

SOUTHERN MARYLAND TRI-COUNTY COMMUNITY ACTION COMMITTEE, INC.



Annual Report



2018 - 2019



Southern Maryland Tri-County Community Action Committee, Inc. Head Start Program

Providing A Pathway to Successful Early Learning

SMTCCAC has been advocating for families since 1967. Our Vision is to create opportunities for all citizens to realize their potential to become self-sufficient. Our Mission is to provide services for eligible citizens that alleviate the causes and conditions of poverty, promise upward mobility and enrich the quality of life.

Southern Maryland Tri-County Community Action Committee, Inc. (SMTCCAC, Inc.) established the Head Start Program in 1967. The Early Head Start Program was established September 2018.

At SMTCCAC Head Start we believe children are little scientist, eager to learn. As Educators we must provide an environment conducive to learning. We must work with parents to provide support and resources as they navigate the educational journey with their children.

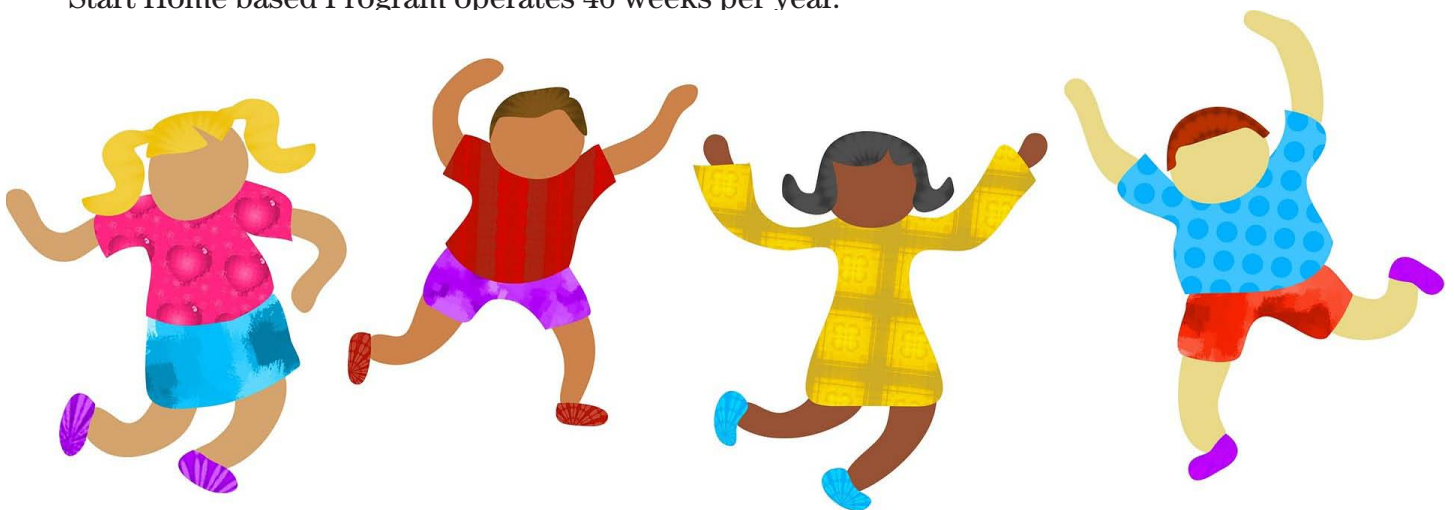
SMTCCAC Head Start and Early Head Start Program is located in Charles County, Maryland. The program has three locations:

- Eva Turner Head Start Center, Waldorf, MD
- J. Woodall Head Start Center, White Plains, MD
- Brawners Head Start and Early Head Start Center, Indian Head, MD

We offer the following program model::

- Early Head Start (Birth to 3) - home based
- Early Head Start (2 year old) - classroom
- Head Start (3 to 5 year olds) - classroom
- 4 week Summer Program—students transitioning to Kindergarten

The Head Start program operates 1105 hours per year. The Early Head Start program operates 1397 hours per year. The program operation hours are (8:00am - 2:30pm). The Early Head Start Home based Program operates 46 weeks per year.





EDUCATION

SMTCCAC Staff work hard to ensure that children leave Head Start prepared for Kindergarten. 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. Our Home Visitors are trained to fidelity in Parent as Teachers (PAT). SMTCCAC believes parents are their child's first teacher so we use the Ready Rosie curriculum as our Parent Curriculum. The staff worked with LEA (Charles County Public School) pilot program "Raising a Reader." This program encourages our families to read with their children daily. The students were given the responsibility of taking care of and borrowing books throughout the school year. At the end of the year they were given books to keep.



SCHOOL READINESS GOALS

At SMTCCAC Head Start School Readiness approach means that children are ready for school, families are ready to support their children's learning, and schools are ready for children. One of the ways SMTCCAC partners with the Charles County Public School is to ensure an effortless transition for students and families. The receiving school is provided a Transport to Kindergarten Form for each student. This form includes individualized information on each student. Our Summer Program offers extended learning for all students transitioning to Kindergarten. During this time the students are provided one-to-one instructional support. The Education Coordinator and CCPS teacher worked with students individually and in small groups on the identified domain area of their needs. To assess child outcomes a Pre-test and Post-test was used, The Pre- Kindergarten Year-Long Reading Skills Assessment/Pre-Kindergarten Year-Long Math Skills Assessment. There were 31 students to transition to Kindergarten. To celebrate this achievement the children and families participated in a graduation ceremony at the Hughesville Baptist Church June 2019.

MENTAL HEALTH, DISABILITIES

At SMTCCAC, we believe all children can learn. It is up to the Educators to find out how that child learns. A total of 79 students received developmental and socio-emotional screenings which was completed using the Brigance Instrument within 45 days of program entry. At least 10% of Head Start/Early Head Start funded enrollment is set aside for students with diagnosed disabilities. Students identified with a developmental delay needs are met through partnering with the Center for Children and the Promise Resource Center (Project 1st Choice).

EDUCATION

Annually in August SMTCCAC hosts a Health Fair at the Charles County Health Department. The Health Fair is a collaborative partnership with the following partners: Lions Clubs (vision screening using LEA Chart), WIC (height and weight screenings) and the Charles County Health Department (dental screenings). At this years' health fair, students received dental, height, weight, hearing and vision screens to compare how well they are developing compared to their peers. Approximately 37 students were in attendance. Our Health and Safety Coordinator used the audiometer to measure the children's hearing. Our daily curriculum includes preparing students for emergencies through safety drills practice such as fire, lock down, extreme weather conditions and pedestrian safety.

HEALTHY MEALS

Health and physical development impact a child's ability to learn in all curriculum areas. Basic hygiene practices are a part of the daily curriculum. As a part of our daily schedule children were taught basic hygiene practices: such as hand washing and tooth brushing after meals. Breakfast, lunch and afternoon snack are all served family style to support healthy habits and social skills. The menu included a wide variety of foods with an emphasis on fruits and vegetables, whole grains, and limited sugar, salt, and fats. We served a total of 28,085 meals. Our Community Partner Kiwanis Club provided approximately 136 take home meals during our Summer Program and 116 take home meals over the Winter break.



PARENT INVOLVEMENT

At SMTCCAC Family engagement is a collaborative effort through relationship building among staff, families and children. The relationship is built on mutual respect shared among families and staff for the experiences each brings to the table. Relationship building starts at the point of entry into the program. This year Policy Council spearheaded SMTCCAC Family Fun Day June 7, 2019 at a local church in Indian Head, Maryland. Each program was represented with a different colored tee-shirt. Their children enjoyed several activities such as pony rides, moon bounces, face painting, dancing, and painting. There were approximately 86 families in attendance.

POLICY COUNCIL

The Policy Council is part of the shared governance team that includes the Board of Directors, program staff, community members, and Parent Committee members. Together the team plans, and makes decision to achieve positive outcomes for children and families.

Policy Council assists program staff in developing plans, policies and procedures to meet Head Start Performance Standards and address needs in the community. Policy Council members participate on the School Readiness Team, Health Services Advisory Committee, and the Self-Assessment Team. The election of officers for Policy Council is held annually in October.

PARENT OF THE YEAR

Elizabeth Jefferson

Ms. Jefferson's child attended the Eva Turner Head Start Center.

Ms. Jefferson is very supportive of the Head Start Program. She has been an active parent by participating in just about all the center's parent/child center events.

Her bubbly personality causes the children to gravitate towards her. When she walks into the classroom during morning arrival she is greeted by the children with smiles and hugs.



Ms. Jefferson takes all the children under her wing. She engages with the children by asking about their day or just simply walking a child that is experiencing separation anxiety to morning gathering time. She also attends the centers lunch and learn sessions conducted through (Ready Rosie – Parent Curriculum) to increase her knowledge of adult/child interactions.

She is an Advocate for the Head Start Program. You could find her discussing the Head Start Program with other parents and encouraging them to participate in the classroom and program activities. In addition, she helped with the program recruiting/outreach efforts, frequently you would hear her encouraging new parents to enroll in our home- base program. She shares with the families the importance of fully participating including attending Socializations.

Ms. Jefferson plays an integral role in the academic learning experience of her child.

Male Involvement Program

SMTCCAC launched the Male Involvement Program (MIP) September 2018. The first Male Involvement Meeting was held April 2019 at Famous Dave's, Waldorf, MD. The MIP goal is to create a culture of engagement that encourages and supports fathers in becoming more involved in the lives of their children. 24/7 Dad's is the curriculum used. This curriculum offers men an opportunity to Reflect and Share their experiences. One of the program outcomes is the increased male participation in Shared Governance (Policy Council Meetings.)



“Iron sharpening Iron” As the SMTCCAC Head Start Fathers meet to support one another as they navigate Fatherhood.

Child Outcomes

Teaching Strategies Gold (TSG) Spring Assessment Scores for 2018/2019 Program year – (see charts below) met our School Readiness Goal (SRG) by ensuring 85% of students achieve school readiness in all domains.

The results are as follows:

Social-Emotional: (92%) 67% Meeting, 25% Exceeding;

Language: (92%) 73% Meeting, 19% Exceeding;

Literacy: (92%) 67% Meeting; 30% Exceeding;

Physical: (96%) 79% Meeting, 16% Exceeding;

Cognitive: (86%) 70% Meeting, 16% Exceeding;

Mathematics: (96%) 59% Meeting, 36% Exceeding.

Social-Emotional by Program

Program Name	Below			Meeting			Exceeding		
	Count	%	Mean	Count	%	Mean	Count	%	Mean
SMTCCAC, Inc. Head Start	6	8%	37.7	49	67%	44.4	18	25%	60.3

Physical by Program

Program Name	Below			Meeting			Exceeding		
	Count	%	Mean	Count	%	Mean	Count	%	Mean
SMTCCAC, Inc. Head Start	3	4%	26.0	58	79%	29.9	12	16%	36.5

Language by Program

Program Name	Below			Meeting			Exceeding		
	Count	%	Mean	Count	%	Mean	Count	%	Mean
SMTCCAC, Inc. Head Start	6	8%	32.2	53	73%	44.5	14	19%	53.6

Cognitive by Program

Program Name	Below			Meeting			Exceeding		
	Count	%	Mean	Count	%	Mean	Count	%	Mean
SMTCCAC, Inc. Head Start	10	14%	30.1	51	70%	47.2	12	16%	62.3

Literacy by Program



Program Name	Below			Meeting			Exceeding		
	Count	%	Mean	Count	%	Mean	Count	%	Mean
SMTCCAC, Inc. Head Start	2	3%	25.0	49	67%	44.4	22	30%	71.1

: Mathematics by Program

Program Name	Below			Meeting			Exceeding		
	Count	%	Mean	Count	%	Mean	Count	%	Mean
SMTCCAC, Inc. Head Start	4	5%	29.3	43	59%	31.3	26	36%	47.6

Child Outcomes

To assess child outcomes, during the Summer Program a Pre-test and Post-test was used-The Pre- Kindergarten Year-Long Reading Skills Assessment/Pre-Kindergarten Year-Long Math Skills Assessment (see chart below). The students with consistent attendance experienced the most improvement. The expectation of the Charles County Public School System is that entering kindergartners will have mastered the skills on the assessment by the end of the kindergarten year.

<div>  <div>Summer 2018-2019 Assesment Spread Sheet</div>  </div>												
Name	Test Type	Date	Print	Rhyming	Blending	Beginning Sounds	Name Recognition	Cap. Letters	Lower Letters	Letter sounds	Reading Scores	Math Scores
Student 1	Pre Test	7/1/2019	5	5	5	5	2	26	25	23	96	39/40
	Post Test	7/17/2019	5	5	5	5	2	26	26	26	100	40/40
Student 2	Pre Test	7/2/2019	5	0	3	0	2	18	13	5	46	31/40
	Post Test	7/22/2019	5	0	3	0	2	23	19	7	59	34/40
Student 3	Pre Test	7/1/2019	5	5	1	4	2	26	26	19	88	39/40
	Post Test	7/17/2019	5	5	1	5	2	26	26	20	90	40/40
Student 4	Pre Test	7/3/2019	5	5	5	5	2	26	26	26	100	40/40
	Post Test	7/17/2019	5	5	5	5	2	26	26	26	100	40/40
Student 5	Pre Test	7/1/2019	5	5	0	5	2	26	26	26	95	39/40
	Post Test	7/17/2019	5	5	0	5	2	26	26	26	97	40/40
Student 6	Pre Test	7/1/2019	5	5	0	4	2	26	26	18	86	39/40
	Post Test	7/17/2019	5	5	1	5	2	26	26	23	93	40/40
Student 7	Pre Test	7/1/2019	5	1	2	5	2	25	18	13	71	37/40
	Post Test	7/17/2019	5	2	4	5	2	26	25	18	87	39/40
Student 8	Pre Test	7/2/2019	5	0	4	5	1	23	23	12	73	37/40
	Post Test	7/17/2019	5	0	5	5	2	26	25	17	85	39/40
Student 9	Pre Test	7/2/2019	3	0	0	0	2	4	2	0	11	21/40
	Post Test											
Student 10	Pre Test	7/1/2019	5	5	1	5	2	26	26	26	96	40/40
	Post Test	7/17/2019	5	5	5	5	2	26	26	26	100	40/40
Student 11	Pre Test	7/1/2019	4	3	2	5	1	22	14	13	64	35/40
	Post Test	7/22/2019	5	2	2	5	1	22	14	14	65	36/40
Student 12	Pre Test	7/3/2019	2	0	0	4	1	20	16	13	56	33/40
	Post Test											
Student 13	Pre Test	7/3/2019	5	5	5	5	2	26	23	21	92	40/40
	Post Test	7/17/2019	5	5	5	5	2	26	26	23	97	40/40
Student 14	Pre Test	7/2/2019	5	1	0	0	1	21	15	12	55	38/40
	Post Test	7/22/2019	5	0	3	2	2	24	17	18	71	38/40
Student 15	Pre Test	7/2/2019	2	5	2	0	1	6	4	2	22	33/40
	Post Test	7/22/2019	5	5	3	4	1	17	10	15	60	35/40
Student 16	Pre Test	7/1/2019	3	0	0	0	1	4	3	0	11	28/40
	Post Test	7/22/2019	5	0	0	0	1	5	3	0	14	29/40
Student 17	Pre Test	7/3/2019	2	0	0	0	2	15	4	0	23	22/40
	Post Test	7/22/2019	2	0	0	0	2	21	13	0	38	26/40
Student 18	Pre Test	7/2/2019	3	2	0	0	2	17	18	3	45	29/40
	Post Test	7/22/2019	5	3	3	4	2	25	22	12	76	35/40

Child Outcomes

HEALTH OUTCOMES		
Head Start	End of Enrollment	
	Number of Children	% of Enrollment
Have Health Insurance	81	100
Ongoing Source for Medical Care	81	100
Ongoing Source for Dental Care	81	100
Have up-to-date immunizations	81	100

Early Head Start	End of Enrollment	
	Number of Children	% of Enrollment
Have Health Insurance	42	100
Ongoing Source for Medical Care	42	100
Ongoing Source for Dental Care	32	76%
Have up-to-date immunizations	22	69%

FAMILY SERVICES OUTCOMES		
Service	Head Start	Early Head Start
Crisis	2	1
Mental Health Services	1	1
Adult Education	0	2
Job Training	2	5
Substance Abuse Prevention	0	0
Substance Abuse Treatment	0	0
Health Education	0	0
Parenting Education	8	0
Asset Building	3	1

Self-Review Assessment

The Head Start Staff and Policy Council reviewed SMTCCAC Head Start/EHS Program Goals and Self-Assessment Plan for 2018/2019 Program Year. Content Area overview was provided by each Coordinator (Education, Family Partnership, Male Involvement, and Health/Safety).

The team divided into groups to work on ideas/strategies for quality improvement in the identified areas (Family Partnership, Health Education for Staff, Health Education for Parents, Education, and In-Kind Opportunities).

The Program Goals (Increase Family Involvement and Family Engagement, Broaden Mental Health Awareness for Families and Staff, and Increase Partnering Opportunities to Enhance the Quality of Services Provided) were updated to include measurable outcomes.

Program Demographics

SMTCCAC Head Start's 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.

FAMILY DEMOGRAPHICS HEAD START

Families Served	78
Two parent families	13
Single parent families	65

Employment (two parent families)	
Two parent families Both employed	0
One Employed	2
Both Unemployed	11

Employment (one parent families)	
Employed	19
Unemployed	46

CHILD DEMOGRAPHICS HEAD START

Funded Enrollment	68
Children Served	31

Ethnicity/Race	Hispanic or Latino Origin	Non-Hispanic or Latino Origin
American Indian or Alaska Native	0	0
Black or African American	0	2
White	0	65
Bi-racial or Multi-racial	0	3
Other	3	2
Unspecified	0	1

FAMILY DEMOGRAPHICS EARLY HEAD START

Families Served	33
Two parent families	3
Single parent families	30

Employment (two parent families)	
Two parent families Both employed	0
One Employed	1
Both Unemployed	2

Employment (one parent families)	
Employed	8
Unemployed	22

CHILD DEMOGRAPHICS EARLY HEAD START

Funded Enrollment	32
Children Served	42

Ethnicity/Race	Hispanic or Latino Origin	Non-Hispanic or Latino Origin
American Indian or Alaska Native	0	0
Black or African American	0	33
White	1	0
Bi-racial or Multi-racial	1	6
Other	0	0
Unspecified	0	1



FY 2018—2019 Budget

Head Start funds are received from the following sources:

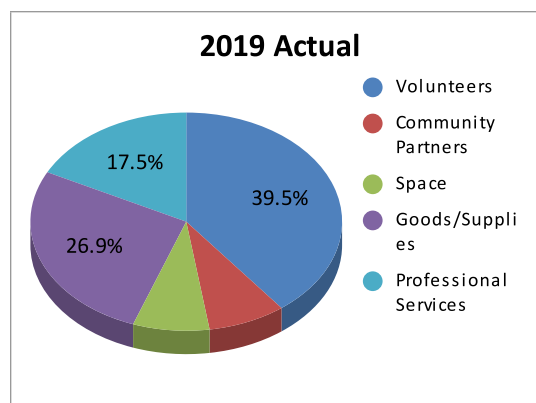
Federal: U.S. Dept. of Health & Human Services, Administration for Children & Families
U.S. Dept. of Agriculture, Child and Adult Care Food Program

State: Maryland State Department of Education

Other: None

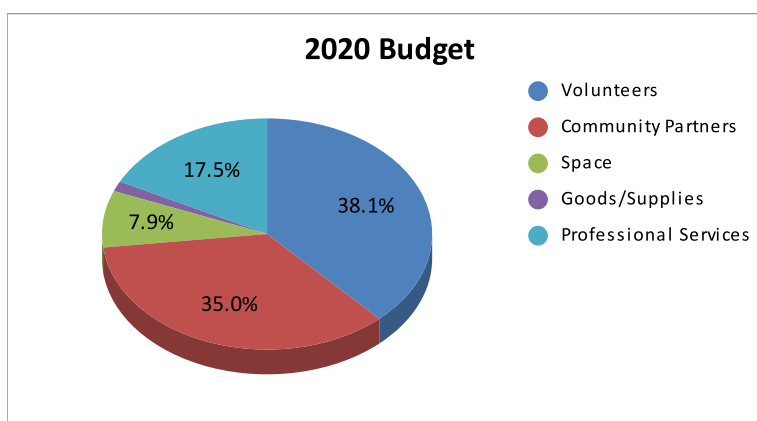
Category	FY19 Budget	FY19 Actual Expenditures				FY19 Total	Percent of Total	FY20 Proposed
		HHS	USDA	MSDE				
Personnel	852,206	795,142		12,234		807,376	48.32%	1,208,799
Fringe Benefits	305,486	227,852	-	1,501	-	229,353	13.73%	349,283
Equipment	80,000	99,949				99,949	5.98%	94,000
Supplies	156,601	74,555	68,684	2,200	-	145,439	8.70%	285,617
Contractual	132,566	91,379	-	400	-	91,779	5.49%	377,890
Other	173,408	292,297	-	4,758	-	297,055	17.78%	343,817
Total	1,700,267	1,581,174	68,684	21,093	-	1,670,951		2,659,406

Non-Federal Share:



Source	Amount
Volunteers	116,174.53
Community Partners	23,719.86
Space	23,320.45
Goods/Supplies	79,196.63
Professional Services	51,469.16

Source	Amount
Volunteers	243,896.64
Community Partners	224,154.21
Space	50,792.42
Goods/Supplies	9,133.86
Professional Services	112,100.88



Head Start was granted an additional \$23,335.00 and \$9,351.00 increases for COLA 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!



FY19 Fiscal Audit Review

The Head Start fiscal compliance audit process for FY19 identified no material weaknesses nor issues of non-compliance.

Audit Finding 2019-001 (Significant Deficiency in Internal Control over Financial-Timely Reconciliations)

Cause

- Significant Delays in Obtaining year-end closing entries, schedules, and reconciliations needed by management and the auditors, partially due to turnover in accounting personnel directly responsible for serving as the main point-of-contact for the audit.

Planned Corrective Action

SMTCCAC made the following corrections as of September 30, 2020 in relation to Audit Finding 2019-001:

- The Agency reevaluated the fiscal department's needs and upgraded job descriptions. This action enhanced the credentials of fiscal personnel, which involved the hiring of a Finance Manager, and the hiring of the Accounting Specialists in place of the Accounts Payable position.
- Implemented a review of all trial fund balance process.
- Implemented a monthly process to reconcile all balance sheet accounts in the general ledger chart of accounts

2018-2019 Center Locations

Charles County

Brawners Head Start and Early

Head Start Center
6655 Weaver Street
Indian Head, MD 20640

Eva Turner Head Start Center

1000 Bannister Circle
Waldorf, MD 20602

J. Woodall Head Start Center

10515 Theodore Green Blvd.
White Plains, MD





SMTCCAC

Southern Maryland Tri-County Community Action Committee, Inc.

Administrative Office

Luther Stuckey Building
8371 Old Leonardtown Rd
Hughesville, MD 20637
Ph: 301-274-4474
Fax: 301-274-0637

Southern Maryland Tri-County Community Action Committee, Inc.

P.O. Box 280, Hughesville, MD 20637-0280

• 301-870-8583 • 301-274-4474 • 301-475-5574 • 410-535-1010 •

Fax: 301-274-0637



Partner Agency – CFC # 62038

