



EARLY HEAD START/HEAD START  
ANNUAL REPORT TO PUBLIC  
2017-2018



## About Us

Gateway Community Action Head Start is a private 501 (C) (3) corporation. Head Start's purpose is to provide comprehensive early childhood education, health, nutrition, and parent engagement services to low income children and their families. The program's services and resources are designed to foster stable family relationship and enhance children's school readiness skills.

The Board of Directors include elected officials, representatives of the community, and low-income citizens and advocates within our community. Six of our board members hold a degree and/or a specialized vocational certification in accounting or a related field. Many of our members have experience in the field of accounting as a direct result of their current or previous positions. Our Board membership includes an Early Childhood Consultant who holds a Master's degree in Elementary Education, with Interdisciplinary Early Childhood Education Certification. Through a Memorandum of Understanding (MOU), Gateway has an attorney that is available to provide consultative services to the Gateway board of directors as needed and/or requested. The attorney receives monthly information provided to the board of directors and attends board meetings.

Gateway Community Action has a Policy Council that is comprised of families of currently enrolled children from each site and program as well as additional members with knowledge and expertise in other social services programs.

Gateway is committed to providing a program of excellence. We have achieved a five star rating from the Kentucky ALL-STARS program which recognizes programs who have committed to continuous quality improvement.

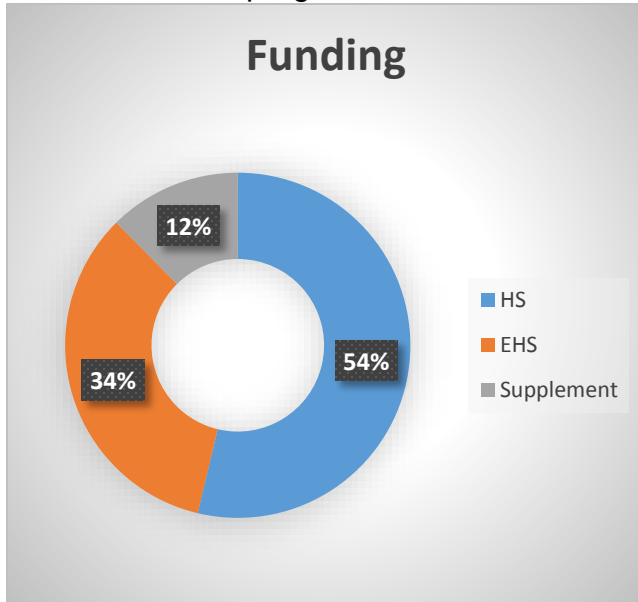
## Program Description

Gateway Community Action was funded to serve 409 Head Start children and families and 72 Early Head Start children and families during the 2017-2018 program year. Services were provided in twelve center based locations throughout Bath, Menifee, Montgomery, Morgan, and Rowan counties. Head Start teaching staff hold a minimum of an Associate degree in Early Childhood Education or related field. Early Head Start teaching staff hold or are working toward a Child Development Associate certification. Family Service staff hold a credential or certification in social services, human services, or related field. Management staff consists of the Director of Early Childhood, Assistant Director of Early Childhood, Administrative Assistant, Family Community Engagement Manager, Education/Disabilities/ Mental Health Manager and Assistant Manager, Nutrition Manager, Health Manager, and Quality Control Manager.



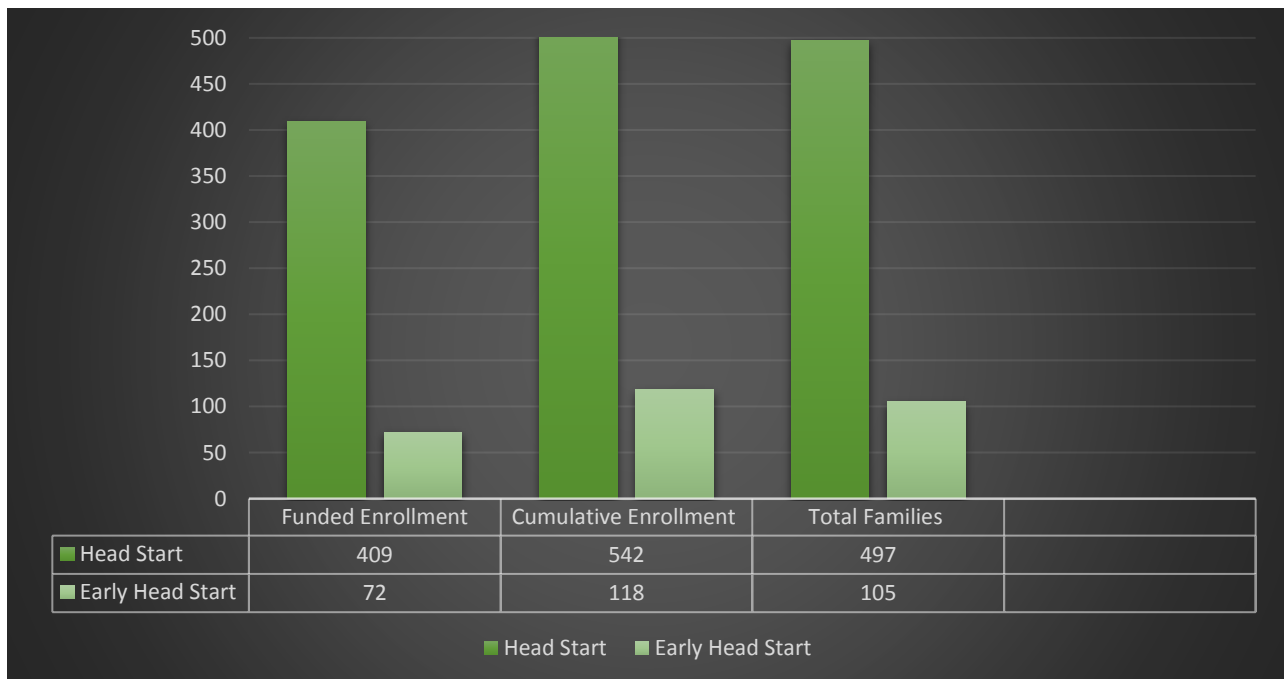
## Funding

The Head Start program received federal funding in the amount of \$3,186,594. Early Head Start received \$2,006,812 for start-up and operations. A supplemental fund award was granted in the amount of \$736,972. All sources of funds are detailed in our most recent audit which is available to the public on our website. An audit is completed annually and posted on our website and available upon request. The 2017-2018 approved budget is available on the website.

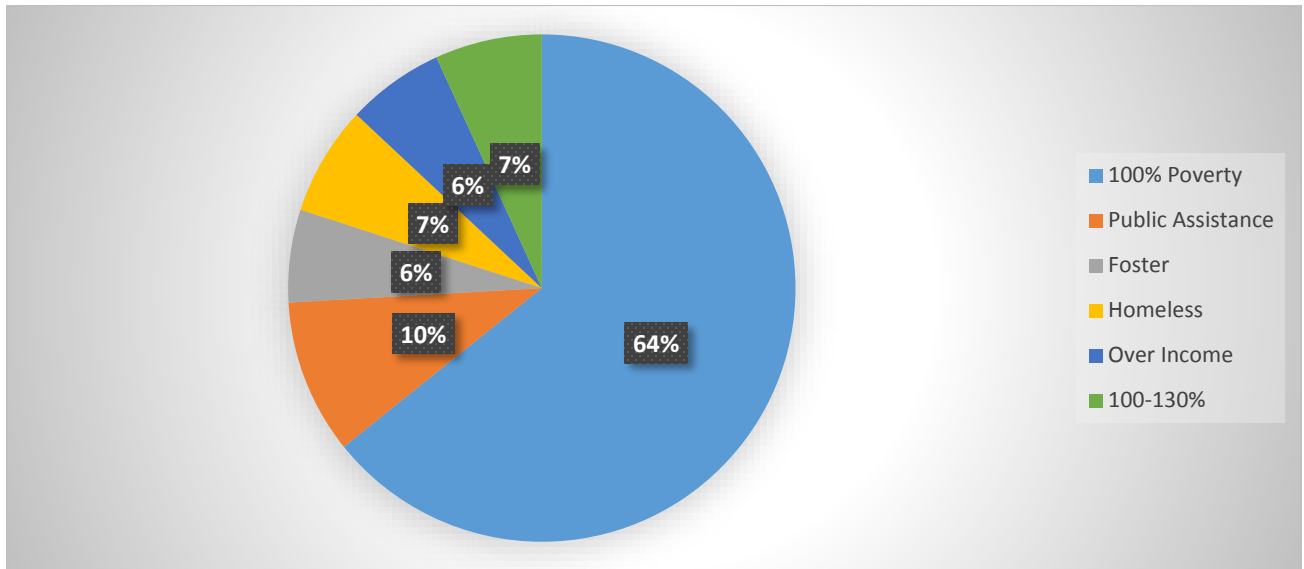


Both the budget amount and expenses are detailed in the audit which is completed annually. The most recent audit is available upon request and can be accessed through our web site

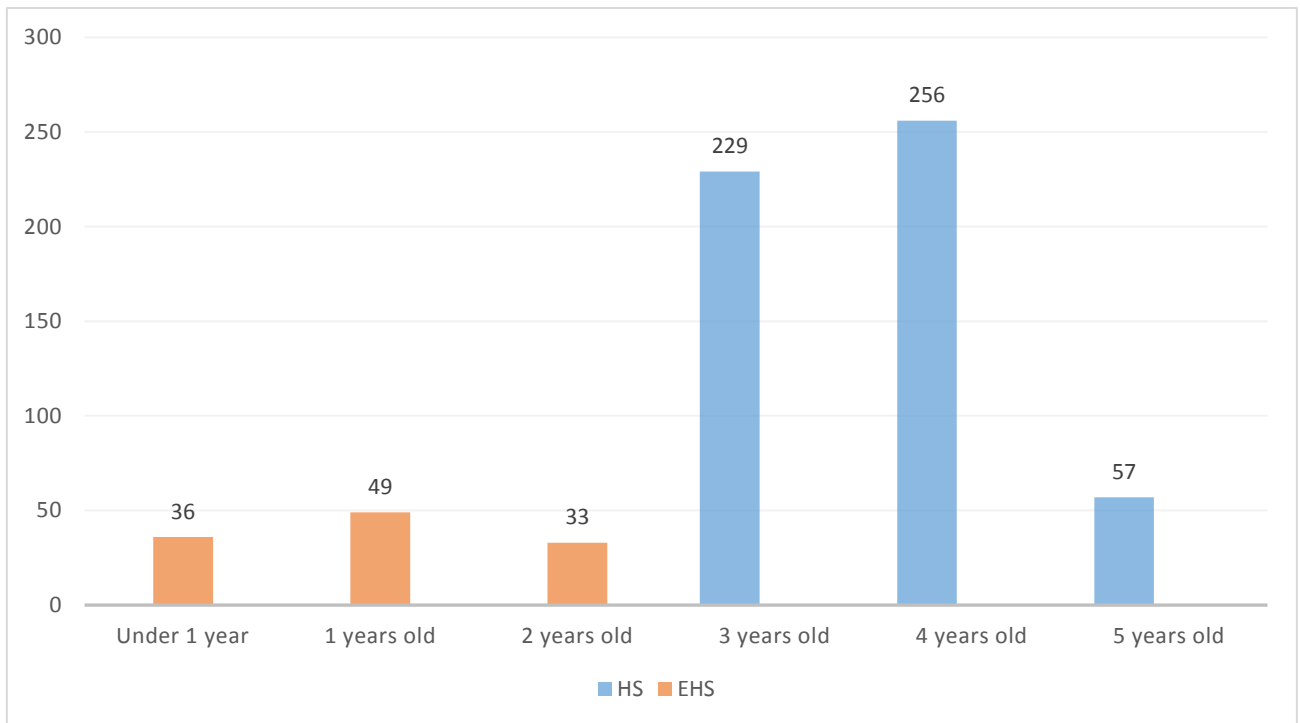
## Children and Families Served



## Enrollment by Eligibility



## Enrollment by Age

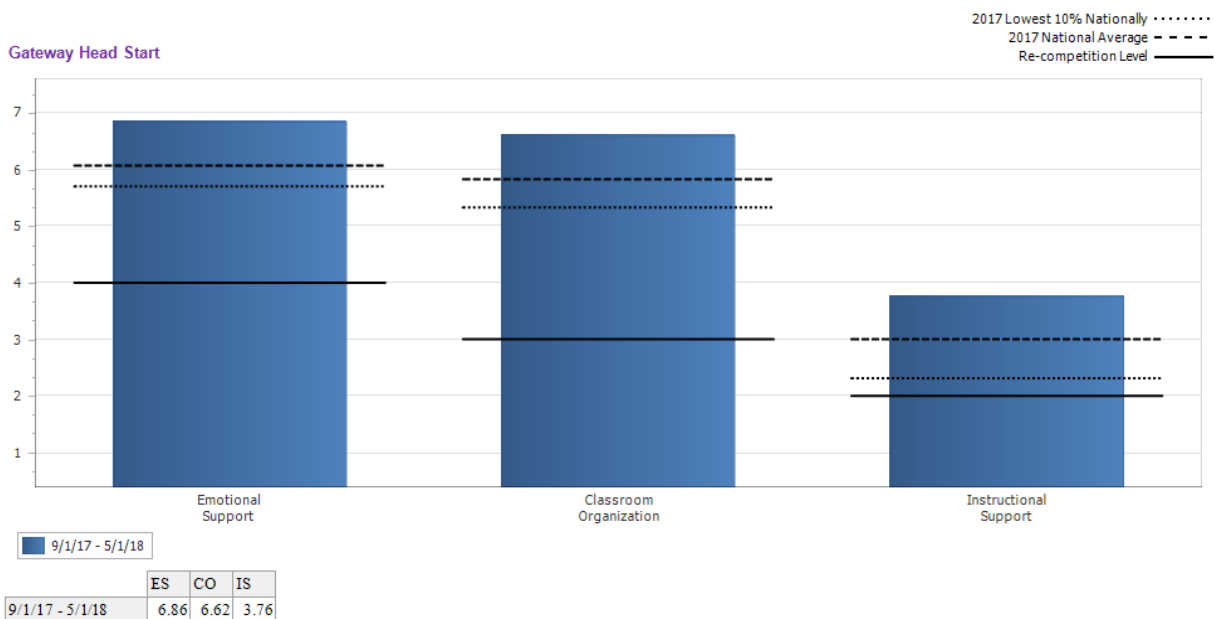


## Health/Enrollment Services

	% of children that received medical and dental exam	Average monthly enrollment
Early Head Start	100%	100%
Head Start	100%	100%

## CLASS

The Classroom Assessment Scoring System is an observation tool used to analyze and assess the effectiveness of interactions between children and teachers in preschool classes. Office of Head Start uses this tool to collect information about the experiences of children in Head Start programs and to measure teacher-child interactions, one important measure of quality. Gateway currently has reliable observers and CLASS trainers on staff. Results of the 2017-2018 are as follows.



## GOALS

- Increase CLASS in the domain of Classroom Organization to 6.0
- Increase Family Well Being by 25%
- Increase Families as Lifelong Educators by 25%
- Increase average daily attendance program wide by 15%
- Complete 75% of health exams with 60 days of enrollment



### Results of Audit

The most recent audit is available upon request and posted on our web site.

## Family Engagement

Gateway Community Action conducts monthly parent meetings/trainings in addition to regularly scheduled classroom activities that promote parent child time together.

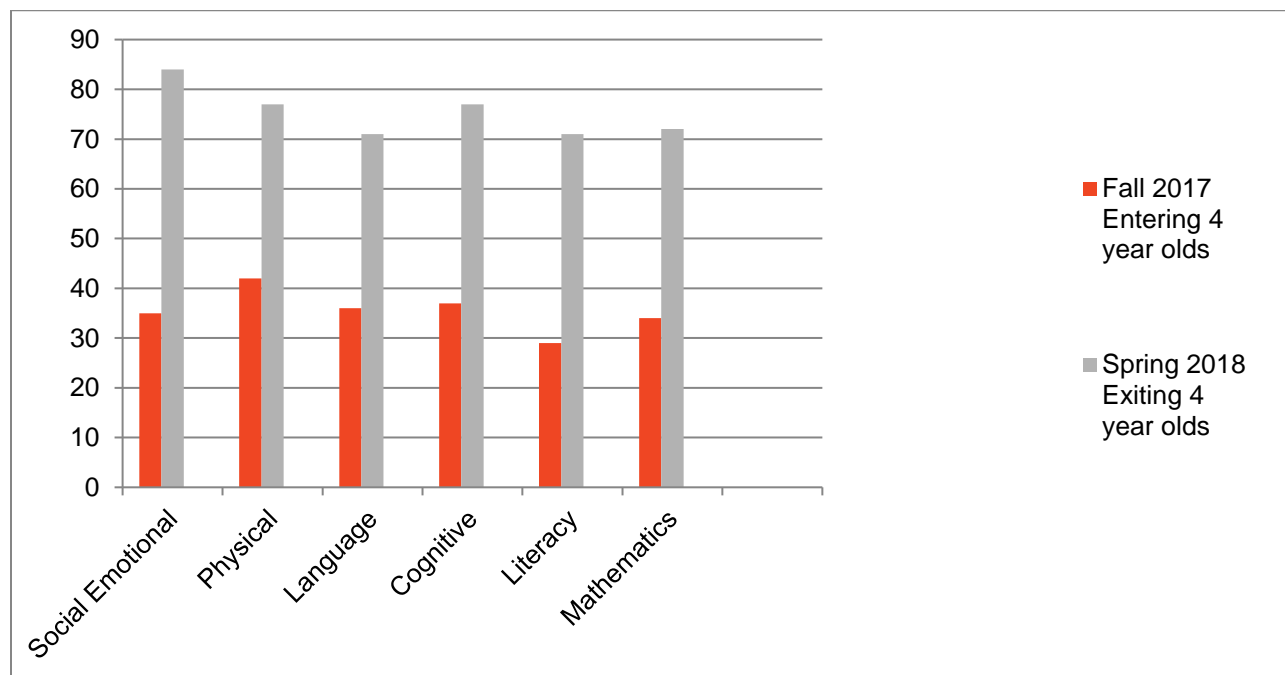
Gateway also collaborates with the Born Learning Academy to enhance our parent engagement activities through professional development, parent child activities, childcare services, meal services, and much more!



### Preparing children for Kindergarten (school readiness)

Our school readiness goals were developed in collaboration with programs across the state of Kentucky. Each of the domains encompass the widely held expectations of the “Head Start Early Learning Outcomes Framework,” “Teaching Strategies Gold,” and the “Kentucky Early Learning Standards.” Our goal is that every child will exit Head Start with the skills and tools they need in order to succeed throughout their years of formal education. School readiness encompasses not only academic success but also social competence. To speak to each of those areas, our teaching staff is highly skilled in providing an environment that is warm, inviting, safe, and encourages preschoolers to explore and manipulate their surroundings. Child outcomes are collected at three intervals in the domains of social/emotional, physical, literacy, cognition, and math and language development. Assessment results are shared with parents during home visits, family conferences, written progress reports, and ongoing communication through email and informal conversations.

### Kindergarten Readiness- Growth Percentage Report



## Office of Head Start Aligned Monitoring

The Office of Head Start (OHS) uses the Aligned Monitoring System to review grantees. This approach ensures that monitoring continues to measure the quality and accountability of Head Start programs across the country. The last desk review for Head Start was conducted on 10/19/17. Results of the review is detailed below. Early Head Start has not received an aligned monitoring review. However, Gateway has received notification that the review is scheduled for FY18.



### ADMINISTRATION FOR CHILDREN & FAMILIES

Office of Head Start | 4th floor Switzer Memorial Building, 330 C Street SW, Washington DC | [eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)

**To: Board Chairperson**

*Mr. Brad LeMaster  
Board Chairperson  
Gateway Community Services Organization, Inc.  
151 University Drive  
West Liberty, KY 41472-2146*

**From: Responsible HHS Official**

*Ms. Ann Linehan  
Acting Director, Office of Head Start*

Date 11/9/17

## Overview of Findings

On 10/19/2017, the Administration for Children and Families (ACF) conducted a monitoring review of the Gateway Community Services Organization, Inc. Head Start program to determine whether the previously identified findings had been corrected. 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. Brad LeMaster, Board Chairperson, as legal notice to your agency of the results of the program review.

Based on the information gathered during this review, we have closed the previously identified findings which are included in this report. For any previous findings that are not included in this report and remain open, the grantee will receive a future follow-up review to determine the compliance status of those findings.

If you have questions about this report, please contact your ACF Regional Office.

**Distribution of the Head Start Review Report**

Copies of this report will be distributed to the following recipients:

Capt. Robert Bialas, Regional Program Manager  
Mrs. Brenda Evans, Policy Council Chairperson  
Mrs. Charlene Engle, CEO/Executive Director  
Mrs. Martina Roe, Head Start Director

**Overview Information**

Review Type: *Desk/FTL Solo*  
Organization: *Gateway Community Services Organization, Inc.*  
Program Type: *Head Start*  
Field Lead: *Ms. Ronniece Boston*  
Funded Enrollment HS: *409*  
Funded Enrollment EHS: *Not Applicable*