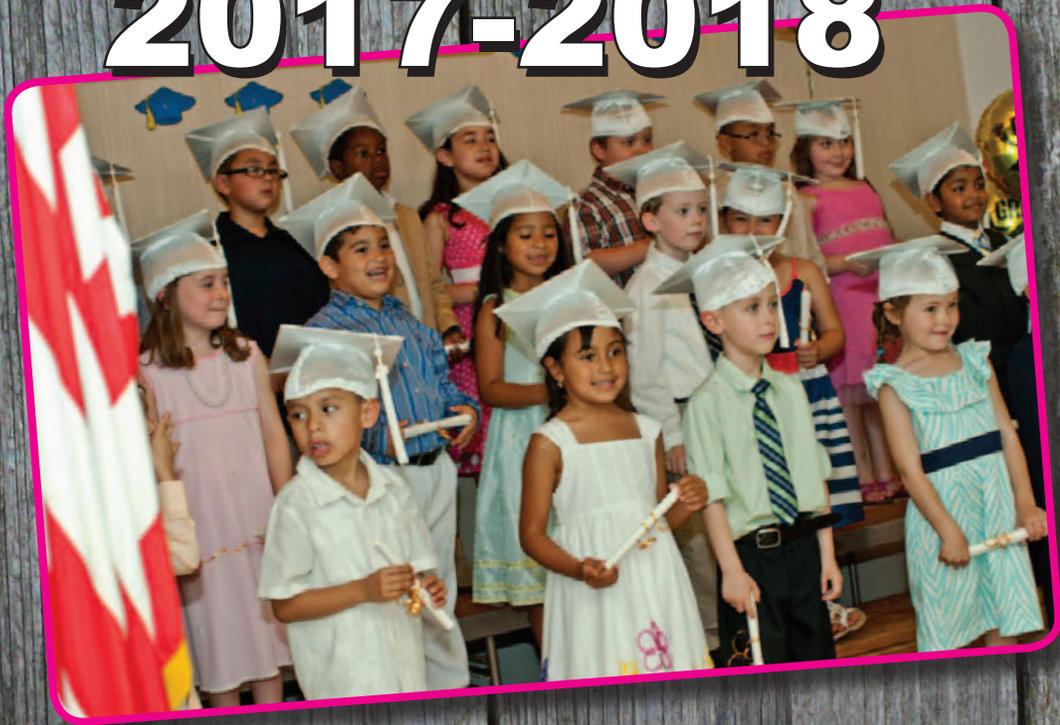


# Head Start Program ANNUAL REPORT 2017-2018



# SMTCCAC is a Leader in the Community

Southern Maryland Tri-County Community Action Committee, Inc. (SMTCCAC, Inc) was established as a private non-profit corporation in 1965 under the laws of the State of Maryland. Three men, Ray Shipley, Robert Hall and George Higgs, all from Calvert County, formed the new corporation.

In September of the same year, 18 concerned citizens, six from Calvert County, six from Charles County and six from St. Mary's County were seated as the Agency's first Board of Directors.

SMTCCAC, Inc. entered Southern Maryland into America's "War on Poverty" with the submission of an application for a federal grant under the provisions of the newly enacted Economic Opportunity Act of 1964. The application was submitted by the newly formed Tri-County Council for Southern Maryland on the agency's behalf. With funding approved the agency was able to hire its first employees – three in administrative positions. They reported to work on October 10, 1966.



## OUR VISION

*To create opportunities for all citizens to realize their potential to become self-sufficient.*

## OUR MISSION

*To provide services for eligible citizens that alleviate the causes and conditions of poverty, promote upward mobility and enrich the quality of life.*

The agency's services periodically change to fit needs as communities and economic realities evolve. Economic insecurity remains a problem for far too many of our neighbors. That fact keeps us striving to Help People to Help Themselves through a wonderful network of new partners and supports. Working together we can bring hope and promote upward mobility where it is most needed.

SMTCCAC, Inc. offers a wide variety of programs to support our mission of combating poverty in Southern Maryland and promoting self-sufficiency to residents of Calvert, Charles, and St. Mary's Counties.

## Southern Maryland Tri-County Community Inc. Services Head Start Program

*In 1967 SMTCCAC developed an early childhood development program for children from low-income families. SMTCCAC Head Start is a federally funded program.*

We have 3 centers located in Charles County, Maryland.

We offer two program options: Part Day and Full Day.

***The following centers offered two Part Day Sessions:***

**Eva Turner Head Start** - 1000 Bannister Circle, Waldorf, Maryland 20602  
and **Brawners Head Start** - 6655 Weaver Street - Indian Head, Maryland. 20640.

**J. Woodall Head Start** - 10515 Theodore Green Blvd, La Plata, Maryland 20695 offers Full Day Session.

**OUR VISION** is to promote school readiness by enhancing the social and the cognitive development of children through the provisions of education, health, nutritional, social and other services to enrolled children and their families.

**OUR MISSION** is to promote school readiness by assisting eligible families to improve the social, emotional and cognitive development of the individual child through the support of educational, health, nutritional and community services.



We support our VISION AND MISSION through the following components Education, Mental health, Disabilities, Health and Safety, Transportation, Nutrition, and Parent Involvement. Each of these components is used to provide services for each individual child enrolled and their families.

## Education

The program's goal is to plant a seed of life-long learning. We work hard to ensure that children leave Head Start with a positive attitude toward learning. The teaching team is trained to fidelity annually on the Creative Curriculum, (CC). The CC is a research based curriculum that is proven to provide children with age and developmentally appropriate activities and various learning experiences.

## School Readiness Goals

SMTCCAC Head Start works with families and the local school system to ensure children possess the skills, knowledge, and attitudes necessary for success in school and for later learning and life. Our program recognizes parents and families as their child's primary teacher and advocates. SMTCCAC Head Start works with the local school system to ensure an effortless transition to kindergarten for students. Services were extended during the summer to students transiting to kindergarten. The program provided individualization using children's Teaching Strategies Gold assessment data. SMTCCAC Head Start Teaching team partnered with Charles County Public School staffing to ensure the one to one instruction was met to achieve child outcomes. There was significant gain based on the pre and post assessments. In addition, STEAM activities were implemented to enhance children's knowledge in science, technology, art and math.

## Mental Health, Disabilities

At SMTCCAC all children are provided opportunities to explore and learn. A total of 131 children received developmental and socio-emotional screenings which was completed using the Brigance Instrument within 45 days of entry into the program. At least 10% of Head Start's funded enrollment was set aside for children with diagnosed disabilities. These children are included in all classroom activities.

## Health and Safety

There were 131 Children screened on their height, weight, hearing and vision within 45 days of entry, to see how well they are developing compared to their peers. The Audiometer is used to measure their hearing. The LEA Chart is used to check their sight. The physicians scale is used to measure height and weight. These screenings are put in place to ensure there are no hindrances to learning and development. As a part of daily curriculum children were taught basic hygiene practices, such as hand washing and tooth brushing. In addition, children participated in monthly Safety Drills, (fire, lock down, extreme weather conditions and bus evacuation)

## Transportation

A total of 256 round trips were provided for one of our centers, Brawners Head Start. Transportation was provided in accordance with state and federal requirements. A bus monitor was on each route to ensure the utmost safety for the children and extend the learning period for the children.

## Healthy Meals

The program ensured that the children received a healthy breakfast, lunch and/or snack. A total of 24,308 meals were served. The meals were served family style to encourage the development of social, language and self-help skills. The menu included a wide variety of foods with an emphasis on fruits and vegetables, whole grains and limited sugar, salt and fats. Families are provided menus monthly. In addition, Head Start partnered with the Kiwanis Club to provide take home snacks various times throughout the program.

## Parent Involvement

Parent Involvement is essential to the success of the Head Start program. Parents affect almost every aspect of a child's life: self-esteem, health, values, behavior, readiness for school and success in life. Because parents have so much at stake, they have a lot to offer to the Head Start program serving their children. Parents are encouraged to take an active role in their child's education by volunteering in the classrooms, participating in family activities and events, and providing valuable feedback to the program.

## Policy Council

Policy Council is a group of parents and community members that meet once a month to discuss issues and policies that affect the entire Head Start program. Parent Committee meetings provide the opportunity for parents from each site to meet throughout the year to develop family connections and discuss activities and ideas.



## Parent of the Year

Mrs. Tonya Alton has been a consistent Southern Maryland Tri-County Community Action Committee Head Start Parent Committee member. She can be found assisting in classrooms or working on the program governance level. When the need presented itself, she stepped up as secretary for both Parent Committee and Policy Council. Her work ethics helped SMTCCAC Head Start program met its In-Kind obligations.

The two most recent activities that she was intimately involved are 1) J. Woodall Center Home/School project that focused on math activities, she cut out and put together math packets for 34 students; and 2) Head Start Program Friendship Dance, she worked from preparation to clean up completing such duties as putting together gift bags, helping with activities/games, serving children and families. Mrs. Alton gentle disposition makes her a great candidate to encourage other parents to participate in Head Start.

# MEET THE SMTCCAC HEAD START MANAGEMENT TEAM

**Michael Young, MSW** - President of Southern Maryland Tri-County Community Action Committee, Inc. (SMTCCAC) has nearly 30 years (29) of experience in human services and social work. He has served SMTCCAC as President/CEO since August 1, 2016. He served the Maryland Community Action Partnership (community action state association serving Maryland, Delaware and the District of Columbia) as Executive Director/CEO for three years. He worked seven years as the President/CEO of the Community Action Agency in Prince George's County Maryland better known as UCAP (United Communities Against Poverty). He served as the CEO of the housing authority of the city of Danville, Illinois for seven years. He worked for the East Central Illinois Community Action Agency for six years in senior management and executive level positions. Mr. Young served the White House in the capacity of Intern under the Clinton Administration. Michael has done consulting work with Board Training and has served on over 30 boards and committees at the local, state and regional levels. He has worked in the private, county, state, federal and nonprofit sectors. He has completed advanced coursework in the PhD Program at Howard University School of Social Work. He holds a Masters Degree in Social Work from Howard University and a Bachelor's degree from Eastern Illinois University. He also has an Associate degree from Danville Area Community College.



**Donna Montgomery** is the Head Start Director of SMTCCAC Head Start. She received her Bachelor's Degree in Business Administration from Bowie State University, Associates Degree in Business Management from University of D.C. and graduate credits in Early Childhood Education at Trinity University. She has her CDA Child Development Associate Credential and 90-hour Certificate as well as many other ECE certificates. Her experience in the childcare field extends over 20 years. She has owned and operated her own center, managed full service corporate and back-up centers. She is an advocate for children and committed to the field of Early Childhood Education. Her goals are to raise the bar of Professionalism and to create a "home away from home where a Kid can be a Kid." She served as the President of Bladensburg Elementary School PTA, Substitute Teacher for grades K-6, Coordinator of Children's Church and on the Board at Portstowns and Landover Hills Boy's and Girl's Club.

***“Leadership and Learning  
are Indispensable to each other.”  
- John F. Kennedy***

**Kristy Savoy** serves as the Health and Safety Coordinator for SMTCCAC, Inc. She holds a Masters Degree in Education with a concentration in Community Services. Kristy has over 16 years in the education field. She started her career as an early childhood teacher and taught 5 years in the public school for Prince George’s County Schools. Kristy comes to SMTCCAC, Inc. with years of experience supporting families of diverse populations and she has chaired several Head Start advisory boards.

**Carolyn Parker** is a native of Calvert County and has lived there her entire life. For over 20 years, Carolyn has been working in the Education field. Carolyn has served in the capacity of Volunteer, Substitute Teacher, Teacher Assistant, Teacher, Center Manager, Director, and currently Education Coordinator. She is currently the Education Coordinator at SMTCCAC. Her educational background has enabled her to service the community, children and families of the Tri-county area. Carolyn received her Bachelor of Arts degree in Early Childhood Education at Sojourner-Douglass College and a Masters Degree in Leadership in Teaching at College or Notre Dame of Maryland in Baltimore, Maryland.

**Rewa Powell-Mack** serves as the Family Advocate Coordinator for SMTCCAC, Inc. Mrs. Powell-Mack received her Master of Science in Community Counseling from Wilmington University, Wilmington, DE and a Bachelor of Science in Criminal Justice from Valdosta State University, Valdosta, GA. Mrs. Powell-Mack has 24 years of experience in providing high quality care and support to individuals and families. She strives in partnering with organizations in the community to create job opportunities, and to assist families with obtaining self sufficiency. Mrs. Powell-Mack has a consistent track record of working successfully with individuals, families or groups, all within a variety of settings. Her previous assignments include the Delaware Department of Child Mental Health, Delaware Department of Corrections, Prince Georges County Office of Child Support, St. Mary’s Department of Social Services and Lifestyles of MD, Inc.



# THE YEAR IN REVIEW

Many exciting achievements happened in 2017 – 2018 at Head Start Centers.

## Special Center Events

- Donuts for Dads
- Dr. Seuss Day
- Human Society
- Math Day
- End of the Year Center Celebrations 2018
- Head Start Graduation 2018

## Enrichment/Field trips

- Field Day to Science Center
- Art Therapy
- Purposeful Play
- Ice Cream Social
- Science Center
- Casa del Bakery

## Outreach and Community Initiatives

- Friendship Dance
- Take home weekend food project with Kiwanis Club
- Center End of the Year Celebrations
- Health Day



***“While we try to teach our children all about life, our children teach us what life is all about.”***

***- Angela Schwindt***

# PROFESSIONAL DEVELOPMENT

Center Program Enhancement – At SMTCCAC we offer many opportunities for parents and staff to grow and improve upon their skill set. We also offer opportunities for community collaboration.

## Professional Development

- All Staff Meetings – Bi-monthly
- Monthly Center Meetings

## Leadership Growth Opportunities

- Monthly Senior Managers Meetings
- Monthly Management Meetings
- Outreach and Recruitment Training
- National Head Start Association
- Maryland Community Action Partnership
- Maryland Head Start Association Conference



## Community Collaboration

- Judy Center Steer Committee
- Partnerships for Healthier Charles County
- Early Childhood Advisory Council
- Maryland Head Start Association

## Parent Development Opportunities

- Volunteer in Classrooms
- Child Advocate – Head Start Day at Annapolis
- Parent Committees
- Policy Council
- Parent Representative Board Member
- Goal Setting with Family Partnership Team
- Health Advisory Council
- Self Assessment



## 2017-2018 CENTER GOALS

- People
    - o Improve On-boarding procedures
    - o Implement Volunteer Training Program
    - o Implement Monthly Teacher meeting
  - Financial Performance
    - o Update Procurement Process
    - o Review budget monthly with Fiscal
    - o Improve In-Kind opportunities
  - Program
    - o Purchase 5 edition Creative Curriculum
    - o All Coordinator – CLASS Reliable certification
    - o Implement CAT meetings
    - o Implement Staying Healthy Campaign
    - o Implement Full Day Program for 34 children (Duration Grant)
  - Partnership
    - o Increase the percentage of parent participation on the Policy Council
    - o Disseminate Annual Report to Community Partners
    - o Partner with Consultants (Nurse and Mental Health) to ensure contract meets the growing needs of the program.
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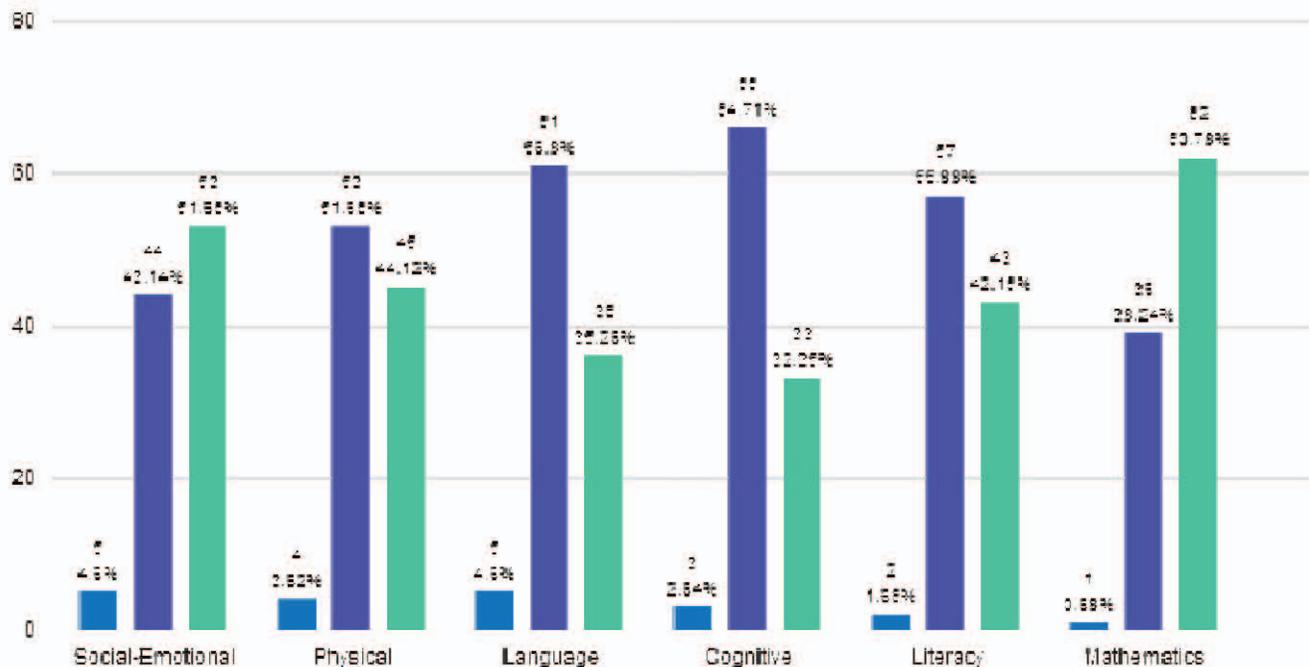
## 2018 - 2019 CENTER GOALS

- Communication
    - o Develop Intranet
    - o Head Start Bi-Monthly Newsletter-Staff/Head Start Center Newsletter-Parents
  - Management Systems
    - o Review systems at center and movement level to determine ways to improve efficiency
  - Program
    - o Implement Full Day Program for all Centers
    - o 15 hours of professional development/Update teaching staff qualifications
    - o All Coordinators CLASS Reliable/All Teachers CLASS Reliable
    - o Male Involvement Program
    - o Practice Based Coaching Consultant
  - Partnership
    - o Develop plan to encourage increased family participation
    - o Improvement in the Family Assessment System
    - o Develop New partnerships
-

# CHILD OUTCOMES

86 children attended double-session classes for three and a half hours a day, four days a week. 34 children attended full day classes for six and a half hours per day. The children in the program were assessed using the Teaching Strategies Gold Assessment System three times during the program year: Fall, Winter, and Spring. Teachers used the outcomes to develop lesson plans that met the needs of each individual child in the areas of social and emotional development, language and literacy, cognition and general knowledge, and physical development. The Teaching team also used TSG Assessments to focus on teaching strategies and skills.

SMTCCAC Head Start mission is to meet children at their educational level and develop an individual plan to help them improve. At the end of the program year each domain area shows improvement in the exceeding expectations category

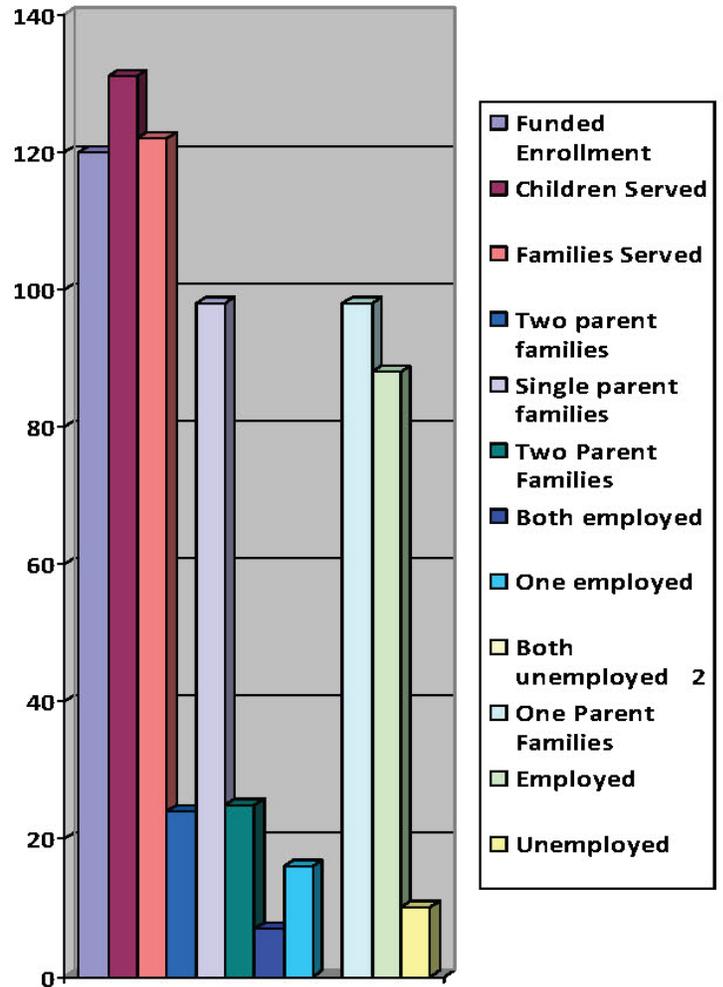


The graph above represents the final outcomes in each educational domain, (Green - Exceeding Expectations), (Purple - Meeting Expectations) and (Blue - Below Expectations).

Exceeding Expectations	Meeting Expectations	Below Expectations
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# DEMOGRAPHICS

Funded Enrollment	120
Children Served	131
<b>ETHNICITY</b>	
Biracial/Multi-racial	7
Hispanic or Latino	10
African American	100
Other	3
Unknown	2
Families Served	122
Two parent families	24
Single parent families	98
<b>EDUCATION</b>	
Bachelors degree	1
Associates degree	22
High School or GED	32
Less than High School	6
<b>EMPLOYMENT</b>	
Two Parent Families	25
Both employed	7
One employed	16
Both parents unemployed	2
One Parent Families	98
Employed	88
Unemployed	10



<b>HEALTH OUTCOMES</b>		
End of Enrollment		
Have Health Insurance	131	100%
Ongoing source for medical care	131	100%
Ongoing source dental care	125	95%
Have up to date immunizations	131	100%

# FINANCIALS

Head Start funds are received from the following sources.

Federal: U.S. Dept. of Health & Human Services, Administration for Children & Families  
U.S. Dept. of Agriculture, Child and Adult Care Food Program

State: Maryland State Department of Education

Category	FY18 Budget	FY18 Actual Expenditures			FY18 Total	Percent of Total	FY19 Proposed
		HHS	USDA	MSDE			
Personnel	758,988	667,099		65,416	732,515	47.74%	832,683
Fringe Benefits	269,699	322,463	- 0	26,078	348,542	22.71%	256,134
Equipment	32,400	3,882			3,882	0.25%	- 0
Supplies	107,055	67,674	67,707	7,435	142,817	9.31%	89,878
Contractual	62,420	70,224	- 0	3,595	73,819	4.81%	31,304
Other	337,453	221,416	- 0	11,444	232,861	15.18%	159,077
<b>Total</b>	<b>1,568,015</b>	<b>1,352,760</b>	<b>67,707</b>	<b>113,969</b>	<b>1,534,436</b>		<b>1,369,076</b>

Non-Federal Share:

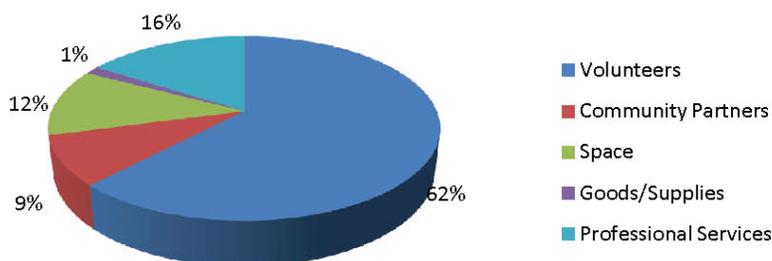
## 2017 Actual



Source	Amount
Volunteers	43,176.95
Community Partners	21,076.24
Space	38,987.83
Goods/Supplies	135,475.92
Professional Services	62,585.43

## 2018 Budget

Source	Amount
Volunteers	199,405.00
Community Partners	27,790.00
Space	38,000.00
Goods/Supplies	4,475.00
Professional Services	51,077.00



The Head Start fiscal self-assessment process for FY18 identified no weaknesses nor issues of non-compliance. MSDE granted SMTACC Head Start with an additional grant to support and enhance their summer program beginning June 2018. Funds to support that program are \$129,162.

Head Start was granted an 1% COLA for FY 18 and will receive a 2.6% COLA increase for FY19.

Fiscal training sessions and reports are provided on a continual basis to the Board, Policy Council and Program Directors to ensure effective communication, understanding, and internal controls.

*MANY THANKS TO ALL INVOLVED!*



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