



## Embracing a New Future

### **The North Central WV Community Action Association 2008 Annual Report**



**Serving Barbour, Greenbrier, Marion, Monongalia,  
Pocahontas, Preston, Randolph, Taylor, Tucker, and  
Webster Counties in West Virginia.**

**North Central WV Community Action Association  
Board of Directors, Effective January 1, 2009**

**Region I – Monongalia, Marion & Taylor Counties**

Low-Income (1)	Public (1)	Private (3)
**Bennie Horton (Marion)	Michael Brantmayer (Monongalia)	*Sally Wilson – Early Childhood (Monongalia)
		Angela Faulkner-Vaglianti (Monongalia)
		*Jeff Van Volkenburg - Attorney (Marion)

**Region II – Greenbrier, Pocahontas, & Randolph Counties**

Low-Income (1)	Public (2)	Private (1)
**Joyce Floyd (Randolph)	Linda Sanders (Randolph)	George Arrington (Pocahontas)
	Sue Helton (Pocahontas)	

**Region III – Preston, Tucker & Barbour Counties**

Low-Income (1)	Public (2)	Private (1)
**Joyce Metheny (Tucker)	Tag Stiles (Tucker)	*Tom Tuesing – Finance (Tucker)
	Cindi Shockey (Preston)	<b>** - Elected as Low-Income rep. in local elections – needs approval only</b> <b>* - Fills a required position needed for membership as per Bylaws – needs approval only</b>

**Executive Management Team**

*Vicki Geary, Executive Director*

*Lisa Sharpe, Comptroller*

*Martha Norton, HR Director*

*Ruth Ann Ponzurick, Children Services Director*

*Jane Pingley, Community Services Director*

*Zachary Brown, Planner/Developer*

# Embracing a New Future

## The North Central WV Community Action Association 2008 Annual Report

### ORGANIZATIONAL ACCOMPLISHMENTS

In 2007-2008, North Central WV Community Action Association made several improvements to its infrastructure including:

- **New Identity Package**-New logo, brochures, display board, letterhead, business cards, newsletter, and website design.
- **Updated By-Laws and Articles of Incorporation.**
- **New Board Composition**-Regional Concept of Representation with reduction of members from 28 to 15 and compliance with Head Start, Community Service Block Grant, and HUD/HOME regulations.
- **Election of Low-Income Representatives to the Board of Directors.**
- **Clean Audit**-The Corporate Audit has had no findings for two years.
- **Head Start/Early Head Start**-We are beginning our 43<sup>rd</sup> year of providing Head Start Services and our 10<sup>th</sup> year of Early Head Start Services.
- **Executive Management Team**-We are beginning our second year of utilizing the Executive Management Team monthly meetings for program, fiscal, and administrative coordination of the agency.
- **Interdisciplinary Teams**-Several teams were formed across the organization to redevelop our New Employee Orientation, Job Descriptions, and Employee Performance Appraisals.
- **Full Enrollment in Head Start with 663 children, and full enrollment in Early Head Start with 52 children.**



“There is no replacement for diligence, quality, and responsibility. Especially in these difficult times, our mission is more vital than ever.”

-Vicki Geary,  
Executive Director

In 2008, North Central Staff and Volunteers prepared 1,479 free tax returns for low-income families, enabling these families to recuperate over \$1,035,196 in tax credits.

**North Central West Virginia Community Action Association, Inc.**  
**Unaudited Statement of Net Assets**  
**June 30, 2008**

**ASSETS**

**CURRENT ASSETS**

Cash and Cash Equivalents	\$ 114,206
Grants receivable	1,251,895
Notes receivable, current portion	2,577
Prepaid expenses and deposits	<u>121,168</u>
Total current assets	<u>1,489,846</u>

PROPERTY AND EQUIPMENT, NET	<u>3,141,097</u>
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**OTHER ASSETS**

Notes receivable, net of current portion	<u>25,939</u>
Total other assets	<u>25,939</u>
Total assets	<u><u>\$ 4,656,882</u></u>

**LIABILITIES AND NET ASSETS**

**CURRENT LIABILITIES**

Notes payable, current maturities	\$ 5,990
Accounts payable and accrued expenses	697,224
Accrued payroll and benefits	258,908
Deferred revenue	<u>36,780</u>
Total current liabilities	<u>998,902</u>

**LONG-TERM DEBT**

Notes payable, net of current maturities	519
Micro loan program	<u>157,572</u>
Total long-term liabilities	<u>158,091</u>
Total liabilities	<u>1,156,993</u>

**NET ASSETS**

Unrestricted	<u>3,499,889</u>
Total net assets	<u>3,499,889</u>
Total liabilities and net assets	<u><u>\$ 4,656,882</u></u>

“We’ve changed our look, our logo, and in many ways, our collective attitude. We have not, however, compromised our mission. Indeed we’ve strengthened our mission and our ability to provide a broad range of services for our families, whatever the need may be.”

**-Ruth Ann Ponzurick, MSW, LSW**  
**Children Services/Head Start Director**

**North Central West Virginia Community Action Association, Inc.**  
**Unaudited Statement of Activities and Changes in Net Assets**  
**June 30, 2008**

**REVENUE AND OTHER SUPPORT**

Grant revenue	
Federal direct	\$ 6,477,218
State/pass through	2,468,933
State -- West Virginia Housing Development Fund	66,742
Program income	70,910
In-kind matching	2,059,778
Miscellaneous income	466,956
Donations	<u>26,925</u>
 Total revenues and other support	 <u>11,637,462</u>

**EXPENSES**

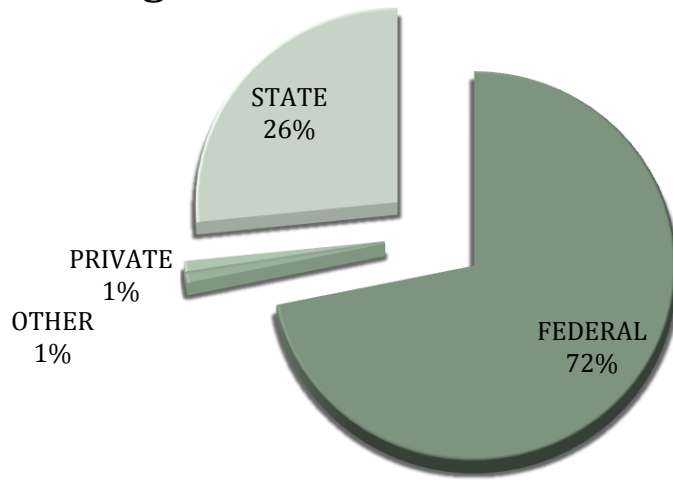
Salaries and wages	4,425,713
Payroll taxes and employee benefits	909,172
Contractual services	1,304,550
Supplies	1,060,977
Travel	281,184
Insurance	176,443
Facility expenses	280,689
Vehicles expense	83,170
In-kind services	2,059,778
Depreciation	277,321
Food purchases	271,578
Other	<u>444,022</u>
 Total expenses	 <u>11,574,597</u>
 Change in net assets	 62,865

**NET ASSETS AT BEGINNING OF YEAR** 3,437,024

**NET ASSETS AT END OF YEAR** \$ 3,499,889

*North Central serves over 5,899 people a year over a 9 county area and offers over 40 programs to low-income individuals and their families utilizing the skills, dedication and talents of approximately 300 staff persons.*

## North Central WV Community Action Budgeted Funds for Fiscal Year 2009



The Budgeted Funds for Fiscal Year 2009 are expected to come from several Federal, State, Private and Other Sources. The total expected federal funds are approximately \$8.2 million from the Department of Health and Human Services, the Federal Emergency Management Agency, Housing and Urban Development and the Department of Veterans Affairs. The expected State Dollars to be received are approximately \$3 million primarily from the Governor’s Office of Economic Opportunity, West Virginia Department of Health and Human Services and the West Virginia Housing Development Fund. The Private and Other funds will amount to approximately \$200,000 and will primarily come from private donors, low income housing rental income and the United Way Agencies in our service areas.

DIRECT FEDERALLY FUNDED PROGRAMS	STATE OR FEDERAL FLOW THROUGH FUNDED PROGRAMS	PRIVATE AND OTHER PROGRAMS
Head Start	Weatherization	Group Work Camp
Early Head Start	Community Services Block Grant	United Way
Supportive Housing Program	Supportive Housing Program	Donations
Emergency Food & Shelter	Homeless Shelter Grants	Low Income Housing Rental Income
VA Homeless Per Diem Program	Volunteer Income Tax Assistance Grant	

## NCWVCAA Head Start Child Outcome Report: PY42 Annual Report for 2007-2008

The NCWVCAA Head Start report contains a compilation of individual child progress into two reports based on utilized curriculum. The reports that were analyzed and summarized are collected through the use of the creativecurriculum.net by teaching staff that facilitate the Creative Curriculum and Assessment system and the COR Outcome reporter used by teaching staff that facilitate the High/Scope Curriculum and Assessment system.

The Creative Curriculum Developmental Continuum measure progress over six developmental Steps; Forerunners I, II and III, Step I, Step II, and Step III. This assessment system is utilized by Marion, Preston, Pocahontas, Tucker, Webster, and Monongalia Counties. The High/Scope COR measures progress over five levels, 1-5. The COR is utilized by Barbour, Randolph, and Taylor Counties.

### Summary:

The creativecurriculum.net report for NCWVCAA Head Start indicates that approximately 50% of children at the end of the school year in 2008 were at Step III in the following areas:

- Language Development:
  - Understand an increasingly complex and varied vocabulary
  - Develops increasing abilities to understand and use language to communicate information, experiences, ideas, feelings, opinions, needs, and for other varied purposes
  - Uses an increasingly complex and varied vocabulary
- Literacy Development:
  - Book knowledge and appreciation
- Social/Emotional
- Physical Health and Development

The data indicates the majority of children ended the school year in 2008 at Step II in the following areas:

- Literacy Development:
  - Phonological Awareness
  - Associates Sound with Written Words
  - Print Awareness and Concepts Print Awareness
  - Recognizes a word as a unit of print
  - Identifies at least 10 letters of the alphabet
  - Knows that letters of the alphabet are a special category that can be individually named
- Math
  - Numbers and Operations
- Science
- Approaches to learning

It is important to note that there were appropriate gains on the NCWVCAA Creative Curriculum Outcome Report in all areas when there was consideration for the degree of children's skill level upon entry into Preschool. In each area there was growth of one whole step from the fall to the spring reporting period.

On the High/Scope COR the highest average was a score of four. No average reached the score of five. Of all domains, indicators, and elements, the majority of children ended at a four at the end of the school year in the following areas:

- Language- Understands an increasingly complex and varied vocabulary
- Language-Develops increasing abilities to understand and use language to communicate information, experiences, ideas, feelings, opinions, needs, and for other varied purposes
- Social/Emotional
- Approaches to Learning
- Physical Health and Development

The following areas had average scores of three at the end of the year:

- Language
  - Uses an increasingly complex and varied vocabulary
- Literacy Development:
  - Phonological awareness
  - Associates Sound with Written Words
  - Print Awareness and Concepts Print Awareness
  - Recognizes a word as a unit of print
  - Identifies at least 10 letters of the alphabet
  - Knows that letters of the alphabet are a special category that can be individually named
- Math
  - Numbers and Operations
- Science
- Creative Arts



The High/Scope COR data indicates that the highest gains were in Math, Science, and Literacy because children came into the program at lower levels.

The data shows that overall there was substantial growth in every area measured. The scores illustrate that teachers are using environments and interactions to foster development in all areas. With the use of ECERS and effective ongoing assessment, teachers continue to foster development in all developmental domains. The Creative Curriculum Outcome Report indicates that gaps that were evident were there due to the lack of assessment in some areas. This is being addressed with staff through training in individual county Pre-Service and ongoing file monitoring.

## Monongalia County Board of Education Head Start Delegate

Monongalia County Head Start uses the Creative Curriculum and its assessment in order to track child outcomes. The Creative Curriculum has 50 objectives disseminated across four domains: Social/Emotional, Physical, Cognitive and Language Development. Teachers make observations during direct teaching and free play that are the basis for assessing children three times a year on the 50 objectives. Teachers also conduct a developmentally appropriate, research-based literacy assessment at the beginning and ending of the year in order to determine children's readiness to enter Kindergarten.

As per Universal Pre-K policy, an Early Childhood Environmental Rating Scale (ECERS) is completed in each room to determine the quality of the classroom environment. All of these measures provide data that is evaluated in order to identify child outcome strengths and weaknesses, and determine staff training needs.

The Creative Curriculum Head Start Child Outcomes report is an aggregate report showing the overall progress of Head Start children across six developmental levels, beginning at level Forerunner I and ending at Step III. The report at the end of the school year shows the percentage of Head Start children at each level in forty-one categories. In thirty-nine categories, more than 50% of the children were in the top level Step III. Two-thirds of the children are in Step III in eight categories:

- Language Development:
  - Understand an increasingly complex and varied vocabulary.
  - Develops increasing abilities to understand and use language to communicate information, experiences, ideas, feelings, opinions, needs, and for other varied purposes.
  - Uses an increasingly complex and varied vocabulary.
- Literacy Development:
  - Phonological Awareness
  - Book knowledge and appreciation
  - Print Awareness and Concepts Print Awareness
  - Identifies at least 10 letters of the alphabet
  - Knows that letters of the alphabet are a special category that can be individually named
- Math
  - Numbers and Operations
- Science
- Creative Arts
- Social/Emotional
- Approaches to Learning
- Physical Health and Development

The two categories in which the program did not have 50% of the children scoring in Step III are:

- Literacy Development:
  - Associates Sound with Written Words
  - Recognizes a word as a unit of print
- Associates sound with written word.
- Recognizes word as a unit of print.

## Head Start/Early Head Start

### Number of Children Served, Average Monthly Enrollment, Percentage of Eligible Children

HEAD START				
COUNTY	CHILDREN SERVED	FAMILIES SERVED	AVERAGE MONTHLY ENROLLMENT	ELIGIBLE CHILDREN SERVED
BARBOUR	88	85	92.10%	67.00%
MARION	255	243	98.58%	85.00%
MON.	191	178	100.83%	88.00%
POCA.	23	22	106.00%	65.00%
PRESTON	125	114	101.60%	75.00%
RAND.	93	90	102.51%	71.00%
TAYLOR	85	85	100.26%	80.00%
TUCKER	5	5	97.78%	11.00%
WEBSTER	66	64	106.25%	88.00%
<b>TOTAL</b>	<b>931</b>	<b>886</b>	<b>100.66%</b>	<b>70.00%</b>

The percentage of eligible children served is based on information obtained from each County Board of Education and NCWVCAA Enrollment Reports and Wait Lists.

EARLY HEAD START				
COUNTY	NUMBER OF CHILDREN SERVED	NUMBER OF FAMILIES SERVED	AVERAGE MONTHLY ENROLLMENT	PERCENTAGE OF ELIGIBLE CHILDREN SERVED
MARION	28	19	99.03%	84.00%
PRESTON	22	17	100.76%	63.00%
RANDOLPH	33	25	91.29%	64.00%
TUCKER	6	6	100.00%	55.00%
<b>TOTAL</b>	<b>89</b>	<b>67</b>	<b>97.77%</b>	<b>66.50%</b>

**Program Year 42 Budgets  
Total Budget and Head Start Budget**

<b>PY 42 BUDGET FOR ALL: HEAD START, EARLY HEAD START AND DELEGATE</b>			
	<b>PROGRAM OPERATION</b>	<b>T&amp;TA</b>	<b>TOTAL</b>
<b>PERSONNEL</b>	\$3,602,044.00		\$3,602,044.00
<b>FRINGE BENEFITS</b>	\$ 904,627.00		\$904,627.00
<b>TRAVEL</b>	\$13,230.00	\$2,500.00	\$15,730.00
<b>EQUIPMENT</b>	\$26,025.00		\$26,025.00
<b>SUPPLIES</b>	\$283,787.00		\$283,787.00
<b>CONTRACTUAL</b>	\$19,000.00	\$24,413.00	\$43,413.00
<b>OTHER</b>	\$712,911.00	\$46,264.00	\$759,175.00
<b>INDIRECT COSTS</b>	\$438,961.00		\$438,961.00
<b>TOTALS</b>	\$6,000,585.00	\$73,177.00	\$6,073,762.00

<b>PY 42 BUDGET FOR HEAD START</b>			
	<b>PROGRAM OPERATION</b>	<b>T&amp;TA</b>	<b>TOTAL</b>
<b>PERSONNEL</b>	\$2,746,725.00		\$2,746,725.00
<b>FRINGE BENEFITS</b>	\$618,013.00		\$618,013.00
<b>TRAVEL</b>	\$9,250.00	\$2,500.00	\$11,750.00
<b>EQUIPMENT</b>	\$8,860.00		\$8,860.00
<b>SUPPLIES</b>	\$235,968.00	\$500.00	\$236,468.00
<b>CONTRACTUAL</b>	\$10,450.00	\$46,264.00	\$56,714.00
<b>OTHER</b>	\$647,214.00		\$647,214.00
<b>INDIRECT COSTS</b>	\$383,346.00		\$383,346.00
<b>TOTALS</b>	\$4,659,826.00	\$ 49,264.00	\$4,709,090.00

**Program Year 42 Budgets  
Early Head Start and Monongalia County Delegate**

<b>PY 42 BUDGET FOR EARLY HEAD START</b>			
	<b>PROGRAM OPERATION</b>	<b>T&amp;TA</b>	<b>TOTAL</b>
<b>PERSONNEL</b>	\$285,040.00		\$285,040.00
<b>FRINGE BENEFITS</b>	\$64,134.00		\$64,134.00
<b>TRAVEL</b>	\$ 480.00	\$1,500.00	\$1,980.00
<b>EQUIPMENT</b>			\$ -
<b>SUPPLIES</b>	\$15,150.00		\$15,150.00
<b>CONTRACTUAL</b>	\$550.00		\$550.00
<b>OTHER</b>	\$ 34,339.00	\$8,965.00	\$43,304.00
<b>INDIRECT COSTS</b>	\$40,558.00		\$ 40,558.00
<b>TOTALS</b>	\$440,251.00	\$10,465.00	\$450,716.00

<b>PY 42 BUDGET FOR DELEGATE</b>			
	<b>PROGRAM OPERATION</b>	<b>T&amp;TA</b>	<b>TOTAL</b>
<b>PERSONNEL</b>	\$ 570,279.00	\$2,400.00	\$572,679.00
<b>FRINGE BENEFITS</b>	\$222,480.00		\$ 222,480.00
<b>TRAVEL</b>	\$3,500.00	\$7,500.00	\$11,000.00
<b>EQUIPMENT</b>	\$17,165.00	\$373.00	\$17,538.00
<b>SUPPLIES</b>	\$32,669.00	\$2,500.00	\$35,169.00
<b>CONTRACTUAL</b>	\$8,000.00		\$ 8,000.00
<b>OTHER</b>	\$31,358.00	\$ 450.00	\$31,808.00
<b>INDIRECT COSTS</b>	\$15,057.00	\$ 225.00	\$15,282.00
<b>TOTALS</b>	\$900,508.00	\$ 13,448.00	\$913,956.00

**Program Year 43 Budgets  
Total Budget and Head Start Budget**

<b>PY 43 BUDGET FOR HEAD START, EARLY HEAD START, AND HS DELEGATE</b>			
	<b>PROGRAM OPERATION</b>	<b>T&amp;TA</b>	<b>TOTAL</b>
<b>PERSONNEL</b>	\$2,720,759.00		\$2,720,759.00
<b>FRINGE BENEFITS</b>	\$625,774.00		\$625,774.00
<b>TRAVEL</b>	\$4,000.00	\$2,064.00	\$6,064.00
<b>EQUIPMENT</b>	\$5,000.00		\$5,000.00
<b>SUPPLIES</b>	\$199,641.00		\$199,641.00
<b>CONTRACTUAL</b>	\$1,358,759.00	\$23,913.00	\$1,382,672.00
<b>OTHER</b>	\$705,380.00	\$47,200.00	\$752,580.00
<b>INDIRECT COSTS</b>	\$381,272.00		\$381,272.00
<b>TOTALS</b>	<b>\$6,000,585.00</b>	<b>\$ 73,177.00</b>	<b>\$ 6,073,762.00</b>

<b>PY 43 BUDGET FOR HEAD START</b>			
	<b>PROGRAM OPERATION</b>	<b>T&amp;TA</b>	<b>TOTAL</b>
<b>PERSONNEL</b>	\$2,720,759.00		\$2,720,759.00
<b>FRINGE BENEFITS</b>	\$625,774.00		\$625,774.00
<b>TRAVEL</b>	\$4,000.00	\$2,064.00	\$6,064.00
<b>EQUIPMENT</b>	\$5,000.00		\$5,000.00
<b>SUPPLIES</b>	\$199,641.00		\$199,641.00
<b>CONTRACTUAL</b>	\$18,000.00	\$47,200.00	\$65,200.00
<b>OTHER</b>	\$705,380.00		\$705,380.00
<b>INDIRECT COSTS</b>	\$381,272.00		\$381,272.00
<b>TOTALS</b>	<b>\$4,659,826.00</b>	<b>\$49,264.00</b>	<b>\$4,709,090.00</b>

**Program Year 43 Budgets  
Early Head Start and Monongalia County Delegate**

<b>PY 43 BUDGET FOR EARLY HEAD START</b>			
	<b>PROGRAM OPERATION</b>	<b>T&amp;TA</b>	<b>TOTAL</b>
<b>PERSONNEL</b>	\$273,959.00		\$273,959.00
<b>FRINGE BENEFITS</b>	\$63,011.00		\$63,011.00
<b>TRAVEL</b>	\$150.00	\$2,500.00	\$2,650.00
<b>EQUIPMENT</b>			\$ -
<b>SUPPLIES</b>	\$16,075.00		\$16,075.00
<b>CONTRACTUAL</b>	\$550.00		\$550.00
<b>OTHER</b>	\$47,276.00	\$7,965.00	\$55,241.00
<b>INDIRECT COSTS</b>	\$39,230.00		\$39,230.00
<b>TOTALS</b>	\$440,251.00	\$10,465.00	\$450,716.00

<b>PY 43 BUDGET FOR MONONGALIA COUNTY-DELEGATE</b>			
	<b>PROGRAM OPERATION</b>	<b>T&amp;TA</b>	<b>TOTAL</b>
<b>PERSONNEL</b>	\$603,823.00	\$9,931.00	\$613,754.00
<b>FRINGE BENEFITS</b>	\$ 232,864.00		\$232,864.00
<b>TRAVEL</b>	\$100.00	\$567.00	\$667.00
<b>EQUIPMENT</b>	\$500.00	\$2,500.00	\$3,000.00
<b>SUPPLIES</b>	\$19,858.00	\$450.00	\$20,308.00
<b>CONTRACTUAL</b>			\$ -
<b>OTHER</b>	\$34,494.00		\$34,494.00
<b>INDIRECT COSTS</b>	\$8,869.00		\$8,869.00
<b>TOTALS</b>	\$900,508.00	\$13,448.00	\$913,956.00

# NCWVCAA Head Start Grantee and Delegate Annual Analysis of Monthly Summaries

## Program Year 42

MONTH	ATTENDANCE AVERAGE	ENROLLMENT PERCENTAGE
AUGUST	93.46%	
SEPTEMBER	89.90%	101.90%
OCTOBER	88.80%	101.78%
NOVEMBER	88.37%	101.07%
DECEMBER	84.06%	100.59%
JANUARY	81.54%	100.47%
FEBRUARY	79.26%	100.24%
MARCH	84.72%	99.88%
APRIL	87.87%	98.34%
MAY	86.56%	97.16%
JUNE	77.91%	
<b>ANNUAL PROGRAM ATTENDANCE AND ENROLLMENT TOTALS</b>	85.68%	100.16%

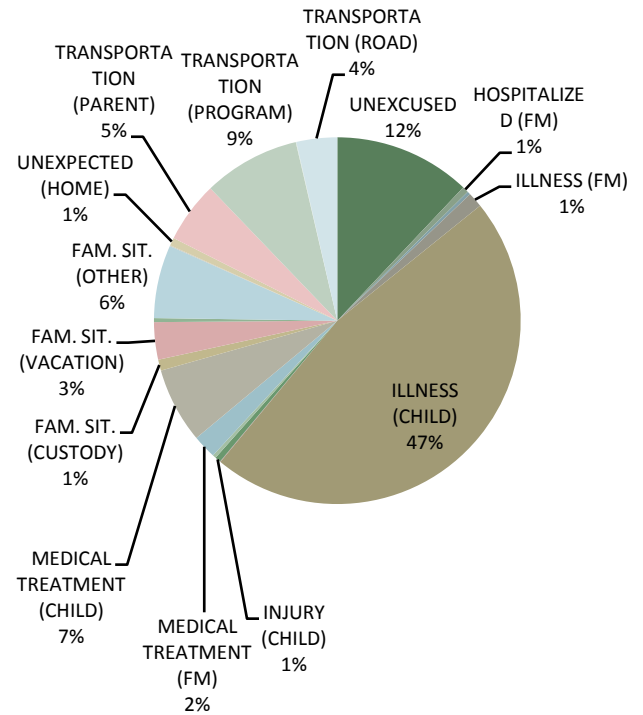
During the months of March, April, and May, there were 22 vacancies which were not replaced because they occurred within the last 60 days of site closing.

August 2007 and June 2008 were not included in the enrollment percentage. In August, all sites were not open. In June, many of the sites had closed already.

### REASONS FOR ABSENCES AT THOSE SITES WITH AVERAGE ATTENDANCE <85%:

UNEXCUSED	992
HOSPITALIZED (FM)	45
HOSPITALIZED (CHILD)	24
ILLNESS (FM)	109
ILLNESS (CHILD)	3853
INJURY (FM)	4
INJURY (CHILD)	42
DEATH IN FAMILY	25
MEDICAL TREATMENT (FM)	172
MEDICAL TREATMENT (CHILD)	548
FAM. SIT. (CUSTODY)	80
FAM. SIT. (VACATION)	271
FAM. SIT. (WORK SCHEDULE)	29
FAM. SIT. (RELIGION/BELIEF)	0
FAM. SIT. (OTHER)	531
UNEXPECTED (SCHOOL)	6
UNEXPECTED (HOME)	57
TRANSPORTATION (PARENT)	444
TRANSPORTATION (PROGRAM)	702
TRANSPORTATION (BOE)	4
TRANSPORTATION (ROAD)	296

### REASONS FOR ABSENCES AT SITES W/ATTENDANCE <85%

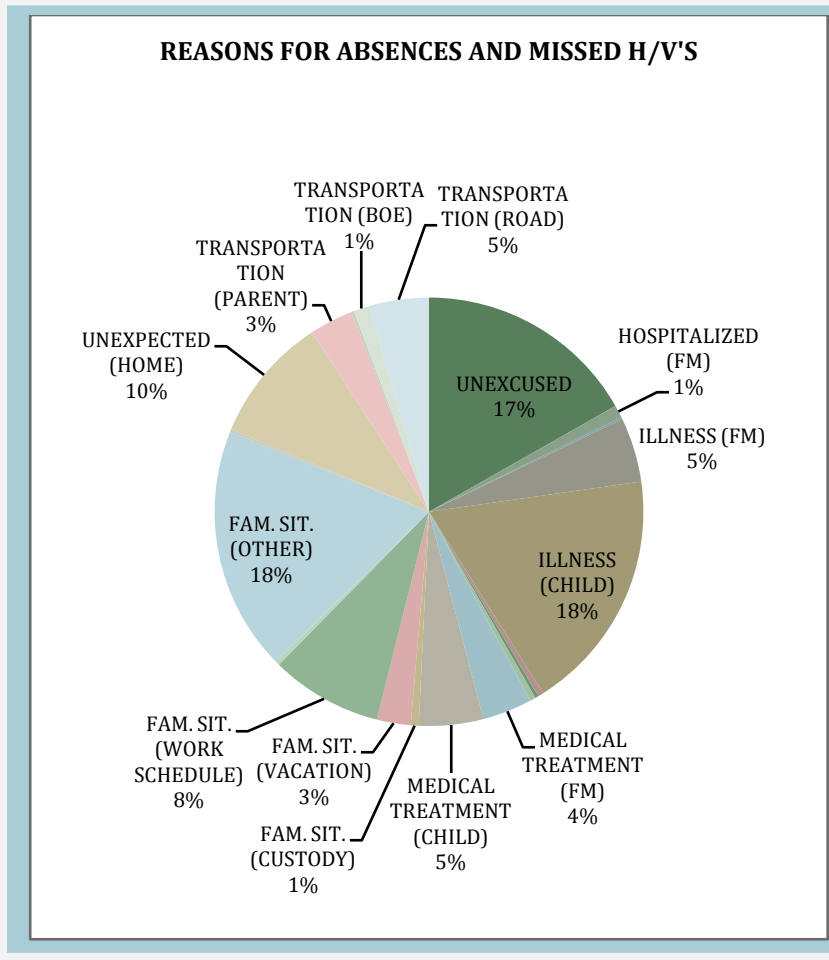


## NCWVCAA Early Head Start Enrollment/Attendance Totals for PY42

CENTER	ENROLLMENT %	ATTENDANCE %	TOTAL # FUNDED
EAST FAIRMONT EHS	100.00%	74.45%	8
NORTH MARION EHS	97.89%	68.18%	8
PRESTON EHS	100.75%	x	12
RANDOLPH EHS-A	100.75%	x	12
RANDOLPH EHS-B	81.81%	x	6
TUCKER EHS	100.00%	x	6
<b>PROGRAM</b>	<b>96.86%</b>	<b>71.32%</b>	<b>52</b>

The EHS Program remained 100% enrolled with the exception of November and December due to a staff vacancy. In June, North Marion had three drops which the program chose not to fill until July 30 because there were only community enrollees on the wait list.

TOTAL OF ABSENCE REASONS	
REASON	NUMBER
UNEXCUSED	197
HOSPITALIZED (FM)	11
HOSPITALIZED (CHILD)	2
ILLNESS (FM)	57
ILLNESS (CHILD)	215
INJURY (FM)	5
INJURY (CHILD)	3
DEATH IN FAMILY	5
MEDICAL TREATMENT (FM)	44
MEDICAL TREATMENT (CHILD)	57
FAM. SIT. (CUSTODY)	7
FAM. SIT. (VACATION)	30
FAM. SIT. (WORK SCHEDULE)	99
FAM. SIT. (RELIGION/BELIEF)	4
FAM. SIT. (OTHER)	216
UNEXPECTED (SCHOOL)	2
UNEXPECTED (HOME)	112
TRANSPORTATION (PARENT)	39
TRANSPORTATION (PROGRAM)	2
TRANSPORTATION (BOE)	14
TRANSPORTATION (ROAD)	53



CENTER	ENROLLMENT %	ATTENDANCE %	TOTAL # FUNDED
EAST FAIRMONT EHS	100.00%	74.45%	8
NORTH MARION EHS	97.89%	68.18%	8
PRESTON EHS	100.75%	x	12
RANDOLPH EHS-A	100.75%	x	12
RANDOLPH EHS-B	81.81%	x	6
TUCKER EHS	100.00%	x	6
PROGRAM	96.86%	71.32%	52

**Early Head Start Enrollment/Attendance Totals for PY42**

*The EHS Program remained 100% enrolled with the exception of November and December due to a staff vacancy. In June, North Marion had three drops which the program chose not to fill until July 30 because there were only community enrollees on the wait list.*

**SATISFACTION**

**Beginning in 2007, North Central’s Head Start and Early Head Start families started completing an annual satisfaction survey. In 2008, over 69% of the funded families enrolled completed the survey. Some highlights are as follows:**

- 97% of respondents were either satisfied or very satisfied with staff’s efforts to help them set and achieve family goals.
- 99% of respondents indicated that they were made aware of upcoming parent participation opportunities.
- 97% of respondents were satisfied that staff had respected their right to privacy.
- 97% of respondents were satisfied or very satisfied with staff’s promotion of attendance at center or socialization sites.
- **97% of families were satisfied or very satisfied that the program met their overall expectations.**

**NCWVCAA Head Start/Early Head Start Program Options**

**Early Head Start**

- 2 Center-Based Classrooms.
- 4 Home-Based Classrooms.

**Head Start**

A total of 56 Center-Based Classrooms of which there are:

- 2 Half-Day Classrooms.
- 12 Half-Day Board of Education Collaborative Classrooms.
- 1 Full-Day Classroom.
- 37 Full-Day Board of Education Collaborative Classrooms.
- 4 Full-Day Child Care Collaborative Classrooms.
- 3 Home-Based Classrooms.



### Economic Characteristics of the NCWVCAA Service Area

NCWVCAA Service Area	Barbour	Greenbrier	Marion	Monongalia	Pocahontas
% of persons below poverty	23%	18%	16%	23%	17%
median family income	\$29,722	\$33,292	\$37,182	\$43,628	\$32,511
% of children free/reduced school meals	65%	58%	50%	41%	57%
NCWVCAA Service Area	Preston	Randolph	Taylor	Tucker	Webster
% of persons below poverty	18%	18%	20%	18%	27%
median family income	\$32,904	\$32,632	\$32,222	\$32,574	\$25,049
% of children free/reduced school meals	56%	58%	54%	57%	72%



“As we offer a greater number of programs and services, we are especially focused on aligning all of our services in order to better serve our families as a whole. We are working toward better collaboration between our county services (Weatherization, Housing, Homeless Prevention, Case Management, Emergency Services) with Head Start and Early Head Start Services. We are also looking toward new venues of service, such as the Healthy Families Program and Free Volunteer Income Tax Services, which have applicability for all our low-income families. We are truly building a continuum of care for the families we serve.”

**-Jane Pingley  
Community Services Director**

*During the Summer Months, North Central Community Action serves over 26,000 meals to low-income children who depend on school-provided meals during the rest of the year.*

**NCWVCAA Head Start/Early Head Start Grantee  
PY42 Annual Report for 2007-2008 School Year  
Family Involvement**

To fulfill the shared governance mandates in Head Start agencies, the governing body shares key decision-making activities with both the governing body (Board of Directors) and the Policy group, the Policy Council for the Grantee or the Policy Committee for the Delegate. This formal structure of shared governance allows parents to participate in policy making or in other decisions about the program.

At least fifty-one percent of Policy Council members are currently enrolled as Head Start/Early Head Start parents that represent the nine counties served. The group meets at least once a month on the last Thursday of each month unless voted by the group to be held otherwise. During meetings members make decisions that affect the direction of the entire program. Some of these decisions pertain to hiring, terminations, policies and procedures, budgetary and any number of other programmatic issues.

NCWVCAA Head Start/Early Head Start provides many opportunities for parents to participate fully in the operations of the program. Staff at all levels encourage parent involvement and support volunteerism. Opportunities for parent involvement include volunteering in the classroom, Parent Meetings, Parent Participation Events, Health, Partnership and Health Advisory, Policy Council, Personnel Committee and other special committees as the opportunity arises.

Parents are encouraged and supported in their efforts to volunteer in their child's classroom. They are provided with opportunities to join their children via an "open-door" policy which requires that staff allow parents to volunteer in the classroom as often or as little as they choose. Volunteer hours are tracked and rewarded through a Volunteer Incentive Program by which classrooms obtain incentives based on volunteer hours accumulated in a given timeframe. During PY 42, the program awarded \$1,400 to classrooms across the program in recognition of volunteer efforts.

Parent Meetings are held at least twice a year to conduct business pertaining to the center or classroom where parents' children attend Head Start/Early Head Start. These Parent Committees are also given the responsibility to determine how parent activity monies will be spent and to influence classroom curricular direction. Parents are also asked to share information and decisions made by the parent committees with other parents. Parents in all counties participated on Parent Committees and used parent activity monies in a number of positive and creative ways. Some examples include yearbooks, committee tee-shirts, hand print plates and more.

As per program protocol, NCWVCAA Head Start staff is required to facilitate three Parent Participation events during each program year. One event must be held before the end of the calendar year and two more before the end of the program year. Early Head Start staff must facilitate four Parent Participation events with one occurring during the summer months.

Many activities were held and a variety of training topics were discussed. These activities included Fall and Winter Festivals, Spring Luaus, I Am Moving, I Am Learning, county carnivals and similar

activities throughout the eight counties served by the program. Bookshelf building, movie nights and fitness were among Fatherhood activities that were offered. Some training topics explored during these Parent Participation events included Stress Relief/Time Management, AmberView, Bike Safety, Fire Safety and other age appropriate activities. Many other topics were tackled throughout the year.

Health, Partnership and Education Advisories are committees that meet at least twice a year to assist Program Specialists in facilitating their service areas. They advise Program Specialists on any number of topics including policies and procedures, systems and delivery of services. The advisories consist of staff, parents, and community partners. Meetings of each of the committees occurred at least twice during PY 42. Parents were encouraged to attend and their efforts were supported by all staff.

Besides the previously described activities, parents are often asked to participate on special committees or work groups to perform certain tasks. These include the annual Self-Assessment, Personnel Committee, Budget Committee, tri-annual reviews and more. The program is proud to make every effort to include parents in all aspects of its operations. Parents are strongly encouraged to participate and their efforts are supported by all staff at all levels.

**Head Start Parent Policy Council  
Executive Officers 2008-2009  
Program Year 43**

Amanda Barrett, Chairperson

Elizabeth Tichenor, Vice Chairperson

Tiffany Cutlip, Secretary

Howard Knapp, Parliamentarian



**Monongalia County Board of Education Head Start Delegate  
PY42 Annual Report for 2007-2008  
Family Involvement**

In order to participate in program governance and decision making, parents attend the Delegate's Policy Committee meetings and the Grantee's Policy Council Meetings. These groups each meet once a month and do provide parents with administrative experiences. The meetings follow Robert's Rules of Order and parent-elected officers conduct the meetings.

Monongalia County Board of Education Head Start staff provides many opportunities for parents to become involved in all aspects of the Head Start program and encourage parents to contribute their time and talents in order to assure program quality. Parents volunteer in the classroom, attend Parent Meetings, Policy Committee Meetings, Policy Council Meetings and advisory meetings, participate in family activities, and serve on community committees that serve our Head Start families. However, the most effective way parents are encouraged to volunteer and participate is through home visits. Once the parents are comfortable with staff, they are more likely to visit the school and to then volunteer in the classroom.

Parents are encouraged to come on the first day of school and spend the day with their child. During this Phase In time, half of the class attends which gives the parents, teachers and Family Service Specialists (FSS) an opportunity to discuss preschool experiences for children and volunteer opportunities for parents. The FSS offer a Hands on Training program for parents that prepares them to volunteer in the classroom; through this training, they discover how children actually learn while playing in centers. Staff then encourage parents to volunteer at school and on field trips. The majority of our in-kind hours are generated by parents volunteering in the classroom.

At a minimum, Parent Meetings are held at least twice a year to conduct Head Start business and more frequently in order to provide trainings on topics of interest generated by parents. Special speakers are often invited to address parents' interests and Make and Take sessions provide the parents an opportunity to make an educational item that they can use with their child.

Head Start staff also plan program-wide activities during the evening hours in order to involve families who work during the day. Such topics include Kindergarten readiness, Positive Behavior Supports, and autism. Fatherhood Initiative activities are also held in the evenings and on weekends in order to meet family needs. For example, families have attended WVU baseball and soccer games.

Parents also attend Social Service and Health Advisory meetings as well as attending other community agency meetings. Head Start parents are involved in programs and initiatives with West Virginia University, WVU Extension, and Rock Forge Neighborhood House.

# North Central West Virginia Community

*The Office of Head Start acknowledges North Central West Virginia Community's correction of all previously identified noncompliances. Based on information gathered during your most recent review, it was established that this program is now in full compliance with all applicable Head Start Program Performance Standards, laws, regulations, and policy requirements.*



*Awarded: August 2007*

A handwritten signature in black ink.

*Ghannell Wilkins  
Director, Office of Head Start*

The accompanying certificate is a result of the most recent Federal review of the North Central Head Start/Early Head Start Program conducted in January, 2007. This certificate denotes that North Central WV Community Action's Head Start/Early Head Start Program is in full compliance with all Head Start Performance Standards.

## PERCENTAGE OF ENROLLED CHILDREN THAT RECEIVED MEDICAL EXAMS:

**Early Head Start:** 102.74%

**Head Start:** 83.31%

**Delegate:** 98.95%

## PERCENTAGE OF ENROLLED CHILDREN THAT RECEIVED DENTAL EXAMS:

**Early Head Start:** 100 % as part of the well-baby exam.

31.25% received a professional oral exam.

**Head Start:** 88.60%

**Delegate:** 100%

## EXPANSION

North Central WV Community Action continues to work diligently to expand the number and type of programs it offers for low-income individuals and families. In 2008, North Central received National accolades for its Weatherization Program, and will be receiving more Federal dollars in the upcoming year for Weatherization than ever before. Additionally, over 4 new housing projects are in the works for North Central which, upon completion, will expand the number of affordable housing stock we offer from 18 units to 56 units.



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