



## Head Start 2009 Annual Report

### Introduction

For over 30 years, United Indians of All Tribes Foundation has offered early childhood education to low income children through its Head Start, and later, its Early Head Start programs. Located in the natural settings of Discovery Park, the curriculum integrates Native values and traditions of the unique ethnic backgrounds of our families.

United Indians' Early Head Start program provides services to pregnant women and children ages birth to three. Services include weekly home visits for families with our early childhood specialists who partner with parents to offer a child development curriculum and referrals for social and health related services. Our Head Start free preschool program for three and four year old children holds half-day classes four days a week. Family nights and social gatherings strengthen the relationships between parents and children within our community.

The overall goal of the United Indians Prenatal to Five Head Start program will be to create trusting partnerships with our families to support their empowerment and to learn with them in order to support lifelong learning and the holistic well-being of their children and family. To reach this goal we will continue to develop a comprehensive developmentally and culturally appropriate early childhood education program to assist young children that will help them acquire the skills and competencies that are critical to kindergarten readiness.

### **Total amount of public and private funds received and the amount from each source Explanation of expenditures and the proposed budget for the fiscal year**

Grant Year: October 1, 2008 – November 30, 2009		
Expenditure Line Items	08/09 Approved Budget	08/09 Actual Expenses
Personnel	788,223	748,578
Fringe Benefits	260,114	232,967
Travel	4,400	4,400
Equipment	65,000	64,471
Supplies	23,982	27,809
Contractual	36,900	19,773
Other	165,063	162,181
Indirect Costs	156,489	156,489
Total Federal Head Start Continuation grant	1,500,171	1,416,668
Non-federal share-includes private funds:	358,793	253,336
USDA (State)	35,000	31,435

Salaries, benefits and contractors were under budget this year.

Non-Federal Share: The Program reported 15% of the non-federal match requirement. The Program submitted a waiver request for the 20% non federal share requirement on January 22, 2010 for lack of resources available in the community.

## Enrollment information

### Total number of children and families served:

- Early Head Start Program: 40 children
- Head Start Program: 108 children

### Average monthly enrollment:

- Early Head Start Program: 40 children (100%)
- Head Start Program: 108 children (100%)

### Percentage of eligible served:

- Early Head Start Program: 95% income eligible children, 5% over-income
- Head Start Program: 90% income eligible children and 10% over-income

### Percentage of enrolled children that received medical and dental exams:

- Early Head Start Program: 85% received medical exams, 80% received dental exams
- Head Start Program: 81% received medical exams, 79% received dental exams

## Parent involvement activities

Because our Head Start and Early Head Start programs' theory of change centers on the belief that the well being of children is closely linked to the well being of the entire family and community, United Indians partners with families to provide comprehensive child development, health, and family development services that center on the family as a whole. We acknowledge and advocate for parents as the primary educators and nurturers of their children and support them in being directly involved in every aspect of the program.

Parent and families are invited to participate in myriad activities throughout the year, including:

**Policy Council**—This elected group of parents meets on a monthly basis to review program progress, pertinent issues and develop strategies for developing effective policies, programming, implementation and advocacy for students. It has been our experience that participation in the Policy Council has brought out leadership skills and deeper investment of parents who would otherwise not be as actively involved in the Head Start program.

**Education Advisory Committee**—This subcommittee reviews and provides invaluable feedback in developing culturally appropriate curricula and in the implementation of screenings and assessments.

**Family Socialization Events**—Our monthly family socialization events are extremely well-attended and are intended to cover a wide array of topics and enlisting the assistance of community partners. Topics include:

- Parent Orientation, Open House and Resource Fair
- Preventing H1N1 and Flu presented by Seattle Indian Health Board
- KCTS parent workshop on teaching kids about science
- Kindergarten Transition Night
- Public Health Lead Prevention Program, parent education and screening information
- Nutrition on a limited budget and Ask A Nurse session

**Early Head Start Gatherings**—Intended for the parents of children birth to three years old, these gatherings are intended to impart parent-child developmental activities and strengthen the connection to the Early Head Start Program. Topics include:

- Parent & Child Activity: Painting Baby Pumpkins (fine motor skills, social/emotional and sensory development)
- Parent & Child Activity: Decorating Fall Leaves (fine motor skills, social/emotional and sensory development)
- Parent & Child Activity: Winter Arts and Crafts (fine motor skills, importance of verbal communication)
- Total number of EHS parents: 4
- Nutrition for the Developing Child
- Mental Health Support for Families
- Financial Education Fair

### **Kindergarten preparation activities**

Ultimately, our Head Start Programs aims to best prepare our students for a smooth transition into kindergarten. Beginning in January, Head Start staff work with parents and children to facilitate this transition. United Indians hosts a kindergarten transition night where readiness guidelines and checklists are reviewed. Other topics presented to families include:

- Exploring Independent School Options for Your Child
- Introduction to the Bush School
- The use of the Galileo Parent Board
- Introduction and follow up to the enrollment process

### **Results of Most Recent Secretary Review & Audit Findings**

<b>Findings of Secretary Review</b>	<b>Actions Taken</b>
Financial management systems did not provide for effective control over and accountability to ensure funds were used solely for authorized purposes.	The UIATF hired an experienced, qualified Chief Financial Officer (CFO) in November of 2008. The CFO immediately began implementing financial systems and internal controls to provide effective control and accountability and implement corrective action plans to address identified findings.
Non-allowable services were counted as non-federal share.	The UIATF formed a task force to establish systems for reporting, tracking and monitoring required non-federal share.
No wage comparability study completed.	The UIATF submitted a wage comparability study with the corrective action plan on November 27, 2009. The wage comparability study has been updated utilizing the Early Childhood Learning Knowledge Center’s toolkit and salary information gathered from local Head Start agencies as the report is updated.
Education and childhood development services were staffed by employees who did not meet required qualifications	Staff qualifications have been reviewed. In consideration of the best interest of the children and families and to not disrupt the program during the middle of the program year, we will not terminate staff members who do not meet qualifications until the end of this school year. The United Indians has been aggressively recruiting for the position of program director since May 2009. To identify a qualified candidate, it was re-advertised in November 2009.
Training not provided to policy council	Training was completed and is recorded in each governing

and board	body's meeting minutes. The Board appointed a member with extensive Early Childhood/Head Start experience and established a Head Start oversight committee.
Income verification process did not identify documents verifying eligibility	The policies and procedures around income verification were updated to include a clear process which involves implementation of the Office of Head Start Income Verification form.
Income verification process did not include signed statement from staff	All Head Start files were audited for income verification completeness and accuracy by a program manager and a program consultant audited selected files as well to ensure accurate documentation of income verification by staff.
Program didn't verify 10% of children served as having disabilities	Program implemented a disabilities consultant to work with the Education and Disabilities Manager in order to improve overall disabilities services and compliance with 10% requirement. This year, a waiver was submitted due to many disabilities referrals still being in-progress and 10% with IEP's not being reached yet.