



18 WESTERN AVENUE, SUITE C - BROOKVILLE, PA 15825

2008-2009 ANNUAL REPORT





Pam Johnson, Business Manager/Assistant Director (far left) and Steve Berfield, Executive Director (far right) present a plaque to Terri Rhodes, Board of Directors Chairperson, in recognition of her sixteen years of service to Jefferson-Clarion Head Start, Inc.

BOARD OF DIRECTORS

Terri Rhodes—Chairperson

Laura Beatty—Vice-Chairperson

Melissa Shugarts—Treasurer

Karen Fedder—Secretary

Dr. Lou Ann Bonnett

Pastor Jim Fillhart

Diane Kuntz

Granville Carter

Charity Rowe

ABOUT OUR AGENCY

Jefferson-Clarion Head Start, Inc. is a private non-profit corporation that serves as the administrative entity for child and family development programs including Head Start, Family Literacy and Pre-K Counts. Although each of these programs may differ in some respects, each has our fundamental mission at its core which is to provide comprehensive services to children and families. Additionally we have just received notification that we have been awarded funding to operate an Early Head Start program which will serve pregnant women and children birth to the age of 3.

To operate these programs effectively our agency has established and maintains a number of dynamic collaborations with other community organizations, child care providers and school districts. Jefferson-Clarion Head Start, Inc. believes we are to be an integral part of our community where many agencies and service providers work together to identify needs, remove barriers and maximize our resources collectively to meet the needs of children and families.

The contents of this annual report will provide specific information about each program as well as highlight the major accomplishments over the past year.

We want to take this opportunity to acknowledge and express our appreciation to our Board of Directors, Policy Council and Advisory Councils who so willingly volunteer their time and expertise to provide support, oversight and direction to our agency. Finally, this report is dedicated to our staff that work so hard and go above and beyond the call of duty to provide the highest level of quality services to children and families.

VISION STATEMENT

Jefferson-Clarion Head Start, Inc. will continue to be a role model to other organizations in the provision of services to children and families. We will be a community leader in establishing and maintaining effective collaborations. We will strive to continually improve our program while identifying and responding to the changing needs of our communities.

MISSION STATEMENT

Jefferson-Clarion Head Start, Inc. is dedicated to providing comprehensive education and health services to low-income children to insure they will be healthier and better prepared for success in school and life. We seek to promote family self-sufficiency by providing educational opportunities to parents and establishing family partnerships designed to build upon the strengths of each family. We are committed to collaborating effectively with schools and other social service agencies while being responsive to the changing needs of our communities.

**“Children are the living messages
we send to a time
we will not see”**

- John W. Whitehead

**“My daughter loved school and always said how
very kind and caring everyone was. Thank you for
keeping my daughter happy and safe.”**

- Sykesville Parent

**“I just want to say that my daughter
loves school and riding on the bus. She
cries on Mondays because there is no
school.”**

- Punxsutawney Parent

**“The staff helped me feel that I could call them
if I needed help. There were many activities for
male involvement.”**

- Sykesville Parent

**“I would suggest this program to anyone. They did a
wonderful job with my daughter and prepared her
well for kindergarten.”**

- Rimersburg Parent

25 Years and Counting!



Pam Johnson, (far left) presents a 25 Years of Service plaque to Colleen Kennedy, Punxsy III teacher and Steve Berfield, (far right) presents the same award to Sharon Klingensmith, Clarion/C-L Bus Driver.

Head Start is a federally-funded child and family development program that promotes the school readiness of low-income children 3 – 5 years of age by enhancing their cognitive, social, and emotional development in a learning environment that supports children's growth in language, literacy, mathematics, science, social and emotional functioning, creative arts, physical skills, and approaches to learning.

Head Start also provides children and their families with health, educational, nutritional, social, and other services that are determined, based on family needs assessments, to be necessary.

At least 10% of enrollment opportunities are made available for children with disabilities, regardless of income.

Head Start recognizes the importance of family-focused early intervention and strives to build upon the strengths of each family.

Services and opportunities to children and families are provided through Head Start's major service areas which include:

Education:	Provides a variety of developmentally appropriate learning experiences to foster intellectual, social and emotional growth through center and home based options
Transition:	Provides children and parents with information and educational opportunities to prepare them for entrance into the public school system
Disabilities Services:	Insures that children with disabilities receive the full range of developmental services in an inclusive environment
Health/Nutrition:	Emphasizes the importance of early identification and treatment of health problems and comprehensive health care
Mental Health:	Recognizes the importance of providing mental health and psychological services to children and parents to encourage emotional and social development
Parent Involvement:	Recognizes parents as the primary educator of their child and the most important influence on their child's lives, parental involvement is encouraged at all levels
Social Services:	Provides a wide range of education and training opportunities and referral and support services to meet identified family needs

Jefferson-Clarion Head Start provides services to approximately 300 children each year. Services are available in the following areas:

JEFFERSON COUNTY	CLARION COUNTY
Brockway	A-C Valley Area
Brookville	Clarion Area
Punxsutawney	Knox
Reynoldsville	New Bethlehem
Sykesville	Rimersburg

Head Start research indicates that:

Children having had Head Start services are:

<u>Less likely</u>	<ul style="list-style-type: none"> to be retained in grade to require special education to drop out of school
<u>More likely</u>	<ul style="list-style-type: none"> to have improved intellectual/cognitive skills to be healthier to have enhanced self-esteem to exhibit good social/emotional skill development

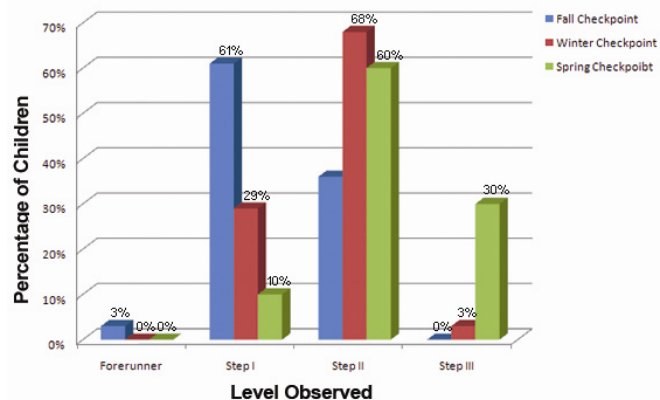
Parents involved in Head Start:

- have increased self-confidence
- have increased involvement with their children
- are more knowledgeable about their child's learning and development
- are more likely to continue involvement when their child enters the public school system
- are more aware of community resources
- feel they have more control over their lives

Overall Progress and Child Outcomes Report

Percentage of Children at Each Level in the Area of Overall Progress

Covers Fall/Winter/Spring for 2008-2009 School Year in the following developmental areas: social-emotional, physical, cognitive and language



IMPORTANT HEAD START INDICATORS FOR 2008-2009

- 303 children received Head Start services (funded enrollment is 263).
- 289 families (100%) participated in a family goal setting process.
- Nearly 93% of all children enrolled received a medical exam.
- Over 92% of children completed a dental exam, of those 24% needed treatment and nearly 70% received treatment.
- 98% of all children were up-to-date with immunizations.
- Nearly 23% of all children enrolled (71) were identified as having a disability.
- Our program was at 100% enrollment each of the operating months.
- Of the 289 families served, 52% were single-parent families.
- 94% of children served were income eligible.

RESULTS OF MOST RECENT FEDERAL ON-SITE REVIEW AND FINANCIAL AUDIT

Program strengths were identified in the areas of community partnerships/collaborations, transition and cultural awareness.

There were two (2) areas of non-compliance: not completing screening procedures for all children within 45 calendar days of entry date into the program and not ensuring children's backpacks were properly secured on some busses. Both of these areas have been properly rectified to ensure compliance with Head Start regulations. There was also a noncompliance area with one facility, regarding a loose baseboard heater cover, but it was rectified on-site.

Jefferson-Clarion Head Start, Inc.'s 2008-2009 Independent Audit Report was completed by the audit firm Mauthey, Yutzey and Gabler. An unqualified report was issued and there were no findings or questioned costs. Visit the Agency website to view the Audit Report.

TRANSITION

During the 2008-2009 program year many activities occurred to ensure a smooth and successful transition into kindergarten. The children received a statewide monthly activities calendar entitled "Kindergarten, Here I Come", and a transition book bag when they attended health registration. Other transition activities included: a monthly calendar from "5 4 3 2 1 Countdown to Kindergarten", teacher home visits with parents/guardians discussing the transition process, as well as, the parent/guardians signing a Consent to Transfer Information Form; bi-yearly Transition/Education Advisory Committee meetings; Kindergarten Readiness parent trainings were held with every school district; a Passport to Kindergarten folder was completed for each transitioning child and delivered to his/her home school during the end of the year transitioning meeting; visits to the elementary schools/ kindergarten rooms by the Head Start and Pre-K Counts children occurred; and summer packets of transition information/activities were passed out to all transitioning children at the end of the year which included a letter to the parents stating that Head Start will support their child until they complete second grade.

PARENT INVOLVEMENT ACTIVITIES

Many opportunities existed during the year for Parent Involvement which has and will continue to be an area of major emphasis. First and foremost, many parents and guardians of enrolled children participated as volunteers in the classroom throughout the year with 2 parents having successfully completed our structured Volunteer/Employment Training Program. Additional opportunities for parents to be directly involved with their child's development occurred through parent-staff conferences and home visits, effective participation of parents who worked in the home with their own children utilizing individualized activities sent home or those learned from workshops, flyers and newsletters. Also, many parents participated in a Policy Council Group, Center/Home Base Parent Committee Group, or on various advisory committees for the program. In this way they had the opportunity to become an integral part of discussing program policies, service area reports, and program planning, as well as child and adult educational activities, health, transportation and mental health information. Additionally, parents participated in experiences and educational activities which led to their own development in areas such as child and family nutrition, prevention of child abuse, transitioning children into kindergarten, preventative medical and dental care, home safety practices, finance, family literacy, community resources including links to adult education and employment training.



The Jefferson-Clarion Even Start Family Literacy Program is a family-focused literacy program intended to improve the educational opportunities of area adults and children by integrating early childhood education and adult education into a unified program. This unique and holistic approach to supporting Pennsylvania families most in need is what separates it from other literacy programs. Family literacy can be successful in breaking the inter-generational cycle of under education and poverty when the parents understand their role in supporting their children's education and focus on learning together and working together toward common goals. Our staff relies on most recent brain research for understanding early childhood development and recognizes parents as their children's first and most important teacher. Our educators place emphasis on the home as the place where all learning begins. Our Even Start lessons empower parents to improve their basic skills and to be role models for their children. As a result, parents and children view learning, especially reading, as pleasurable and a regular part of their daily lives.

During the 2008-2009 fiscal year the Even Start Family Literacy Program served families in Jefferson, Clarion, and Venango counties. It was funded through the Pennsylvania Department of Education and the Bureau of Adult Basic and Literacy Education to serve 125 families. Our services were provided to families free of charge. Parents who have an educational need and also have at least one child, 7years-old or younger, are eligible to participate in Even Start. All participating families receive at least one home visit a month. Parents are encouraged to attend weekly classes held at eight locations throughout the program. Transportation is provided to classes and special events and literacy-based child care is provided for parents attending classes.



The Even Start program offers educational support to families in the following areas:

Adult Education – Our goal is to promote economic self-sufficiency by:

- Assisting adults working to earn their GED, providing workplace essential skills.
- Increasing math, reading and language skills for those who have a high school diploma based on the needs of the individual.

Parenting Education – Our goal is to teach parents to be their child's first and most important teacher and to be full partners in their child's education by:

- Increasing parenting skills and knowledge of early childhood development.
- Stressing the importance of reading and teaching emergent literacy and numeracy skills.

Interactive Literacy Activities – Our program will provide opportunities to incorporate strategies learned during Parenting Education by:

- Providing opportunities for parents and children to learn and play together at home, during home visits, Family Fun events and other special programs.

Early Childhood Education – Children not enrolled in elementary school, Head Start, or another preschool program are engaged in educational activities at our centers while their parent works on adult education or parenting lessons.

STATISTICAL SUMMARY

During the 2008-2009 program year, 176 families were served and 130 families were enrolled. Enrolled adults received an average of 36 hours of adult education instruction and 25 hours of parenting instruction. Parents and children completed an average of 36 hours of Interactive Literacy Activities. Preschool children ages 3-5 completed an average of 252 hours of early childhood education. 100% of adults received adult education assessments and 88% of children received early childhood developmental assessments. Results of adult post testing were marked by impressive learning gains which are listed below.

<u>Entering Edu. Functioning Level</u>	<u>Total # Enrolled</u>	<u>% Completing EF Level for JCES</u>	<u>State Target Completion %</u>
Beginning Literacy ABE	3	100%	35%
Beginning ABE	22	45.5%	41%
Low Intermediate ABE	44	65%	40%
High Intermediate ABE	45	59%	38%
Low Adult Secondary Ed	21	80%	44%
High Adult Secondary Ed	37	N/A	N/A

19 adults received their GED Certificate.

EVEN START ADVISORY COUNCILS

Due to the large geographic area covered by the Jefferson-Clarion Even Start Program, three separate advisory councils were established in order to encourage member attendance and provide a forum for interagency networking. Active Even Start parents were also encouraged to serve as advisory council members.

Jefferson County Advisory Council

Steve Berfield	Marlene Johnson-Pierce
Shelly Burkett	Rosalee Pituch
Michele Confer	Tonya Quairiere
Christina Fetterman	Amy Roseman
Barbara Fortunato	Rebecca Segrest
Valarie Gaston	Larry Slagle
Lois Latta	Tracy Weaver
Sandy McGuire	Sharon Weber
Travis Monroe	Bobbi Zipf
Gary Passerelli	Pam Johnson

Clarion/Forest County Advisory Council

Pam Johnson	Aimee Myers
Melissa Anderson	Denise Myers
Maria Clark	Mary Ellen Reed
Patty Girt	Jennifer Rumbarger
Dr. Sue Ellen	Josette Pickens
Gourley	Crystal Semanco
Isaac Haglock	Tina Siegel
Jason Huffman	Barbara Thompson
Amy Kaltenbaugh	Lorna Tucker
Shawn Kelly	Erica West
Lori Kersey	Mary Wolfe
Roberta Laird	Steve Berfield

Venango County Advisory Council

Missy Bensink	Yvonne Paranick
Mareeta Durney	Leigh Paskie
Cinnamon Evans	Jessica Shaw
Robert Horner	Joyce Stover
Darlene Kutchravy	Peggy Stroupe
Steve Berfield	
Pam Johnson	

"The Even Start program has been important to me because it has helped provide me with the tools needed to succeed in providing a good lifestyle for me and my daughter. The reading, writing, math and parent skills I have received are so beneficial to me and my child. I can see an improvement in her language, social skills, knowledge and her curiosity to want to learn to read and write. She is excited to learn and I am excited to teach her."



The Jefferson-Clarion Pre-K Counts Program is high quality pre-kindergarten education program for 3 and 4 year olds in Pennsylvania which is free to families with a focus on children at risk of academic failure. The children participate in half day classes, five days a week in schools, Head Start programs, and Keystone STARS child care programs with a STAR 3 rating or higher. The children attend a total of 180 classroom days each year.

The Pre-K Counts program is unique because every component is designed to provide high quality early education to children who can benefit most from the experience. By including all early learning programs, PA Pre-K Counts is building a quality early education system so our children have the best educational experience possible from the early years through graduation.

Children who come to kindergarten without knowing all the skills they need often stay behind and struggle in school. Quality pre-kindergarten prepares children for reading, paying attention, following directions and getting along with others. Pre-K Counts gives children a chance to learn, become excited about school and to be better students. This strong early start in pre-kindergarten means they have a better chance of doing well in school, going on to college or career training and getting a job.

The PA Pre-K Counts program offers the following in their classrooms:

- Teachers with the education and expertise to teach young children.
- A curriculum that will help children grow academically and socially.
- Regular review of every child's progress and teaching and learning activities that are individualized for each child.
- Transitional services to ease a child from home to pre-kindergarten and then from pre-kindergarten into kindergarten.
- Small class sizes (no more than 20 students per one teacher and one aide) so that a child can have plenty of one-on-one time with the teachers.
- Developmental and health screenings

Each child who participates in a PA Pre-K Counts classroom in Jefferson or Clarion County will have the opportunity to participate in large group activities, small group activities, and one on one instruction. Children also participate in large motor activities, songs, games, free play which includes choosing from multiple centers such as dramatic play, math and science, art, sand and water, reading and writing centers, manipulatives, computer and other areas. The children also have the opportunity to enjoy outside activities and try different foods during snack or cooking experiences.

Children between the ages of 3 and 4 who are at risk for school failure because of income (must be below 300% of the federal poverty level, or a family of 4 earning less than \$66,150) are eligible to receive Pre-K Counts services. Other risks factors can contribute to determine eligibility as well.



STATISTICAL SUMMARY

- 226 children received Pre-K Counts services (funded enrollment is 197)
- 222 children were assessed using the state required Work Sampling System. Children were assessed in the following areas:
 - Personal Social
 - Language and Literacy
 - Mathematics
 - Science
 - Social Studies
 - The Arts
 - Physical Development
 - Health
- 8 out of 10 teachers were Early Childhood Certified which is the requirement as of the 2011-2012 school year.
- The average classroom size was 18 students to 2 staff. The recommended class size is 20 students to 2 staff.
- All classrooms used the Creative Curriculum which aligns with Pennsylvania's Early Learning Standards.

"My daughter has been in Pre-K for 2 years and my son for 1 year. There are so many positive outcomes from Pre-K. They learn things everyday. They practice counting, their alphabet, they work on their behaviors and following rules, and so much more. My children love to get up and go to school everyday instead of having nothing to do. They always look forward to going and it gets them into a routine. They've made a lot of friends and are shown how to express themselves. I believe it's good for any child as long as they like it. it does help!"

- Sykesville Pre-K Counts Parent



LOCATIONS

JEFFERSON COUNTY

- Playhouse Children's Center in Punxsutawney
- Punxsutawney Head Start/Wellington Heights
- Brookville Church of Nazarene
- Sykesville Elementary School

CLARION COUNTY

- Creative Kids in Strattanville
- Clarion Elementary
- Keystone SMILES in Knox
- Sligo Methodist Church
- New Bethlehem Head Start
- A-C Valley Elementary

PARTNERS

Creative Kids Learning Center:
Denise Storer – Director

Clarion Area School District:
Suellen Gourley - Elementary Principal

Keystone School District/SMILES:
Linda Heath – Federal Programs Coordinator
Joyce Fosdick – SMILES Director
Jennifer Welton – SMILES Coordinator



"I have to say that my students that come from the Playhouse Children's Center come very prepared for Kindergarten and have a superior foundation to build on."

- Parent and Kindergarten Teacher

2008-2009 EXPENDITURES*Expenses*

Salaries & Wages	\$1,662,216.68
Fringe Benefits	\$676,115.70
Consultant & Professional Fees	\$20,431.57
Supplies	\$125,499.93
Equipment & Vehicles	\$15,726.91
Donated Services & Supplies	\$551,911.92
Occupancy	\$166,331.26
Insurances	\$25,119.35
Training & Technical Assistance	\$33,799.10
Maintenance & Vehicle Operation	\$41,952.41
Local Travel	\$40,135.43
Out-of-County Travel	\$280.06
Postage	\$6,421.70
Telephone	\$29,889.16
Repairs & Maintenance	\$7,706.85
Advertising, Printing & Publications	\$22,163.19
Payroll Processing	\$6,813.70
Food & Related Expenses	\$135,094.25
Parent Activities & Involvement	\$7,182.86
Literacy & Parent Resources	\$18,312.07
Field Trips	\$1,380.30
Contracted Services	\$93,439.86
Memberships	\$2,777.50
Depreciation	\$38,985.90
Interest	\$2,064.21
Sub-Contacted Services	\$283,812.10
Expenses Total	\$4,015,563.97

FEDERAL AND STATE PROPOSED BUDGETS

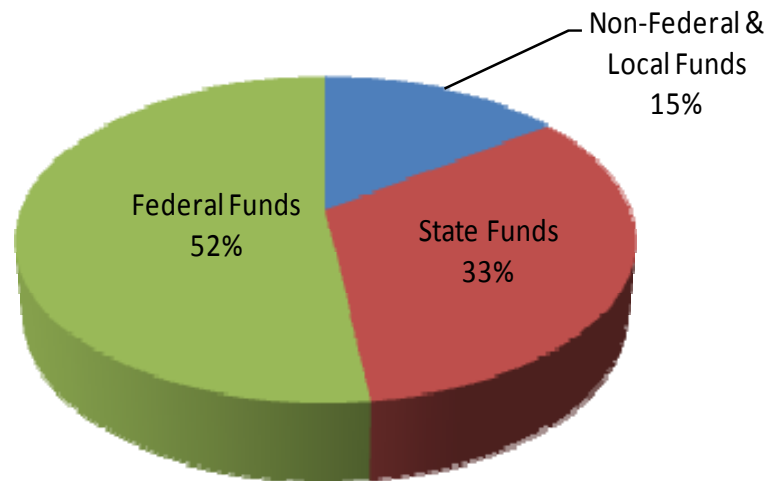
	2008-2009	2009-2010
Head Start	\$1,933,487.00	\$2,054,276.00
ARRA Quality Improvement	—————	\$99,396.00
ARRA Cola	—————	\$35,140.00
Early Head Start	—————	\$1,146,347
Family Literacy	\$583,237.00	\$592,100.00
PA Pre-K Counts	\$768,300.00	\$740,800.00
TOTAL	\$3,285,024	\$4,668,059

LOCAL FUNDING SOURCES

Verizon Grant	\$2,500.00
Intermediate Unit-6	\$37,904.00

FUNDS RECEIVED IN 2008-2009

Head Start	\$1,933,421.76
Head Start Non-Federal	\$551,911.92
Head Start ARRA	\$17,046.71
COLA & Quality Improvement Funds	\$37,904.00
Classroom Support Aides - IU-6 Grant	\$112,582.38
Child & Adult Care Food Program - USDA	\$578,847.11
Family Literacy	\$744,490.85
Pre-K Counts	\$373.34
Local Funds—Other	
TOTAL FUNDS RECEIVED:	\$3,976,578.07

2008-2009 Funds Recieved

“HEAD START IS A TRULY *AMAZING* PROGRAM AND I’M GOING TO MISS MY CHILD BEING IN IT. THEY DO GREAT WORK AND I’M LOOKING FORWARD TO MY CHILD STARTING KINDERGARTEN *BECAUSE* OF WHAT HE LEARNED IN HEAD START.”

- Punxsutawney Parent

“Head Start helped me see through my child’s eyes. Keep doing what you’re doing, the children are benefitting in every way imaginable!”

- Brookville Parent



“The Center Staff do an excellent job. They go above and beyond what is expected of them. I enjoyed being involved and would recommend everyone go there.”

- A-C Valley Parent





PRE-K COUNTS

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HEAD START

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WWW.JCHEADSTART.COM

EVEN START

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