

Bristol Bay Native Association
Head Start Department
FY 2010 Program Plan Mid-year update
All updates or changes are made in bold italics

Department Mission Statement:

To promote and develop the education, health, culture, and well-being of our children, families, and communities.

Division Statement of Purpose:

To provide a comprehensive system of education, health and social services to the children and families in Head Start eligible communities in the Bristol Bay Area.

Division Vision Statement:

As leaders in Early Childhood Education, we take pride in our Head Start program staffed by competent, motivated professionals who provide a system of support which promotes successful students, dedicated families, and involved community members.

Funding Sources:

Federal Department of Health and Human Services
Alaska State Department of Education and Early Development
U.S. Department of Agriculture
Families and community partners (in-kind)

Statutory or Regulatory Authorization:

Head Start Act, 42 USC 9801, et seq.
45 CFR

Total Funding Level: \$ _____

<i>DHHS - Federal</i>	<i>\$1,346,101</i>
<i>DEED- State</i>	<i>\$73,934</i>
<i>USDA- Federal</i>	<i>approx \$55,000</i>
<i>Head Start parents and community partners (in kind)</i>	<i>\$336,525</i>
<i>Program Income (DLG FRC room rental)</i>	<i>approx \$31,428</i>
<i>ARRA funding (one time only)</i>	<i>\$60,425</i>
<i>Total (based on approximate amounts)</i>	<i>\$1,903,413</i>

Department Scope:

To the extent possible, the Head Start Department incorporates into its annual Goals and Outcomes the six mid-range Strategic Planning Initiatives adopted by BBNA Management in the areas of Jobs/Re-Training; Wellness; RESULTS; Resource & Financial Planning; Partnerships/Networks; and Planning/Information Technology.

Staffing Plan:

- *Anne Shade, Director*
- *Carolyn Hoseth, Regional Sites Manager*

- Jennifer Gardiner, Program Logistics Manager
- Sarah Andrew, Education Content Manager
- Jeanie Timmerman, Wellness Content Manager
- Marie Pat, Administrative Support II
- Candace Chythlook, Administrative Support II
- Marie Bowers, DLG AM Teacher
- **Alyssa Roy, DLG PM Teacher**
- Flora Huffmon, DLG AM Teacher Aide
- **Candace Olsen, DLG PM Teacher Aide**
- Kathy Whittington, DLG Cook
- Collin Larson, DLG Family Liaison
- Elizabeth Wassillie, TOG Center Coordinator/Teacher
- Evelyn Coopchiak, TOG Teacher Aide
- Sam Kohuk, TOG Cook/Custodian
- Vera Andrew, KNW Center Coordinator/Teacher
- Lydia Wonhola, KNW Teacher Aide
- Maria Christopher, KNW Cook/Custodian
- Debra Lynn Peters, NAK Center Coordinator/Teacher
- **Karen Lopez-Johnson, NAK Teacher's Aide**
- Anecia Lomack, KMO Center Coordinator
- Sally Andrew, KMO Teacher's Aide

Other employees (temporary, part-time, student interns, etc.)

- Sophie Nick, TOG Classroom and Family Support Liaison
- Darlene Wyagon, KNW Classroom and Family Support Liaison
- George Arkanakayak, TOG Bus Driver
- Wassillie Gust, KNW Bus Driver
- Panta Paul, KMO Classroom and Family Support Liaison
- Amarjit Singh Grewal, Dillingham Bus Driver

Department Goals & Outcomes:

Program/Division Name

Head Start is a comprehensive early childhood program which views the child in the context of the family and in the community. Components include Education, Health which includes Physical Health, Behavioral Health, Nutrition, and Safety, and Family Services. Head Start relies heavily on parent and community involvement. For every \$1 received from Federal funding, Head Start must match .25 in Non-Federal share. Most of these funds come from parent and community volunteer hours.

Goal 1: To modify the Family Liaison position in order to strengthen existing family services and parent involvement in all Head Start sites: New Stuyahok, Togiak, Naknek/ King Salmon, and Dillingham (*and Manokotak*).

Target Population: Parents and families of Head Start children.

Activities/Strategies: Family Liaisons will become Classroom and Family Support Liaisons. Instead of requiring three social services home visits, CFSL's will work only with families who need and request assistance in any social service area. The time saved from unnecessary home visits will be used to: assist teachers in the classrooms; ride one bus run a day, thereby increasing the teacher's aide time with the teacher; plan and organize monthly Center Committee meetings; provide child care during the Center Committee meetings; follow up on children who have more than three consecutive days of absence; and plan and organize parent trainings with community or itinerant professionals. ARRA funding will allow this position an additional 5 hours a week to coordinate parent trainings, provide parent information and to participate in community councils that work closely with the Head Start program.

Planned Outcomes:

1. Parent participation at Center Committee meetings will increase by 5% program wide for the year.

During the 08-09 school year, 66 parents participated in CC meeting during the time period Sept. 1 to Dec. 31. The 09-10 school year had 65 parents participate in CC meeting during the time period Sept. to Dec. 31. This represents a slight decrease in participation.

2. Attendance will increase by 5% program wide for the year.

Last year as of Dec. 08 the average attendance was 81.88% At the end of Dec. 09 the average attendance was 81.30%. Even with the sites having a lot of children out sick with the flu the overall attendance just had a slight decrease.

3. Referrals by Family Liaisons will increase by 5% based on information gathered from Child Plus data tracking software.

14 (15%) out of 97 families requested assistance from the Family Liaison through the Parent Interest survey. 12 families received assistance from the FL, two families moved out of the area before receiving FL services. This represents a 2% increase in requests from the FL over last year.

Upon enrollment families were enrolled in the following programs: Medicaid (49) 51%; WIC (55), 57% ; Food Stamps (33), 34%; Heating & Utility Assistance (35), 36%; Higher Education (11), 12% ; Child Care (8), 9%; Housing (11), 12% ; TANF (12), 13%; Food Bank (7), 8%; Infant Learning (5), 6%; Private Insurance (19), 20% Within the Head Start Communities other agencies are providing direct services to the families of Head Start and the need for Family Liaison assistance is limited. The Family Liaisons are able to provide more classroom support since they do not have a lot of requests for assistance.

4. Parent volunteer hours will increase by 5% based on in-kind tallies in Child Plus. *Last year during the time period Sept. 1 to December 31 parents provided 1033 hours of in-kind and during the time period Sept. 1 to December 31 this year parents provided 783 hours of in-kind. This represents a 24% decrease. The decrease in hours is a result of the changes in the guidelines as to what is countable as in-kind, we can no longer count home visits, parent orientation, parent teacher conferences or anything that benefits the 'individual child or family'. Allowable in-kind can only benefit the*

classroom as a whole and must be a good or service that the program would have to pay for if it was not donated. BBNA will be submitting a waiver request for the inkind match as it has become nearly impossible to meet this requirement given the restrictions that have been imposed.

Goal 2: To evaluate costs and nutritional values of food products available in this area and produce menus that reflect information gathered in this process.

Target Population: Head Start children will benefit from fresher fruits and vegetables; Head Start budget will benefit from reduced or at least consistent costs.

Activities/Strategies: Nine week rotating menus will be evaluated to identify foods that are available, cost effective and culturally appropriate for the Bristol Bay Area. Alternate ways of purchasing and shipping healthy foods will be researched to reduce the effects of increasing food and freight costs.

Planned Outcomes:

- To increase food quality and variety while at the same time maintaining or decreasing current food costs.
- Menus will be modified to include as many culturally appropriate foods as possible while maintaining USDA standards.

2008-2009 September – December food costs were \$37,675.58

2009-2010 September – December food costs were \$40,909.90

Even with the rising costs of food and transportation we were able to almost maintain the same costs as last year for the food budget. This is due partially to the donated fish from Peter Pan Cannery and partially due to careful calculations of food required, resulting in less waste at the end of the year.

As part of the Dillingham School Food Program we were able to access the Peter Pan Frozen fish fillets at no cost to the program since these fillets were donated by the local fisherman. Fish is provided at four Head Start classrooms every Friday. Also through cooks monitoring of the likes and dislikes of the children modifications were made to the menu to include food items the children would eat.

Whole Grain products have been increased in our menus .Our goal has been to provide 50% wholegrain menu items and we have reached that goal during the 2008-2009 school year and are continuing to maintain that percentage this year.

Goal 3: To reduce or maintain current costs of transportation services while continuing to provide transportation to Head Start children.

Target Population: Head Start children and families.

Activities/Strategies:

- Head Start will research ways in which to combine transportation services with existing schools in the communities of Dillingham, Togiak, and New Stuyahok.
- Head Start will look for ways to use TANF and/or Quality Child Care funds to assist in paying for transportation costs.

Planned Outcomes:

- To reduce or maintain current transportation costs at all sites by working with local entities to combine transportation to other agencies.

Combined transportation services has been extremely successful in the community of Manokotak. The Head Start program is located in the school and Head Start starts at the same time as the rest of the classes. The local school bus transportation is provided by Manokotak Native Limited (MNL) and they pick up the Head Start children along with the K-12 students. SWRSD offers full day Kindergarten so there was not an existing mid day run. We were able to coordinate with TANF to provide an additional run but are having some challenges. The folks in DC (we're still unclear if it's a Head Start issue or a TANF issue- each organization is pointing fingers at the other) have said that using TANF funds to 'supplement an existing program' is unallowable. We're still negotiating with them to allow this wonderful partnership but in the meantime will be paying the costs out of the Quality Child Care fund in the Workforce Development Department.

Through several discussions with various entities, it was determined that combining transportation services in Dillingham is just not feasible. There are too many kids on the existing DCSD bus runs to allow room for the Head Start children as well. We will continue to run our own bus run.

Southwest Region School District doesn't run a bus in New Stuyahok because all children live within a mile of the school. We had originally talked with the school about transporting elementary school special education students but they have had no children who needed the service. Additionally, the Head Start bus has been down for mechanical problems all year; the cost of maintaining the bus there has been extremely challenging and it may be that we can no longer provide this service. Togiak is the only community that we have yet to discuss collaboration. We're currently in the process of writing a request for expansion in this community. The plan, if funded, would be to open an additional classroom in Togiak for the large number of children on the waitlist. Anne Shade, Head Start Director is planning a trip to Togiak this spring and will discuss the possibility of combining bus runs with Togiak Native Limited at that time regardless of whether the grant is funded.

Goal 4: To research the feasibility of operating a full day/full year program with braided funding through Head Start, State child care assistance, and Temporary Assistance to Needy Families.

Target Population: Head Start children and families, and children and families requiring full day child care programs throughout Bristol Bay.

Activities/Strategies:

- Head Start will research ways to braid funding streams to operate a full day/ full year classroom in Dillingham in conjunction with the previously existing child care center.
- Head Start will continue to support training and technical assistance for the Child Care Center to ensure quality programming.
- Additional State funding has been requested through the Alaska Head Start Association's 2 year plan to the governor. If funded, these funds will be used to

provide the services necessary to re-open the child care center to provide full day services to Head Start children with working parents.

Planned Outcomes:

- To determine if the braided funding concept is feasible for this area. If it looks like a possibility we will be spending the following two years developing this plan in order to begin serving other Head Start sites with full day/ full year programming.

This project is still not off the ground due to a few challenges. We just opened Manokotak this year and wanted to make sure that they had the support they needed to be successful. We didn't want to start 2 new major projects in the same year. Also, due to the construction in the main BBNA building, the classroom that would be used for this project has been used for storage. The child care committee has come up with a new plan of starting small with just an after school program in order to ensure that the systems are in place and that it will be an achievable project. The committee is also planning on meeting with the MAP school in March 2010 to discuss future child care plans.

Goal 5: To research the new “Home Child Care” Head Start option offered by the Office of Head Start.

Target Population: Head Start children and families, and children and families requiring full day child care programs throughout Bristol Bay.

Activities/Strategies:

- Management team will gather information from the Office of Head Start on how to institute and run a Home Child Care option.
- Management team will contact other grantees who have attempted the Home Child Care Option to gather information on the viability of this option.

Planned Outcomes:

- To determine if the Home Child Care Option is a viable program option that can be used to support existing home child care providers in the Bristol Bay Area.

There has been very little information provided by the Office of Head Start regarding the Home Child Care Option. We have thus far been unable to get our questions answered. We will continue to look for information on this option but are also excited by the prospect of new Federal Head Start expansion dollars on the horizon which would make implementing the Home Child Care option unnecessary.

Goal 6: To reduce hard copy paperwork and other resource depleting activities to the extent possible

Target Population: Head Start administration, site staff and parents throughout the Bristol Bay.

Activities/Strategies:

- Management team will encourage site staff to submit as much paperwork as possible via e-mail rather than mailing packets or faxing.
- All Head Start staff will work towards providing parent information via e-mail for those parents who have access to it. This will include but are not limited to: parent bulletins, newsletters, meeting minutes, and training opportunities.

- Management team will research the feasibility of maintaining a website specific for staff and parents where forms and documents can be downloaded or uploaded.

Planned Outcomes:

- To reduce the volume of paper, ink and other resources currently being used by the Head Start program.

We have made great strides in this new goal, requested by the 08-09 Policy Council. The Head Start webpage has been recreated by Jennifer Gardiner and is now parent and staff friendly. Staff can now pull the required forms from the website, fill them in and e-mail them back. Many staff still fill them out by hand and fax them in but it has reduced paper significantly since staff just print what they need instead of sending out boxes of forms at the beginning of the year. Additionally, the current forms are being used since they can be updated instantly on the web. This has reduced confusion and administrative headaches caused by having the wrong form submitted. Parents are able to pull menus, classroom newsletters, applications, and information posted by content managers straight from the website.

Finally, the Policy Council packets are now posted on the website as well. This has been extremely helpful as it has made it unnecessary to send packets out to members a week prior to the meeting. PC members are able to sit at their computers while on the teleconference and pull up the material as we go through it. Through all this we have significantly reduced the amount of paper used by this department.