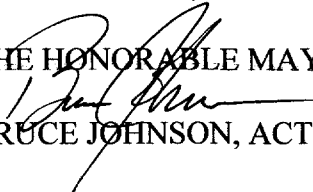


City of Alexandria, Virginia

MEMORANDUM

DATE: NOVEMBER 10, 2011

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:  BRUCE JOHNSON, ACTING CITY MANAGER

SUBJECT: RECEIPT OF THE ALEXANDRIA HEAD START ANNUAL REPORT
SUBMITTED BY THE CAMPAGNA CENTER

ISSUE: Receipt of the Head Start annual report submitted by The Campagna Center (TCC) as the Alexandria Head Start (AHS) delegate agency.

RECOMMENDATION: That City Council receive the Alexandria Head Start annual report as submitted by The Campagna Center.

BACKGROUND: The City of Alexandria is the grantee for the AHS. For the past 44 years, the City has contracted with The Campagna Center (or its predecessor the Alexandria Community Y) to provide the day-to-day operation of the program. AHS serves a total of 309 children at eight sites throughout the City.

DISCUSSION: On September 23, 2008, to bring AHS program into compliance with federal Head Start reauthorizing legislation enacted in December 2007, City Council took action to delegate the daily operation of the AHS program to TCC and the responsibilities of the governing body to The Campagna Center Executive Board. One of the responsibilities of TCC is to submit an annual report (Attachment) to City Council documenting that they are meeting all the program governance responsibilities as required by Public Law 110-134, the current Head Start legislation.

FISCAL IMPACT: The Head Start Base Grant totals \$2,890,859 of which \$196,514 is provided by the City of Alexandria with the balance including federal and in-kind funds. TCC also receives an HS ARRA grant to supplement their programs.

ATTACHMENT:

Alexandria Head Start, Delegate Agency Annual Report, The Campagna Center, 2010/2011
Program Year

STAFF:

Debra R. Collins, Assistant City Manager

Michael Gilmore, Director, Department of Community and Human Services

Deborah Warren, Director, Center for Children and Families / DCHS

Carol M. Farrell, Director, Office for Early Childhood Development / DCHS



Alexandria Head Start
Annual Report to
The City of Alexandria, Virginia
November 2011

Program Overview

Alexandria Head Start (AHS) provides high quality early childhood education, along with family support (including health, nutrition, mental health and case management services) for 309 children from 3 to 5 years of age.

The City of Alexandria is the grantee for the Alexandria Head Start (AHS) program. Since the inception of the grant in 1966, The Campagna Center (TCC) has been the delegate agency. The Alexandria City Council has delegated the daily operation of the Alexandria Head Start program to TCC and the responsibilities of the governing body to the Campagna Center Board of Directors. TCC's governing board is responsible for the governance of the program with annual reporting to City Council.

The monitoring and oversight of the delegate agency is shared between the Department of Community and Human Services (DCHS) and the Alexandria City Public Schools (ACPS). The Department of Community and Human Services oversees and monitors all financial responsibilities of the delegate agency, and ACPS oversees and monitors the programmatic responsibilities of the delegate agency. Specific responsibilities are outlined in the delegation agreement with the City and ACPS.

The Campagna Center

Our Vision

The vision of The Campagna Center is to create a vibrant, effective community for all.

Our Mission

The Campagna Center draws together the resources of the Alexandria community to strengthen families and provide programs that help children become caring, productive adults.

Program Outcomes

There are two primary long-term outcomes for the Alexandria Head Start program:

- That children enrolled in the Head Start program develop those skills in the areas of language and cognitive development, early reading and mathematics, socio-emotional development, and physical development necessary for school readiness; and
- That all families served by the Head Start program become self-sufficient and full partners in their child's education.

The program provides our children and families with a rich array of services and resources to ensure that the program meet the aforementioned outcomes.

To that end, in addition to the high quality early childhood education provided to the children of Head Start, the program also provides comprehensive family support in the areas of health, nutrition, mental health and case management.

ENROLLMENT AND SITE INFORMATION

The program is funded to serve 252 children through the base grant and 57 children through an ARRA grant for a total of 309 funded slots. In FY 2012, the ARRA dollars become part of the Alexandria Head Start base grant. During program year 2010-11, turnover in enrollment allowed the program to actually serve 353 unique children. The following outcomes all meet or exceed federal Head Start standards.

Enrollment for the program year 2010-11:	353
Average Monthly Enrollment:	99.4%

All vacated slots were filled immediately by families on the waiting list that averaged more than 130 throughout the program year.

Percentage of eligible children served:	94%
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This year, the 6% of families that were considered over-income but served by AHS were families with children with IEP's or other priority status such as foster care or involvement with Child Protective Services. Homeless families are considered categorically eligible for the AHS program according to the McKinney-Vento Act.

Percentage of children with disabilities (IEP's) served:	11%
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This year, the program exceeded the federal requirement of 10%. In addition, the program participated in an inclusion classroom partnership with ACPS Pre-School Special Education at John Adams and plans to incorporate a second HS classroom into the inclusion model in 2011-12.

AHS has a total of 17 classrooms across eight sites:

Cora Kelly Elementary	Northern Virginia Community College*
George Washington Middle School	Patrick Henry Elementary
Jefferson Houston Elementary	St. Paul's Episcopal Church*
John Adams Elementary School	TC Williams "Tiny Titans"

**Classroom space at NVCC and St. Paul's is provided through in-kind donations from Northern Virginia Community College and St. Paul's Episcopal Church, respectively. All other classroom space is provided through in-kind donations from Alexandria City Public Schools.*

FAMILY SUPPORT

AHS staff members work in partnership with parents to ensure that Head Start children receive the necessary health and dental care and to assist families to keep up with required immunizations and ongoing or follow-up health and dental care when indicated. The following outcomes all meet or exceed federal Head Start standards.

Percentage of enrolled children that received medical and dental exams:

96% of total number of children enrolled received medical exams

99% of total number of children enrolled received dental exams

Children that did not receive the required exams left the program before the 45 day screening window ended.

With respect to case management and referrals, the program has developed and maintained a myriad of strong community partnerships to ensure that parents are given resources for the services they require to meet their partnership goals, become self-sufficient and thrive.

The percentage of families receiving specific referrals:

Emergency/Crisis intervention such as meeting needs for food, clothing, or shelter	12%
Housing assistance (c.g., subsidies, utilities, repairs, etc.)	9%
Mental health services	3%
English as a Second Language (ESL) training	16%
Adult education such as GED programs and college selection	8%
Job training	10%
Referrals regarding child abuse and neglect issues	1%
Assistance in seeking child support	2%

Health education	26%
Assistance to families of incarcerated individuals	1%
Parenting education	24%
Marriage education	1%

AHS involves parents in their child’s education through parent involvement activities such as:

- Monthly Parent Meetings
- Bi-Monthly “Men About Head Start” Meetings
- Regular opportunities for parents to volunteer in the classroom and participate in activities such as: reading in their home language to the children, field trips, Policy Council and Site Program Committees, twice a year Health, Family and Community Partnership and Education Advisory Meetings.

Total Number of Head Start Parent Volunteers: 183

A variety of special events were held for families:

Fall Festival	Thanksgiving luncheons
Holiday Store	Winter Sing-A-Longs
Scottish Christmas Walk Parade	Kindergarten Institute
Multicultural Festival	Mother’s and Father’s Day luncheons
End of Year classroom celebrations	

In addition, the program works to prepare children and their parents for transition to kindergarten using several strategies:

- From the beginning of the program year, information is distributed to families on kindergarten fairs, kindergarten registration and how to prepare their child for kindergarten.
- Throughout the spring, teachers and kindergarten-bound children visit the kindergarten classrooms at their respective schools to familiarize the children with the classroom set-up, the teachers and basic expectations.
- The program partners with ACPS to conduct parent meetings in the fall and spring on what to expect at kindergarten registration and how to navigate the registration system.

- Staff help parents through the process of registering their child for K-Prep, a summer institute held by ACPS to give kindergarten teachers and kindergarten-bound children the opportunity to get to know each other before the school year begins.
- An Annual Kindergarten Institute is held to give parents the opportunity to meet with ACPS officials and kindergarten teachers to learn and ask questions about the expectations for children entering kindergarten and for their parents. Parents participate in workshops designed to help them develop an understanding of the differences between preschool and kindergarten and how to continue to prepare their child over the summer months.
- Over the summer family service specialists contact parents to remind them of K-Prep and make themselves available to parents through the first half of the new school year to answer questions or provide needed resources to help parents advocate for their child within the school system.
- Information on each child entering Kindergarten is provided to the teachers to help them understand the child's progress made in Head Start, including fall and spring assessment scores, and prepare them for that child's entry into their classroom.

Other 2010-11 Program Highlights:

- Opening of a new classroom through a partnership with St Paul's Episcopal Church.
- NAEYC re-accreditation of Jefferson Houston HS/EHS.
- PALS-Pre-K (a screening, diagnostic, and progress monitoring tool for measuring the fundamental components of literacy) scores indicate that there was at least a 28-35% increase in student scores from Fall to Spring.

RESULTS OF THE MOST RECENT REVIEW

BY THE SECRETARY AND THE FINANCIAL AUDIT

- The most recent Health and Human Services triennial federal review was held in April 2009 (during the 2008-9 program year). No non-compliance or deficiencies were noted. The next federal review is scheduled for program year 2011-12.
- The most recent financial audit was for the year ended August 31, 2010. No findings were noted.

PROGRAM GOVERNANCE INFORMATION

Head Start regulations require that the Governing Board, with oversight for the Head Start program, meet the following composition requirements. The Campagna Center Board meets said requirements as follows:

One member with a background and expertise in fiscal management or accounting:

Mike Gaffney, EDG Partners; Alden Philbrick, Oxford Finance; Bob Bell, AFBA.

One member with a background and expertise in early childhood and development:

Kris Clark, former ACPS Executive Director for Elementary Programs; Tammy L. Mann, PhD (Ex-Officio).

One member will be a licensed attorney familiar with issues that come before the governing body:

Maureen Cooney, Sr. Legal Officer, Sprint/Nextel; Lonnie Rich, Partner, Rich, Rosenthal, Brincefield, Manitta, Dzuben and Kroeger.

Additional members will reflect the community to be served and include parents of children who are currently, or were formerly enrolled in the Head Start programs and are selected for expertise in education, business administration or community affairs.

Yitbarek Arefe-Aine, Former Head Start parent; Adrienne Fox-Luscombe, Point Communication Services; Walter Lukens, The Lukens Company; Francesca Trigiani-Noone, Mercer-Trigiani.

FINANCE OVERVIEW

Total amount of public and private funds received and the amount from each source:

Revenue and Support:

HS Base Grant:

Federal :	\$1,864,694
City of Alexandria:	\$196,514
USDA:	\$178,235
In-Kind:	\$651,416
Total:	\$2,890,859

HS ARRA Grant:

Federal :	\$319,425
USDA:	\$40,818
In-Kind:	\$82,100
Total:	\$442,343

An explanation of budgetary expenditures and proposed budget for the fiscal year:

Head Start Base Grant Expenditures 2010-11:

Salaries and Benefits	\$1,623,624
Professional Services	\$61,970
In-Kind Expenses	\$651,416
Food Expenses	\$208,862
Supplies:	\$10,078
Telephone and Technology	\$49,382
Training and Development	\$11,715
Insurance	\$4,657
Program Activities	\$34,838
Travel	\$4,251
Equipment, Repairs and Maintenance	\$16,175
Postage	\$1,746
Printing	\$857
Licensing and Permits	\$7,251
Other	\$1,299
Overhead	\$286,884
Total:	\$2,975,005
<u>(Net Deficit)</u>	<u>- \$84,146</u>

Head Start ARRA Grant Expenditures 2010-11:

Salaries and Benefits	\$208,801
Professional Services	\$10,451
In-Kind Expenses	\$82,100
Food Expenses	\$39,977
Telephone and Technology	\$5,488
Program Activities	\$36,925
Travel	\$719
Printing	\$12
Licensing and Permits	\$2,507
Other	\$94
Overhead	\$55,269
Total:	\$ 442,343
<u>(Net)</u>	<u>\$0</u>