



“  
I’m glad that my child is at a school which she loves to talk about and is proud to say, “That is my school!” when we pass by. Keep up the great job. Thanks!  
”

*Parent of a student enrolled in a BCIU Head Start classroom*

## BUDGETARY *expenditures* AND PROPOSED BUDGET

The budget prepared for FY 2016 included a cost of living adjustment (COLA) of 1.8% which was applied to the allocation awarded since becoming the Grantee in 2013. Appropriate adjustments have been made to allow for program changes and increases in operational costs.

The budget is comprised of the following categories and allocated amounts are noted with the explanation:

**Personnel \$1,954,725:** This category reflects salaries for Child Health and Development Services Personnel, Family and community Partnership Engagement Personnel and Program Design and Management Personnel.

**Fringe Benefits \$1,060,317:** This category includes the employer’s share of social security, retirement, worker’s compensation and unemployment compensation. It also includes single life insurance, medical insurance, dental and vision insurance, long term disability expenditures, and reimbursement for staff physicals.

**Supplies \$88,365:** Included in this category are classroom and office supplies, postage, general building supplies and medical and dental supplies needed to meet Head Start regulations.

**Contractual \$692,389:** This category covers all costs related to student transportation and meal service.

**Other \$643,457:** This category includes the cost for local travel, health consultations provided to Head Start children, child accident, bonding and liability insurance, necessary software used for program operation, printing and duplicating, utilities for centers, custodial services and rent for the various locations.

**Indirect Costs \$250,374:** A maximum of 7.16% can be charged to the Grant as funding allows. This percentage is determined by the Commonwealth of Pennsylvania.

**Training and Technical Assistance \$56,568:** This category includes costs specifically for the training of Head Start staff, parents, and Policy Council members.

### AUDIT RESULTS – BERKS COUNTY INTERMEDIATE UNIT

Each year Berks County Intermediate Unit participates in an independent audit of all fiscal operations. Herbein & Company, a local firm, completed the audit for the fiscal year ended June 30, 2016. It was noted in their report that BCIU complied, in all material respects, with the types of compliance requirements described in the Uniform Guidance that could have a direct and material effect on each of BCIU’s major federal programs for year ended June 30, 2016.

During FY 2016, Berks County Intermediate Unit (BCIU) participated in three components of the Federal Review Protocol. All reviews were completed by Administration for Children and Families, the Office of Head Start. The first review was the CLASS Observation (Pre-K Classroom Assessment Scoring System). Head Start programs are copyread with other programs across the country. The lowest 10% of programs are found to be in non-compliance. As a result of the review, the BCIU program was found to be within the acceptable limits as set forth by the Office of Head Start.

The Comprehensive Services/School Readiness review was completed in March 2016. As a result of this review, all but one area was found to be in compliance. The area of non-compliance centered around obtaining up-to-date health determinations within the required 90-day timeframe. Since that time, a corrective action plan was developed and implemented. This area of non-compliance was corrected.

In April 2016, a Leadership/Governance /Management System review was conducted. As a result of this review, all but two areas were found to be in compliance. The areas of non-

## FEDERAL *monitoring*

compliance were centered around a systematic, ongoing process of program planning including consultation with all groups, including the Governing Body and providing training and technical assistance to the Governing Body and Policy Council. Since that time a corrective action plan was developed and implemented and all areas have been corrected.

There are currently no monitoring events scheduled for FY 2017.



**BERKS COUNTY INTERMEDIATE UNIT**  
1111 COMMONS BLVD.  
P.O. BOX 16050  
READING, PA 19605

All meals served to children under the Child and Adult Care Food Program are served at no separate charge regardless of race, color, national origin, sex, age, or disability. There is no discrimination in admission policy, meal service, or the use of facilities.

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*HeadStart\_BCIU\_AnnualReport\_Oct2017*



**ANNUAL REPORT 2016**



1

**SOCIAL & EMOTIONAL**

- All children will
- > engage in positive adult-child interactions
  - > learn and follow classroom rules.
  - > communicate with adults and their peers in a positive way.
  - > begin to understand their feelings.
  - > master the skills to be independent.

2

**LANGUAGE & LITERACY GOALS**

- All children will
- > build, use and comprehend complex and varied vocabulary.
  - > use and understand print in a meaningful and organized way.
  - > identify 10 letter names and sounds.
  - > identify the parts of a book.
  - > learn to write their name.
  - > be introduced to phonological awareness and understand basic pre-reading concepts such as rhyming, syllables and alliteration.

3

**APPROACHES TO LEARNING**

- All children will
- > show an interest in varied topics and independently explore the classroom to learn about their world.
  - > learn and use words and concepts to explain the understanding of the world around them.
  - > demonstrate positive abilities to learning through the availability to begin and finish activities with persistence and attention.

**SCHOOL READINESS GOALS**

5 DOMAINS

4

**COGNITION & GENERAL KNOWLEDGE**

- All children will
- > use math regularly in every day routines to count, compare, relate, identify patterns, and problem solve.
  - > use observation and manipulation, asking questions, making predictions and developing a hypotheses to gain better understanding of information in the world around them.

5

**PHYSICAL WELL-BEING & MOTOR DEVELOPMENT**

- All children will
- > demonstrate control of large muscles for movement, navigation and balance.
  - > demonstrate control of small muscles for such purposes as using utensils, self-care writing, brushing teeth, and appropriate dressing skills.
  - > identify and practice healthy and safe habits.

**SERVICES TO CHILDREN**

We compared the number of families from the beginning to the end of the past year who: visited the doctor? had a dental visit? are up to date on their immunizations? or are enrolled in health insurance? The increase is shown at right.

**UP-TO-DATE IMMUNIZATIONS**

+37



+66



DENTAL

MEDICAL +30

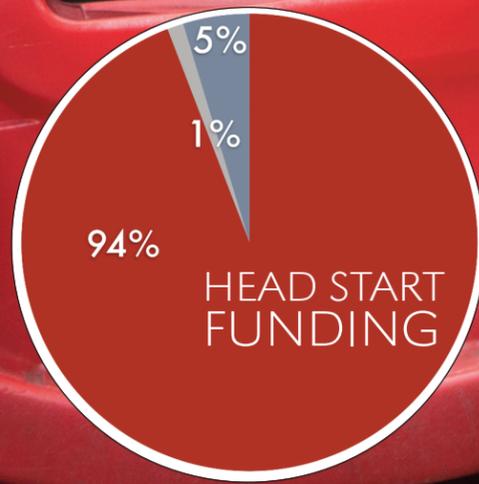


+23

HEALTH INSURANCE

92% OF ELIGIBLE CHILDREN SERVED

**WHERE DOES THE FUNDING FOR HEAD START COME FROM?**



**CUMULATIVE ENROLLMENT**  
**723** FAMILIES SERVED  
**CHILDREN SERVED 764**

**AVERAGE MONTHLY ENROLLMENT: 100%**

**PARENT ACTIVITIES**

Each school year, we strengthen our relationship with families through two home visits and two parent /teacher conferences. It is through these opportunities that we are able to provide for the individual needs of each child and their family. A family needs assessment is conducted at the beginning of the school year. Family Engagement staff work directly with families and help them develop family goals. The goals are then acted on with the support of their Family Engagement Worker. Each element of family engagement supports school readiness.

Our program uses a comprehensive approach when engaging families. Family Engagement staff and Education staff work together to ensure that children and their families are ready to transition to their next phase of education in the public school sector.

In Head Start, we recognize parents as their child's first teacher which is why we encourage them to be part of their child's education. Parents have the opportunity to volunteer in the classroom. They are also invited to participate in monthly parent meetings at their child's center. Parents are also encouraged to take an active role in the governance of our Head Start program by taking a leadership role on the Policy Council. They also are members of the Health Services Advisory Committee. During the course of the school year, parents are invited to participate in Abriendo Puertas/ Opening Doors which is a program that empowers parents to be advocates for their child.

Federal: Training & Technical Assistance \$56,568

Federal: Operations \$4,689,627

State Funds \$233,048