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Dawn Cole, Deputy Director/Comptroller - Ext. 250
Vicki Phillips, Finance Director - Ext. 246
Rose Battista, Human Resources Director - Ext. 232
Lisann Babcock, Executive Office Manager - Ext. 236
Leadership

Board of Directors 2016 - 2017

Richard Beirman, President
Adrienne Kaler, Vice-President
Nancy Brown, Treasurer
Barbara Webber, Secretary

Adrienne Brethen
Justin Brotherton
Peter Clough
Anthony Doldo
Nina Hershey
Krystin LaBarge

Kathleen LaClair
Cheryl Mayforth
Jackie Sharpe
Anne Thomas
Stanley Zaremba

Policy Council 2016 - 2017

Officers:
Jamee McIntosh, Chairperson
Meagan Synder, Secretary
Amber Velez, Treasurer

Council Members:
Melody Adjanohoun
David Alden
Brooke Brownfield
Lisa Chapman
Tara Clukey
Kelcie Desormo
Richard Devine
Anne Garno
Nina Hershey
Krystin LaBarge
Karina Limon
Elizabeth McArthur
Katrina McIntyre
Lauren Miller
Rosa Perry
Megan Pore


2017 Community Needs Assessment

Community Trends and Needs Summary

- Pre-K slots are increasing in the Watertown City School District for 4 year olds.
- Minimum wage increased by .70 per hour in New York State.
- The opioid epidemic is an issue in our community- especially the use of heroin.
- Lack of public transportation, especially during non-traditional work hours.
- Lack of affordable housing for low-income families.
- Need for licensed and registered infant child care.
- Increase in kinship care scenarios within the program.
- Lack of Pre-K available in Thousand Islands and Sackets Harbor School Districts.
Leadership

2016 - 2017

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<table>
<thead>
<tr>
<th>Head Start Funding Sources</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
<td>Watertown City School UPK / Head Start Collaborative</td>
<td>$ 157,330</td>
</tr>
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</table>

**Total Cash Revenue** | $ 3,105,672
**In-Kind / Non Federal Share** | $ 676,746

**Total Program Revenue** | $ 3,782,418

**Head Start Budget Comparison**

<table>
<thead>
<tr>
<th>Expense</th>
<th>Budget</th>
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<tr>
<td>Personnel</td>
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**Total Program Costs** | $ 3,105,672

*Unspent funds designated to Duration Extension & extension of program year.

**Federal Monitoring & Financial Audit**

**Federal Review: Environmental Health/Safety 2014-2016**
No areas non-compliance.

**Federal Review: Fiscal Integrity / ERSEA 2014-2016**
No areas of non-compliance.

**Federal Review CLASS (Classroom Assessment & Scoring System) 2014-2016**
All scores within acceptable range.

To review full reports, contact Marie Ambrose, Head Start Director, mambrose@capjcjc.org or 315.782.4900 ext 241

**Financial Audit Fiscal Year 2017**
No audit findings.
For a copy of the audit, contact Vicki Phillips, Finance Director, vphillips@capjcjc.org or 315.782.4900 ext. 246

**Program Options**

**Children Served**
- Funded enrollment - 275 children
- Eligible children served - 324 total children and 304 total families served
- Served 69% (324 of 470) of children who applied and were found eligible
- Served 31% (324 of 1037) of children estimated to be eligible in the county
- Average monthly enrollment - 100%

**Center Locations**
- Watertown - 518 Davidson Street, Watertown, NY
- Carthage - 226 North School Street, Carthage, NY
- South Jefferson - Maynard Wilson Building 13180 US Route 11, Adams Center, NY
- Dexter - 415 East Grove Street, Dexter, NY
- North Jefferson - 6 Academy Street, Antwerp, NY

**Program Options**
- Center-Based: Watertown, Dexter, Carthage, South Jefferson, North Jefferson (Full-Day and Part-day, 194 children)
- Home-Based: Watertown, Dexter, Carthage (30 children)
- Combination Option: Carthage (51 children)
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Key Accomplishments 2016 - 2017

- 100% enrollment and maintained significant waiting list throughout the year.
- We continued to have 3 certified CLASS (Classroom Assessment and Scoring System) observers on staff.
- 100% of our Master Teachers have at least an Associate Degree in Early Childhood Education.
- 72% have a Bachelors or Masters Degree in Early Childhood Education or related field.
- 100% of the Teacher Assistants have a CDA or an Associate Degree in Early Childhood Education.
- 5 Teacher Aides are enrolled in the CDA Program.
- 83% of our families received financial literacy education this year.
- 65% of our families participated in Reading Railroad and School Readiness activities this year.
- We purchased a new 18 passenger bus.
- Extended the day to 6 hrs. and the year to 170 days in 5 classrooms using Duration-Extension funding.

Medical and Dental Care
- 323 (99%) children received physical exams and were up to date with immunizations
- 238 newly enrolled children received developmental and sensory screening
- 68 children were diagnosed as needing medical treatment/follow-up
- 67 children received medical follow-up
- 304 (93%) children received a professional dental exam
- 98 (30%) children were diagnosed as needing dental treatment
- 87 (89%) of those children received dental treatment
- We served 75 children with diagnosed disabilities

Parent Engagement Activities
- Policy Council and Parent Committee
- Parent-Child at-home Literacy Activities
- Male Involvement Activities
- Nutrition Experiences in the Classroom
- Parent-Child Classroom Activities
- Kindergarten Transition Activities
- Health Services Advisory Committee
- Classroom / Field Trip Assistant
- Annual Self-Assessment Volunteer
- Employment Interview Committee Member
- Home visits and goal planning with families
- Parent Trainings: mental health, financial literacy, transition, child development, disabilities, etc.
- Worked with 43 community partners to provide services to children and families
- 238 families set and met goals toward school readiness and self-sufficiency
- 79% of Family Services staff possess a Family Development Credential

School Readiness / Kindergarten Preparation Activities
- Parent-Teacher Conferences twice annually
- Child visitation to kindergarten classrooms in the spring
- Spring transition trainings for parents
- Notifications to parents for school-based transition activities
- Parent and child attendance at kindergarten registration
- Child-centered transition activities
- Transition agreements with local school districts
- Head Start teachers meet with various local kindergarten teachers
- Release child portfolios, assessments and health reports to local elementary schools
- Teachers visit local kindergarten classrooms to learn of upcoming expectations
- Reading Railroad Family Literacy Program - lending library with literacy cards
Head Start in Action

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