

## Public report

Community Action of Southern Kentucky, Inc. is a non-profit 501 (c)(3) corporation. Federal, state, and local government funding, private contributions, and user fees enable the Agency to provide a comprehensive range of human services to residents in the ten county area of south central Kentucky known as the Barren River area. The focus of Agency operations is on building stronger families and communities, as well as helping individuals and families achieve self-sufficiency, especially those confronting poverty conditions.

Community Action is governed by a Board of Directors, including elected officials, and representatives of the community, as well as low-income citizens and advocates. Warren County Judge Executive, Mike Buchanan, currently serves as the Chairman. The Board establishes policy and approves operating budgets. CEO Cheryl H. Allen recommends and implements policy and manages personnel and programs. Professional and dedicated support staff are assigned to the various programs in each county.

Community Action has managed and operated services in the region since 1966. The organization is viewed as a principle player in the delivery of education and human services in our ten county service area.

As with all human organizations, the test of quality is the competence of its staff. Additionally, an effective organization must have policy-making and management systems in place, up to date infrastructure available, and all the other tools required to accomplish important goals. Indeed, Community Action of Southern Kentucky, Inc. has human resources and fiscal management systems in place and technology capacity and access in every Agency facility; (over forty-five centers/offices); and a fleet of nearly one-hundred vehicles - Head Start buses, public transit buses and vans, and staff vehicles.

Community Action of Southern Kentucky, Inc. has served as Head Start Grantee since the program's inception. The Board of Directors, Agency Executive Management and program staff, are committed to the aims and purposes of the Head Start law and related program operating philosophy.

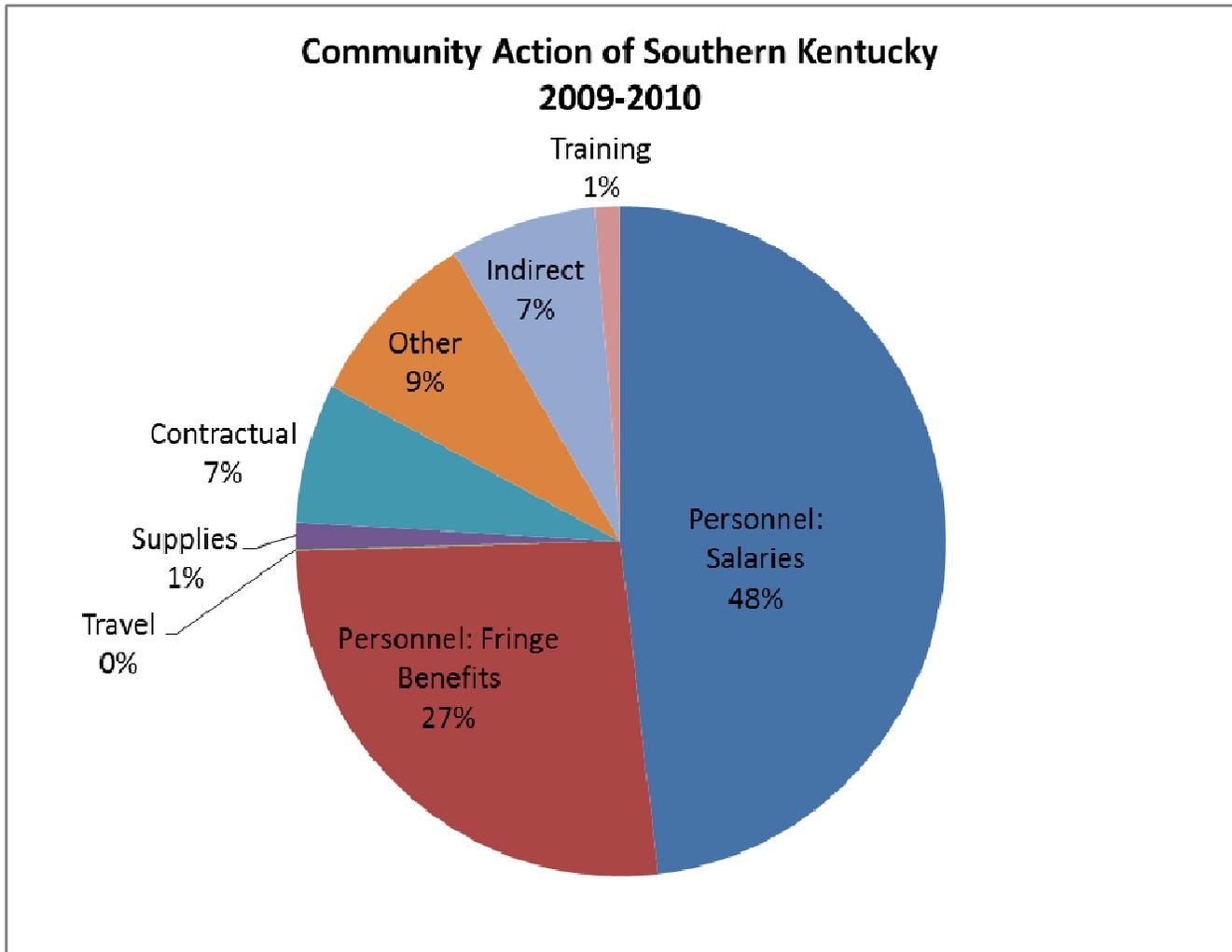
### Budget for 2010-2011

Budget categories	Continuation	COLA	Migrant	Expansion *ARRA	Totals
Personnel	\$ 2,152,620	\$ 39,087	\$ 186,314	\$ 69,370	\$ 2,447,391
Fringe Benefits	\$ 1,180,771	\$ 16,807	\$ 105,173	\$ 37,813	\$ 1,340,564
Travel	\$ 1,000	\$ 500	\$ 2,500		\$ 4,000
Equipment	\$	\$	\$	\$	\$
Supplies	\$ 55,500	\$ 1,000	\$ 3,000	\$ 5,000	\$ 64,500
Contractual	\$ 299,500	\$ 1,000	\$ 31,600	\$ 11,000	\$ 343,100
Construction	\$-	\$			\$-
Other	\$ 341,732	\$ 7,083	\$ 17,456	\$ 17,395	\$ 446,884
Training	\$ 57,023		\$ 3,908	\$ 3,018	\$ 63,949
Indirect	\$ 323,981	\$ 5,824	\$ 29,620	\$ 10,336	\$ 369,761
Total Allocation	\$ 4,412,127	\$ 71,301	\$ 379,571	\$ 153,932	\$ 5,016,931

\* American Recovery and Reinvestment Act

- **Total amount of public and private funds received and amount from each source**  
FY 09-10 \$5,101,074 Federal Funds  
\$1,275,269 In-kind match

- **Explanation of budgetary expenditures**



- **Results of the most recent on-site review**

*The program had a Federal Review of Head Start operations on February 23-26, 2009. Areas of strength noted included innovative uses of technology and strong community partnerships to significantly improve the program. On October 23, 2009, the program received communication from the Head Start Bureau that the Head Start program is in full compliance and in good standing with the Administration for Children and Families, Head Start Bureau.*

- **Results of the most recent financial audit**

*The FY 2009-2010 program budget and fiscal operations received a positive and unqualified opinion through the Agency annual independent audit.*

- **Total number of children and families served**

*Community Action of Southern Kentucky served 790 children from 711 families during the 2009-2010 program year.*

- **Average monthly enrollment (as % of funded enrollment) and % of eligible children served**

<i>Month</i>	<i>Enrollment</i>	<i>Percentage of Funded Enrollment</i>
<i>August</i>	<i>664</i>	<i>100%</i>
<i>September</i>	<i>674</i>	<i>102%</i>
<i>October</i>	<i>683</i>	<i>100%</i>
<i>November</i>	<i>688</i>	<i>101%</i>
<i>December</i>	<i>685</i>	<i>100%</i>
<i>January</i>	<i>690</i>	<i>101%</i>
<i>February</i>	<i>691</i>	<i>101%</i>
<i>March</i>	<i>691</i>	<i>101%</i>
<i>April</i>	<i>674</i>	<i>99%</i>
<i>May</i>	<i>663</i>	<i>97%</i>
<i>June</i>	<i>125</i>	<i>104%</i>
<i>July</i>	<i>105</i>	<i>88%</i>

*The program received an expansion of 20 full-year slots in October 2009. Head Start programs have the option to not enroll children 60 days before the end of the program year due to the difficulty in coordinating all the required services for the family. Because of this policy, the enrollment for April and May were below the funded enrollment number. In addition, the program is funded for 120 full year children that attend in June and July; however, again, the program does not enroll new children for those classrooms 60 days before the end of the program year, which explains the drop in enrollment for June and July.*

<i>County</i>	<i>Number of Slots</i>	<i>Percentage of Eligible Children Served</i>
<i>Allen</i>	<i>40</i>	<i>28%</i>
<i>Barren</i>	<i>100</i>	<i>38%</i>
<i>Butler</i>	<i>34</i>	<i>43%</i>
<i>Edmonson</i>	<i>32</i>	<i>35%</i>
<i>Hart</i>	<i>40</i>	<i>24%</i>
<i>Logan</i>	<i>60</i>	<i>31%</i>
<i>Metcalfe</i>	<i>40</i>	<i>43%</i>
<i>Monroe</i>	<i>40</i>	<i>40%</i>
<i>Simpson</i>	<i>40</i>	<i>46%</i>
<i>Warren</i>	<i>257</i>	<i>47%</i>

*In order to determine the percentage of eligible children served, the program looked at population estimates for children 0-4, and the percentages of children living in poverty. The estimates are adjusted to reflect three and four year old children.*

- **% of children who received medical and dental exams**

*For the 2009-2010 school year, 755 enrolled children received physical examinations. Of that number, 73 needed medical treatment, with 100% receiving needed medical treatment. During the same program year, 743 children completed a dental examination, with 83 needing dental treatment. Percentage of children receiving dental treatment is 90%.*

- **Information about parent involvement activities**

*Parents and family members work in partnership with staff to set goals for their child's and family's development. A Family Partnership Agreement is designed to assist families in achieving their goals. Parents are encouraged to share their ideas and opinions, to visit the centers, and to participate in Parent Committee and other group activities. The program plan engages in a process of collaborative partnerships with the individual families to develop family partnership agreements. The process includes identifying family goals, strengths, and services needed; establishing the roles that staff and families will play in addressing the goals; and building upon information obtained from the family and other community agencies. Family Service Workers work with parents to identify and access services and resources that are responsive to each family's needs.*

*Parents are invited to attend trainings to learn about parenting, nutrition, safety practices, preparing for jobs, and many other topics. Parents also have an important voice in program decision-making by serving on Policy Council. Agency staff help parents obtain educational, literacy, or job training. In addition to education, Community Action of Southern Kentucky offers employment opportunities for parents, including substitutes, bus monitors, kitchen staff, and other openings for which parents may be qualified. Parent meetings are held at each site along with parent trainings.*

*In the past year, the program has had numerous Parent Involvement Activities including:*

- *In Metcalfe County, all Head Start families received a Hooked On Phonics Bundle from First Book to assist parents in increasing their children's literacy awareness.*
- *At the Child Development Center in Metcalfe County, Family Fun Night was held the week of Thanksgiving. Different arts and crafts stations were hosted by each of the classrooms. Parents and children were able to participate actively together in arts and crafts during the night. They created items such as family portraits and decorated the frames, handprints of clay, drawings of American Indians, and Thanksgiving masterpieces that they were able to take home. CDC hosted a "Night at the Museum" where various artists' works were displayed. Each family discussed the artwork. Culminating the activity was a Thanksgiving meal that all the families enjoyed. The meal was served by management staff.*
- *Cave City Head Start had a hayride, provided by a parent, for all Head start children and their families. During the hayride the children stopped at a local pumpkin patch and picked a pumpkin, donated by the owner.*
- *Cave City also held a Christmas party at the Community Center where families came and decorated Ginger Bread Houses. Every family participated and many fathers enjoyed helping with the Ginger Bread Houses. Santa made a special visit and participated in pictures with every child.*
- *Gamaliel Head Start held their October Parent meeting at the City Park with a potluck and the children went on a hayride. All families were invited and there were over 50 people in attendance. The center has many Hispanic families in the center and each family brought a specialty dish specific to their culture.*
- *Gamaliel also had a Halloween fair that was a huge success. Parent volunteers operated game stations, including Pumpkin Bowling, and pin the spider on the web. In addition, families made a nutritional snack using a glove to make a witches hand, and a piñata which was filled with little prizes (no candy) for the children. Each child danced with their parent and was videotaped. Staff explained to each family how important it is for their children to receive some exercise each day. One child said this is the best Halloween ever and No candy.*
- *In September, 2010, Butler County Head Start had its first breakfast with dads. Dads (or father figures) ate breakfast and then did a fun activity with the children. They also had a "Night at the Museum" where families came to view pieces of art from the "Picturing America" collections. They read the*

*description each famous piece of artwork, discussed the questions as a family unit and then made an art piece that went along with that one. A snack supper was served.*

- *The parent group in Allen County provided admission for every Head Start child and mileage reimbursement for every Head Start family to Extreme Gymnastics in Glasgow, KY. They also came up with an end of the year collage/DVD project for all classrooms. One-two parents/guardians out of each classroom volunteered to take pictures throughout the school year at school functions/parties/special activities for the end of the year project.*
- *Allen County has parent volunteers (mothers and fathers) signed up in all three classrooms to come and read during story time every Friday. In November, a parent volunteer in each classroom came and read the children the book "Stone Soup" and teachers reviewed a lesson on sharing/and nutrition. Another parent volunteer in each classroom helped the children make their own "Stone Soup" (Vegetable soup) in the classroom. This was accomplished by children choosing their own vegetable and the parent volunteer helped the child scoop it out of the bowl and dump it into the crockpot. The soup cooked in the classroom until lunch and then the children/parent volunteers were able to eat.*
- *In November 2010, Allen County parents participated in a Nutrition/Budgeting for Groceries training provided by the Extension office. Twenty-two parents participated in the training.*
- *In Hart County, the families participated in a trunk or treat activity for the children where they filled goody bags with non-food, non-candy items and passed them out of the trunks of their cars.*
- *A Hart County parent survived a car accident after the extension office presented the children with a buckle bear program. Her child told her all about it and kept asking her mom to please buckle up because she did not want her to get hurt. The mom was coming in from work one evening and it was raining terribly. She kept hearing her child say "mom please buckle up, I don't want you to get hurt." She said she reached down and buckled her belt. One mile down the road she hydroplaned and hit a tree. Her seat belt saved her life. She told me she owed that to her daughter because of the program we had on buckle bear. Mom wears her seat belt all the time.*
- *Little Scholars Head Start children and parents made signs and participated in the Bowling Green Veteran's Day parade.*
- *At Multicultural Night at Little Scholars, foods from other countries were provided to Head Start children and families in order to promote multicultural awareness. Participants also made "passports" and filled it with travel stickers from places they wished to visit.*
- *The parents at Barren County Head Start participated in a Dancing with Dad and Moving with Mom activity for Valentine's week. The males/dad, granddad, uncle, etc. were invited to come to Dancing with Dad which we held at a local church fellowship hall. The dads and their children danced and exercised to Shawn Brown's "Super Fun Show" video. The video included songs to dance to and also exercises that involved the participants such as push-ups and jumping jacks. A healthy snack was served following the dance. This was a special time for the children and their Dads. Some of the participants saw it as a date with their Dad and the girls and dads/grandpas dressed for the occasion in Sunday clothes. Some even brought flowers for their daughters.*
- *Moving with Mom was held the next Saturday for Barren County Head Start and included the same activities as the ones for Dancing with Dad, except for the moms/ aunts/grandmas were the ones invited to come to this event. It was great to see everyone laughing and spending this special time with their Head Start child, while moving and learning at the same time.*
- *Resource and Development Center parents were involved in numerous activities throughout the year including training on "Planning a Budget", "Cooking Healthy Meals", and "Make & Take Activities" in December where families were able to make holiday wreaths and homemade "goodies" to keep or to give as gifts.*

- *Dads were the focus at the Resource and Development Center in “Dancercise with Dads” which promoted fatherhood involvement. A total of 37 dads or other significant males in the child’s life attended. They had a wonderful time promoting exercise and gross motor skills through dancing with the children.*
- *Warren County Education and Human Services Center held a Fall Festival that parents helped plan, work, and participated in. It consisted of booths such as a haunted house, ring toss, funnel cakes, a book walk, and many more exciting games. There were over 275 participants.*
- *Parents from Warren County Education and Human Services Center have had several trainings focusing on effective money management. A speaker from a financial institution conducted a mini-counseling session on Managing and Budgeting. Another speaker conducted a training on inexpensive ways of gift giving during the holiday season. Each family was given the opportunity to learn how to create meaningful gifts for the holidays.*
- *Multiple Centers decorated Christmas floats and entered them in their local Christmas parades. Many of those floats won awards in their categories.*
- *Multiple programs held end of year celebrations with families in which children received certificates of completion. Teaching staff were able to share positive outcomes for each child with parents.*

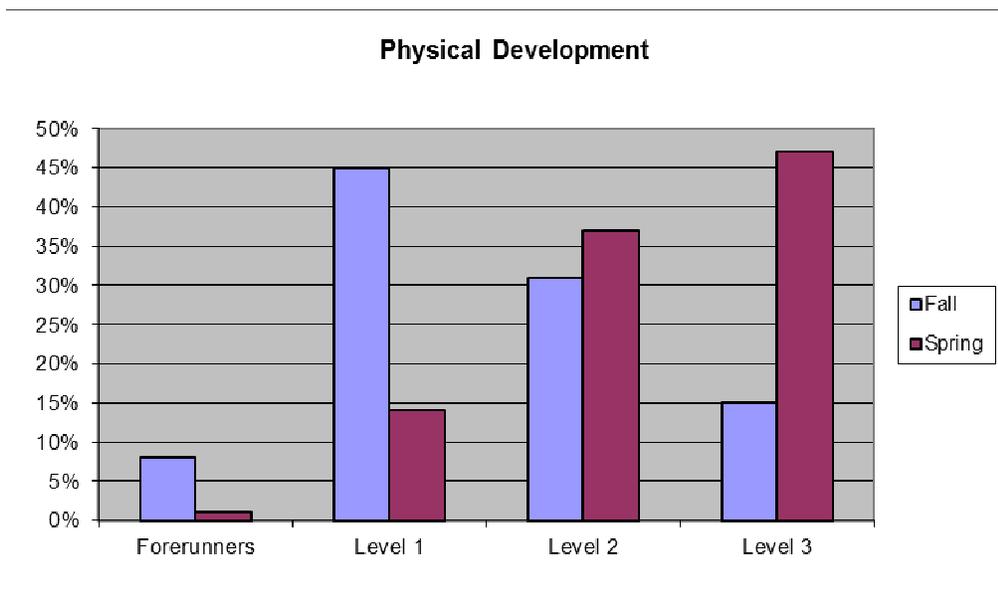
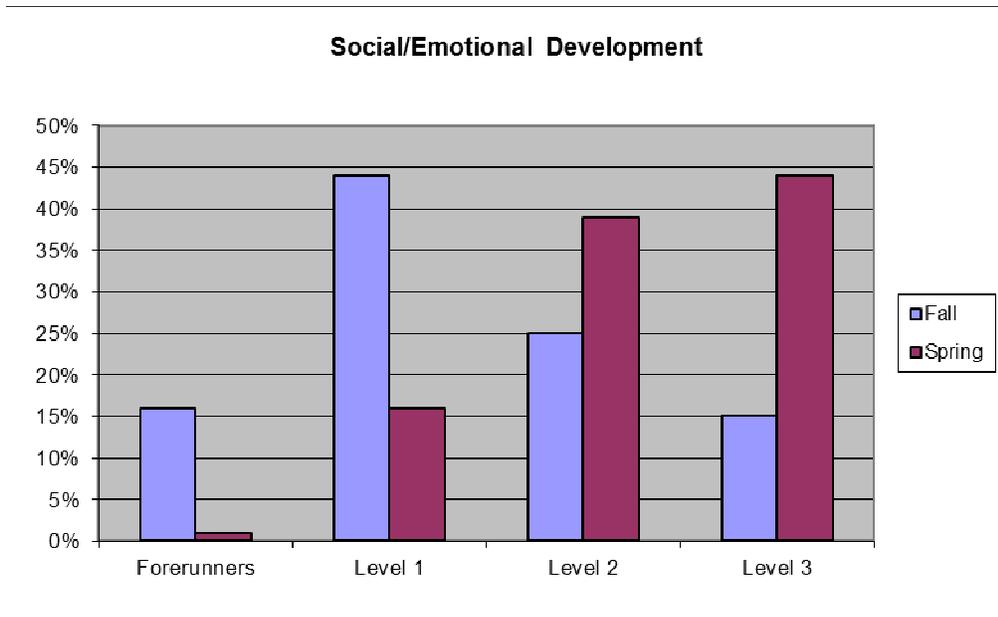
- **Agency’s efforts to prepare children for kindergarten**

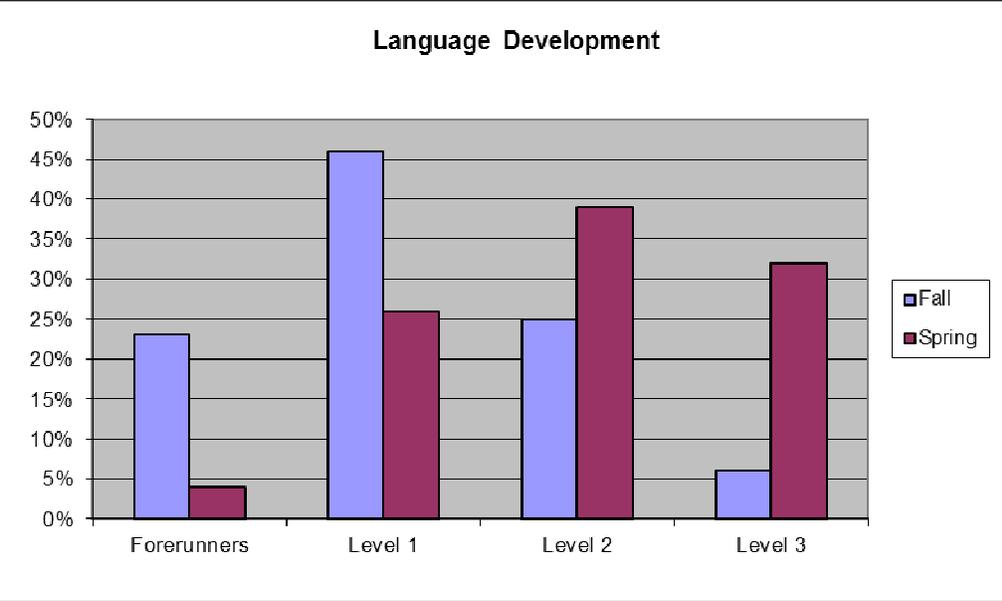
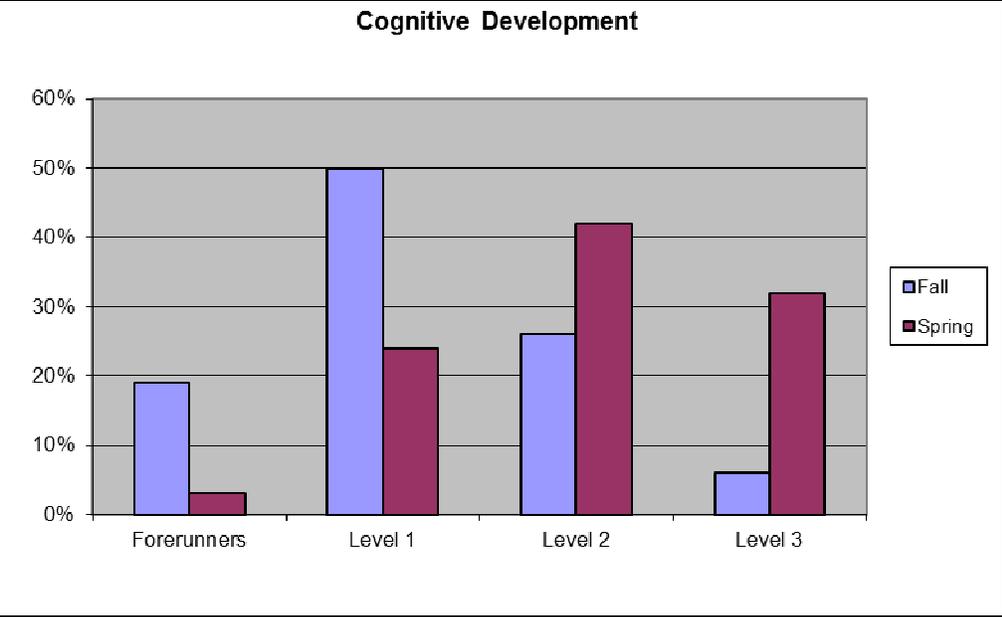
*Transition is an ongoing process to ensure children and families receive appropriate information and support whenever there is a change in the child’s placement. Transition activities are incorporated in the lesson plans which include reading stories, inviting former Head Start children back to the classrooms, visiting local kindergarten classrooms and home visit activities. Parent groups also invited Kindergarten Teachers to parent meetings to discuss preparing children for Kindergarten and classroom expectations. Parents also receive information on documents needed for Kindergarten. The Center Managers and Family Services staff also transfer children’s records to the local school districts.*

- **Other pertinent information regarding Community Action of Southern Kentucky’s Head Start Program**

- *By the end of the school year, 698 children were determined to be up-to-date on all immunizations appropriate for their age.*
- *A total of 1,329 people provided volunteer services for the program (52,458 hours). Of that number, 462 of the volunteers are former or current Head Start parents.*
- *Ninety-one children were diagnosed with a disability (13.32%). All of those children received special services as outlined in their Individual Education Plans.*
- *We received approximately 4,484 books through First Book. Each child was able to take home 6 books for personal libraries. With RIF we distributed 2,875 books each child received 3 books, children in full year program received 5 books. We had 1,090 parent volunteer hours for the 5 distributions.*
- *The education staff use Creative Curriculum as the base curriculum. Children are assessed through the Child Plus Child Outcome Record adapted from Creative Curriculum and the Devereaux Early Childhood Assessment. Teachers also assess through portfolios and observation.*
- *The program received an expansion of 20 full year Head Start slots for Metcalfe County and Migrant Head Start received an expansion of 16 children.*
- *Twelve staff completed hours to obtain a Child Care Commonwealth Credential/Child Development Associate. One staff member completed the Family Development Credential.*
- *Three hundred and eighty children received transportation services.*

- *Small staff focus groups have been developed to enhance the areas of cultural diversity, mentoring and improving children’s services in centers. These focus groups research and recommend ideas for classroom and center activities, such as Night at the Museum using artwork supplied by the National Endowment for the Arts.*
- *Children’s Services staff collected and analyzed a sample of Child Outcome Records from all 37 Head Start classrooms. The Domains analyzed were Social/Emotional Development, Physical Development, Cognitive Development, and Language Development. As demonstrated in the following charts, each of the charts show percentage of skills mastered.*





*The majority of areas show a dramatic improvement moving children from forerunners and level 1 into levels 2 and 3 in the Spring Assessment.*