



ANNUAL REPORT 2018

Community Improvement Council, Inc.

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ADMINISTRATION

Program Information

Community Improvement Council, Inc.- Head Start is a nonprofit organization receiving Office of Head Start funding established to serve low-income children and families in Danville, Virginia. Services offered include but are not limited to comprehensive quality education and family support services.

Program Design

| | |
|-----------------------------|-------------------------------------|
| Grant Name: | Community Improvement Council, Inc. |
| Grant Number: | 03CH3443 |
| Agency Type: | Private/Public Non Profit (Non-CAA) |
| Center Type: | Center based Option |
| Number of Classes: | 12 (204 students) |
| Number of Duration Classes: | 4 (68 students) |

Mission

Community Improvement Council, Inc.- Head Start is to provide a flexible comprehensive quality service to income eligible children and children with disabilities in their early stages of development and their families, through training and educational programs which will enhance their fullest potential for reaching future goals.

GOVERNANCE

Board of Directors

The Board of Directors is the highest governing body of CIC, Inc. It is comprised of 11 community members and parents. In accordance with §1301.3(c), Board advisory committees are established for effective governance including fiscal and legal expertise. Board of Director meetings are held quarterly.

Mr. Bryan Price (*Board Chairperson*)
 Mr. Jerry Williams (*Board Vice-Chairperson*)
 Mr. Larry Patterson (*Board Treasurer*)
 Mrs. Wendi Everson (*Board Secretary*)
 Mrs. Sophillah Rasheed
 Mrs. Martha Tucker
 Mr. Gary Wasson
 Ms. Wesson Claiborne-Felder
 Ms. Patricia Daniel
 Ms. Debra Hairston
 Mr. Marty Jackson



Policy Council

The Policy Council is a governing body of CIC, Inc. that provides oversight in the strategic direction of the organization. The Policy Council is comprised of 51% parent representation and 49% community representation. Policy Council meetings are held monthly.

Mr. Marty Jackson (*Chairperson*)
 Ms. Reva Glass (*Vice Chairperson*)
 Ms. Kathy Bowes (*Secretary*)
 Ms. Sophillah Rasheed (*Assistant Secretary*)
 Ms. Tammy Hall (*Treasurer*)
 Ms. Robin Batts
 Ms. Saqeitta Ingram
 Ms. Sade Jackson
 Ms. Emmanuella Garcia

Mr. Lamar Pritchett
 Ms. Clarrissa Thomas
 Ms. Aleshia Kirby
 Ms. Norma Brower
 Ms. Patricia Daniel
 Ms. Joan McSpadden
 Ms. Stephanie Reeves
 Ms. Miya Coleman
 Mr. Paul Carter

COMMUNITY ENGAGEMENT

Community Collaboration

Community Improvement Council, Inc. has partnered with various community organizations to promote a diverse educational experience for all participants and their families. Programs include visits from local law enforcement, Averett Lunch Buddies, Growing Up Musically, and DCC Teach.

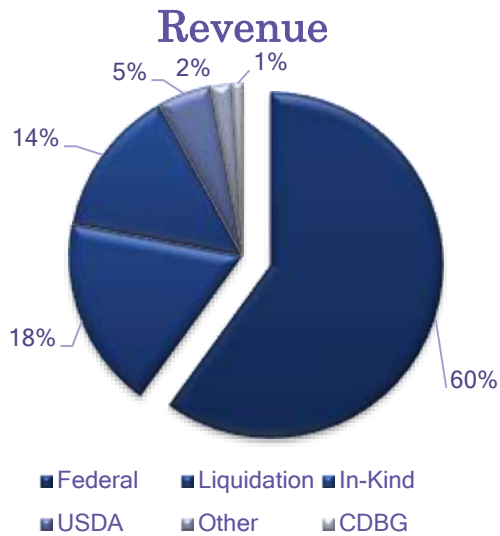


Special Projects/ Funding

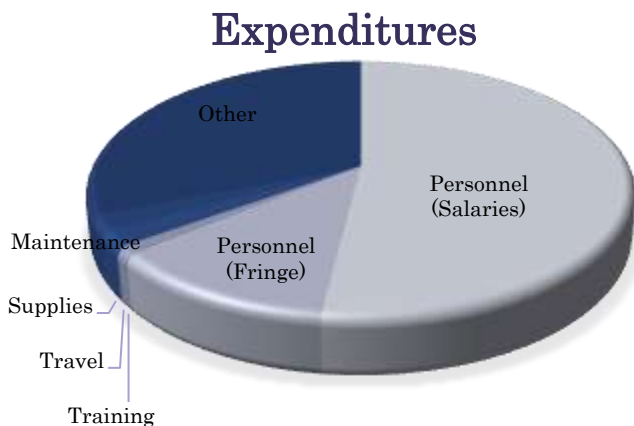
Specialized funding through local grants allots CIC, Inc. the opportunity to provide high quality services that are enjoyable and safe. Specialized funding and non-federal share donations afforded the organization the following; facility renovation, classroom supplies, field trips, health screenings, specialized educational opportunities, and so much more.

FINANCE

The program received federal funds in the amount of \$1,858,952 with a non-federal share match of \$386,126 that was received through donations of time and services.



| Sources of Revenue | | Total Percentage |
|------------------------------------|------------------|------------------|
| Federal | 1,706,291 | 60% |
| Liquidation of Affiliated Entities | 495,820 | 18% |
| In-Kind Contributions | 386,126 | 14% |
| USDA | 152,661 | 5% |
| Other/Private Grants | 48,456 | 2% |
| CDBG | 43,000 | 1% |
| Total | 2,832,354 | 100% |



| Expenditures | | Total Percentage |
|----------------------|------------------|------------------|
| Personnel (Salaries) | 1,187,634 | 52% |
| Personnel (Fringe) | 278,437 | 12% |
| Supplies | 49,603 | 2% |
| Maintenance/Repairs | 42,817 | 2% |
| Training | 17,446 | 1% |
| Travel | 1,082 | .0005% |
| Other | 723,932 | 31% |
| Total | 2,300,951 | 100% |

| 2018-2019 Proposed Budget | |
|-------------------------------|------------------|
| Personnel | \$1,141,463 |
| Fringe Benefits | \$286,737 |
| Travel | \$3,730 |
| Supplies | 36,800 |
| Contractual | 20,100 |
| Equipment | 15,600 |
| Other | 129,861 |
| Total Proposed Funding | 1,634,291 |

**With In-Kind match of \$408,573

MONITORING/REVIEW

COMMUNITY IMPROVEMENT COUNCIL, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

See Independent Auditors' Report

Summary of Auditors' Results

1. The auditor's report expresses an unqualified opinion on the financial statements of Community Improvement Council, Inc.
2. No material weaknesses or significant deficiencies relating to the audit of the financial statements are reported in the Independent Auditor's Report On Internal Control Over Financial Reporting And On Compliance And Other Matters Based On An Audit Of Financial Statements Performed In Accordance With Government Auditing Standards.
3. No instances of noncompliance material to the financial statements of Community Improvement Council, Inc., which would be required to be reported in accordance with Government Auditing Standards, were disclosed during the audit.
4. No material weaknesses or significant deficiencies relating to the audit of the major federal award program was reported in the Independent Auditor's Report On Compliance With Requirements For Each Major Program And On Internal Control Over Compliance Required by the Uniform Guidance.
5. The auditor's report on compliance for the major federal award program for the Community Improvement Council, Inc. expresses an unqualified opinion on its major federal program.
6. No audit findings that are required to be reported in accordance with Section 200.516 of the Uniform Guidance were disclosed during the audit.
7. The program tested as a major federal program was:
Head Start - CFDA Number 93.600
8. The threshold used for distinguishing between Type A and B programs was \$750,000.
9. The Community Improvement Council, Inc. qualified as a low-risk auditee.

FINDINGS — FINANCIAL STATEMENT AUDIT

None

FINDINGS AND QUESTIONED COSTS — MAJOR FEDERAL AWARD PROGRAMS AUDIT

None



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 4th floor Seidman Memorial Building, 300 C Street SW, Washington DC | acfk@hhs.acf.hhs.gov

To: Board Chairperson
Mr. Bryan Price
Board Chairperson
Community Improvement Council, Inc.
540 Holbrook St
Danville, VA 24541-1661

From: Responsible HHS Official
Ms. Ann Linehan
Acting Director, Office of Head Start

Date 4-2-1

Overview of Findings

On 2/22/2018, the Administration for Children and Families (ACF) conducted a monitoring review of the Community Improvement Council, Inc. Head Start program. We wish to thank the governing body, Policy Council, staff, and parents of your program for their cooperation and assistance during the review. This Head Start Review Report has been issued to Mr. Bryan Price, Board Chairperson, as legal notice to your agency of the results of the program review.

Based on the information gathered during our review, your Head Start program was found to be out of compliance with one or more applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. The report provides you with detailed information in each area where program performance did not meet applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. Each area of noncompliance identified in this report should be corrected within 120 days following receipt of this report.

Please contact your ACF Regional Office with any questions or concerns you may have about this report.

Distribution of the Head Start Review Report

Copies of this report will be distributed to the following recipients:
Ms. Brenda Hewitt, Regional Program Manager
Mr. Marty Jackson, Policy Council Chairperson
Mrs. Tara Martin, CEO/Executive Director/Head Start Director

Overview Information

Review Type: *Other-Offsite*
Organization: *Community Improvement Council, Inc.*
Program Type: *Head Start*
Field Lead: *Ms. Melissa Calhoun*
Funded Enrollment HS: *204*
Funded Enrollment EHS: *Not Applicable*

Summary of Findings

| Finding Type | Applicable Standards | Program Type | Grant | Timeframe | Status |
|-----------------------------------|---------------------------|--------------|-----------------|-----------------|----------------------|
| <i>Safe Learning Environments</i> | <i>§1302.90 (c)(1)(v)</i> | <i>HS</i> | <i>03CH3443</i> | <i>120 days</i> | <i>Noncompliance</i> |

New Area of Noncompliance Determinations

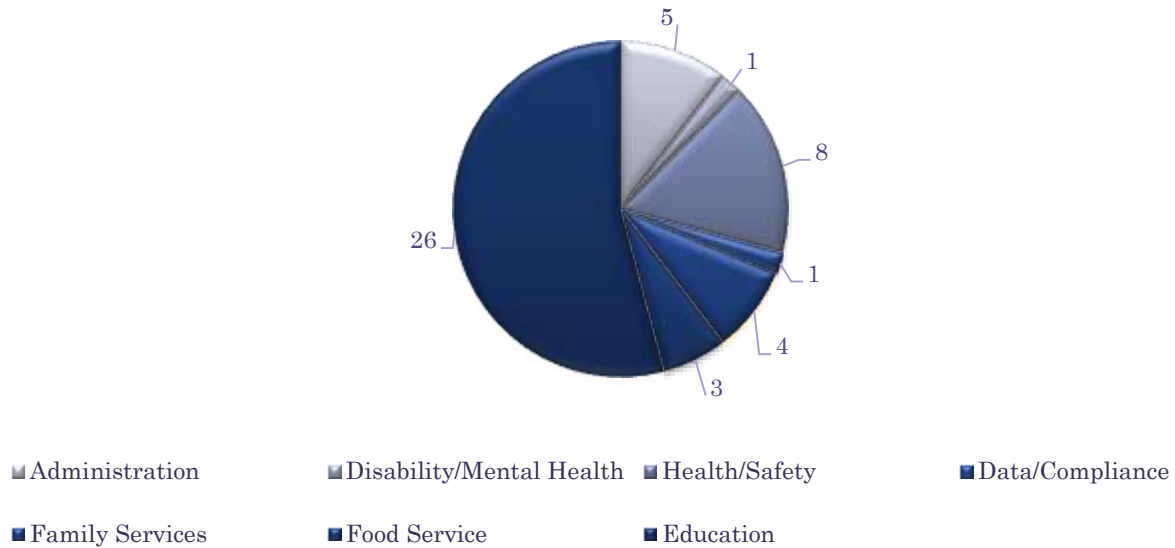
| Finding | Status |
|---|----------------------|
| <p>§1302 Program Operations. 1302.90 Personnel policies. (c) Standards of conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: (v) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.</p> | Noncompliance |

HUMAN RESOURCES

Total cumulative staff for 2017-2018: 53
 Total number of terminated/resigned staff: 6
 Total number of replaced positions: 5

Total number of persons providing any volunteer services throughout the program year:
 615

Number of Positions by Service Area

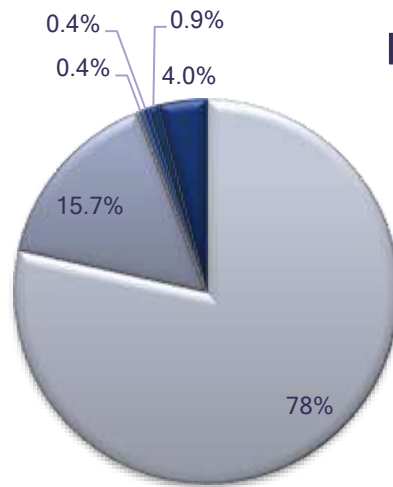


| | Associates | Bachelor | Masters |
|--------------------------|------------|----------|---------|
| Administration | 0 | 3 | 0 |
| Disability/Mental Health | 0 | 0 | 1 |
| Health/Safety | 1 | 0 | 0 |
| Data/Compliance | 0 | 1 | 0 |
| Family Services | 1 | 2 | 0 |
| Education | 13 | 12 | 1 |

FAMILY SERVICE

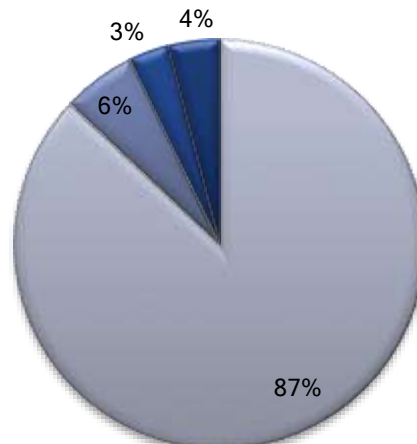
Enrollment

| | |
|----------------------------------|-----|
| Funded Enrollment: | 204 |
| Cumulative Enrollment: | 223 |
| Turnover: | 19 |
| Total number of students served: | 242 |
| 3 years old: | 108 |
| 4 years old: | 115 |
| Transitioning to Kindergarten: | 103 |
| Eligible for Re-enrollment: | 101 |



Enrollment by Eligibility

- Income Below 100% (78.5%)
- Public Assistance (15.7%)
- Foster Children (0.4%)
- Homeless Children (0.4%)
- Over Income (0.9%)
- Income 100%-130% (4%)



Race and Ethnicity

- Black/ African American (87%)
- Biracial/Multi-racial (6%)
- Other (3%)
- White (4%)

Hispanic ethnicity makes up 4% of cumulative enrollment.

Family Engagement

Family Events and Activities:

| | |
|---------------------------|---|
| Open House | 101 Participants |
| Self-Assessment Committee | 24 Participants |
| Classroom Committee | 27 Participants |
| Family Event (monthly) | Average of 3 Participants <i>(based on Oct. 2017 event)</i> |
| Classroom Volunteers | 584 Volunteers <i>(current/former Head Start parents)</i> |



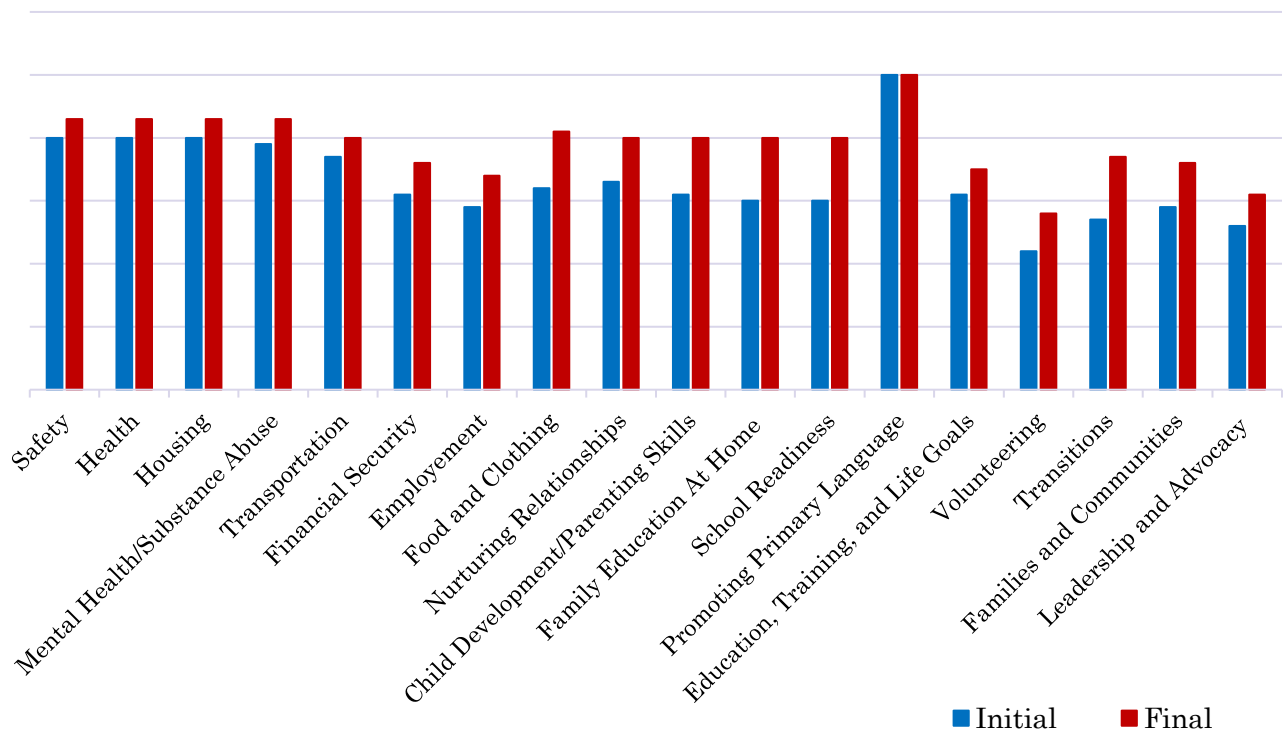
Fatherhood Committee

Mr. Marty Jackson (Chair)
Mr. Nelson Thomas (Secretary)
Mr. Gregory Hunt
Mr. Jimmie Daniels
Bishop Blackwell
Mr. Brian Stephens
Mr. Lateze Barnes
Mr. Glenford Robinson

Fatherhood Events and Activities:
 9 Annual Meetings
 2 Fish Frys *(all donations are for field trips)*
 Parent/Child Field Trips
 Classroom Volunteers



2017-2018 Family Outcomes Assessment



Family Demographics:

| | |
|---------------------------|-----|
| Total Number of Families: | 207 |
| Single Parent Families: | 86% |
| Two Parent Families: | 14% |

Single Parent Family Demographics

| | |
|-------------|----------------|
| Mother | 94% |
| Father | 4% |
| Grandparent | 2% |
| Other | 0% (estimated) |

| | |
|---|----------------|
| Total Number of Employed Families | 58% |
| Total Number of Unemployed Families | 42% |
| Total Number of Families listed as a Veteran | 0% (estimated) |
| Total Number of Families in school or job training | 6% |
| Total Number of Families no in school or job training | 94% |

MENTAL HEALTH/DISABILITY

Mental Health

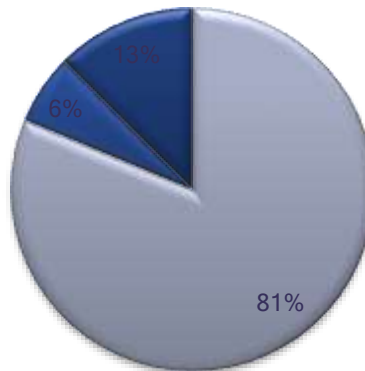
| | |
|---|----|
| Children consulted for Mental Health services: | 13 |
| Children provided an Individual Mental Health Assessment: | 13 |
| Children referred for Mental Health services: | 13 |
| Children received outside Mental Health services: | 12 |

Average hours of service provided by Strategic Therapy Associates for program year: 383

Disability

| | |
|---|----|
| Children with approved Individual Education Program: | 16 |
| Children received special education related services: | 16 |

Disability by Type



■ Speech and Language Impairments (81%) ■ Intellectual Disabilities (6%) ■ Learning Disabilities (13%)

Disability services rendered by Danville Public Schools.

HEALTH/SAFETY

Child Health Screenings

| Vision | Hearing | Dental Assessment |
|-------------------------------|--------------------------------|-------------------------|
| Total Administered: 218 | Total Administered: 208 | Total Administered: 212 |
| Passed Initial Screening: 83% | Passed Initial Screening: 100% | |
| Required Referral: 14% | Required Referral: 0% | |

All students are required to have an up to date medical physical, oral exam, and immunization record prior to entry. For program year, 2017-2018, one student was religious exempt from immunizations.



Health Insurance:

| | |
|---------------------------------|-----|
| Receiving Medicaid and/or CHIP: | 220 |
| Private Health Insurance | 3 |



Transportation

| | |
|------------------------------------|-----|
| Students that received services: | 176 |
| Buses owned by program: | 4 |
| Buses purchased this program year: | 1 |

FOOD SERVICE

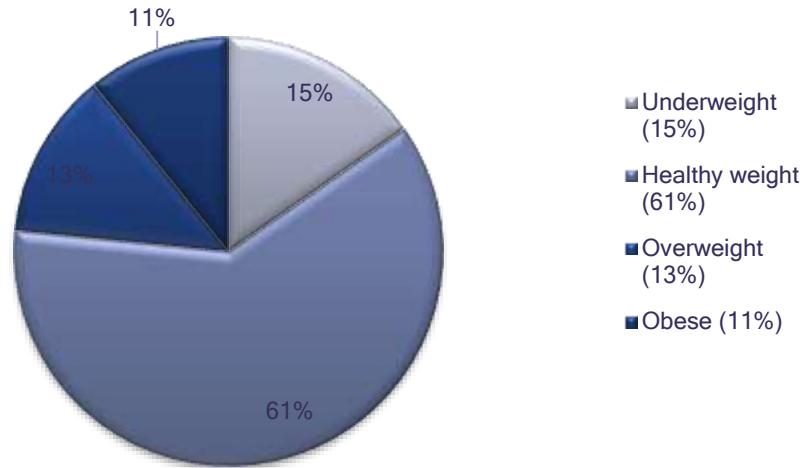
CACFP Reimbursement

| | |
|---------------------------------------|--------|
| Estimated number of Breakfast served: | 25,033 |
| Estimated number of Lunch served: | 24,868 |
| Estimated number of PM Snack served: | 24,866 |

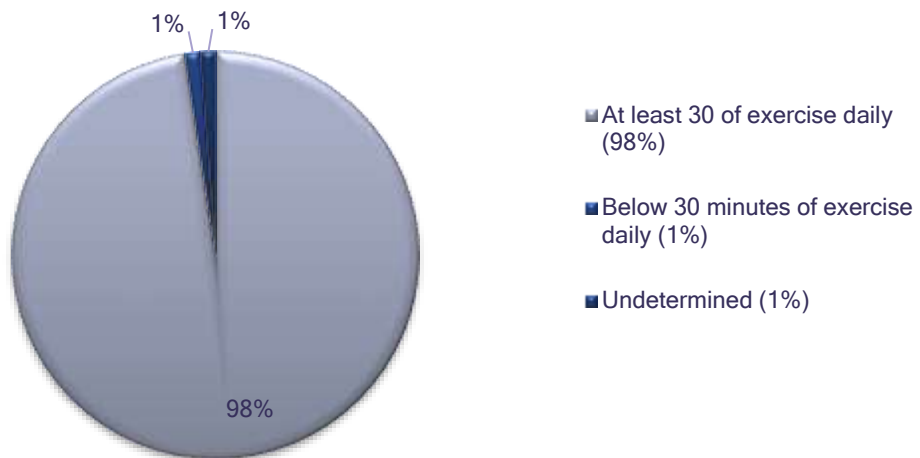
Nutrition and Wellness

Number of students with documented allergies: 32

Child Weight Categories at Enrollment



2017-2018 Parent and Child Survey Results At Enrollment



EDUCATION

School Readiness

Ongoing Assessment Tools:

Teaching Strategies Gold (Fall, Winter, Spring)

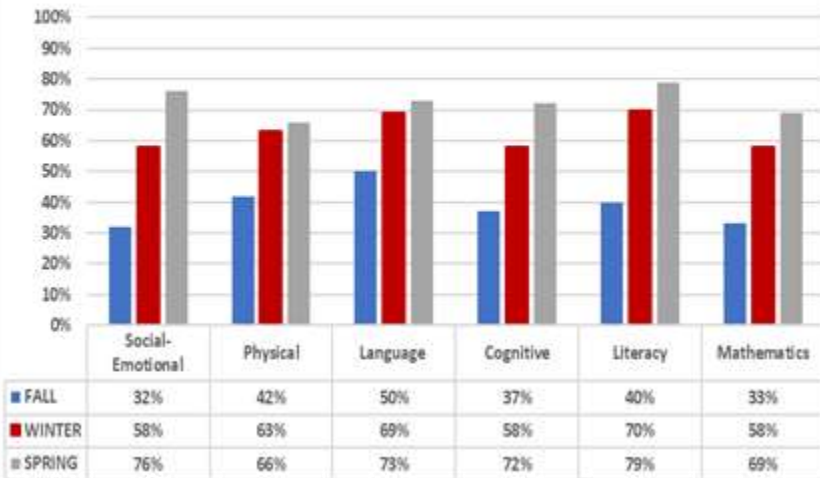
PALS PRE K Assessment (Fall, Mid-Year, Spring)

CLASS

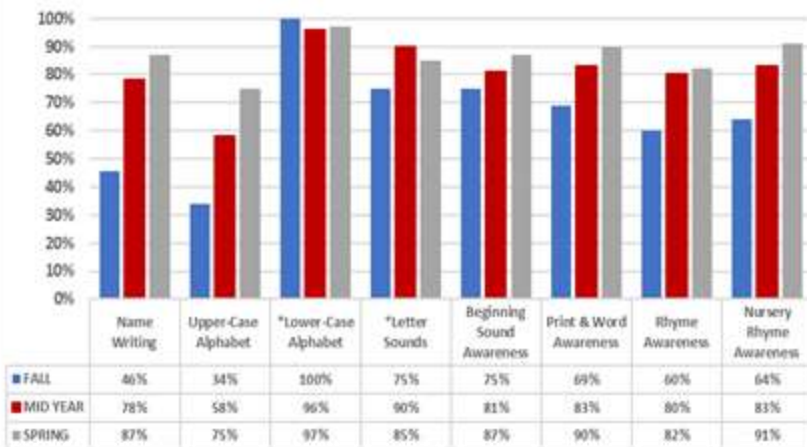
Brigance Head Start III
(Developmental)

Assessments Administered: 216
Passed Initial Screening 50%
Required Rescreening 50%

SPRING 2018 TEACHING STRATEGIES CHECKPOINT
Students Meeting/Exceeding Expectations



FALL 2017- SPRING 2018 PALS PRE-K
Meets Spring Developmental Range



7/17/2018
1:10 PM

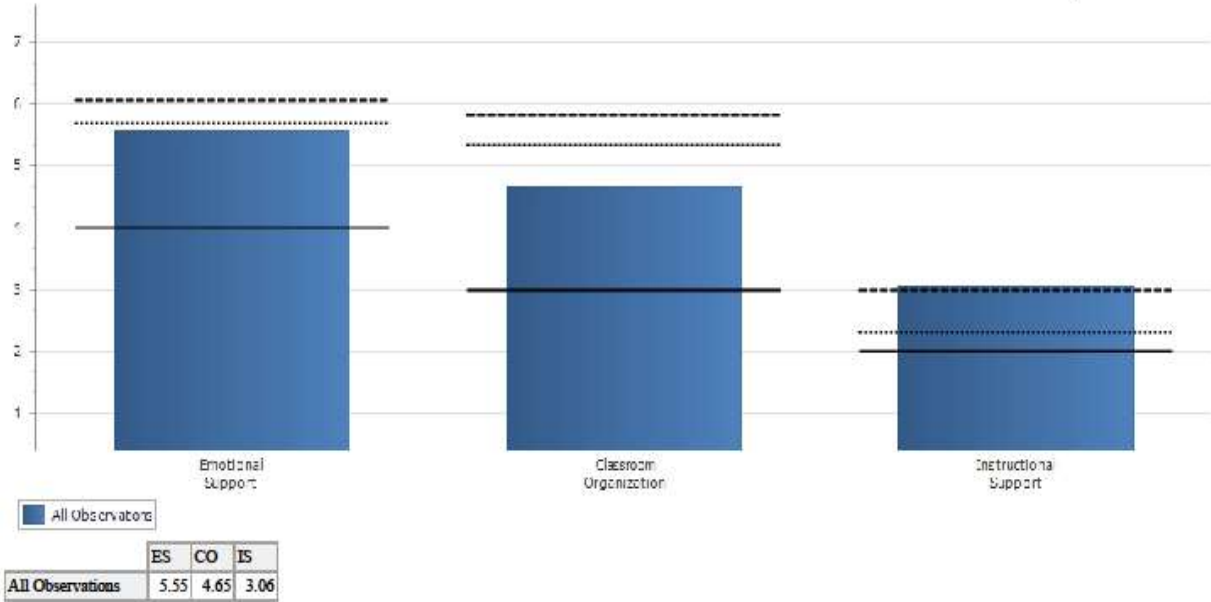


CIC, Inc. Head Start
5630 - Pre-K CLASS® Average Score Charts

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CIC, Inc. Head Start

2017 Lowest 10% Natl.
2017 National Average - - - -
Re-competition Level _____



Events (including but are not limited to):

Trip to Owen Farm

Storytelling Events

Week of the Young Child

Art Smart

Kite Day

Water Safety Classes

Fall Festival

Head Start Fun Day

Visit to the Science Center

Growing Up Musically



Educational Staff Development:

42.5 hours required training

Danville Public School Affiliation:

Disability Services

Kindergarten Registration

We thank the families, children, staff, and community for their on-going support and love for the Head Start program.

