

A group of four young children are standing in a cornfield, celebrating at a finish line. They are wearing bright, colorful t-shirts (yellow, pink, and orange) and are raising their hands in the air. A wooden post with a red top and a white sign that says "FINISH" in blue letters is in the center. In the background, another child in a pink shirt is visible, and the corn stalks are tall and green under a blue sky with some clouds.

# **2018 ANNUAL REPORT**

# **Bradford-Tioga Head Start, Inc.**

*Working toward our vision that all Families are successful members of the community and every child is ready for school.*



## A Letter from Our Executive Director



**Thank you.** On behalf of our children, families, staff, and Board of Directors, I would like to thank you for your continued support in our mission to empower children and families to grow and thrive. Your contributions whether through funding, time, encouragement, services, or expertise, allow us to provide high quality services to children and families.

**Collaboration.** For us, high quality services are maintained by collaborating with many community resources. We hire qualified staff, embrace the expertise of our Board and Policy Council, and identify the needs of children and families. We network with organizations and persons in our geographic area so they understand the needs of our families and can design their outreach to meet these needs. By doing this, we are able to strategically identify goals and objectives each year.

**High Quality.** The state and federal governments expect high quality from the programs it funds and Bradford-Tioga Head Start, Inc. has exhibited high quality services throughout 2018. An exceptional fiscal audit, high ratings on teacher/child interactions, aligning families to services, increased benefits for staff, and successful funding for grants all contributed to quality results. For forty years, our program has served hundreds of children and families, and we have always recognized that the quality of our services is only as good as the quality of our staff. Our goal is to provide an excellent employment opportunity for staff so they can maximize their potential every day.

**Goal Setting.** Children and families all begin at different levels. Our goal is to help them identify the areas they would like to grow in and then to assist them in that development. It is quite simple. If we nurture the children, families, and staff by providing education, encouragement, and praise, they grow and develop. Just like a seed that is gently planted in rich soil, caringly watered, and calmly bathed in sunlight; it grows into something beautiful.

**Investment.** At Bradford-Tioga Head Start, Inc., our staff invest in themselves and in a team approach to best serve children and families. By doing this, they are preparing children for their future. We appreciate your continued support with this investment.

Gracious thanks,

Jody Thomas  
Executive Director

## Vision Statement



Bradford-Tioga Head Start, Inc. provides high quality services to pregnant women and families with children from newborns to age 5. Early Head Start provides services in the home with pregnant women and newborns up to the age of three and preschool services are provided to three to five year old children in classrooms.

## Board of Directors

**Front Row:** Joann Ogden, Pamela (PJ) Barnes, Samantha Wilcox, Esq.

**Second Row:** Nancy Stamilio, Gene Yajko, Brooks Eldredge-Martin, Henry Dunn, Keren Clark



Desiree Rockwell



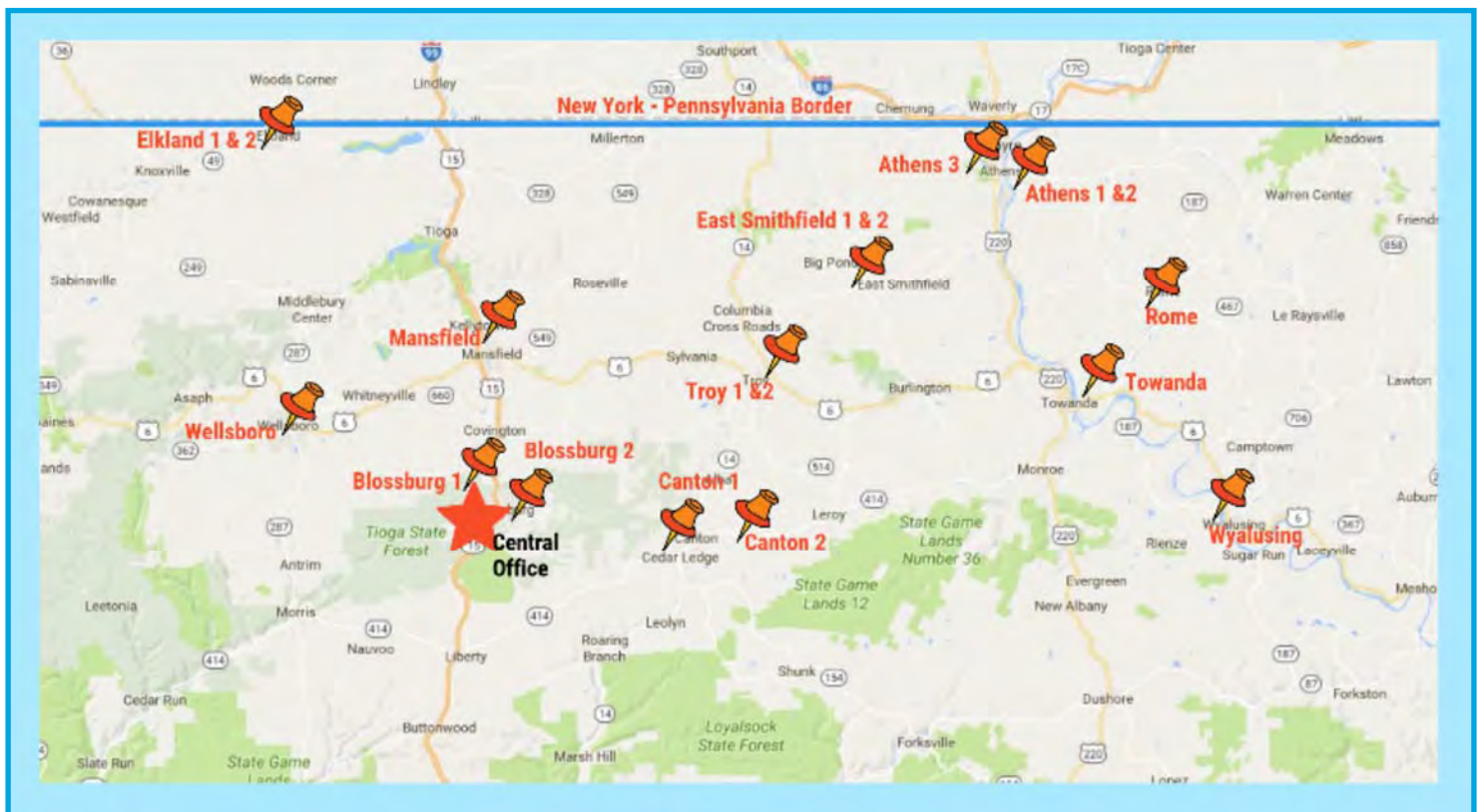
Sam Rotella



Wanda Erb



## Center Locations

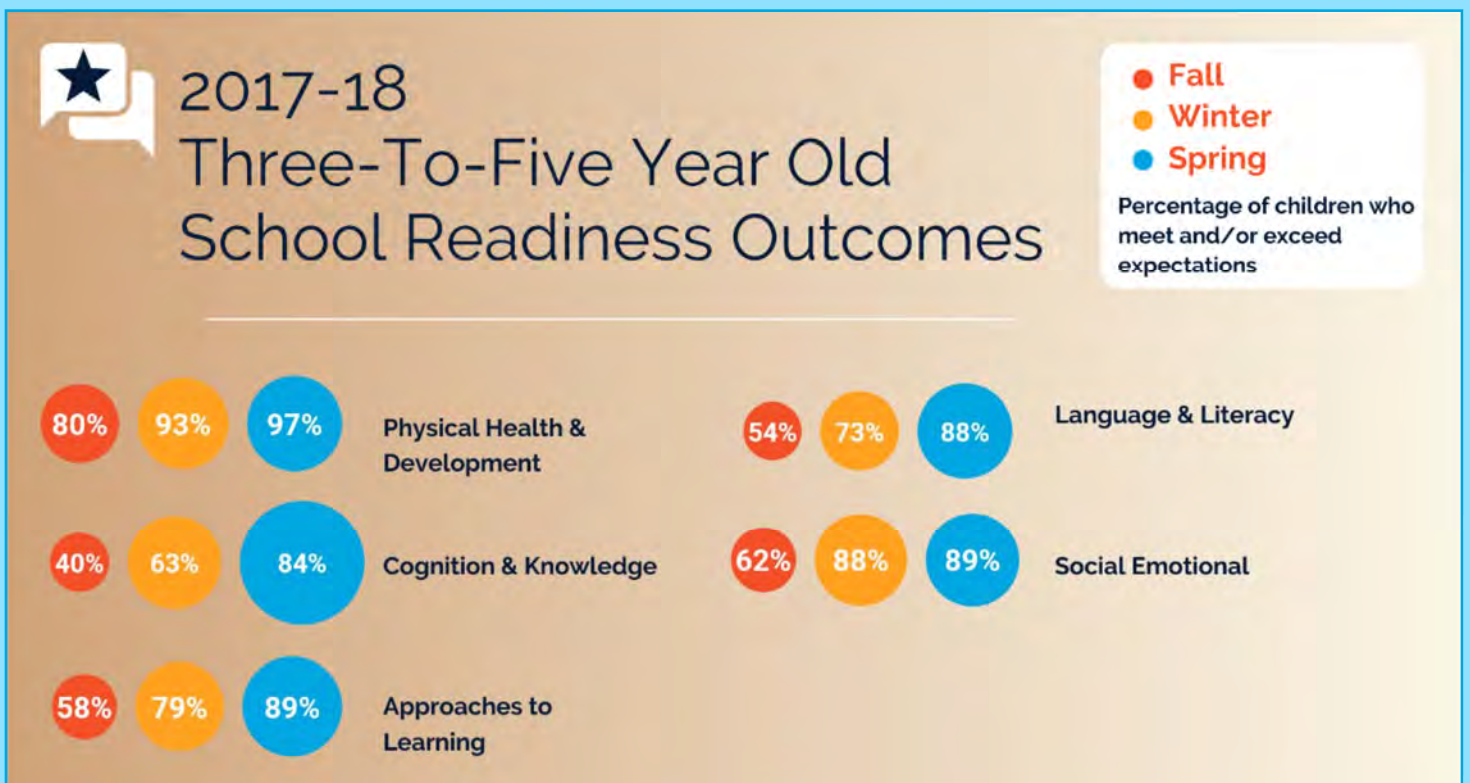
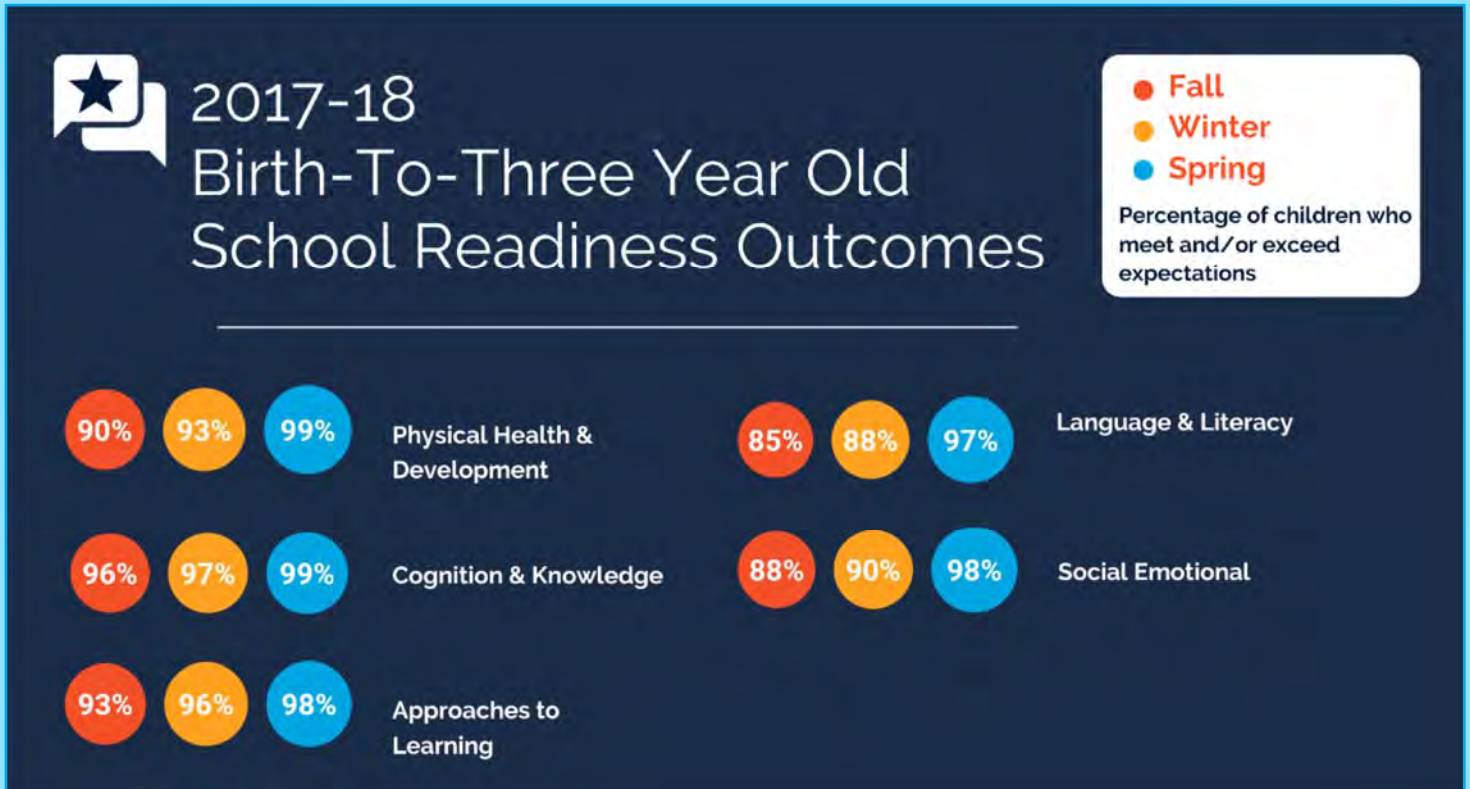




# School Readiness Outcomes

## 2017-18 School Readiness Outcomes Summary

In all age groups, gains were made in physical health & development, cognition & knowledge; approaches to learning; language & literacy; and social emotional. For the birth-to-three population, the largest gain was in the language & literacy area with a 12% gain. In the three-to-five year old population, the largest gain was in the cognition and knowledge area with a 44% gain.



# Community Assessment

## What are the Communities' Needs?

Each year Bradford-Tioga Head Start, Inc. reviews and updates its Community Assessment. This is a report that documents the evaluation of families' and communities' needs within the program's two county geographic area. The report indicates how the program is meeting those needs and the data is used to guide the program in planning for eligibility, recruitment, selection criteria, classroom placement, program management, family support services and grant writing.

### Summary of Program Strengths:

- Serve 372 children and families
- Data reflects positive growth to prepare children for school and to help families
- Classrooms offer 5 ½ hours per day for 180 days a year
- Strong partnerships/collaborations with community, school districts, and child care
- 100% of children with diagnosed disabilities receive services
- Highly trained and qualified staff
- Strong professional development for staff
- Low staff turnover rate



### Summary of Program Challenges:

- Large waitlist for Early Head Start Services in Bradford and Tioga Counties
- Challenges facing families include but not limited to:
  - ◊ Employment opportunities
  - ◊ Need for higher wages
  - ◊ Education opportunities
  - ◊ Managing stress, family budgeting, family relationships
  - ◊ Access to high quality child care
  - ◊ Access to Mental Health services
  - ◊ Human Services
  - ◊ Homelessness and/or Adequate Housing
  - ◊ Drug and Alcohol Addiction
- Lack of dental care
- Lack of Transportation



### Recommendations:

- Apply for expansion funds for Early Head Start
- Partner with and advocate for local dental services
- Link parents with community resources
- Develop drug and alcohol prevention/education programs with partners
- Provide stress management, budgeting, and relationship resources to families





## 2017-2018 Number of Children / Families Served

Early Head Start

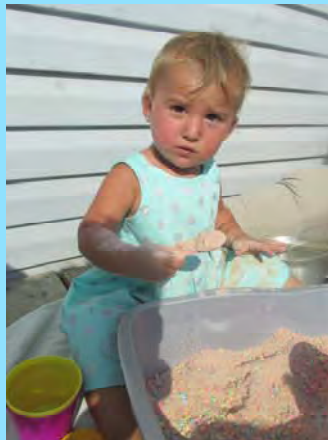
Children **88**  
Families **87**



Head Start

**353** Children  
**326** Families

Full enrollment was maintained all year at 100% and eligibility requirements were met at 100%



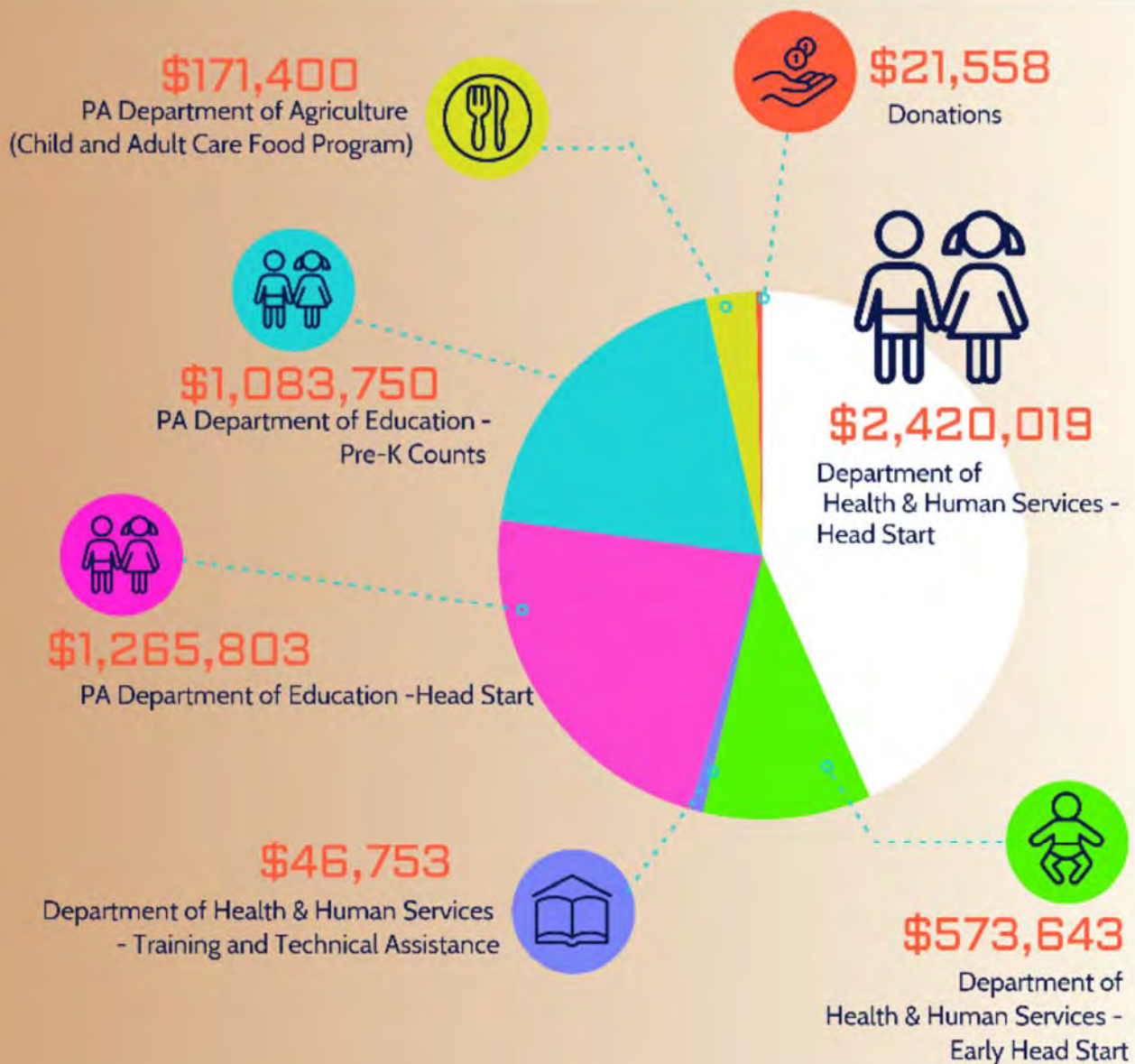
## 2017-2018 Average Monthly Enrollment

**90.58%**  
Early Head Start



**88.15%**  
Head Start

# 2017-2018 Funding Resources



## 2017-2018 Expenditures

Staffing	49%
Benefits	19%
Supplies	11%
Building & Equipment	8%
Other	13%





## Employee Wellness Program



The Employee Wellness mission is **Bringing Together Healthy Staff**. Its goals include: reduce overall health care costs, strengthen overall employee attendance, enhance employee performance, and prevent/reduce employee illness and injury. In collaboration with UPMC Susquehanna, in 2018, employees were offered the opportunity to complete a Health Risk Appraisal. The program has used this data to continue to build on its Employee Wellness Program.

**Committee Members** Amber Weightman, HR Manager, Jen Monahan, Teacher, Jody Thomas, BTHS Executive Director, Lori Fessler, Health Coordinator, Heather McCarthy, Nutrition Educator Center for Childhood Obesity Research, Penn State University and Caitlyn Jackson, ERSEA/Nutrition Coordinator

## Employee Service Awards

Employees reaching five year increments are recognized for their years of service. They are given a certificate and a gift card of \$50 for every 5 years of service.

**Pictured:** This year's employees include Deb Hickok, Michelle Morgan, Brandy Oslanger, Marjorie Lockwood, Frank Bixler, Nicki Watson, Traci Leiser, Wendy Swingle, Jody Tice, Nancy Souder, Jen Munyon, Casey Williams and Megumi Larson.



## Staff Qualifications

Quality staff leads the program to success. For many positions, staff are encouraged and the program pays for them to further their education.

### Teacher



### Teacher Aide



### Family Partner



● Masters ● Bachelors ● Associates ● Child Development Associate



## SNAP-ED Program



The Healthy Kids Club, in collaboration with Penn State University, continues in Head Start / Pre-K classrooms. This program's mission is to prevent childhood obesity by making healthy food choices and choosing a physically active lifestyle. SNAP-Ed Partner, Heather McCarthy, provides monthly interactive lessons with food tastings for children and trainings for parents. Children learn the difference between GO and WHOA foods. Early Head Start Family Partners will be offering nutrition activities to families in their homes.

## Safety Team

Classroom, Early Head Start and Administrative staff make up this team; meeting monthly. The team covers compliance; employee concerns; emergency preparedness training; facility/safety issues, staff, child and volunteer injuries/incidents; and health issues. They review Federal and State regulations, provide training to all staff and conduct safety inspections. Each year the safety program is certified at the state level.

**Pictured:** Amber Weightman, Jody Thomas, Jennifer Shedd, Wendy Swingle, Mary Wickman, Annette Geneski, Jo Hooper, Kristen Seeley, Lori Fessler and Tina Wolbert. **Missing:** Chris Smith and Frank Bixler



## Positive Behavioral Interventions and Supports (PBIS)



The Positive Behavioral Interventions and Supports (PBIS) program has been implemented for five years. Our involvement with a PBIS grant through Bradford County Human Services Early Intervention has enabled us to enrich PBIS in all of our classrooms and we are moving towards fidelity recognition in Pennsylvania with PBIS. This process will validate that our processes and procedures have a positive effect on the families and children we serve. Our children learn to Be Safe, Be Kind and Be Responsible.

**Pictured:** Towanda Teacher, Chatney Clark and children enrolled in the Towanda classroom proudly display a PBIS quilt made to remind children to Be Safe, Be Kind and Be Responsible.

## Practice Based Coaching

The pilot year (2017-18) of Practice Based Coaching has been successfully completed. Practice Based Coaching is a research-based professional development strategy for supporting educators' use of effective teaching practices that lead to positive outcomes for children. Three educators participated in 2017-18 and stated it was a "wonderful experience."

**Pictured:** Nina Sakers, BTHS Teacher Aide, implementing an Action Step on graphing with children to support Math Development



## New Bus Purchases

Transportation is provided for several Bradford-Tioga Head Start, Inc.'s classrooms. Head Start regulations require school buses be used to transport the children, and each bus must have a CDL school-bus endorsed certified driver as well as a bus monitor. Currently, the program provides transportation for thirteen (13) classrooms. In 2018, funding was awarded for the purchase of two (2) new buses, and the program currently has a fleet of twelve (12) school buses.

**Pictured:** Jeff Rehborn, Brightbill Body Works, Inc. and Chris Smith, BTHS Transportation Coordinator, with one of the new school buses.



## Technology

The goal of Information Technology at Bradford-Tioga Head Start, Inc. is to provide employees, children and families with the technical tools they need. Employees have desktop computers, laptops, colored copiers, internet-based phone systems, cellphones, access to Microsoft, telecommunication and messaging software. Each classroom is equipped with two Kindles or tablets, a Promethean Board or Panel and a touch-screen computer for the children to use. Families receive classroom alerts via a messaging system and communication via a messaging application.





## Policy Council



Each year parents elect representatives to serve on Policy Council. Membership on Policy Council is composed of at least 51 percent of parents or guardians of enrolled children. All parents of currently enrolled children are eligible to serve as a parent representative for up to five years. The parents also elect Community Representatives who are from various agencies that serve and meet the needs of Bradford-Tioga Head Start, Inc. families, such as Human Services, Housing Authority, WIC, and health professionals.

**Back Row:** Susan Driscoll, Jillian Brown, Suzette Martey-Neal, Courtney Bonniger, Ashley Richlin. **Third Row:** Sydney Fenton, Colleen Campbell. **Second Row:** Jen Ingerick (CONCERN), Julisa Colter, Melissa Farenish (AmeriHealth), Amber Mitchell. **Front Row:** Judith Moon, Melody VanVleck, Casey Roupp, Jenna Peterson, Jessica Folta.

**Missing:** Robert Harpur, Cristal O'dell, Carrie Spencer, Nicole Watkins, John Coole, DMD, Meagan Hutcheson (K.A.R.E. Inc.), Michele Regalbuto (SAM, Inc.), Machel Suttle (HAVEN)

## Health Advisory

Health Services Advisory Committee (HSAC) is an advisory group composed of community representatives that often include health care providers/pediatricians, nurses, dentists, nutritionists, and mental health providers as well as staff and parents. HSAC helps the program to make decisions about health services and strengthen the communities in which Head Start families live.



**Health Services Advisory Committee Members from L to R :** Susan Driscoll (Parent), Berni Hornung (Family Partner), Lillian Burnett (AmeriHealth Caritas Community Health Navigator), Lori Fessler (Health Coordinator), Melissa Farenish (AmeriHealth Caritas Community Health Navigator) and Judith Moon (Parent)

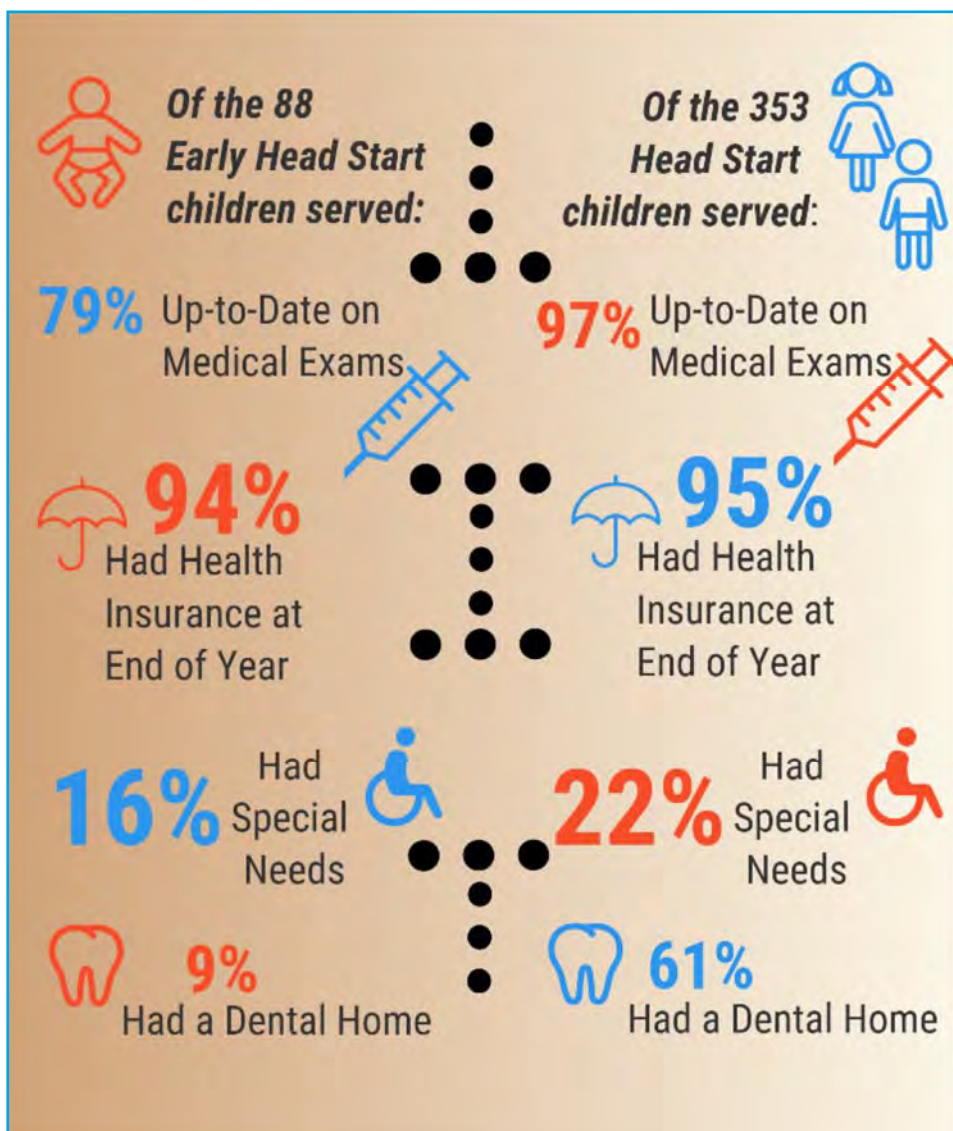
## School Readiness Activities

Bradford-Tioga Head Start, Inc. is committed to providing all children with a variety of opportunities in preparation for having a successful transition to Kindergarten.

### Activities include:

- Parent trainings to help prepare their children for kindergarten
- Curriculum unit on transitioning to kindergarten
- Establishment of specific goals for children with parental input
- Transition meetings for children with special needs
- Children visit kindergarten classrooms and eat in the cafeteria
- School Readiness Plan developed by parents, staff, school and community
- Head Start/Pre-K/Kindergarten teachers visit each others' classrooms
- Kindergarten Camps
- Family literacy/school readiness supported by providing one book per month to each family
- Kindergarten transition packets given to each child

## Health and Dental Statistics

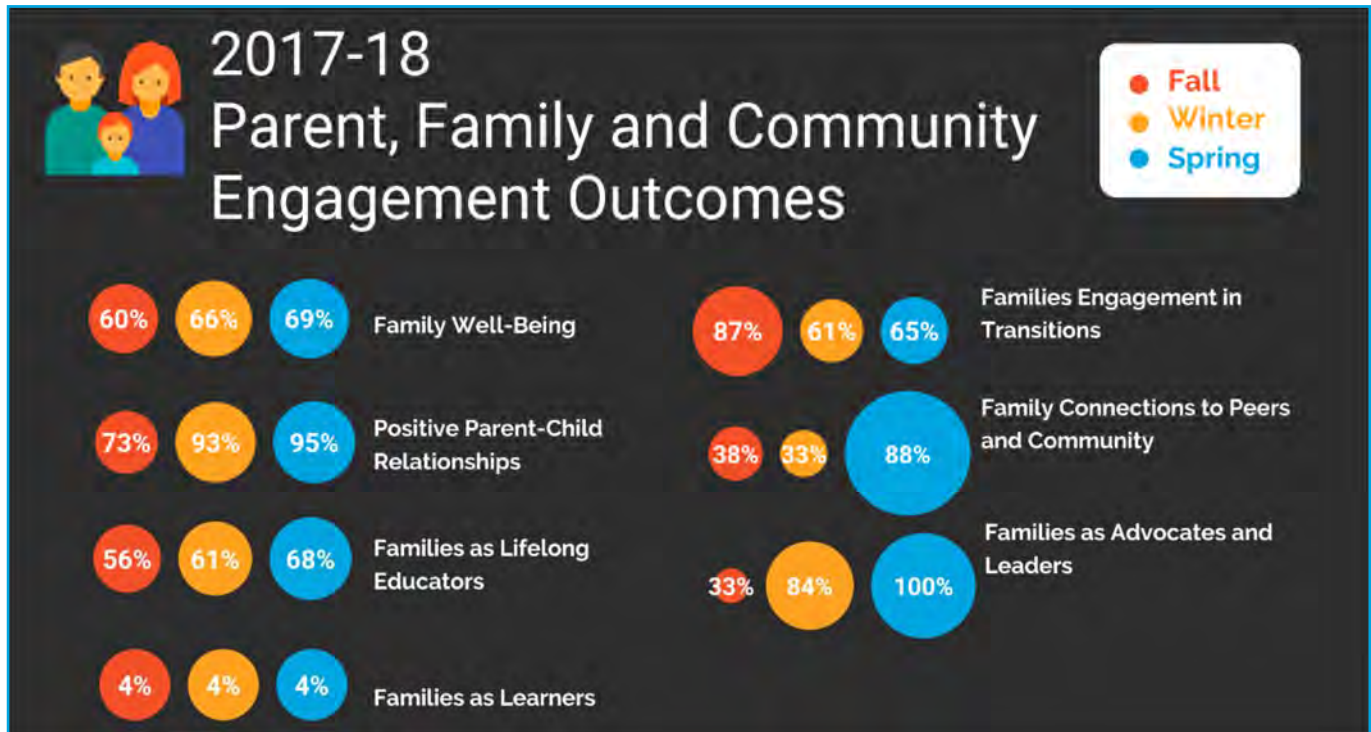




## Parent Involvement Activities / Parent, Family, Community Engagement

Parents participate in classroom and family play group activities. They are invited to develop a Family Partnership Agreement where they set goals for themselves as a family and also work with staff to develop an Individual Plan for their child. Parents are invited to participate in curriculum activities where they receive training on their child's development, health, and education. Parents serve on Policy Council, which is a committee that makes decisions such as approving policies, hiring new staff, and approving program options.

This year's Parent, Family and Community Engagement Outcomes indicate that the area of Families as Advocates and Leaders had the highest gain of 67% with Family Connections to Peers and Community next in line with a 50% gain. Areas to strengthen include Families Engagement in Transitions and Families as Learners.



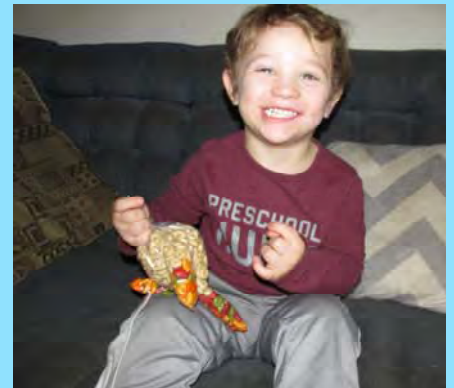
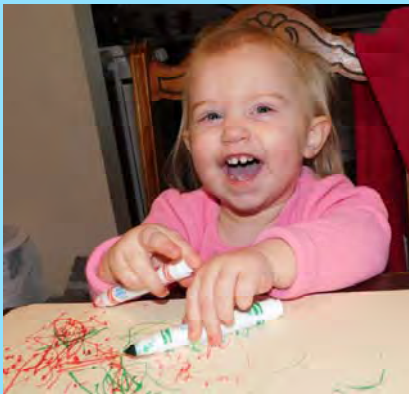
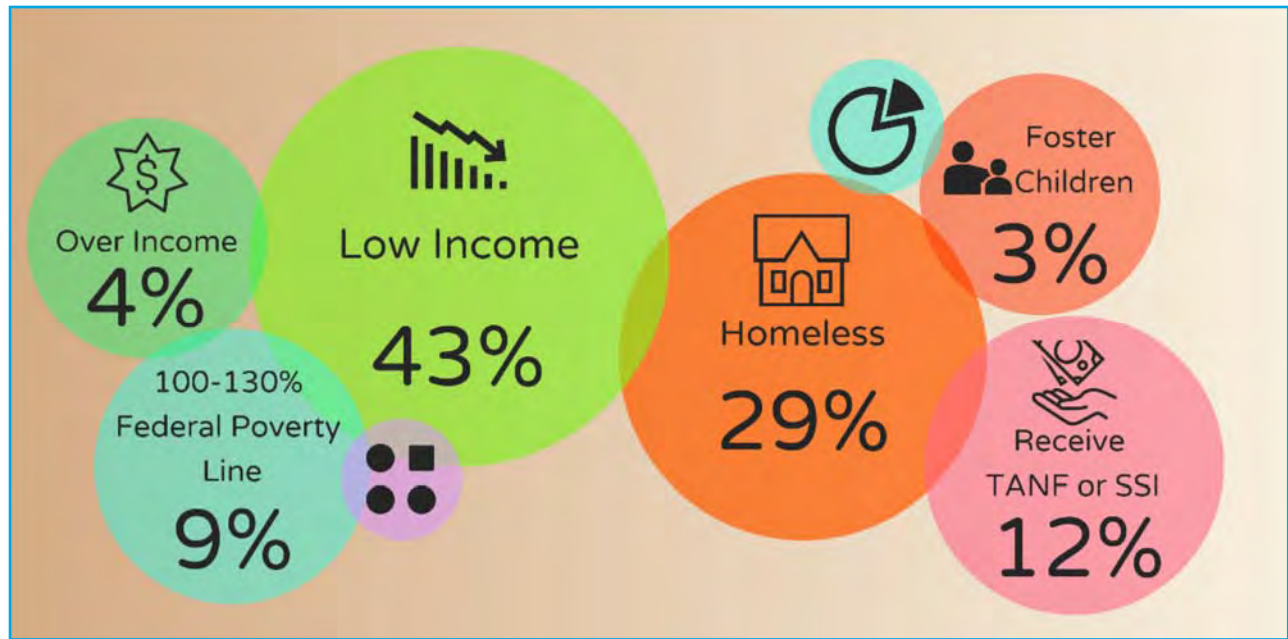
## Accountability

Several types of government and regulated monitoring visits are conducted:

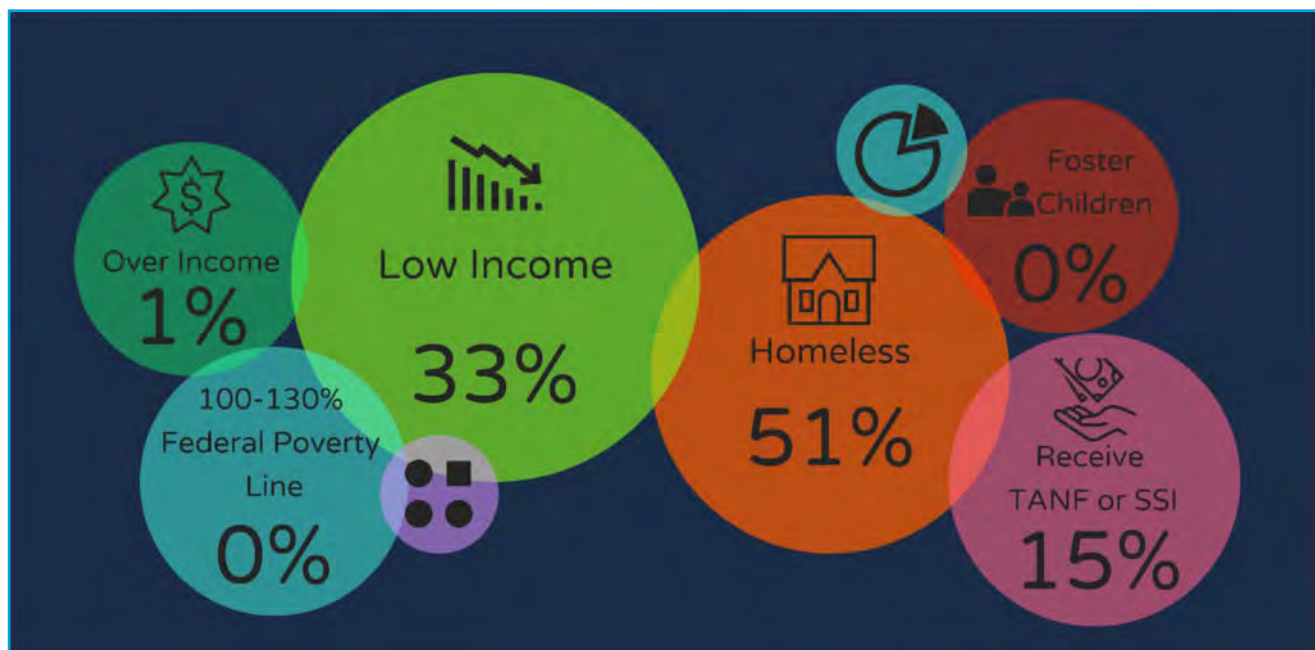
- The most recent federal Monitoring Visit took place the week of March 6, 2017. This Monitoring Visit, called CLASS (Classroom Assessment Scoring System), evaluated three domains and ten dimensions of teacher-child interactions and measured those observed interactions on a seven-point scale. **The program was issued an exemplary rating and scores exceeded the highest 10% of national scores in all areas.**
- The most recent state program review was completed in November 2016 and **an exemplary outcome** was given; this allows the program to have a Program Review every three (3) years instead of every year.
- The 2017-18 financial audit was completed in August 2018 and an exceptional outcome was given with **no findings or material weaknesses** were issued.
- A Child and Adult Care Food Program (CACFP) Audit was conducted the week of October 23, 2017, and **no findings** were issued.



## Eligibility Statistics - Head Start



## Eligibility Statistics - Early Head Start





## Accomplishments

### Early Intervention

Positive Behavioral Interventions and Supports (PBIS)  
Teaching Pyramid Observation Tools (TPOT)  
Screenings for Children

### Education

Creative Curriculum Studies  
Practice Based Coaching  
Very high CLASS scores

### Facility/Safety

2 new classrooms/playgrounds  
Culture of Safety instituted  
Family Safety Kits

### Fiscal

Exceptional Audit  
Annual Campaign  
Requisition/purchasing process updated

### Health/Nutrition

Employee Wellness Opportunities  
Healthy Kids Clubs  
Successful CACFP Review

### Human Resources

Updated PTO/Holiday benefits  
Family Partner Child Development Associates Credential (CDA)  
Wage Adjustments/Merit Increases

### Information Technology

Updated IT equipment/phone system  
New IT backup system  
New boards in conference rooms

### Program Operations

All classrooms @ 5.5 hours/day/180 days/year  
Successful state and federal grants  
Data Outcomes

### Social Services

Active Parenting Curriculum  
Evening Parenting Events  
Drug Endangered Children (DEC) Committee

### Transportation

New buses and program vehicle  
New Bus Safety Seats for children  
Transportation for families

## Private Donations

### Curiosity Circle - \$25-\$99

Danise Fairchild  
William & Karen Friedenberg  
Joann Ogden  
Larry & Jean Smith  
Nancy Stamilio  
Luke & Laura Straniere  
Robert & Susan Storch  
Mike & Sherry Stoudt  
Carl & May Wagner  
Denise Wilber

### Imagination Circle - \$100-\$249

Roger Bunn  
Lowell Coolidge  
Theodore DeHaven  
Henry & Sarah Dunn  
Terry & Anita Duvall  
John & Nan Estep – E-Tech  
J. Dennis Murray, PhD.  
John & Jane Novak  
Desiree Rockwell  
Sam Rotella  
Larry & Carol Tama  
Donald & Donna Wilson  
Gene Yajko

### Creativity Circle - \$250-

\$499

Pamela Barnes  
Marshall Dawsey  
Brooks Eldredge-Martin  
Shane & Jill Nickerson  
Samantha Wilcox

### Discovery Circle - \$500-\$999

Jay & Wanda Erb  
Jody & Doug Thomas

### Inspiration Circle - \$1000 or more

Ron Butler

## Bradford-Tioga Head Start, Inc.



Staff - August 2018

## — Bradford-Tioga Head Start, Inc. —

For forty (40) years, Bradford-Tioga Head Start, Inc. has offered a quality program for children and families to empower them to grow and thrive. Bradford-Tioga Head Start, Inc. relies on donations to financially assist in purchasing supplies and equipment for children. This year's donors include:

### Donations and Grants

AmazonSmile

Becker's School Supply

Edna Landon Honorarium

Facebook - Anonymous donors

First Citizens Community Bank

First Citizens Community Bank-Wellsboro

Henry Dunn Insurance

Katies Koncrete

Kennedy Valve

Marsha Kay Mase Foundation

Owlett and Lewis, P.C. Law Firm

Packer Foundation

Power Kunkle

Ralston Marines

Randy & Nancy Williams Family Foundation

Repsol Oil & Gas, USA, LLC

Robert Wood Johnson Foundation

Tioga Bradford Co Housing Authority

Troy Vets Club

Ward Manufacturing

Wellsboro Foundation

Williams



**Williams**



**Repsol Oil & Gas, USA, LLC**



**Marsha Kay Mase Foundation**

**Susan & Roger Bunn**



**Ward Manufacturing**

**Packer Foundation**



**570-638-1400**

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