

PROGRAM ANNUAL PERFORMANCE REPORT

Grantee: Prairie Five Head Start

Grantee #: 05CH-010788

Period Covered: FY2020

A) Total of public and private funds: \$2,206,449.43.

- a. Office of Head Start FY2020: \$1,911,858
- b. Minnesota Department of Education for Early Head Start: \$207,457
- c. Minnesota Department of Education for Pathways Scholarships: \$70,300
- d. CACFP/USDA: \$16,834.43

B) Budgetary Expenditures:

- Due to COVID 19 and paying all of the staff 40 hours per week, every week, we have spent a little more than at this same point of the year as last year. Typically, staff take paid time off, which comes out of their bank of hours and not the federal funds. As a program we are still sitting in a good fiscal position, but the cost of COVID 19 has increased our costs of supplies and hiring more staff per classroom. We have also had to purchase additional PPE and cleaning supplies but were able to utilize the COVID19 Cares funding. For this fiscal year, money was spent on salaries, supplies for classrooms and the office, and day to day operations of the program. For the next fiscal year, costs are similar and no major expenses out of the norm are foreseen.

C) Enrollment Information:

Funded Enrollment	Total Number of Families Served	Average Monthly Enrollment	Percentage of Eligible Children Served
175 Federal	183	174	33% of all <u>Age Eligible</u> 3- and 4-year old's.

- 183 that have been/are enrolled in the program of which 85 are <100% of poverty, 36 are <101-130% of poverty, 17 are over income, 1 is in foster care, 21 are homeless, and 23 are receiving public assistance.
- Total of 173 families, of which 103 of them are in 2 parent households, 70 of the families that are not in 2 parent households have 59 with mother, 7 with father, 2 with grandparents, 1 in foster, and 1 in the other category.
- At the end of enrollment, 18 families were receiving TANF, 10 receiving SSI, 101 receiving WIC and 61 receiving SNAP.
- Strengthened our recruitment process by:
 - Strengthened our Facebook presence.
 - Office employees have recruitment packets in all vehicles and in work bags
 - Put yard signs out in our communities.
- An attendance success plan and attendance post cards were added to help reduce chronic absenteeism.
- Updated our Head Start page on the Prairie Five website and was able to attach a fillable application.
- Using more technology resources to make things easier to access and less time consuming (Google Docs/Drive).

D) Financial Audit

- There were no findings in the 2019 fiscal audit.

E) Medical, Dental Exams and Early Childhood Screenings

- 90% of families completed ASQ:SE 2 in the required time frame.
- 94% of children received the required screenings (vision, hearing, developmental) in the required time frame.
- 14 children were referred for Mental Health services.
- 65% of children are up to date on their dental exam.

- 85% of children are up to date on their physical exam.
- 100% of children have their immunizations on file.
- We are still partnered with Greater Minnesota. They support in the classrooms with observations, assessments, and ideas for improved classroom management. By providing additional ideas and support, we are empowering teachers with information they can use daily.

F) Parent Engagement

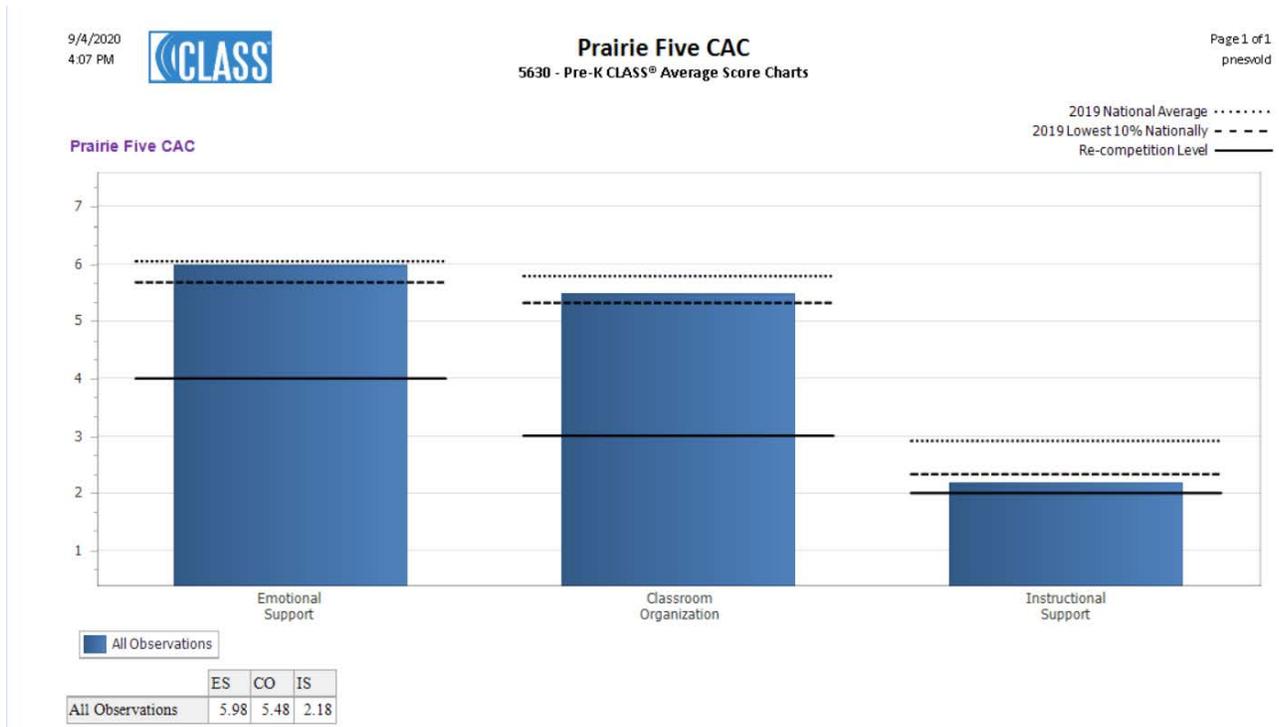
- Increased number of Family Advocates from 4 to 5.
- Family Service Credential class was started by 7 staff but ended in March due to COVID 19. Staff will be required to take the class again in order to receive their credential.
- 96% of enrolled families completed a detailed needs assessment that allowed staff to get to know the families better and help families with their needs.
- 98% of enrolled families that identified they had needs, received the services that were in need of.
- 59% of enrolled families are engaged in the Family Partnership Agreement and have set family goals to improve their family's well-being and/or parent-child relationships. Attempts continue to be made to increase the number of families who set goals.
- 11% of our families were in need of housing at the beginning of school year, with 44% of them acquired housing by during the school year.
- 17% of our families were in need of emergency assistance at the beginning of school year with 14% receiving it; others did not follow-through or refused assistance.
- All classrooms have had parents attend their center's monthly Parent Meetings.
- Policy Council has representatives from every center, except for two.
- Policy Council has Community Representatives from all counties except for Big Stone and Chippewa County.

G. School Readiness/Education

Winter child assessments are listed below. Due to COVID, spring assessments were not completed. Winter child assessments were completed and analyzed by classroom staff, education staff and the director. For the 2020-2021 school year, a plan is in place to ensure staff are gathering documentation throughout the school year. This is to increase the outcomes for children by individualizing to their needs to better prepare them for kindergarten. The classroom staff watch the children throughout the day, take notes, and determine what that child needs support with. The data below shows the following percentages of children were meeting or exceeding in the following areas:

Head Start				
Meeting & Exceeding- Fall & Winter				
2019				
Domain	3 Year Old's Fall	3 Year Old's Winter	4 Year Old's Fall	4 Year Old's Winter
Social Emotional	47.36%	69.49%	38.31%	60.78%
Physical	61.82%	71.19%	49.05%	71.57%
Language	49.09%	69.49%	44.76%	67.65%
Cognitive	45.45%	59.32%	41.51%	67.65%
Literacy	40%	62.71%	42.45%	70.59%
Mathematics	52.73%	71.19%	19.81%	54.90%

- CLASS Assessments were completed in the Fall of 2019. We were unable to do a Spring assessment due to COVID. Four staff, in the agency, are CLASS Certified. CLASS stands for Classroom Assessment Scoring system. The interactions teachers have with children impact learning, development and even lifelong achievement. CLASS is the observation tool developed to assess these interactions. We assess the teachers using the CLASS tool to ensure that we are providing rich experiences to the children in our program. This is to better prepare them for kindergarten and to foster a love of learning.



- Prairie Five Head Start had five Minnesota Reading Corps (MRC) tutors in various classrooms. MRC is a literacy program that provides a tutor in the classroom. The tutor assists the teaching staff to provide extra support for children to progress in their literacy development.
- Currently, Prairie Five Head Start has 4 Professional Corps teachers in various classrooms. Professional Corps teachers provide intentional literacy rich activities and teaching throughout the day.
- Head Start partnered with Minnesota Reading Corps to enhance their services by integrating early math skills in the Appleton, Granite Falls, Madison, and the Montevideo classrooms.
- Prairie Five Head Start serves 43 students with an IEP.

H. Additional Information:

Staffing

- All Head Start job descriptions have been updated and signed as of August 2020.
- The agency has hired extra staff to have three staff in almost all of our Head Start classrooms.
- We have hired an Assistant Floater/Substitute for our Madison classrooms.
- As of August 2020, we have an English Language Support Staff for each of our bilingual classrooms (Montevideo 1, Montevideo 2, Appleton 1, Appleton 2 and Appleton 3)
- As of September 2020, we are still looking to hire a third Early Head Start Home Visitor.
- Staff files are constantly being updated on ChildPlus. Staff files can be viewed from both the classroom and office.

Community Involvement

- Education and PFCE staff were not able to attend the MHSA Outcomes Work Group in St. Cloud in March and June due to COVID 19 but able to attend virtually using Zoom. Training, data and other useful information is shared in the area of School Readiness and Family Outcomes.
- Enhanced recruitment strategies are being implemented to improve enrollment.
- Director attends the Family Service Collaborative in Big Stone County, the only county in the service area that has a collaborative.
- Head Start continues to have preschool collaborative agreements with Clinton/Graceville/Beardsley, Lac qui Parle and Kerkhoven/Murdock/Sunburg school districts, which allows all children attend regardless of their funding source.
- Head Start continues to have agreements with all the school districts that Prairie Five Head Start has a classroom in. School Districts provide many hours of In-Kind to our program for various services and space.

- Staff continues to be active in the organizing of the Kid's First Conference in Granite Falls, MN and is responsible for registrations and payments.
- Classrooms take field trips to meal sites, nursing homes and businesses in their community.

List significant goals and objectives established for the reporting period which were not met.

- Due to COVID 19, family fun events were not provided, which is related to our increasing parent and family engagement activities goal.
- Staff were unable to analyze their own classroom data as intentionally as originally planned. This is related to our school readiness outcome goal. Also related to this goal, is meeting up with more district staff that we partner with to discuss kindergarten readiness skills and what they are looking for in the children that are leaving our program and entering theirs. We were unable to meet with district staff as much as we would have liked due to COVID 19.