstrate an understanding of various communication methods as well as complex spoken sentences.
- Children will use verbal and non-verbal language to communicate.

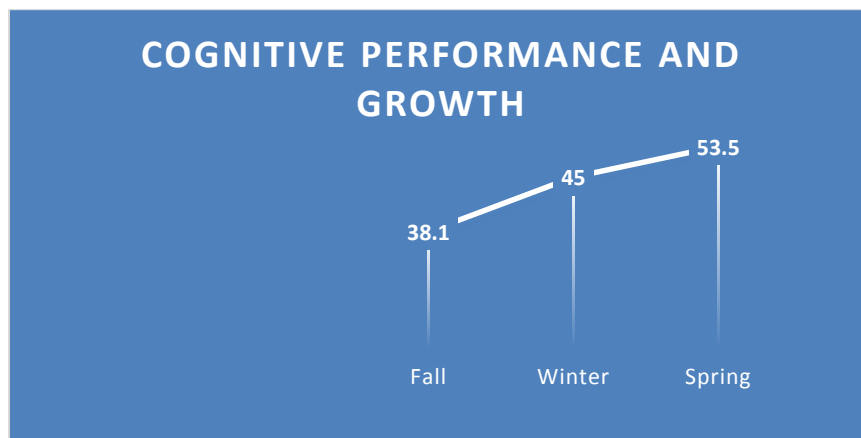
- Children will show an interest in printed materials and will show comprehension by engaging in discussions.
- Children will associate sounds with written words.
- Children will demonstrate knowledge of the alphabet by recognizing and naming some letters, especially those in their name.
- Children will demonstrate an understanding that print carries a message and will understand the sounds associated with those letters.
- Children will use a variety of writing tools and materials to represent their thoughts and ideas.
- Children who are dual language learners will demonstrate competency in their home language while acquiring beginning proficiency in English.

## Children's Performance and Growth Report

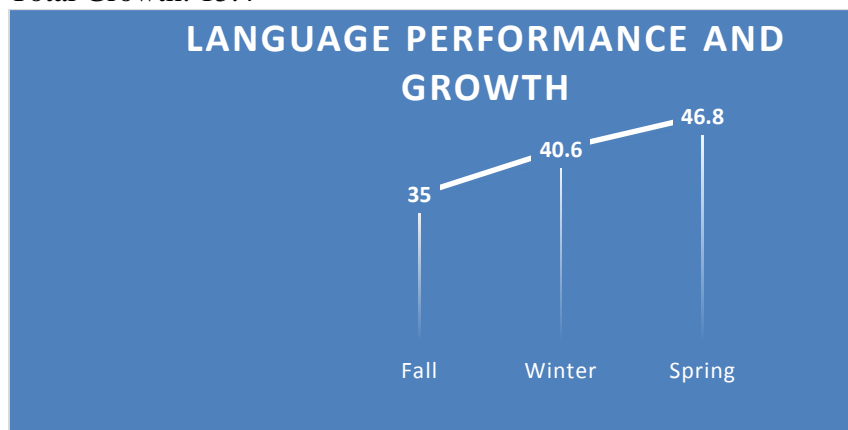
The Performance and Growth Reports (below) provide a big picture of how children are progressing toward meeting developmental and learning objectives. The reports can answer these questions:

1. Is this child or group of children meeting end of year expectations? (Performance)
2. Is this child or group of children demonstrating progress toward meeting expectations? (Growth)

The Performance Reports compare children's skills, knowledge, and behavior to widely held expectations for each age or class/grade level. The Growth Reports show change over time. Children who begin with developmental or other delays, can still show gains toward meeting widely held expectations. Teachers use this information to adjust their instruction to meet the individual needs of each child.

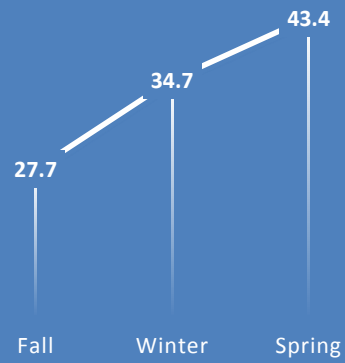


Total Growth: 15.4



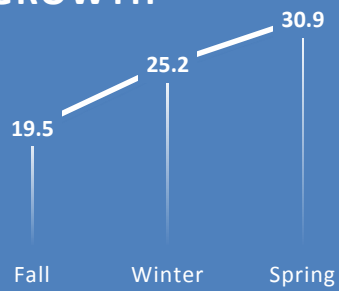
Total Growth: 11.8

## LITERACY PERFORMANCE AND GROWTH



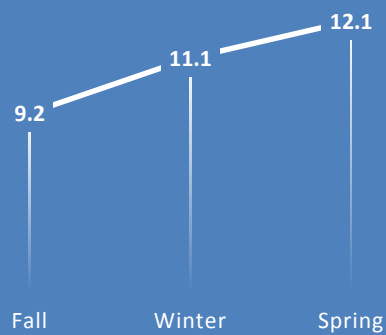
Total Growth: 15.7

## MATHEMATICS PERFORMANCE AND GROWTH

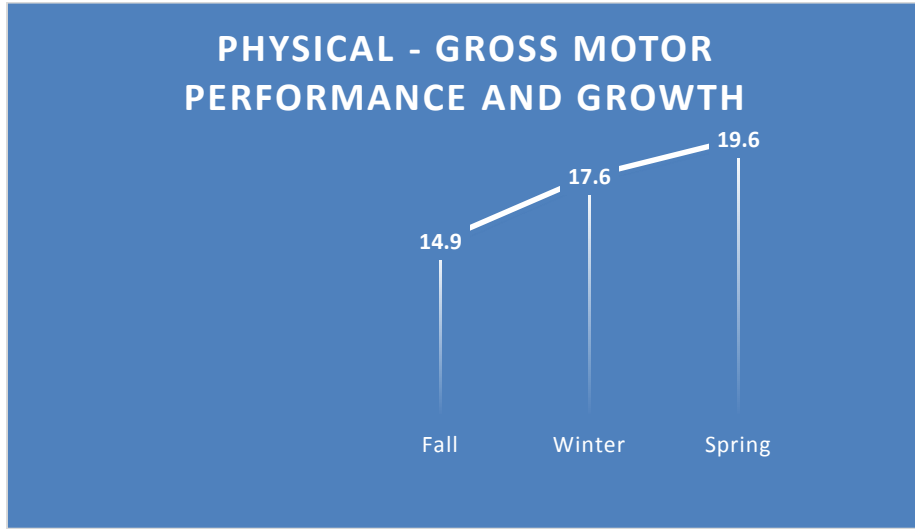


Total Growth: 11.4

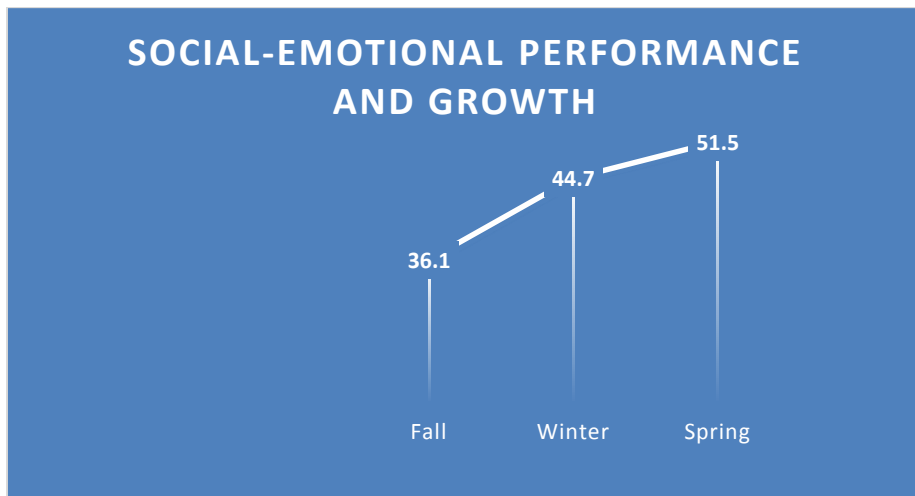
## PHYSICAL - FINE MOTOR PERFORMANCE AND GROWTH



Total Growth: 2.9



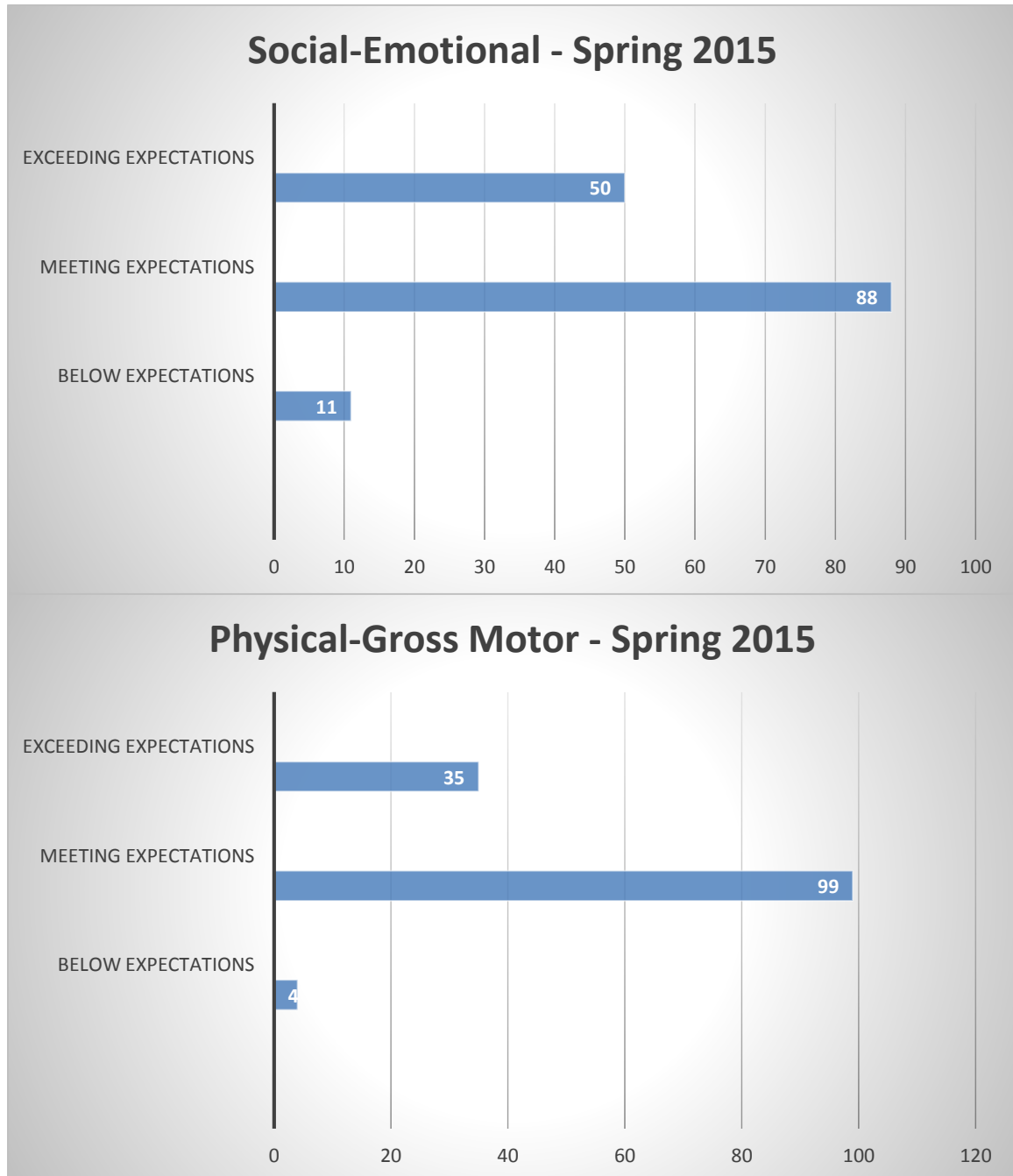
Total Growth: 4.7



Total Growth: 15.4

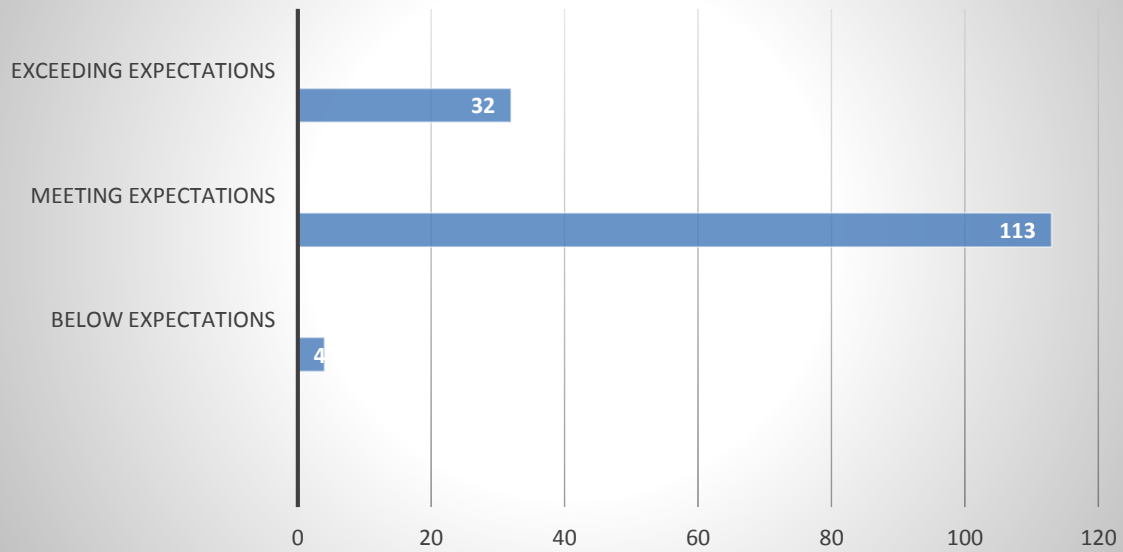
## Snapshot Report

The Snapshot Reports (below) captures information about enrollees of BROC Head Start for spring 2015. At the beginning of the year, it is appropriate for a student's skills and abilities to fall below widely held expectations for his age or class/grade because he may not have received instruction for that level. This report provides a description of results for spring assessments.

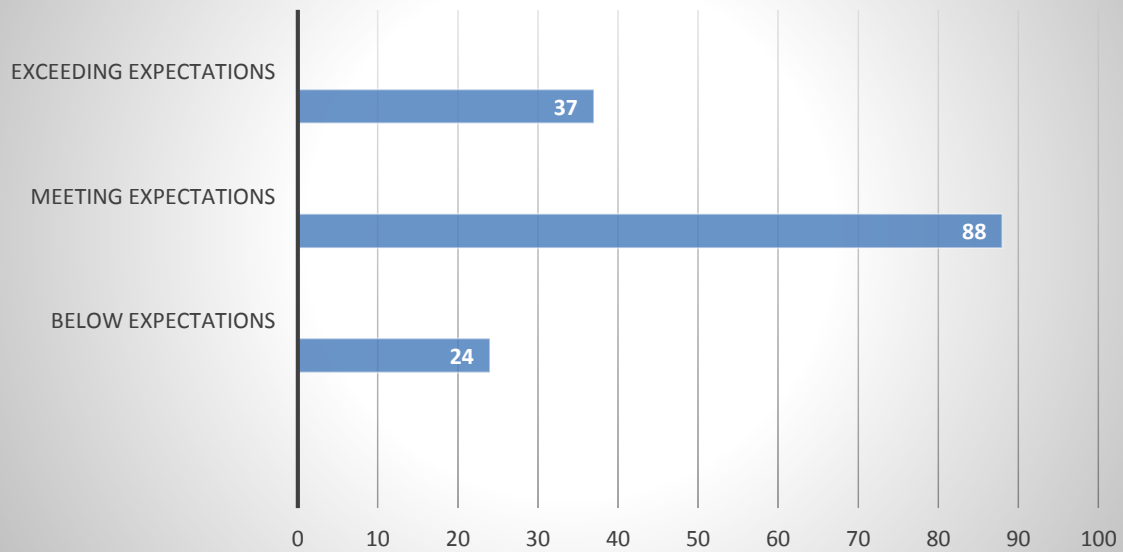




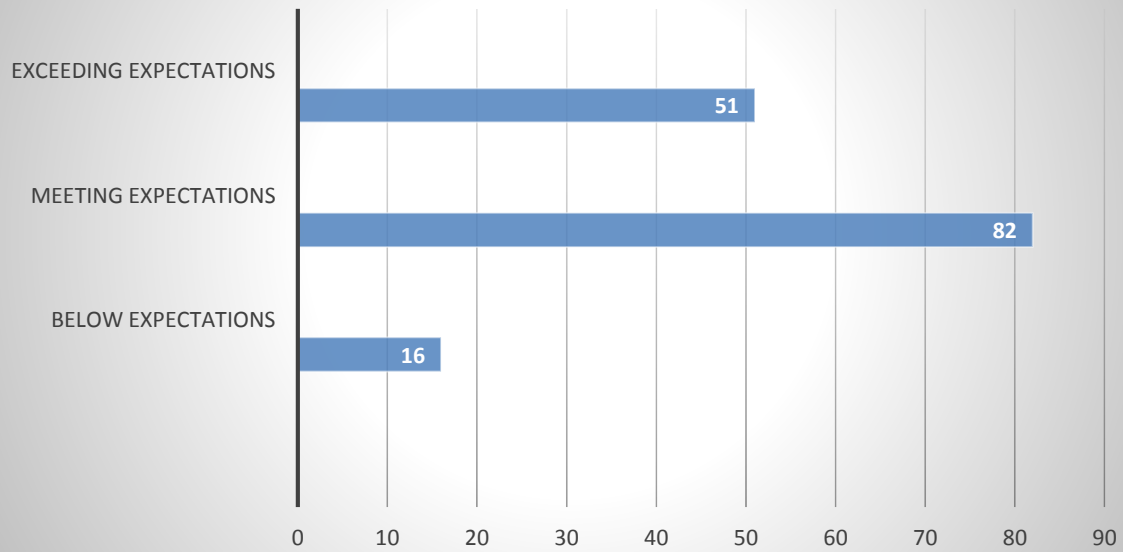
## Physical-Fine Motor - Spring 2015



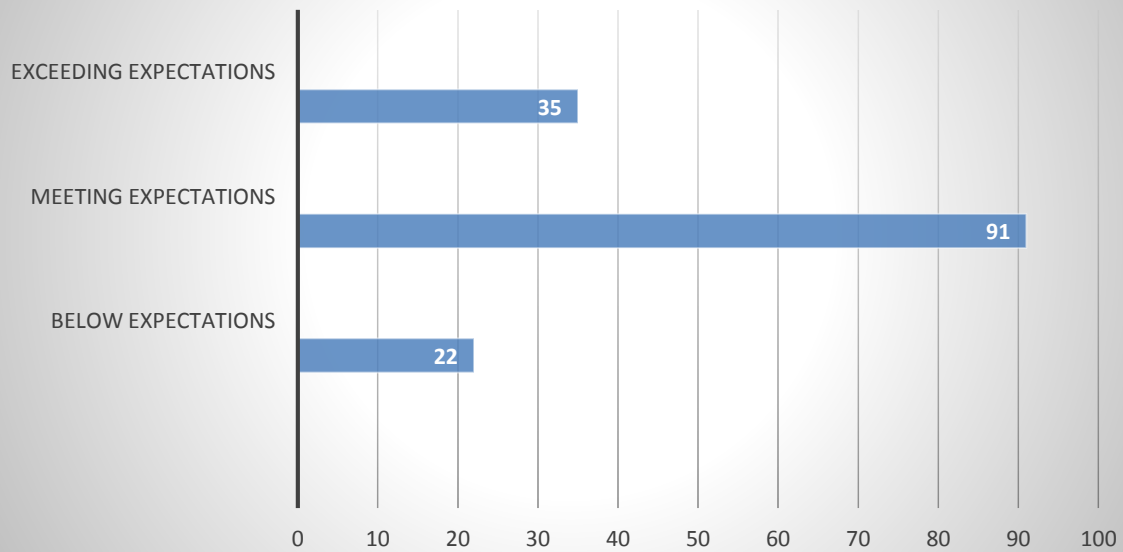
## Language - Spring 2015

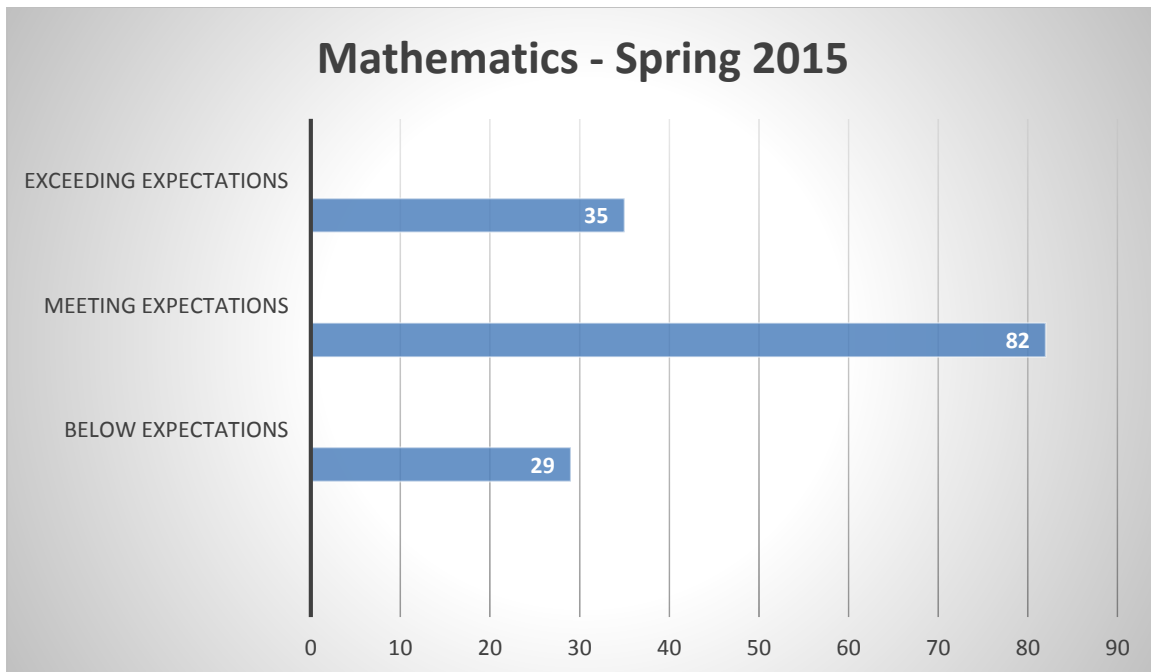


## Cognitive - Spring 2015



## Literacy - Spring 2015





The BROC Head Start Program has been utilizing the Classroom Assessment Scoring System (CLASS), which is a research based tool that measures teacher-child interactions in Head Start classrooms. Using CLASS in monitoring is a part of a larger Office of Head Start effort to ensure that all Head Start children have access to classrooms that support cognitive and social development through effective teacher-child interactions. CLASS observations were held three times this program year – once in the fall, once in the winter and another in the spring. Below is the result of the CLASS observations for this program year:

Overall Program CLASS Scores:	1 <sup>st</sup> Observation (Fall 2014)	2 <sup>nd</sup> Observation (Winter 2014)	3 <sup>rd</sup> Observation (Spring 2015)
Emotional Support	5.48	5.76	5.89
Classroom Organization	4.79	5.26	5.32
Instructional Support	3.20	3.58	3.69

#### Overall CLASS Scores PY 1 of 5

Emotional Support	5.71
Classroom Organization	5.13
Instructional Support	3.49

Individual classroom meetings were held this program year to discuss results from the CLASS observations, improvement strategies, and distribution/discussion of handouts to enhance understanding and compliance to expectations/responsibilities and determine staff development plans.

**BROC Head Start  
Teaching Strategies Comparative Report  
Program-Wide**

**The three lowest scoring areas:**

**Three year olds**

1. Literacy
2. Physical
3. Mathematics

**Three year olds with IEP's**

1. Physical
2. Language
3. Mathematics

**Three year olds Spanish Speaking**

1. Language
2. Literacy
3. Mathematics

**Four year olds**

1. Literacy
2. Mathematics
3. Physical

**Four year olds with IEP's**

1. Mathematics
2. Language
3. Physical

**Four year olds Spanish Speaking only  
Speaking**

1. Literacy
2. Physical
3. Mathematics

**The three highest scoring areas:**

**Three year olds**

1. Cognitive
2. Social/emotional
3. Language

**Three year olds w/ IEP's**

1. Social/emotional
2. Literacy
3. Cognitive

**3's Spanish**

1. Physical
2. Social/emotional
3. Cognitive

**Four year old**

1. Cognitive
2. Language
3. Social/emotional

**Four year olds w/IEP's**

1. Cognitive
2. Social/emotional
3. Literacy

**4's Spanish**

1. Social/emotional
2. Cognitive
3. Language

## **Congratulations to Bridget Wolfe** **BROC Head Start Parent of the Year!!!**

Congratulations to **Bridget Wolfe** for representing the BROC Head Start program at the NCHSA 45th Annual Conference, held in Raleigh, NC on March 12, 2015. Mrs. Wolfe competed with many other Head Start parents from the Region IV area for the title of “Parent of the Year”. Mrs. Wolfe placed “**First Runner-Up**” in the competition, and the BROC Head Start Program is so proud of her for her accomplishments. Mrs. Wolfe’s previous four children have attended the BROC Head Start program, and her youngest child was enrolled at the North Wilkesboro center this program year.



Kathy Kelley & Bridget Wolfe

Ms. Wolfe serves on the following BROC Head Start Program Governance committee. These committees share responsibility for overseeing the delivery of high quality services to children and families. There is no pay for being on any of these committees. It is all volunteer time.

- ✚ Alternate for the Head Start Policy Council Committee
  - Member of the Volunteer Committee
- ✚ Self-Assessment Committees – *Management Systems*: Communication, Record-Keeping and Reporting, Ongoing Monitoring, and Volunteer Services *Program Design*: Facilities, Materials, Equipment, and Transportation *Child Health and Safety*: Child Mental Health, Child Nutrition and Child Health and Development Services
- ✚ School Readiness Committee Member
- ✚ North Wilkesboro Head Start volunteer “Parent of the Year” with a total of 1,114.55 hours and a total dollar amount of \$12,074.30

## BROC HEAD START

Program Year 1 of 5

Fiscal Year Ends 6/30/2015

FY 2014 - 2015

Financial Report

As of: JUNE 30, 2015

DHHS - ACF Funds Program Account 22	2014-2015		Target % Expended	Budgeted Balance
	Budgeted	YTD Expenditures		
Personnel	878,045.00	872,758.66	99%	5,286.34
Fringe Benefits	359,153.00	262,598.15	73%	96,554.85
Travel	3,000.00	631.74	21%	2,368.26
Equipment	-			0.00
Supplies	32,171.00	62,422.02	194%	(30,251.02)
Contract Services	17,693.00	5,352.31	30%	12,340.69
Facilities/Construction	-		#DIV/0!	0.00
Other: Includes the following:	203,807.00			
UTILITIES - CENTERS/OFFICE/FIRE SYS.	85,000.00	78,139.65	92%	6,860.35
INSURANCE/LICENSES	40,000.00	29,550.21	74%	10,449.79
PROFESSIONAL FEES/CONSULTING	2,000.00	632.00	32%	1,368.00
TELEP/ INTERNET- CENTERS/OFFICE	9,200.00	30,234.62	****	(21,034.62)
AUDIT	11,000.00	12,369.62	112%	(1,369.62)
PUPIL TRANSPORTATION	15,000.00	13,148.77	88%	1,851.23
MAINTENANCE OF BUSES	5,000.00	7,051.31	141%	(2,051.31)
EQUIP/MISC BUILDING REPAIRS	6,893.00	22,776.66	330%	(15,883.66)
PRINTING	5,000.00	8,511.68	170%	(3,511.68)
MEDICAL/MENTAL HEALTH	3,000.00	560.00	19%	2,440.00
TRAVEL (LOCAL)/ADMIN/DISAB	2,200.00	1,142.50	52%	1,057.50
PARENT SERVICES	2,000.00	1,177.00	59%	823.00
OFFICE VEHICLE GAS/ MAINTENANCE	2,000.00	4,107.31	205%	(2,107.31)
PAYROLL PREPARATION (IN-HOUSE)	1,308.00	1,199.00	92%	109.00
FOOD (non-USDA)	2,000.00	2,888.85	144%	(888.85)
DRUG TESTING	1,000.00	2,065.33	207%	(1,065.33)
PEST CONTROL	1,300.00	930.00	72%	370.00
SUBSTITUTE WORKERS	3,000.00	1,755.96	59%	1,244.04
OTHER	6,906.00	6,784.93	98%	121.07
Total Other	203,807.00	225,025.40		(21,218.40)
Indirect Charges	89,239.00	89,000.00	100%	239.00
Total Federal	1,583,108.00	1,517,788.28	96%	65,319.72
DHHS - ACF Funds	In-kind Needed	Received To Date	Balance Needed***	
Program Account 22	2014-2015			
Non-Federal Match @ 20%	395,776.00	502,789.74	-27%	-107,013.74

\*\*\*\* Head Start receives 90% reimbursement from the Universal Service Administrative Company Schools and Libraries Division "E Rate" for program telecommunication services. As of December 31, 2014 we have received reimbursement from June 2014 totaling \$3,878.16 AND \$35,590.93 for FY 2014

DHHS - ACF Funds Program Account 20	2014-2015		Target % Expended	Budgeted Balance
	Allocation	YTD Expenditures		
Staff Training & Technical Asst.	20,807.00	16,723.73	80%	4,083.27
DHHS - ACF Funds	In-kind Needed	Received To Date	Balance Needed***	
Program Account 20	2014-2015			
Non-Federal Match @ 20%	5,202.00	5,202.00	0%	0.00



## BROC HEAD START

Program Year 1 of 5

Fiscal Year Ends 6/30/2015

FY 2014 - 2015

Financial Report

As of: JUNE 30, 2015

As OF 6/30/15	Previous Month	Received		Expensed	Ending Month
Revenue/Expenditures	Balance	To Date		To Date	Balance
USDA (Food Program) Reimb.	0.00	68,741.77		78,139.62	-9,397.85
Interest Income - Checking	0.00	7.11		0.00	7.11
Local Funds (Wilkes Co.) appropriation	0.00	1,600.05 thru March 2015		0.00	1,600.05
Local Funds, (Ashe Co.)	0.00	200.00		0.00	200.00
Local Funds, (Alleghany Co.)	0.00	500.00			500.00
Miscellaneous Receipts	0.00	7,052.87		0.00	7,052.87
Wilkes Community Action - Gift	0.00	1,000.00		0.00	1,000.00
Alleghany Planning Committee-Gift	0.00	0.00		0.00	0.00
	0.00	79,101.80		78,139.62	962.18

**Child Services General Fund**

	Balance Forward	Receipts	Expenses	Balance
<b>Beginning : 6/1/2015</b>	<b>98,299.07</b>			

Ashe County NC PreK Reimb		9,625.00	Apr/May Reimb		
Wilkes County NC PreK Reimb					
Misc.		3,090.27			
<b>Less: CHECKS WRITTEN</b>					
A/P					
Sales Tax					
NC PreK Salaries					
NC PreK FICA					
NC PreK Medicare					
Supplies					
Other				4,111.00	
Indirect Cost (A/P per audit)					
Head Start Acct.					
<b>ENDING 6/30/2015</b>	<b>Totals</b>	<b>12,715.27</b>		<b>4,111.00</b>	<b>106,903.34</b>