


## City of Alexandria, Virginia

## MEMORANDUM

**DATE:** NOVEMBER 11, 2010

**TO:** THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

**FROM:** JAMES K. HARTMANN, CITY MANAGER 

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

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**ISSUE:** Receipt of the Head Start annual report submitted by The Campagna Center (TCC) as the Alexandria Head Start 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 Alexandria Head Start (AHS). For the past 44 years, the City has contracted with TCC to provide the day-to-day operation of the program. AHS serves 252 children through the base grant and 57 children through American Recovery and Reinvestment Act (ARRA) funding for a total of 309 children at nine 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 (Attachment 1). One of the responsibilities of TCC is to submit an annual report (Attachment 2) to City Council documenting that they are meeting all the program governance responsibilities as required by Public Law 110-134.

**FISCAL IMPACT:** None

**ATTACHMENTS:**

1. Docket memo dated September 23, 2008, "Consideration of Continued Delegation of Head Start Program Responsibilities to The Campagna Center."
2. Alexandria Head Start, Delegate Agency Annual Report, The Campagna Center, 2009/2010 Program Year

**STAFF:**

Debra R. Collins, Assistant City Manager

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

Carol M. Farrell, Assistant Director, Early Childhood Division / DCHS

EXHIBIT NO. 1


## City of Alexandria, Virginia

## MEMORANDUM

15  
9-23-08

DATE: SEPTEMBER 17, 2008

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: CONSIDERATION OF CONTINUED DELEGATION OF HEAD START PROGRAM RESPONSIBILITIES TO THE CAMPAGNA CENTER

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**ISSUE:** Delegation of program operation and governance.

**RECOMMENDATION:** That City Council:

- (1) Delegate the daily operation of the Alexandria Head Start program to The Campagna Center and the responsibilities of the governing body to The Campagna Center Executive Board; and
- (2) Authorize the City Manager to execute all necessary documents.

**BACKGROUND:** The City of Alexandria is the grantee for Alexandria Head Start (AHS). For the past 41 years, the City has contracted with The Campagna Center to provide the day-to-day operation of the program. AHS serves 252 children at nine sites in the City.

On December 12, 2007, the Head Start Act was passed by Congress which reauthorizes the federal Head Start program (Public Law 100-134). As part of the reauthorization, the roles and responsibilities of the Grantee Governing Board have been changed substantially with new requirements for composition and reporting. As the delegate agency, the Campagna Center Board of Directors has acted as the governing authority for the program and currently meets all the requirements of the new law.

**DISCUSSION:** The purpose of this docket item is to bring the program into compliance with new Head Start regulations.

Each year the City and The Campagna Center sign a delegation agreement that defines the responsibilities of each party, including fiscal and program reports to the Head Start Bureau and the daily management of the program. Historically, The Campagna Center (TCC) Executive Board has acted as the governing body for the Head Start grant. In that capacity, they review and approve budgets, numerous local and federal reports and personnel actions.

In the delegation agreement between the City and The Campagna Center (TCC), the roles, responsibilities and authority for program governance are not specifically delegated to TCC. However, with the implementation of the new law, this area will come under greater scrutiny in the future; therefore, it is necessary that Council officially delegate all program governance responsibilities to The Campagna Center and that this authority be specifically included in the delegation agreement.

To keep the City informed of the operations and governance responsibilities of the Head Start program, The Campagna Center will: (1) meet quarterly with City staff to discuss Head Start operational issues; (2) submit Campagna Center Governing Board minutes for any month in which new or old business addresses Head Start operations; and (3) provide an annual report to City Council documenting that they are meeting all the Program Governance responsibilities as required by Public Law 110-134.

**FISCAL IMPACT:** The Alexandria Head Start allocation for the FY 2009 program year was in excess of \$1.7 million and the program serves 252 children. The City should receive notification in February of the amount of the 2010 allocation. Grant application authority will be requested of Council in the spring to meet the June 1, 2009, grant application deadline. The 20% local match requirement is made up of a \$196,541 local City-provided supplement for salaries and in-kind contributions of space by the Alexandria City Public Schools.

**STAFF:**

Debra R. Collins, Assistant City Manager for Community and Human Services

Leticia Lacomba, Deputy Director of Human Services

Laura Morrison, Director of Operations

Carol Farrell, Director, Office for Early Childhood Development

Karen Winey, Grants Coordinator

**Alexandria Head Start  
Delegate Agency Annual Report  
The Campagna Center  
2009/10 Program Year**

The City of Alexandria is the grantee for Alexandria Head Start and delegates the daily operation of the program to The Campagna Center through a Memorandum of Agreement. Most sites are located in classroom space donated by the Alexandria City Public Schools, in addition to a classroom at Northern Virginia Community College and a local church. The program applied for and was awarded ARRA funding in fiscal year 2010 for a two-year expansion serving an additional 57 children.

The following information provides a summary description of the program:

<b>Funded enrollment:</b>	252	Base grant
	57	ARRA Expansion
<b>Total:</b>	309	

**Number of children served (duplicated count):** 351  
(193- 3 yr olds; 157 - 4 year olds; 1 - 5 yr old)

**Number on waiting list at 8/31/10:** 152

**Prior Enrollment:**

**Enrolled in HS for the second year:** 88  
**Enrolled in HS for three or more years:** 34  
**Enrolled in HS for only 1 year or less:** 229

**Ethnicity and Race:**

**Ethnicity:** Hispanic/Latino (116) Non-Hispanic (235)

**Race:**

American Indian (1)  
Asian (10)  
Black or African American (167)  
White (22)  
Bi-racial/Multi-racial (13)  
Other: (14)  
Unspecified: (124)

**Primary Language of family at home:**

English (163)  
Spanish (75)  
Middle Eastern & South Asian (45)  
East Asian (2)  
African Languages (46)  
Unspecified (20)

**Total Number of classes operated: 17**

**Number of Staff:**

Classroom Teachers: 17

Assistant Teachers: 17

Supervisors: 2

Management staff: 3

**Staff Qualifications:**

Advanced Degree: 2

Bachelor's Degree: 6

Associate Degree: 7

CDA: 14

Enrolled in AA program: 2

Enrolled in CDA program: 5

<b>Academic Outcomes – Pre-K PALS Assessment Scores</b>			
	2008/2009 Spring	2009/2010 Fall	2009/2010 Spring
4 year olds assessed with Pals PreK Spring 08	140	139	152
4 year olds not speaking English in Sept.	91	n/a	
4 year olds not speaking English in June	6		2
4 year olds with IEP	19 (14%)		17 (11%)
4 year olds with more than 1 year HS	68 (49%)	90	
Writing Name: % at developmental range	84%	73%	82%
Uppercase: % at developmental range	74%	75%	73%
Lowercase: % at developmental range	70%	67%	65%
Letter Sounds: % at developmental range	63%	41%	61%
Beginning Sounds: % at developmental range	71%	56%	71%
Print/word Awareness: % at developmental range	71%	52%	63%
Rhyme Awareness: % at developmental range	79%	66%	75%
Nursery Rhyme Awareness: % at developmental range	70%	66%	67%

**Note:** The Spring 2009/10 data above includes all four year olds enrolled at the time of the Spring assessment. Some of these children were not enrolled when the Fall assessment was completed and started later in the year especially due to the adding of the ARRA expansion children in mid-December. Four year olds are given priority for enrollment so many of the 57 expansion children were four years old and assessed in the Spring but had only been in the program since December. Beginning with the 2010/11 program year, the data will be tracked so that we can review the Pals scores for those children that were in the HS program for 2 years or more, those that entered as 4 year olds at the beginning of the program year, and those four year olds that entered during the year after the Fall assessment. We believe this will show a clearer picture of the impact on the HS program in preparing children for Kindergarten.

**Curriculum Used:** DLM Express which includes additional assessments in Literacy, Math, Science, Social/Emotional Development. This curriculum is aligned with Virginia's Foundation Blocks for Early Learning: Comprehensive Standards for Four-Year-Olds.

<b>Health Services</b>		
	Beginning of year	End of year
Children w/ongoing accessible health care	297	329
Children with no health insurance	301	15
Children up to date on immunizations	257	285
Children with dental home	244	324
Children up to date on preventative health care		286
Children diagnosed with chronic condition		45
Children receiving dental preventative care		324
Children needing dental treatment		48
Children receiving treatment		30

<b>Mental Health Services</b>	
Average hours mental health consultant onsite monthly	8
Number of children receiving consultative services	16
Number of parents receiving consultative services from MH	14

<b>Disabilities Services</b>	
Number of children with IEP/IFSP	34
Primary Disabilities:	
Speech/Language	7
Developmental delays	27
Number of children receiving routine screenings for developmental, sensory, and behavioral concerns	324

<b>Head Start funding: (includes Base and ARRA expansion)</b>		
Funding Source	Amount	Percent
Federal	\$ 2,193,095	65%
Local City	\$ 196,514	6%
USDA	\$ 231,900	7%
In-Kind	\$ 739,316	22%
Total:	\$ 3,360,825	

<b>Family Engagement Activities</b>	
# of volunteers	262
# parents meeting held	12
# parents attending meetings	92
# parent conferences	618
# of special events held	2
# of participants in special events	150
% Parents satisfied with program	98%

<b>Family Services Received by Families</b>	
<b>Service</b>	<b>#</b>
Emergency/crisis intervention such as food, clothing, shelter	8
Housing assistance such as subsidies, utilities, repairs	18
Mental health services	13
English as Second Language training	32
Adult education/GED/college	92
Job training	20
Child abuse and neglect services	1
Domestic violence services	2
Child support assistance	8
Health education	52
Parenting education	104
Marriage education	1
Number receiving at least one of the services above	265

<b>Homelessness Services</b>	
Families served experiencing homelessness	9
Children served experiencing homelessness	8

**Governance:**

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 this requirement in the following way:

(1) Expertise in Finance

Joan Holtz, Board Chair – Argy, Wiltze, & Robinson, PC  
 Bob Bell, AFBA  
 Mike Gaffney, EDG Partners  
 Alden Philbrick, Oxford Finance

- (2) Expertise in Child Development  
Siobhan Kelleher Casey, Zero to Three  
Karen Hughes, President/CEO (Ex Officio)
- (3) Head Start parent or previous Head Start parent  
Yitbarek Arefe-Aine, Previous Head Start parent
- (4) Expertise in legal  
Maureen Cooney, Sr. Legal Officer, Sprint Nextel  
Lonnie Rich, Partner, Rich, Rosenthal, Brincefield, Manitta, Dzuben, &  
Kroeger

**Other information:**

- Head Start sites are accredited by the NAEYC. The Jeff Houston site is currently going through re-accreditation.
- All Head Start sites received QRIS ratings. Six sites received a 4 star rating and three sites received a 3 star rating.
- There was not a Federal Review during the 2009/10 year, however there was a Risk Management call with the Region 3 office conducted with no areas of action required.
- The Campagna Center external audit for the 2008/09 year resulted in no reportable findings. The 2009/10 audit is currently underway.