



Community Action Region VI  
 1411 12th Ave NE, PO Box 507  
 Jamestown, ND  
 Phone: 252-1821

Website: [www.cap6.com](http://www.cap6.com)

Facebook: Community Action Region VI

Providing services to low income, disabled and elderly households in Barnes, Dickey, Foster, Griggs, LaMoure, Logan, McIntosh, Stutsman and Wells counties.

Vision and Mission Statement

Community Action Region VI offers a range of services and activities designed to provide people the opportunity to improve their quality of life. Comprehensive programs and services are available to meet the needs of the communities it serves. We will advocate for people in need and provide opportunities to improve their quality of life. Programs and services will be expanded as indicated by community needs. High quality programs remain a priority. The agency will be recognized as a valuable resource to communities.

In addition to the **Zero to Five Head Start Program**, Community Action programs include, but are not limited to the following.

**Weatherization:** This program helps income eligible people make their homes energy efficient.

**Food Pantry:** This is available to anyone in need of assistance. Referrals will be taken from any agency, organization or individual who has knowledge of people in need.

**Financial Counseling:** Free financial counseling services to help clients develop money management techniques and assists them in working with their creditors.

**Energy Share:** This is available to help with emergency home energy needs as a “last resort” fund to help those with their household energy bill obligation not covered by other assistance programs.

**Case Management:** Individual work with adults, adolescents, youth, couples, and families.

*All the things that enhance your life are good for your child!*

# Community Action

## Region VI

### 0-5 Head Start Program

### 2024 Annual Report



**Locations of the HS/EHS Centers:**

<b>0-3 Jamestown</b>	<b>3-5 Jamestown</b>	<b>0-3 and 3-5 Valley City</b>
1411 12th Ave NE	1201 6th Ave NE	230 Viking Drive
Jamestown, ND	Jamestown, ND	Valley City, ND

[www.cap6.com](http://www.cap6.com)

# Introduction

We share paper copies of our Annual Report with the Policy Council, CAP Board, Staff, Community Partners, and direct the public to our website, [www.cap6.com](http://www.cap6.com). This report provides an overview of the 2023-2024 Head Start program year. Our Head Start Preschool (79 children) and Early Head Start (24 children) serve 103 children ages birth to five years and pregnant women from eligible families.

Our program belief is ‘the parent is the primary teacher of the child.’ We work with parents to help them set and meet goals related to their own education and financial self sufficiency. We also provide parents with resources that assist them in completing their most important job, that of raising a healthy child who is “ready to learn” when they enter kindergarten.

- Center based Community Action Head Start offers services that prepare our children for school.
- Early Head Start program enrolls expectant mothers and provides them with education and resources to prepare for the birth of their infant

*Head Start and Early Head Start programs are more important now than ever...*

Children need a strong foundation in order to be successful in elementary school. Our efforts are definitely contributing to better family outcomes and school readiness.

Overview: 2023-2024 Program year started August 1, 2023. Due Community Action received notice in July 2023 that we had been placed on a Full Enrollment Plan due to consistent under-enrollment during the 2022-2023 program year. The Full Enrollment Initiative monitored programs to ensure full enrollment was maintained. As part of this initiative, we were required to develop a plan detailing how our program would fill all available slots and maintain full capacity.

After much discussion and a thorough search for a qualified teacher, it was ultimately decided that we would close one Jamestown classroom, which served 17 children, as we were unable to find a qualified teacher for that location. Head Start Preschool achieved full enrollment in January 2024 and remained fully enrolled through the end of the program year. Early Head Start successfully hired staff and was able to maintain full enrollment throughout the year.

# Head Start School Readiness

Cognition, Including Math and Science (COG)

	RE	RL	EE	EL	BE	BM	BL	IE
Spring 2024		1% 1	8% 6	11% 9	18% 14	35% 28	18% 14	10% 8
Fall 2023		8% 6	6% 5	18% 14	35% 28	28% 22	5% 4	1% 1

Physical Development–Health (PD-HLTH)

	RE	RL	EE	EM	EL	BE	BM	BL	IE
Spring 2024			2% 2	1% 1	6% 5	20% 16	26% 21	30% 24	14% 11
Fall 2023		4% 3	1% 1	4% 3	6% 5	38% 30	25% 20	19% 15	4% 3

History–Social Science (HSS)

	No earlier levels	EL	BE	BM	BL	IE
Spring 2024	No earlier levels		2% 1	27% 18	42% 28	29% 19
Fall 2023	No earlier levels		15% 9	37% 22	38% 23	10% 6

RE=Responding Earlier, RL=Responding Later, EE=Exploring Earlier, EL=Exploring Later, BE=Building Earlier, BM=Building Middle, BL=Building Later, IE=Integrating Earlier (Kindergarten skills).

As a program, Children achieved the highest skill level in History-Social Science, & Physical Development & Health.

# Head Start School Readiness

## Approaches to Learning–Self-Regulation (ATL-REG)

	RE	RL	EE	EL	BE	BM	BL	IE
Spring 2024		1% 1	6% 5	8% 6	22% 18	30% 24	24% 19	9% 7
Fall 2023		4% 3	9% 7	30% 24	26% 21	19% 15	8% 6	5% 4

## Social and Emotional Development (SED)

	RE	RL	EE	EL	BE	BM	BL	IE
Spring 2024		1% 1	8% 6	8% 6	26% 21	28% 22	21% 17	9% 7
Fall 2023		6% 5	9% 7	24% 19	31% 25	20% 16	8% 6	2% 2

## Language and Literacy Development (LLD)

	RE	RL	EE	EM	EL	BE	BM	BL	IE
Spring 2024		1% 1	5% 4	4% 3	4% 3	22% 18	34% 27	21% 17	9% 7
Fall 2023		5% 4	6% 5	4% 3	14% 11	38% 30	26% 21	8% 6	

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# Annual Report

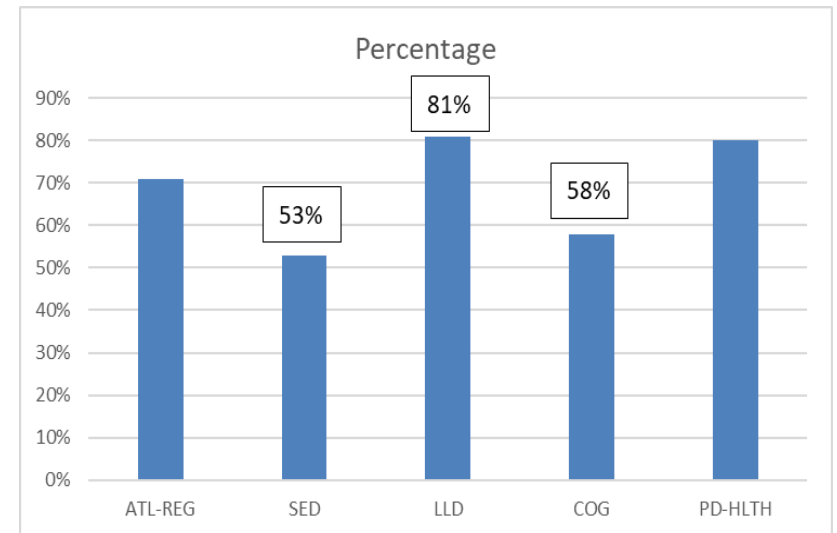
The Head Start Act (section 644(a)(2)) requires each agency to make available to the public at least once in each fiscal year a report that contains eight elements. They are:

1. The total amount of public and private funds received and the amount from each source.
2. An explanation of budgetary expenditures and proposed budget for the fiscal year.
3. The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served.
4. The results of the most recent review by the Secretary and the financial audit.
5. The percentage of enrolled children that received medical and dental exams.
6. Information about parent involvement activities.
7. The agency's efforts to prepare children for kindergarten.
8. Any other information required by the Secretary.



# Head Start School Readiness

## School Readiness Goals Outcomes Summary 2023-24



This data is based on children who are age-eligible to transition to kindergarten in the fall of 2024. Meeting school readiness goals means the child met or exceeded the developmental level in the DRDP assessment that aligns with the Head Start Early Learning Outcomes Framework (HSELOF) indicators for children at 60 months.

Our percentages for school readiness increased in the area of Language & Literacy Development increased the most, despite having 22% of children on IEPs and additional children receiving private speech therapy. Children in our program overall struggled with Social Emotional Development. We have been in contact with our T/TA specialist and are looking to add strategies from The Pyramid Model for Promoting Social-Emotional Competence in Infants and Young Children. We started the planning process in spring of 2024 and look to implement some of the practices during the 24-25 school year.

# Head Start School Readiness

Our preschool teachers and infant/toddler caregivers assess the children’s development throughout the year using DRDP (Desired Results Developmental Profile) 2015. The program allows us to track how individual children, classrooms and the entire program are progressing toward kindergarten readiness skills. We look at children’s development in 7 areas:

**History—Social Science:** Sense of time, sense of place, ecology, conflict negotiation and responsible conduct.

**Physical Development—Health:** Perception – use of senses to gather and understand information/bodies in space. Gross Motor – whole body large muscle movements. Fine Motor – small muscles: fingers & hands, eye-hand coordination. Includes nutrition, safety, and personal care routines.

**Cognition, including Math & Science:** Reasoning, memory, problem solving, & thinking skills that help children understand and organize their world. Math skills include rote counting, counting objects, recognizing numbers, understanding shapes and patterns, and using measurement and comparisons.

**Language & Literacy Development:** Language includes listening and understanding what is said to them, responding appropriately to questions, and using understandable language and vocabulary. Literacy includes learning letters and sounds, rhyming, showing interest in books and how print works.

**Social & Emotional Development:** How children get along with each other and adults and handle their feelings and emotions. It also includes sense of identity and belonging.

**Approaches to Learning—Self Regulation:** Focuses on how children learn. Includes emotional, behavioral and cognitive self-regulation skills. These skills include executive function skills of sustained attention, impulse control, flexibility in thinking, working memory. Initiative, curiosity, and creativity also fall in this area.

**Visual and Performing Arts:** Visual art, music, drama and dance.

# Demographics

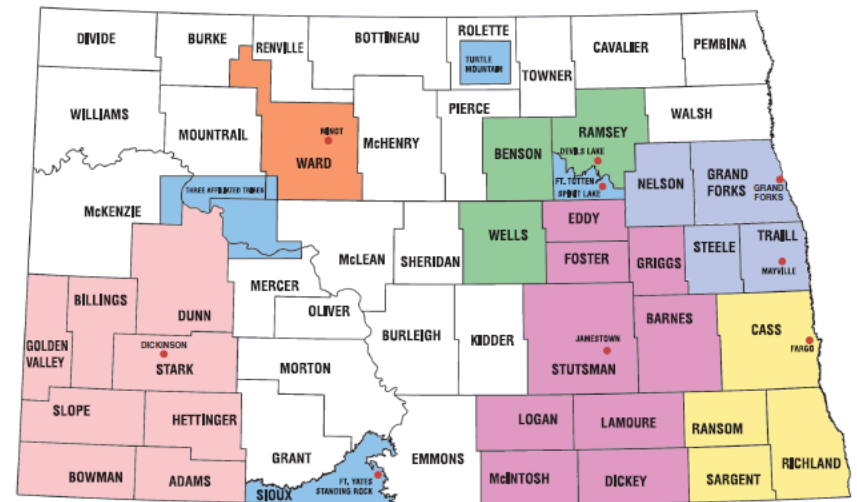
Community Action Region VI Early Head Start serves Region VI which is made up of nine counties located in south central North Dakota.

The nine counties served are: Barnes, Dickey, Eddy, Foster, Griggs, LaMoure, Stutsman, McIntosh and Dickey.

Community Action Region VI Administrative office location: Jamestown

Total Population: 53,291 people (Census Bureau 2023)

Geographic Land Area covered: 9,935 square miles



“Providing Resources to Enhance the Lives of Families and their Children”

# Average Monthly Enrollment/Attendance

Attendance 2023—2024	0 to 3	0 to 3	3 to 5	3 to 5
	Jamestown	Valley City	Jamestown	Valley City
	Center	Center	Center	Center
August	78%	82%	95%	69%
September	84%	102%	84%	69%
October	76%	104%	81%	69%
November	83%	96%	80%	79%
December	79%	95%	77%	76%
January	78%	73%	74%	79%
February	72%	77%	82%	79%
March	73%	91%	83%	78%
April	73%	87%	85%	83%
May	82%	80%	88%	89%
June	80%	88%		
July	77%	93%		
Program Term Average per Center	78%	89%	82%	77%

## Average Monthly Enrollment

Average Monthly Enrollment is based on ‘Funded Enrollment’. 3 to 5 Head Start funded enrollment is 79(45 in Jamestown and 34 in Valley City). 0 to 3 Early Head Start funded enrollment is 24 (16 in Jamestown and 8 in Valley City)

On July 14,2023, we were notified by the Regional Office that we are required to develop a plan in collaboration with the office of Head Start (OHS) to address our current under enrollment status. Based on the office of HeadStart’s most recently reported enrollment levels, reported by our program . Community Action Region VI Head Start program was under enrolled by 26 slots and the Early Head Start program is under enrolled by -2 slots.

# Family Engagement and Parent Involvement



Head Start and Early Head Start

Parents as Leaders: Parent Involvement

Community Action Region VI 0-5 Head Start partners with families to provide support through parent trainings, home visits, referrals and resources to help meet their needs. As part of this ongoing partnership, parents are offered the opportunity to develop and implement individualized family goals. Written goals outline family and staff responsibilities, strategies, and progress in achieving these goals.

Parent representatives also serve on the Policy Council for the program year.

Parent interests are assessed at the start of each program year and this information is utilized to create opportunities for events and parent involvement activities throughout the year. Parent input is gathered at the conclusion of events for improvements to future events. Some of the events that parents have the opportunity to participate in each year include site specific friendship dance, the Choosy Challenge focusing on increasing the family’s nutrition and physical activity, RIF Challenge encouraging families to increase reading and literacy activities at home – ending in a family focused celebration at the centers for reaching the reading goals. Other site specific events may include: an annual car seat check, classroom activities, family cooking classes, family fun nights, and 0-3 Discovery groups.

## Federal Monitor

### Office of Head Start on Site Monitor Review

March 20, 2023 to March 24, 2023 The Administration for Children and Families (ACF) conducted a Focus Area 2 review of Community Action Region VI Head Start and Early Head Start Programs.

The information that was gathered during the review, it was determined that the program meets the requirements of all applicable HSPPS, laws, regulations, and policy requirement

The Office of Head Start conducted a Video Pilot review: CLASS (Classroom Assessment Scoring System) review on the Head Start classrooms from 11/16/23 to 01/14/23.

DOMAIN	Score	DOMAIN	Score	DOMAIN	Score
Emotional Support	6.6000	Classroom Organization	6.3667	Instructional Support	4.1333

DIMENSIONS					
Positive Climate	6.40	Behavior Management	6.40	Concept Development	3.50
Negative Climate	1.10	Productivity	6.70	Quality of Feedback	3.80
Teacher Sensitivity	6.70	Instructional Learning Formats	6.00	Language Modeling	5.10
Regard for Student Perspectives	6.40				

*Community Action Region VI scores were at or above the national average in all areas.*

## Financial Audit

### Financial Audit

An audit was conducted by Brady Martz and Associates, P.C.

Financial statements audited were for the year which ended December 31, 2023.

It was a clean audit.

abcdefghijklmnopqrstuvwxyz



# Financial Highlights—Revenue

*Where does the money come from?*

Federal Head Start Funding..... \$1,543.394  
 Federal Head Start T/TA (Training and Technical Assistance) Funding.. 51,371  
**Total Head Start Funding..... \$1,543,394**

Federal Early Head Start Funding..... 647,763  
 Federal Early Head Start T/TA Funding ..... 11,744  
**Total Early Head Start Funding..... 647,763**

**Total Federal Funding ..... \$2,191,157**

**Non-federal Grant Match:**

Non-federal Head Start In-kind Match Required..... \$385,854.25  
 Non-federal Early Head In-kind Match Required ..... 161,940.75  
**Total non-federal In-kind Match Required ..... 547,795.00**  
**Non-federal In-kind Match Generated ..... \$655,899.88**

Parents provide non-federal match by partnering with the program to improve their child’s school readiness skills as well as serve on the program’s advisory committees.

Partnerships with community agencies provide health, education, social services, housing and financial resources for families to assist them in reaching their goals of self-sufficiency and ensuring their children begin kindergarten healthy, well cared for and “ready to learn.”

**Other Funds Supporting Head Start Programs:**

USDA/CACFP Revenue for Head Start ..... 57,515.30  
 USDA/CACFP Revenue for Early Head Start ..... 25,061.41  
 Reimbursement from USDA for meals served to children (breakfast, snack and lunch from 8/1/23 to 7/31/24)

*In-kind budget, 5th year of 5 year grant application; Financial report—in-kind line 1/31/2024 CACFP amounts from Fiscal*

# Children’s Health and Wellness

## Community Action Head Start

- 96% of the Head Start children entered the program with Medicaid or private health insurance (92/95)
- 93% of the Head Start children had Medicaid or private health insurance at the end of the year (89/95)
- 88% of the Head Start children were up to date with medical exams by the end of the year (84/95)
- 91% of the Head Start children had continuous, accessible dental care provided by a dentist by the end of the year (87/95)



## Community Action Early Head Start

- 97% of the Early Head Start children entered the program with Medicaid or private health insurance (39/40)
- 97% of the Early Head Start children had Medicaid or private health insurance at the end of the year (39/40)
- 50% of the Early Head Start children were up to date with medical exams by the end of the year (20/40)
- 80% of the Early Head Start children had continuous, accessible dental care provided by a dentist by the end of the year (32/40)



# Enrollment

Enrollment by age of children (age on July 31, *not date of enrollment*) for Program year 2023-2024

	EHS	HS	Total
Under 1 year	18	0	18
1 year old	13	0	13
2 years old	9	16	25
3 years old	1	39	40
4 years old	0	40	40
Prenatal moms	1	0	1
<b>Totals:</b>	42	95	137

2023—2024 PIR A10



## The Head Start Pledge

**I believe** every child can succeed;

**I believe** my work in Head Start helps children and families succeed;

**I believe** every vulnerable child should be served by Head Start.

**I pledge** to work together with the families I serve, my community partners, and my colleagues;

**I pledge** to work together to ensure this nation honors its commitment to vulnerable children;

**I pledge** to be part of the untiring voice that will not be quiet until every vulnerable child is served by Head Start.

# Financial Highlights—Expenditures

*Where does the money go?*

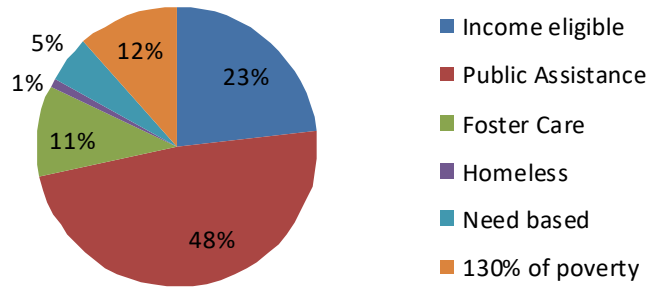
## Head Start and Early Head Start Expenditures 2/1/2023 to 1/31/2024

Budget Categories	Head Start Actual Expenditures	Head Start Proposed Budget	Early Head Start Actual Expenditures	Early Head Start Proposed Budget
Personnel	808,172.97	946,678.66	358,701.96	366,001.85
Fringe Benefits	334,008.86	446,401.94	171,074.02	170,332.50
Contractual	16,387.78	16,000	9377.92	6,000
Travel	19,124.48	11,500	6,424.50	6,000
Space	63,690.70	35,500	49,194.91	46,710.00
Supplies	82,179.01	25,000	15,695.80	26,393.00
Equipment	79,460.07	0	0	0
Other	140,370.13	62,313.40	37,293.89	26,325.65
<b>Total Expenses</b>	<b>1,543,394</b>	<b>1,543,394</b>	<b>647,763</b>	<b>647,763</b>
In-kind	470,867.96	385,854.25	185,031.92	161,940.75
Training and Technical	51,371.98	21,295.00	11,744.01	11,166

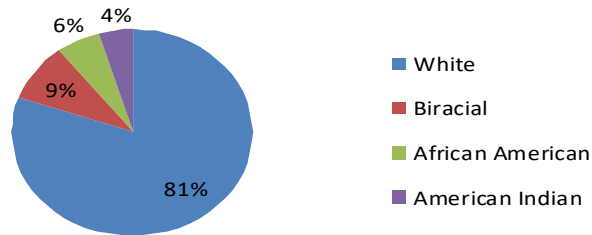
Statement of Revenue and Expenses 1/31/2024HS and EHS Final Report

# Enrollment

## Head Start Eligibility



## Head Start by Race

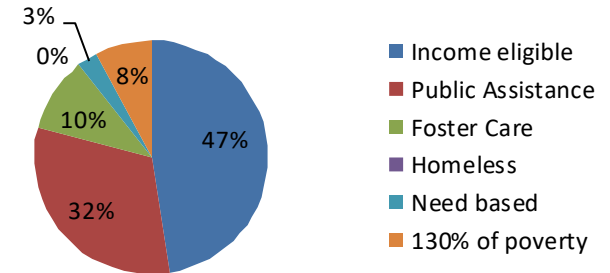


Enrollment	Head Start	Early Head Start	Total
Funded Enrollment	79	24	103
Cumulative Enrollment	95	41	136
Families Served	94	39	133

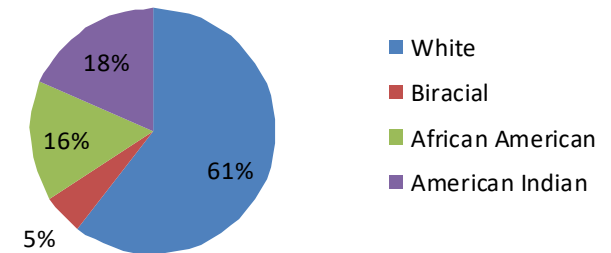
2023—2024 PIR—A1, A12, A13, A25, C23-24, C33

# Enrollment

## Early Head Start Eligibility



## Early Head Start Race



Preschool children with disabilities made up 22% of the Head Start enrollment (18/95) and 41% of the Early Head Start enrollment (17/41)

### Single Parent Families

Head Start 60/94 63%  
Early Head Start 23/39 51%

### Two Parent Families

Head Start 34/94 36%  
Early Head Start 16/39 31%

2023—2024 PIR