

# Public report

Community Action of Southern Kentucky, Inc. is a public 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. Barren County Judge Executive, Davie Greer, currently serves as the Chairperson. The Board establishes policy and approves operating budgets. CEO/Executive Director, 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, must have 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.

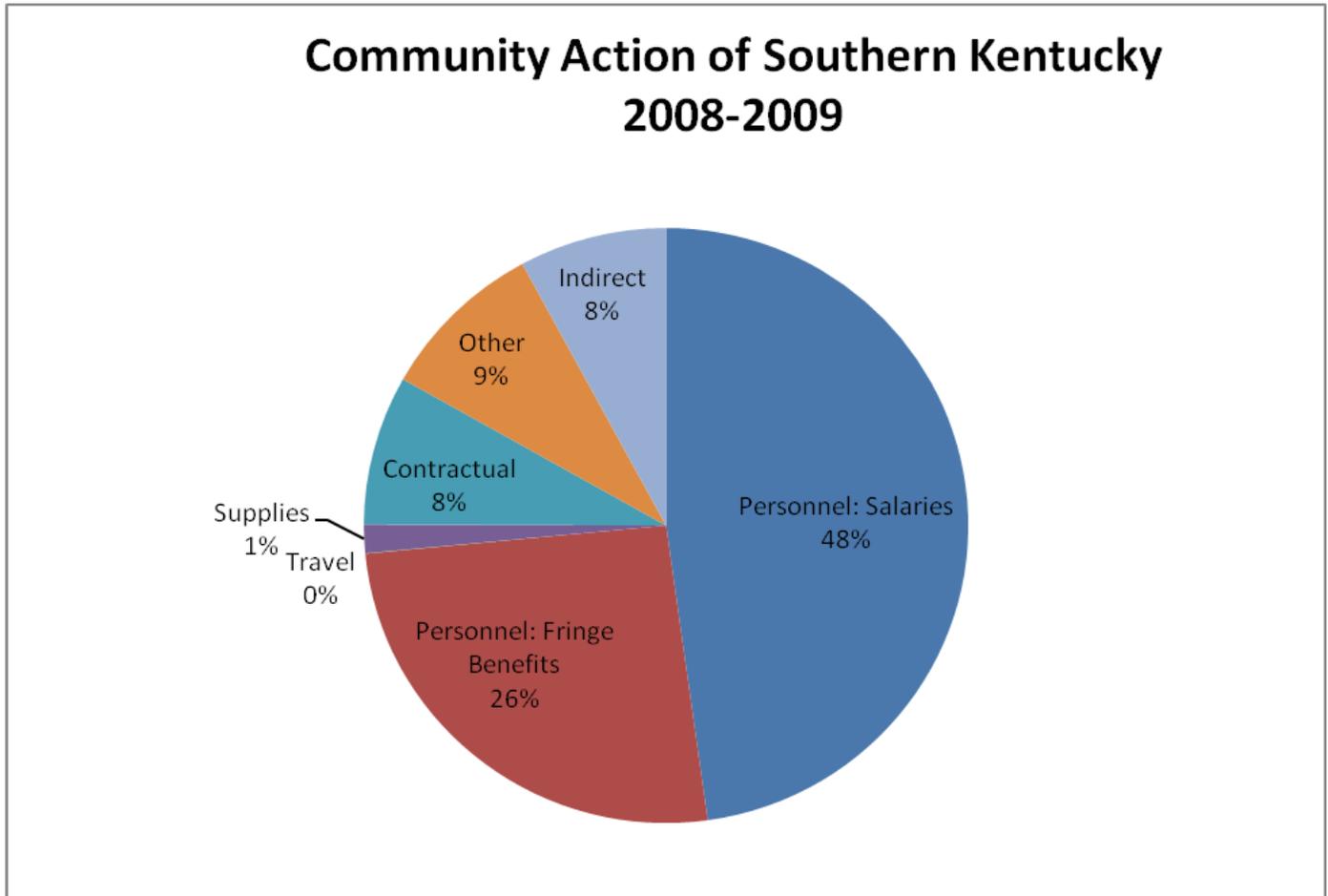
## Budget for 2009-2010

Budget categories	Continuation	COLA	Quality *ARRA	Expansion *ARRA	Program Improvement	Totals
Personnel	\$ 2,038,683	\$ 165,693	\$ 60,864	\$ 68,122		\$ 2,333,362
Fringe Benefits	\$ 1,124,246	\$-	\$ 86,418	\$ 36,949		\$ 1,247,613
Travel	\$ 1,000	\$-				\$ 1,000
Equipment		\$-	\$ 25,000	\$ 56,000	\$ 160,000	\$ 241,000
Supplies	\$ 57,500	\$-	\$ 25,000	\$ 4,000		\$ 86,500
Contractual	\$ 384,033	\$-	\$ 12,000	\$ 16,000		\$ 412,033
Construction	\$-	\$-				\$-
Other	\$ 353,760	\$ 15,855	\$ 41,284	\$ 15,694		\$ 426,593
Indirect	\$ 317,307	\$ 25,516		\$ 10,150		\$ 352,973
Total Allocation	\$ 4,276,529	\$ 207,064	\$ 250,566	\$206,915	\$ 160,000	\$ 5,101,074

\* American Recovery and Reinvestment Act

- **Total amount of public and private funds received and amount from each source**  
FY 08-09 \$4,276,528 Federal Funds  
\$1,182,636 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 2008-2009 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 754 children from 688 families during the 2008-2009 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>663</i>	<i>100%</i>
<i>September</i>	<i>681</i>	<i>103%</i>
<i>October</i>	<i>677</i>	<i>102%</i>
<i>November</i>	<i>673</i>	<i>101%</i>
<i>December</i>	<i>669</i>	<i>101%</i>
<i>January</i>	<i>673</i>	<i>101%</i>
<i>February</i>	<i>668</i>	<i>101%</i>
<i>March</i>	<i>670</i>	<i>101%</i>
<i>April</i>	<i>657</i>	<i>99%</i>
<i>May</i>	<i>633</i>	<i>95%</i>
<i>June</i>	<i>87</i>	<i>87%</i>
<i>July</i>	<i>82</i>	<i>82%</i>

*The program has 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 100 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 2008-2009 school year, 668 enrolled children received physical examinations. Of that number, 155 needed medical treatment, with 100% receiving needed medical treatment. During the same program year, 717 children completed a dental examination, with 105 needing dental treatment. Percentage of children receiving dental treatment is 96%.*

- **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. The program also includes the involvement of parents in decision-making and program design.*

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

- *Allen County's parent group paid for each Head Start child and transportation for each parent to take their Head Start child to Imagination Stations in Bowling Green. It was a great way to promote physical activity and family togetherness.*
- *Due to the outbreak of H1N1 Allen County had a parent meeting with a representative from the health department that held a question/answer session with parents about H1N1. The parents felt well informed after the session and liked the fact that they were able to get their questions answered immediately.*
- *Barren County had a fall festival/celebration. Parents were invited to come to spend the day with their child. The children were encouraged to participate in several activity stations that were set up throughout the school and were run by parents. Some of the games included a pumpkin rolling relay race, pumpkin ring toss, pumpkin painting center, and an obstacle course was set up on the playground using pumpkins, and hay bales. One of our parents also set up a face painting/tattoo station. The children were able to choose a prize after every game they played. The prizes were donated by individual parents and some by the parent group fund.*
- *October 29, Butler County had a fall festival. Parents cleaned the fire department truck bay, decorated it, and led most of the activities. Afterwards, they had lunch with the children. October 30, parents participated with their children in a "candy free" trick or treat throughout the town. Many fathers participated in both activities.*
- *The Child Development Center in Metcalfe County held a Halloween festival where parent volunteers manned booths set up to encourage learning through play, children made Halloween visors to take home with them to share with parents when trick-or-treating, each child received a pumpkin donated by*

*a local farmer through parent group, books from First Book to take home and add to their reading library provided by parent funds. In addition, each Head Start family received a Thanksgiving basket.*

- *Families in Metcalfe County participated in Book of the Month where each family was encouraged to read a book a day and list the book in a writing log.*
- *Gamaliel Head Start held a Parent Meeting on “Budgeting and How to Get the Most for your Money” in November, 2009. Staff also referred a parent without health and /or dental insurance to free clinics and low cost providers.*
- *In October of 2009 Hart County had a Fall Harvest Festival with food for everyone and games with prizes for all the children and their siblings. Door prizes were also given that included decorated cakes, a hand-print quilt from each classroom made by the children and staff, Fall wreaths made by a parent and baskets of goodies.*
- *Hart County Head Start held a Mother’s Day with Mom celebration. The children made mother’s day cards and passed them out. Parent and child did a craft together, played in the centers and had refreshments. Dad’s also had their day with the children doing crafts and having refreshments as well as sharing books with the children.*
- *Little Scholars held a Family Field Day consisting of relay races and participation ribbons. The event was planned to promote gross motor activities at school and home. It allowed parents to be actively involved and meet other parents.*
- *Little Scholars had a counselor from Barren River Area Safe Space to speak at a parent meeting and attendees made family safety plans.*
- *Simpson County held a Fall Festival completely planned and organized by parents. It consisted of various booths such as face painting, ring toss, bean bag toss, and book walk. A total of 33 out of 36 families were represented. In addition, parents walked with their children from school to a local pumpkin patch for story time and picking a pumpkin.*
- *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**

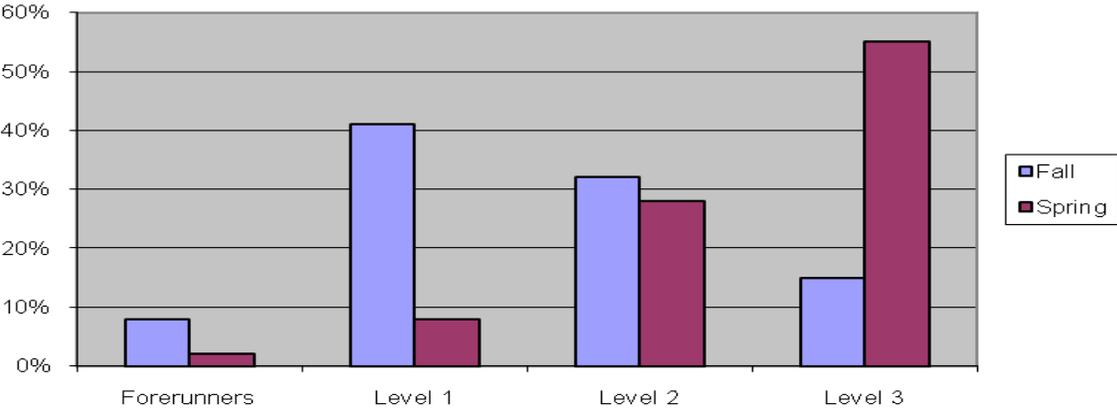
*Transition is an ongoing process to ensure children and families receive appropriate information and support whenever there is a change in the child’s placement. Transition activities are incorporated in the lesson plans which include reading stories, inviting former Head Start children back to the 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**

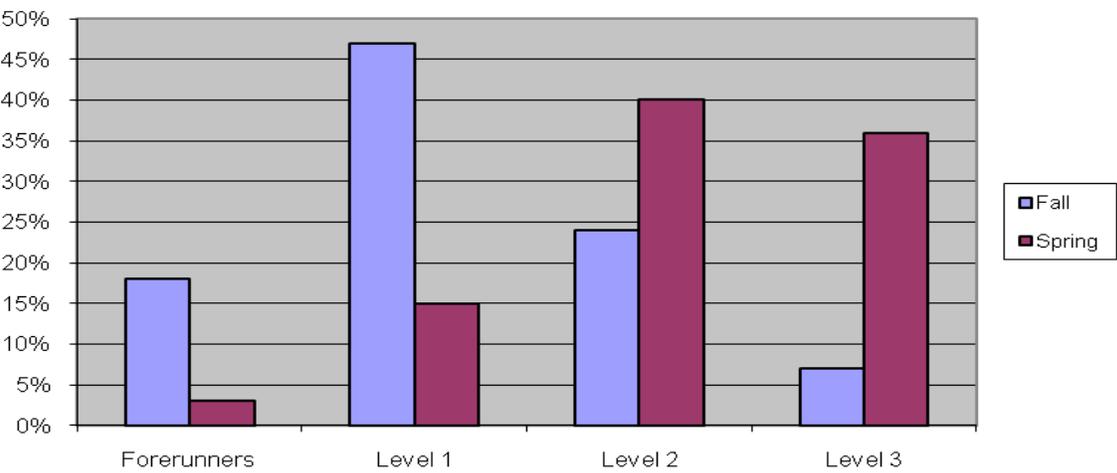
- *By the end of the school year, 683 children were determined to be up-to-date on all immunizations appropriate for their age.*
- *A total of 1,160 people provided volunteer services for the program (83,765 hours). Of that number, 976 of the volunteers are former or current Head Start parents.*
- *Eighty-eight children were diagnosed with a disability (13.27%). All of those children received special services as outlined in their Individual Education Plans.*
- *We received approximately 4,776 books through First Book. Each child was able to take home 6 books for personal libraries. With RIF we distributed 2,126 books each child received 3 books, children in full year program received 5 books. We had 950 parents to volunteer 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.*
- *Six hundred and fifty one families participated in a Family Partnership Process.*
- *Three hundred and eighty children received transportation services.*
- *Children’s Services staff collected and analyzed a sample of Child Outcome Records from all 37 Head Start classrooms. The Domains analyzed were Self Concept, Cooperation, Social Relationships, Gross/Fine Motor, Approaches to Learning, Numbers, Understanding/Communicating, Phonological/Print. As demonstrated in the following charts, each of the charts show percentage of skills mastered.*

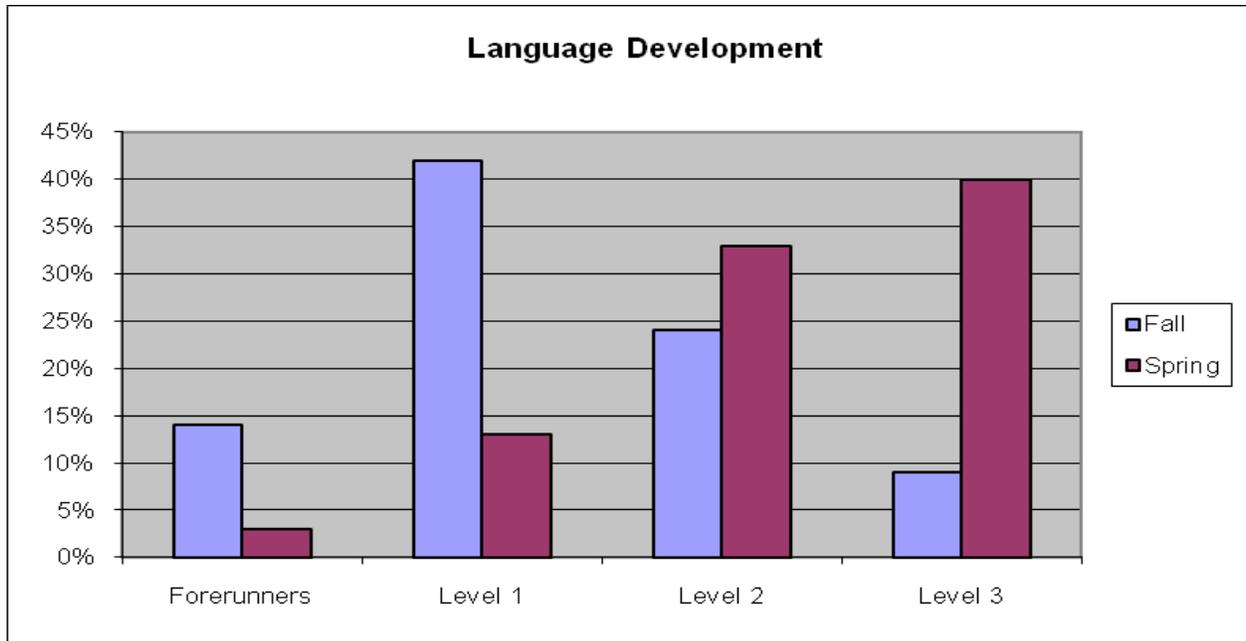


### Physical Development



### Cognitive Development





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