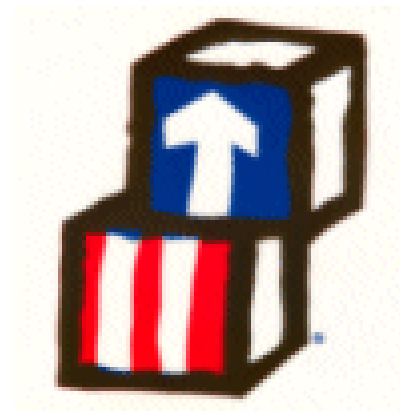


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# Laramie County Head Start Annual Report 2011-2012

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## **The Mission of Laramie County Head Start**

*Laramie County Head Start is a life changing organization of proactive teams, with a shared vision, serving as a foundation for sustainable futures for children and families.*

Laramie County Head Start (LCHS) is a federally funded preschool program that serves a total of 320 children and families (260 Head Start children and 60 Early Head Start families). Community Action of Laramie County (CALC) is the grantee for LCHS.

While it is hard to detail the overall impact of these programs, the following is a brief snapshot of how Head Start and Early Head Start made a difference in the lives of Laramie County children and families in 2011-2012.

Laramie County Head Start and Early Head Start are comprehensive child development programs that provide center-based and home-based services to children from birth through age five years old. Services include one-on-one training with parents, classroom instruction for preschool children, regular home visits, and health & developmental screenings for children. The program year ran August 1, 2011 - July 31, 2012.

Our center-based option is primarily child-focused where children attend a classroom-type setting for 15-17 children per classroom, depending on the ages served. Each classroom must be staffed by at least two paid Head Start personnel and one volunteer. Children must be the age of 3 by September 15 to enroll in the Head Start center-base program. Classes are held for 3.5 hours a day, Monday-Thursday. There is a morning session and an afternoon session. LCHS is federally funded to serve 250

center-base children. The first day of classes for the children began September 6, 2011 and the last day was May 17, 2012.

Our home-based programs are parent-focused with an emphasis on the parent as the person instrumental in their child's development and the home being the facility for providing the majority of the Head Start services. A home-based Home Visitor visits the home once a week per family. Activities are designed to facilitate the parent as the provider of the child's educational experiences. Our home-based option also incorporates group socializations at least twice a month.

Our Eastern Laramie County (ELC) home-based option serves 10 children the age of 3-5 years old. ELC began September 6, 2011 and the last day was May 17, 2012.

Socializations for ELC are offered twice a month. Socializations are held from 8:30-12 on Thursday mornings.

The Early Head Start (EHS) home-based option serves 60 families from mother's pregnancy to the age of three. Each Home Visitor has a case load of 12 families each. Depending on the size of the family two EHS home visitors may be required. Socializations are offered at least twice a month. Early Head Start is a 12 month program serving families from August 1, 2011 - July 31, 2012.

### **Overview of the Year!**

Professional Development continues to be a focus for our program. Staff took advantage of financial support provided by the Wyoming Workforce Services Two recently added Early Head Start staff completed their Child Development Associate (CDA) in the Infant/Toddler credential area and have also been certified in the Parents As Teachers

curriculum. Another Early Head Start home visitor received her Associates of Arts degree in Early Childhood Education.

Shared families that have HS and EHS children in both services has also seen increases with 28 shared families in 2010 to 33 shared families in 2011 Early Head Start has seen an increase in the parents that are unable to transition to Head Start due to meeting their goals of better financial status. We transitioned 22 of 25 families in 2010 that qualified for Head Start. 3 of the families became over income as they had finished school and received jobs or had received promotions within their work field that helped them grow financially. In 2011, 28 families should have qualified to transition for age eligibility but 6 families had the success of stepping out of the Head Start poverty level guidelines and were determined over income and had to move on to a public/private preschool environment.

School Readiness Act – A committee has been formed to assist in the creation of making Birth to Five goals in the 5 core domains. Teaching Strategies Gold will be used to track the indicators that have been chosen for tracking of the children's progress. Parents As Teachers and Creative Curriculums will still be used by the EHS and HS programs to help support the work and activities with the children. The School Readiness Act has been a support to the program and helps to document the progress the children make in Head Start, birth to five. We are excited to get this implemented in the program and show off the good work the staff do with the children and the families in the program.

Early Head Start received a new road, gutter and valley system as money for facility improvement that was carried over for this much needed improvement was utilized. In cooperation with the City of Cheyenne and local contractors, a portion of the work was done for non-federal share match. The winters melt off and drainage has greatly improved the flow of the water so deterioration of the area will be much less, not to mention the improvement of the aesthetics of the area.

### **Self Assessment**

The annual self-assessment was conducted in spring 2012. The program self-assessment revealed that there were areas of strength along with areas for continued growth and development.

The self-assessment goals and objectives were approved by the Policy Council and the Board of Directors in September 2012.. The goals and objectives were noted in the grant for FY 2013.

The self-assessment indicates that each component area will set goals to reflect the School Readiness Act. Continued professional development, Emergency Preparedness, Board and Policy Council trainings, and updating personnel policies were additional goals addressed in the self-assessment.

### **Federal Monitoring Review**

Our last Federal onsite monitoring review was held in May 2010. It was determined in our monitoring review we had a deficiency finding in the area of 1304.20 Child Health and Developmental Services: Screening for Developmental, Sensory and Behavioral concerns. This was the result of 1 child with no hearing screening and 6 with no vision screening within a 45 day of entering into

the program. According to the Designated Renewal System that went into effective on December 9, 2011, our program grant was placed in a re-competition status.

**Budget for 2011**

For both programs the fiscal year ran *January 1, 2011 through December 30, 2011*

The Head Start program’s operating budget from federal funds was \$1,595,281 the Early Head Start program’s operating budget was \$ 494,781.

**Funds for 2011-2012 Program Year**

Initial Grant *Head Start*

PA-22	\$1,569,428
PA 20	<u>\$ 25,853</u>
<b>Total HS Budget</b>	<b>\$ 1,595,281</b>

Initial Grant *Early Head Start*

PA-25	\$ 482,920
PA-26	<u>\$ 11,861</u>
<b>Total EHS Budget</b>	<b>\$ 494,781</b>

HS/EHS Total Expenditures	\$ 2,090,062
Non-federal (In-kind) \$	<u>\$ 522,515</u>
<b>Total Federal &amp; In-kind</b>	<b>\$ 2,612,577</b>

**Sources of Non-Federal Funds**

The Head Start program is required to match each \$1 of Federal funds with 20% in-kind or non-federal funds. LCHS receive a majority of the in-kind from our medical community and our Local Education Agency (LEA). The remainder of the in-kind contributions comes from the local community through volunteers, and donations.

We were able to increase the non-federal share match by working with parent in how to work with their children outside of the home visit on goals that are important for the child’s development. 2011 saw an increase of \$118,700 from the year 2010 in the non-federal share by working more intently

with the parents on the partnership for children’s preparedness for Head and school readiness

In 2010, Head Start had 3,866 hours of parent volunteer time in the program, resulting in over \$62,000 of non- federal share. This has increased in 2011 to 11,827 hours of parent volunteer time, resulting in over \$190,000 of non- federal share. The improvement of \$128,000 has not only eased our budget but has built quality relationships between children and parents but also between parents and staff.

**Administrative Costs \$ 1,714,420**

Head Start programs are required to track administrative expenses both federal and non-federal sources. The maximum allowable cost with administration is 15% of total expenditures and in-kind. Community Action’s administrative costs were 12.4% of the total expenditures.

**Budget Breakdown**

The Head Start budget is broken down into the major categories as outlined in the chart below. The chart below outlines the combined EHS and HS expenses 2011. The majority, 70%, of the funding was expended on personnel costs and employee benefits. Funding allocation is 81% for Head Start and 19% Early Head Start.

	<b>2011</b>	<b>2012</b>
Personnel	999,296	1,104,960
Fringe Benefits	455,956	419,949
Travel	6,243	0
Equipment	0	0
Supplies	50,133	34,945
Contractual	38,189	37,795
Other	248,040	259,697
<b>Total</b>	<b>1,742,741</b>	<b>2,006,475</b>

**Audit**

An audit was performed in the June 2012. There were no audit findings.

**Significant Statistics**

The following is a summary of some of the significant statistics that were reported through our 2011 PIR report.

**Enrollment Statistics**

Funded Enrollment 260 HS 60 EHS  
 Total Actual Enrollment 292 HS 79 EHS

Second Year in program 87 HS 16 EHS  
 Third Year in Program 35 HS 11 EHS

Pregnant moms 3  
**Under 1 year old 13**  
     **1 year old 31**  
     2 year old 32  
     3 year old 127  
     4 year old 157  
     5 year old/older 8

Percentage of Eligible Children Served		
	EHS	HS
Income below 100% federal poverty line	92.4%	90.4%
Receipt of public assistance such as TANF, SSI	2.5%	2.7%
Status as a foster child	1.3%	2.7%
Status as homeless	3.8%	3.1%
Over income	0%	1.0%

Enrollment				
Month	HS	EHS	Total	%Funded
Aug 11	NO	47	47	14.7%
Sept 11	260	60	320	100%
Oct 11	260	60	320	100%
Nov 11	260	60	320	100%
Dec 11	260	60	320	100%
Jan 12	260	60	320	100%
Feb 12	260	60	320	100%
Mar 12	260	60	320	100%
April 12	255	60	315	98.4%
May 12	251	60	311	97.2%
June 12	NO	60	60	18.7%

July 12	NO	60	60	18.7%
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\*NO = non-operational

**Demographics by race**

Am. Indian/Alaskan Native 10  
 Asian 3  
 Black or African American 8  
 Native Hawaiian/Pac. Islander 1  
 White 237  
 Biracial/Multi-racial 52  
 Other 0  
 Unspecified 60

**Enrollment by Ethnicity**

Hispanic or Latino Origin 170  
 Non-Hispanic/Non-Latino Origin 201

**Enrollment by Primary Languages**

English 319  
 Spanish 40  
 East Asian 2  
 European & Slavic 1  
 American Sign Language 1  
 Unspecified 8

**Family Statistics**

Total Number of Families 326  
  
 Single Parent Families 180  
     Parent Employed 76  
     Parent Not Working 104  
  
 Two Parent Families 146  
     Both Parents Employed 21  
     One Parent Employed 98  
     Both Parents Not Working 27

**Families by Education Level of Parents**

Less than High School Graduate 83  
 High School Graduate or GED 130  
 Some College, Voc. School or AA 103  
 Bachelor's or advanced degree 10

**Job Training/school Status of parents**

**Two Parent Families**

Both Parents in Training/School	1
One Parent in Training/School	29
Neither parent in training/school	116

**Single Parent Families**

Parent in training/school	32
Not in training/school	148

**Health and Dental Services**

Number of medical exams	316
As a % of total enrollment	85.9%
Referred for medical treatment	98
Received medical treatment	86

Number of Dental Exams	313
As a % of total enrollment	84.4%
Referred for dental treatment	66
Received dental treatment	60

**Number of children with health insurance**

At beginning of year	354
At end of enrollment year	359

**Child Outcomes Report**

Teaching Strategies Gold Assessment Portfolio is used to track children in all areas of development. The following the results of the school readiness outcomes:

Overall percentage of children who made progress from the beginning of the year to the end of the year 2011-2012 in all classrooms.	
Follows Limits/Expectations	89%
Follows Directions	91%
Identifies/Names, Letters	92%
Uses letter/sound knowledge	76%
Uses and appreciates books	92%
Writes name	89%
Counts	89%
Quantifies	86%
Connects Numerals with Quantities	84%
Understand Shapes	90%

Overall percentage of children who achieved reaching the level appropriate to their age during the school year 2011-2012 in all classrooms.	
Follows Limits/Expectations	92%
Follows Directions	92%
Identifies/Names, Letters	86%
Uses letter/sound knowledge	72%
Uses and appreciates books	90%
Writes name	97%
Counts	90%
Quantifies	65%
Connects Numerals with Quantities	65%
Understand Shapes	84%

**Transition**

We collaborated with the local school districts and Local Education Agency (LEA) in the efforts to transition 147 children into kindergarten. This was done through kindergarten round ups, Individual Education Program (IEP) meetings, Jump Start testing and parent partnerships.

Early Head Start transitioned 22 children into Head Start and 6 into other early childhood programs. Transition for the families began 6 months prior to the transfer. Parents had the opportunity to familiarize themselves with the new environments that their children will attend as part of the transition plan.

**Parent Activities**

Parent Involvement activities: Parent Networks both HS and EHS with community guest speakers or variety of topics, socializations, Open House, Fall Festival, Mother Goose courses (4), and Wyoming Healthy Marriage Initiative relationship courses.

“Mother Goose” is a literacy program that had 46 successful graduates throughout the year. Each participant that completed the program received a kit of 12-14 books and activities. Each kit has a value of \$174. The parents rave about this program each year.

### **Parent Network**

Parents Network is held every other month. HS families come together to enjoy a meal and activity with their child. The night also includes meal and curriculum planning.

### **Shared Governance**

Board: Community Action of Laramie County as our grantee which is governed by a tripartite Board. The twelve members Board is represented by three sectors, the low income, private and public sectors. The Board has all legal and fiduciary responsibilities.

### **Board Members**

Marjane Belomyzy, Chairperson  
Linn Rounds, Vice Chair  
Sharon Wisroth, Secretary  
Mary Anderson, Treasurer  
Lawrence Anderson, Jodene Anderson, Lizz Madrid, Richard Leslie, Dickey Shanor, Karolyn Wayt, Jessica Dieters, Nat Steinhoff

### **Policy Council**

Policy Council is represented by parents of currently enrolled children and of community members. Eleven parent representatives were elected from each classroom. Three community representatives were elected from various local entities that include a former HS parent. Community representatives have a strong passion for the children and those living in poverty. We also have two Board members that have shared responsibilities with the Policy Council.

Emily Larkins, Chairperson  
Lawrence Vigil, Vice Chair  
Rachael King, Vice Chair  
Yessica Cruz Cordova, Treasurer  
Melissa Blair, Secretary  
Anita D’Abbieri, Regina Clark, Elbert Waters, Lisa Vigil, Heather O’Brien, Karyn Shipman, Heather Rennick, Mike Rucker, Alicia Rowe, Christopher Amerman, Cortney Brown, Jennifer Allen, Lindsay Kunert, & Damion Rowe

### **Staff**

A total of 45 miracle workers provided services to children and families in the following content areas:

### **Management**

Bonnie Riedel, Program Director  
Allyson Montgomery, Assistant PD  
Monica Cordova, Health/Nutrition  
Mathew Aldana, Transportation/Facilities  
Alicia Schutte, Family/Community  
Shari Jenkins, Education / Disability

### **Support Staff**

Gary Monteagudo, Office Manager  
Curtis Dunlop, Bus Safety Aide, Floater  
Rose Gregorio, Education/Disability Asst.  
Irene Martinez, Education/Disability Asst.

### **Family Services**

Erin McKinney, Family Services Asst.  
Kelli Scheid, Family Services Asst.  
Josh Walker, Family Services Asst.

### **Nutrition**

Rosemary Arias, Main Center Cook  
Kas Daly, Family Resource Center Cook  
Lori Garcia, Main Center Cook  
Linda Phillips, East Center Cook

### **Health Services**

Kayla Carden, Health Services Asst.  
Goretti Cataño, Health Services Asst.  
Teresita Medrano, Health Services Asst.

**Transportation/ Facilities**

Lawrence Garcia, Bus Driver/Maintenance  
Frondee Waters, Bus Driver/Maintenance  
Vincent Guterrez, Custodian

**Early Head Start Home Visitors**

Sarah Hagemeyer  
Sandy Jackson  
Amy Myers  
Theresa Sandoval  
Linda Torres

**Education: Main Center**

Classroom 1  
Ruth Keller, Teacher  
Alice Bustos, Teacher Assistant

Classroom 2  
Brittany Legare, Teacher  
Amy Lovato, Teacher Assistant

Classroom 3  
Tina Barrientos, Teacher  
Brittany Legare, Teacher Assistant

**Education: East Center**

Classroom 4  
Reneé Sells, Teacher  
Serena Castaneda, Teacher Assistant

Classroom 5  
Michelle Webber, Teacher  
Mickey Thrift, Teacher Assistant

Classroom 6  
Nancy Overstreet, Teacher  
Terry Schuldies, Teacher Assistant

**Family Resource Center (FRC)**

Classroom 7  
Lisa Snyder, Teacher  
Devin Hickman, Teacher Assistant

Classroom 8  
Laura Tinajero, Teacher  
Valerie Rivera, Teacher Assistant

**Program Information**

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