

Annual Report for Klamath Family Head Start

As required in the Head Start Act as amended (42 USC 9801 et seq.)

Fiscal Year Ending August 31, 2010

Funding (as Budgeted)

Public Funding:

Head Start Grant	1,805,927
Oregon Pre Kindergarten	1,148,651
USDA (Cost Reimbursement Program)	141,441
Klamath Falls School District	9,000

Total Public and Private Funds Received: **3,105,019**

Budgetary Expenditures and Proposed Budget

The program's budget includes line items for direct instruction, such as teacher salaries and benefits, classroom supplies and other teaching-related expenses; family engagement, which includes social service staff and support for parent activities; interventions, which include health, mental health and nutrition; staff professional development, which includes training and technical assistance for staff; and supervision and support expenses.

Program Services

Instructional Services

Wages, Teachers and classroom aides	818,671
Classroom Supplies	41,000
Children's services	8,500
Total Instructional Services	868,171

Transportation Services

Wages, Bus drivers and aides	131,555
Bus fuel, maintenance and communications	45,000
Travel cost of teacher / home visitors	10,000
Total Transportation Services	186,555

Nutrition Services

Wages, cooks and dietician	113,837
Food and kitchen supplies	97,500
Total Nutrition Services	211,337

Parent Services and Involvement **18,950**

Total Program Services **1,285,013**

Support, Administrative and Occupancy

Support Services

Wages, Support Staff	419,610
Supplies used in support activities	22,000
Total Support Services	441,610

Governing Board Services – Meetings 2,900

Administrative Services

Wages, Administrative Staff	218,024
Corporate licensing, audits, legal And related	88,100
Employee benefits, all areas	446,103
Payroll taxes, all employees	218,665
Total Administrative Services	970,892

Staff Training 67,500

Occupancy 337,104

Total Administrative and Occupancy 1,820,006

Total All Budgeted Expenditures 3,105,019

Note: Amounts shown above as funding and expenditures reflect the budget approved by the Grantee Board and Policy Council of Klamath Family Head Start for the fiscal year beginning September 1, 2009 and ending August 31, 2010. Actual results of operations may vary.

Total number of children and families served

Children Served	362
Applications Taken	569
Waitlist at End of Year	176 - 131 IE
Turnover	44

Average monthly enrollment percentage: 100%
Percentage of eligible children served: 97%

Some groups known to be eligible are foster children and children of homeless families.

Results of Most Recent Review by Office of Head Start

The most recent program review was conducted January 6 – 11, 2008. Areas of non-compliance noted; the grantee did not take a physical inventory of equipment and reconcile the results with equipment records at least once every two years; the grantee did not submit the audit and data collection form within nine months after the end of the audit period; the grantee did not submit its SF-269 financial status reports within thirty days after the end of the specified reporting period for semi-annual reports and ninety calendar days for final reports.

All areas of non-compliance were corrected in accordance with federal follow-up requirements.

Financial Audit

The independent accounting firm Purkepile & Johannsen CPA's, Medford, Oregon, conducted the financial audit for Klamath Family Head Start. This audit reported on the fiscal years ended August 31, 2008 and August 31, 2009. The most recent audit report, dated February 11, 2010 is available at 1940 So. 6th Street, Klamath Falls, Oregon 97601. There were no findings related to the Head Start Program.

Percentage of Enrolled Children Receiving Medical and Dental Exams

During the 2009-2010 program years, 98% of children enrolled in the program received medical exams, and 96% of children received dental exams.

Information about Parent Involvement Activities

Activity	Details
The opportunity to develop a Family Partnership Agreement/Goals.	Offered to all enrolled families.
Parent Group Meetings.	All sites have eight or more meetings per year.
Policy Council Meeting	Members are elected by the group members and attend budget, program design and personnel committee meetings.
Parent Training	Nutrition; Health; Mental Health; Education and Safety
Volunteer in the classroom.	Based on individual participation.
Father and mother involvement.	Program activities are provided monthly.
Health Advisory Committee / Education advisory.	Parent participation
Recruitment Activities	Policy Council, families and staff. Participate in community activities.
Home visits and parent teacher conference orientation and phase-in day.	Each family offered two home visits; two parent teacher conferences and two clusters. Family service home visits may be provided as needed.
Transition Activities	Includes visits to elementary schools, transition nights, and kindergarten enrollment assistance.

Efforts to Prepare Children for Kindergarten

The program goals and objectives address the needs of families and children in the community. The goals incorporate input from staff and program leadership. All Klamath Family Head Start goals are developed with the outcome that students are ready for kindergarten.