



HRDC Head Start

2009-2010 Annual Report

VOLUME 2, ISSUE 1

FALL 2010

POINTS OF INTEREST:

- **Funded to serve 168 children and families through out the counties of Gallatin and Park.**
- **Serve children between the ages of 3 to 5 years old.**
- **Classrooms located in Belgrade, Bozeman, Gallatin Gateway, and Livingston.**



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Program Overview

The Human Resource Development Council of District IX, Inc. (HRDC) began operating the Head Start Program in April of 1991. HRDC Head Start is funded to serve 168 children in Gallatin and Park Counties. Its' focus is to provide for the healthy development of children and the strengthening of families through family involvement and parent education. Head Start serves children with a wide range of development levels including children with special needs. Our program strives to bring a greater degree of social and development competence to the children of participating families by maximizing their unique strengths and abilities. Parents are an important part of our program and we support them as the primary educators of their children.

As a community-based organization and Community Action Agency, the HRDC brings together a wide variety of services and resources to help our families achieve their goals. Some of these services and resources include the following: the Low Income Energy Assistance Program (LIEAP); the Weatherization Program; the Energy Share Program; housing programs, including Rental Assistance, Emergency Housing Assistance, Transitional Housing, Housing Vouchers, and the Road to Home Homeownership Program; programs for youth and young parents; Galavan, a transportation program for senior and disabled individuals; and the Gallatin Valley Food Bank. The availability of these resources in one location significantly increases the ability for Head Start staff to utilize these services to assist families in meeting their needs and family goals.

The HRDC Head Start Program mission is: **To provide a nurturing environment for children, families and staff which empowers all to become active in enriching the quality of their lives and community.**

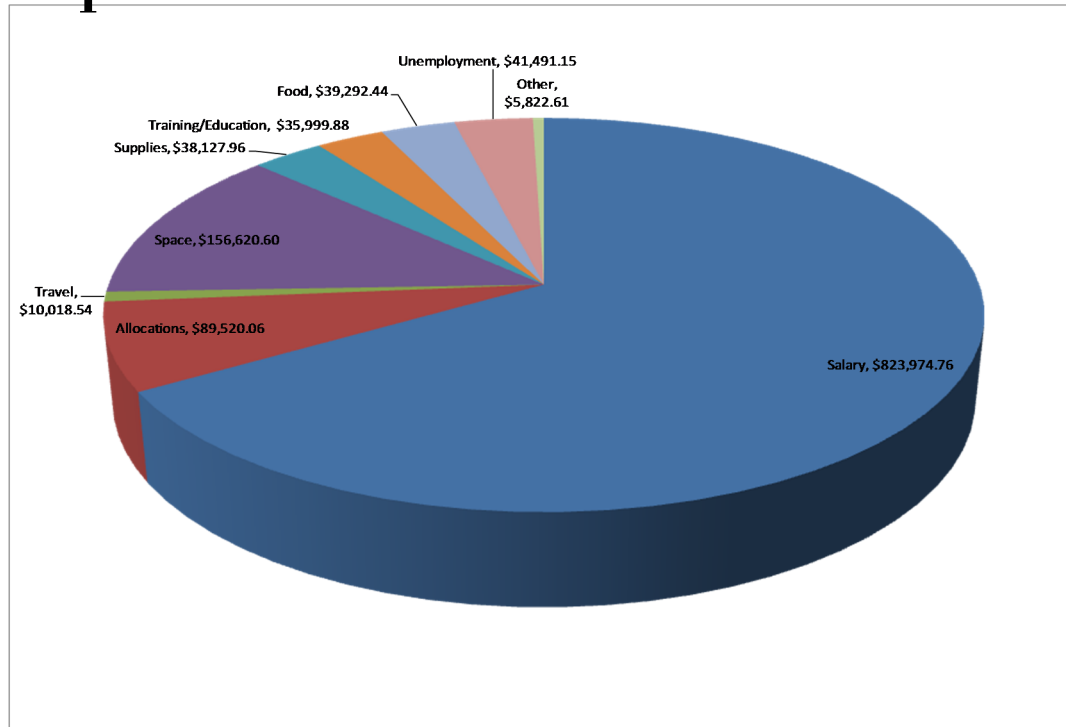
Financial Information - 2009-2010

U.S. Department of Health and Human Services—Head Start Grants	\$1,223,218.00
Child & Adult Care Food Program	\$66,824.37
Best Beginnings Scholarships	\$12,597.99
United Way Grants	\$2,500.00
Gilhousen Grant	\$9,650.00
Child Care Connections Mini Grant	\$4,500.00
Bozeman Noon Rotary Grant	\$1,000.00
Total Funding Sources	\$1,320,290.36
In-Kind Donations	\$314,770.61

The most recent auditor's report showed no significant deficiencies, no matters of noncompliance, no audit findings, and the agency qualified as a low risk auditee.



Expenditures



Proposed Budget - 2010-2011

\$1,224,137.00

The costs outlined in the budget reflects the costs to pay staff and run our centers. For the last four years our Head Start Program has continually struggled to reduce budget costs while costs of salaries, insurance, utilities, gas, interest on loans, and food continue to increase.

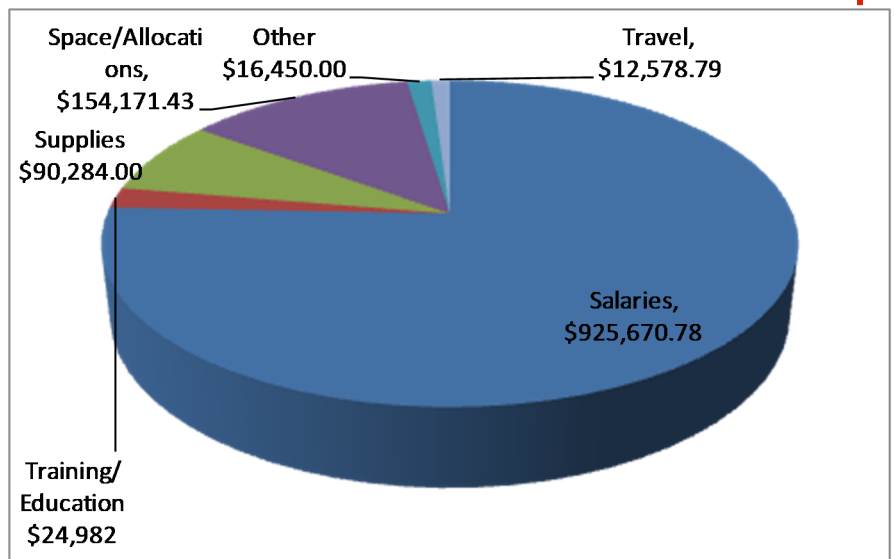
Three of our Head Start Centers (Bozeman, Belgrade and Livingston) are owned by our parent organization, the Human Resource Development Council, District IX, Inc. (HRDC). Our Gallatin Gateway classroom is being donated to use by the Gallatin Gateway School. The HRDC Office Building, located at 32 S. Tracy in Bozeman, was acquired, renovated and occupied culminating in 2001 and is being depreciated on a straight-line basis over 40 years. The Head Start program staff occupies 21.93% of the space in the HRDC Office Building, so 21.93% of the depreciation on this building is attributed to Head Start.

Our classrooms are separated across our service area by a large amount of mileage. Travel costs tend to be high due to Management staff having to travel to all of the different sites to perform their specific job duties. Mileage is currently being reimbursed at a rate of .50 cents per mile.

HRDC Head Start also expects to receive around \$58,000 from the USDA to help cover costs directly related to food. Our program is also expecting to receive around \$10,000 from a federally funded state paid scholarship program. Throughout the year, staff will continue to apply for private grants that would be used to help cover our extra costs.

Non-federal Match - \$301,559

Our non-federal match is met mainly with volunteer hours and donations. Volunteer hours are met by parents and community members volunteering in the classrooms and serving on all of the different types of committees like Policy Council, Governing Board, Parent Committee, Health Service Advisory Committee, etc. We plan to match \$126,037 of the non-federal match through these volunteers. The Gallatin Gateway School donates a classroom space to our program at no cost. After receiving an appraisal on the space, HRDC Head Start can claim \$55,800 worth of non-federal share for the nine months our program uses the space. The remaining non-federal share will be generated through allowable depreciation on our facilities and through donation of goods to our classrooms.



HRDC Head Start By the Numbers

Our Children and Families

Eligibility, Recruitment, Selection, Enrollment, Attendance

“Head Start teachers and staff were very willing to learn about my child’s individual needs and meet them. It was a fantastic first year school experience.”

HRDC Head Start is funded to serve 168 children in the counties of Gallatin, Park, and Meagher. For the 2009-2010 school year, each month we remained fully enrolled with 168 children. Classrooms are located at Belgrade, Bozeman, Gallatin Gateway, and Livingston. According to the 2009 Census data, the counties of Gallatin and Park had 833 eligible children that our program could have served in the 2009-2010 school year. HRDC Head Start served 23.77% of those children.

HRDC Head Start enrolls children with the greatest need first. Income is the first criteria we look at giving priority to children whose families income falls at or below the Federal Poverty Guidelines. Children in foster care, children living in a home where a family member receives TANF or SSI benefits, and homeless families are considered categorically income eligible and are given first priority. Children with disabilities are given a level of priority in the program until the program reaches the required 10% of enrolled children with diagnosed disabilities.

When all efforts are reached to enroll income eligible children, our program can then enroll up to 35% of families with income levels that fall between 100% and 130% of the Federal Poverty Guidelines and 10% of families with incomes that fall over 130% of the Federal Poverty Guidelines.

FACTS:

Types of Eligibility:

Income Below Federal Poverty Guidelines:	139 or 70.2%
Public Assistance such as TANF, SSI	13 or 6.6%
Foster Children	3 or 1.5%
Homeless Children	8 or 4.0%
Income Between 100% & 130% of the Federal Poverty Guidelines	21 or 10.6%
Over Income	14 or 7.1%

Total Number of Children Served 198

Education

HRDC Head Start serves most of our enrolled children in a classroom setting which is half day, four days per week. The classes are in session approximately the length of the public school session. HRDC Head Start builds a strong love of learning by using the *Creative Curriculum*, which encourages children to learn through play.

Research shows a need for full-day, full-year pre-school, due to employment or school obligations, so we provide a full-day, full-year option through partnerships with licensed child care centers and homes in our service areas. These contracted child care providers use their own space and have their own hired staff. HRDC Head Start staff monitors each partnership and provides support so they follow the appropriate Head Start Performance Standards.

Facts on 4—5 year olds:

95% of enrolled children attained required outcomes for Kindergarten

51% of enrolled children attained above average required outcomes for kindergarten

86% of enrolled children know at least 10 letters of the alphabet



Social Emotional

HRDC Head Start uses the *Devereaux Early Childhood Assessment (DECA)* and the *Conscious Discipline Curriculum* as a key part of the social-emotional process. Classroom staff, family support, and our contracted mental health consultant help children learn to share feelings, build trust, problem-solve, resolve conflicts, and develop independence and attachments. All of these lead to the development of positive mental health.

Facts:

Number of children for whom the contracted MH professional consulted with program staff about the child's behavior / mental health	5
Enrolled children who were referred for mental health services	1
Enrolled children who received mental health services	1
Head Start parents that consulted with our contracted mental health professional	11

Disabilities

Head Start enrolls all children, including children with disabilities. We provide an inclusive approach for the education of children with disabilities or chronic medical conditions. This means that all children, regardless of differences or needs, receive education in regular classrooms and programs when determined appropriate for them.

Staff provide health and developmental screenings early in the school year. This is to identify areas where more testing may help provide better services for our enrolled children. We work with community specialists and your neighborhood public school to get extra testing and services for each child if necessary.

“Thank you for a great program. With the lack of funding and having to teach and fight for money. HRDC Head Start does an amazing job.”

Facts:

Enrolled Children who have an Individualized Education Plan	26
Diagnosed Primary Disability	
Emotional/behavioral Disorder	1
Speech or language impairment	13
Non-categorical/development delay	12

Family Support & Parent Involvement

Our program staff work with families to help identify and build on their strengths to find the resources they need and to make goals for their family. Each site will provide unique opportunities for parents and children to learn and have fun together. Program-wide activities are promoted to connect families with services and recreation in the community.

Family Services:

Emergency/crisis intervention	13	Job Training	9
Housing Assistance	11	Substance Abuse	0
Mental Health Services	21	Child Abuse	3
English as a Second Language Train.	3	Domestic Violence	1
Adult Education	12	Child Support	5
Health Education	6	Incarcerated Assist.	1
Parenting Education	15	Marriage Education	3

WIC participation	80
Father Involvement	95



Health

HRDC Head Start’s goal is good health for our children and their entire family. We work with each family to get the Health Services they need. Dental and Physical exams are required for all children within 90 days of starting school. Staff assist families with health insurance questions, finding a provider, or getting their child an exam. All enrolled children receive health screenings including; vision, hearing, BMI, height and weight, and blood pressure.

Facts:

Enrolled children with Health Insurance	94.4%
Enrolled children that received dental exams	64.8%
Enrolled children that received physical exams	71.7%
Enrolled children who are up-to-date on all age appropriate immunizations	96.0%
Enrolled children with continuous, accessible dental care	64.1%

Nutrition

HRDC Head Start provide nutritious, healthy, regularly scheduled meals and snacks, prepared and served in the centers. We believe children learn a lot at the table when they serve and pour for themselves, pass foods and take part in conversations. They are even willing to try foods that they might not eat at home.



Family Demographics

Number of Families:

Number of two-parent families	116
Number of single-parent families	66

Employment:

Both parents/guardians employed	31
One parent/guardian employed	63
Both parents/ guardians that are not working	22

Education Levels:

An advanced or baccalaureate degree	21
Associate degree, vocational school, some college	58
High School graduate or GED	78
Less than high school graduate	25

Race:

American Indian or Alaska Native	6
Asia	1
Black or African American	1
Native Hawaiian/Pacific Islander	3
White	170
Biracial/Multi-racial	10
Hispanic	7

Primary Language at Home:

English	189
Spanish	6
Chinese	1
Crow	1
Dakota	1

Governance

HRDC Governing Board - The HRDC is a non profit community action agency administered by a 15 member volunteer Board of Directors. The Board membership represents public officials, the private sector and HRDC customers or representatives. Board meetings are held every other month with an Annual Meeting each February.

Policy Council - Head Start is governed by Policy Council, an Advisory Group consisting of Head Start parents and community members that actively participate in decisions and discussions that affect Head Start. Each year, classroom elections are held to vote in one Representative and one Alternate to represent each Head Start classroom on the Policy Council. Each Policy Council member has a voice in making policies and procedures that affect their child's Head Start experience. Active members discuss and decide personnel issues, budget planning, implementation of policies, and funding applications.

Staff Qualifications

Management Staff

HRDC Executive Director:	Baccalaureate Degree
Head Start Director:	Master's Degree
Program Coordinator	Baccalaureate Degree
Child Development Manager:	Baccalaureate Degree
Education Coordinator	Master's Degree
Health & Nutrition Coordinator:	Baccalaureate Degree
Family Support Coordinators:	Baccalaureate Degrees
Disabilities Coordinator	Baccalaureate Degree
Compliance Coordinator	Baccalaureate Degree

Teaching Staff

Teachers with a Baccalaureate Degree in Early Childhood or a related field	4
Assistant Teachers with a Baccalaureate Degree in Early Childhood	1
Teachers with an Associate Degree in Early Childhood	4
Assistant Teachers with an Associate Degree in Early Childhood	0
Assistant Teachers with an Child Development Associate credential	1
Assistant Teachers with degrees in a related field	3
Assistant Teachers with no degrees	4

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