



# 2016-2017 Annual Report

DRAKE UNIVERSITY HEAD START

- *Head Start/ Early Head Start*
- *Early Head Start Child Care Partnership*

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## PROGRAM OVERVIEW

During the 2016-2017 program year, Drake University operated two grants: the Head Start/Early Head Start grant and the Early Head Start Child Care Partnership (EHS-CCP). Drake University Head Start has served children and families in the state of Iowa since 1977 through the Head Start/Early Head Start grant. The Head Start/Early Head Start program is designed to promote school readiness for children ages birth to five from low-income, at-risk families. Head Start provides children and families with education and resources that prepare them to advocate for their children as they transition to elementary school and beyond.

The purpose of the EHS-CCP grant is to improve the quality of existing local child care programs and expand access to high-quality care for infants and toddlers. **The Drake University EHS-CCP 2016-2017 Annual Report can be found within this report following the Head Start/Early Head Start section.**

## HEAD START/ EARLY HEAD START

Drake University is the largest Head Start Grantee in the state of Iowa. Drake University, as the Grantee, holds the federal Head Start grant to provide Early Head Start services in Polk County only and Head Start services in six counties: Polk, Boone, Warren, Jasper, Marion, and Story (in Ames only). Des Moines Public Schools (DMPS), the largest school district in the state, provides Head Start services as a Delegate of Drake University Head Start for children in the DMPS enrollment area. Centers are located in the cities listed below:

- Ames
- Ankeny
- Boone
- Des Moines
- Indianola
- Knoxville
- Newton
- Urbandale
- West Des Moines

Children ages birth to three are served by the Early Head Start home visiting program. Children ages of two and three have the option for a center-based program designed to suit the specific needs of toddlers. Children ages three to five were served by Head Start through classroom-based or home-based options.

During the 2016-2017 program year, Drake University Head Start was in the second year of a five-year project. The goals for this project are:

- Goal #1: Children will be better prepared for school success.*
- Goal #2: Enhance the monitoring system to fully utilize data to make informed program decisions.*
- Goal #3: Foster a positive culture and climate built upon collaboration and strengths.*
- Goal #4: Empower families to be their child's first, most important, and forever teacher.*

## COMMUNITY ASSESSMENT

US Census data from the American Community Survey (2011-2015 Five-Year Estimates) illustrates the poverty in Drake University Head Start's service area. Across the agency's six-county service area, over 20% of the children in each county live in households that receive Cash Public Assistance (TANF/FIP). In the majority of the counties within the Drake University Head Start service area, 14% or more of the families with children under the age of five are living below federal poverty level.

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### 2016 Federal Poverty Guidelines

Family Size	Annual Income
2	\$16,020
3	\$20,160
4	\$24,300



**AT LEAST 14% OF THE FAMILIES WITH CHILDREN UNDER THE AGE OF 5 IN THE COUNTIES  
DRAKE UNIVERSITY HEAD START SERVES ARE LIVING BELOW FEDERAL POVERTY LEVEL.**

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Through the Statewide Voluntary Preschool Program (SWVPP), school districts in Iowa receive funds to provide preschool services to four year-olds who will be entering kindergarten the following year. Cohort data (preschool to kindergarten) from the most recent Community Assessment indicate that there are four year-old children in the majority of school districts in Drake University Head Start's service area who are not receiving preschool services through the district. Further, the SWVPP serves only four year-old children. Within the service area, there are few preschool options for three year-olds. Many would not be free.

The school districts Drake University Head Start serves are generally those with a high percentage of families receiving free and reduced meals. Most of the districts in the Drake University Head Start service area had a free and reduced lunch rate of around 30%. Des Moines Public Schools, the district that operates the agency's delegate program, had a free and reduced lunch rate of 74%.

Between 20-30% of the child care programs throughout the service area refuse to accept child care assistance. In Warren County, nearly 40% of child care programs will not accept child care assistance.

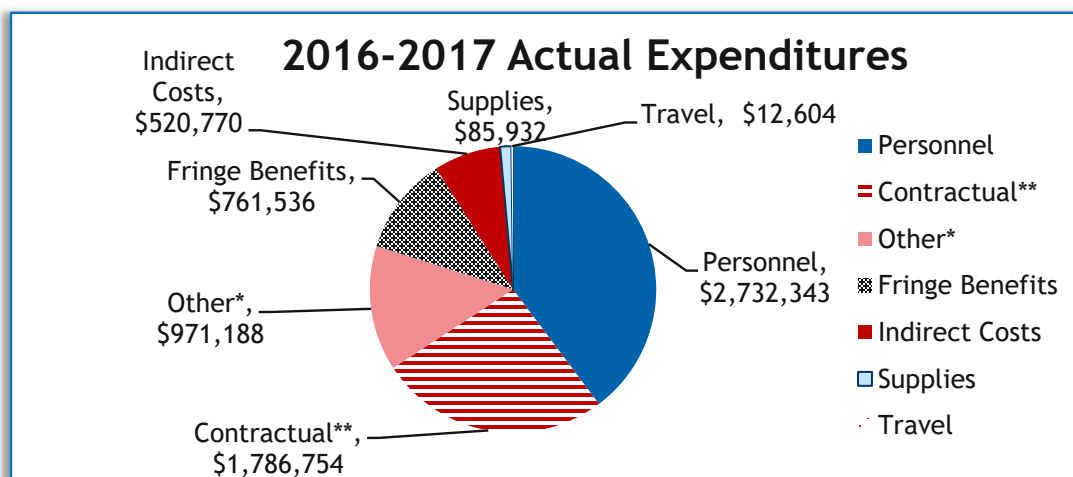
## FUNDING

Drake University Head Start receives federal funding from the U.S. Department of Health and Human Services through the Administration for Children and Families - Office of Head Start. The award was \$6,871,127 for the program year.

During the 2016-2017 program year, Drake University Head Start received additional funds to increase the duration of programming for some Head Start and all Early Head Start classrooms from double sessions to full-day programming. This was a one-time award of \$1,698,273 for start-up costs (\$1,594,095 for start-up, \$74,686 toward the Head Start operating budget, and \$29,492 toward the Early Head Start operating budget). The agency was granted an extension until June, 2018, to close out the budget due to delays in construction. These expenditures will be represented in the 2017-2018 Annual Report.

2016-2017 Drake University Head Start Funding Allocation	
Head Start Programming	\$ 5,647,393*
Head Start Training	\$ 72,415
Early Head Start Programming	\$ 1,124,068
Early Head Start Training	\$ 27,251
<i>*Includes \$1,674,736 in Head Start funds for contractual Delegate programming.</i>	

2016-2017 Proposed Budget	
Personnel	\$2,753,204
Contractual (DMPS Delegate)	\$1,674,736
Fringe Benefits	\$ 810,930
Indirect Costs	\$ 538,062
Supplies	\$ 101,349
Equipment	\$ 47,200
Travel	\$ 12,409
Other*	\$ 933,237



\*Other includes expenditures such as repair/maintenance, space costs, nursing services, interpretation/translation services, software, etc.

\*\*Contractual refers to Drake University Head Start's contract with its Delegate, Des Moines Public Schools (DMPS).

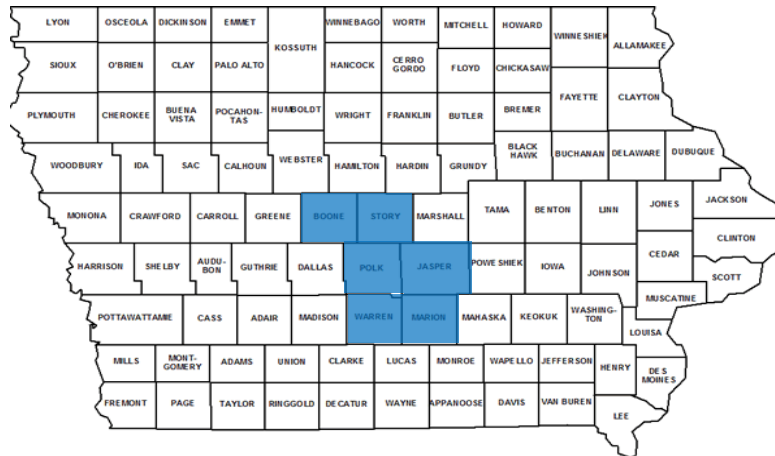
## ENROLLMENT

Drake University Head Start is funded to serve 926 at-risk children ages birth to five in six counties. Of the funded enrollment of 926 children, DMPs, as the Delegate, provides services for 454 Head Start children in the district attendance area. Drake University Head Start provides services for 384 Head Start children and 88 Early Head Start children.

*Drake University Head Start served*

**1,054 CHILDREN AND THEIR FAMILIES**

*during the 2016-2017 program year*



**Head Start Funded Enrollment: 838**

**Average Head Start Enrollment (Sep 2016 - May 2017): 99.9%\***

\*100% enrollment reported 9 out of 10 months of programming

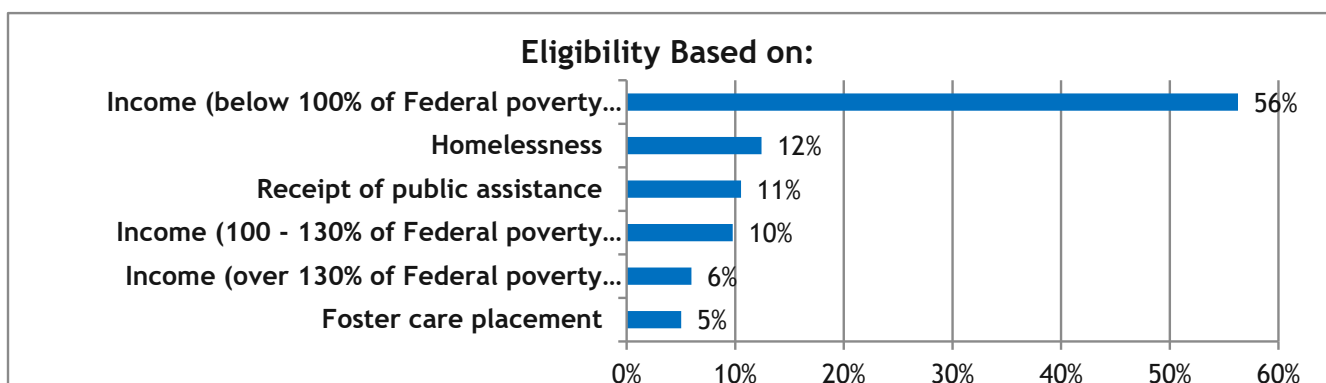


**Early Head Start Funded Enrollment: 88**

**Average Early Head Start Enrollment (Jul. 2016 - Jun. 2017): 100%**

## Eligibility

Many families served by the program are eligible in multiple categories; only one eligibility category is reported to the United States Department of Health and Human Services through the Administration for Children and Families - Office of Head Start. The percentage of children in each category is reported below.

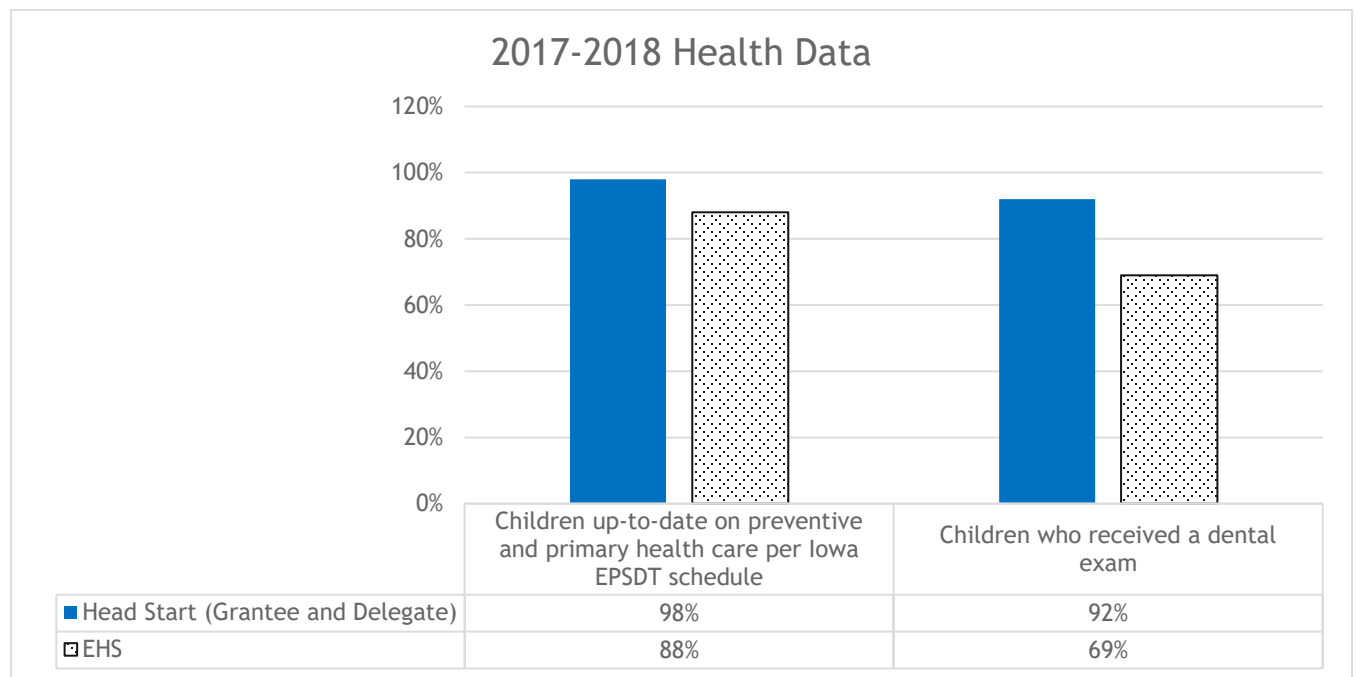


## HEALTH

Head Start agencies are required to provide educational and comprehensive services.

### Health Education

Health education events provide Grantee and Delegate families with resources and tools to meet their health goals. The *Health Care Institute*, conducted twice per year, focuses on what families should do when faced with illness or dental emergencies. *CPR and First Aid for Friends and Family* is offered in service areas where the Parent Needs and Interests Survey indicates high parent interest. Health events are very well-attended with a favorable response from parents.



### Oral Health Education

Drake University Head Start focuses on improving the overall oral health of our families by improving their oral health habits. Families develop dental goals with Head Start staff who follow up with referrals to appropriate providers and provide parent education about the importance of oral health.

## FAMILY ENGAGEMENT

Drake University Head Start engages families in their child's education through parent/child activities and events, leadership opportunities in program governance, and parent education.

### *Parent Education*

In addition to education, parents receive one-on-one guidance on how to obtain necessary services or where to get more information. These services were supplemented with:



- Monthly newsletters to families
- Monthly Kid Food and Smart Food bulletins
- Ongoing parent education classes specific to the centers' expressed needs
- Materials for families in the lending libraries
- Weekly Meet & Greet meetings to answer questions and discern the new or changing needs of the families they served
- Parent and Child Together (PACT) time to promote parents/child engagement at school in the classroom (weekly for DMPS, monthly for Drake University Head Start)

In addition to weekly PACT time, Des Moines Public Schools offered monthly parent education opportunities through "Coffee and Connections". At Coffee and Connections, Family Engagement Facilitators, Nurses, Social Workers, Case Managers, and Interpreters help connect parents with parents, parents with school, and parents with the community. Parent education topics offered were in direct response to needs identified by parents on the fall Parent Survey and the Family Strengths Survey.

### *Parent Leadership*

Parents have the opportunity to develop their leadership skills by participating in a variety of committees and sub-committees within the agency's governance structure.

- Parent Committees (Grantee and Delegate)
- Policy Committee (Delegate)
- Policy Council (Grantee and Delegate)
- Head Start Advisory Committee
- ERSEA Committee
- School Readiness/ Family Engagement Committee

### *Parent/Child Activities and Events*

In addition to Family Nights and PACT times, Drake University Head Start offers three agency-wide parent/child events each year for all enrolled children and their families:

- A Day at Living History Farms
- An Evening at the Science Center of Iowa
- Head Start Day at the Blank Park Zoo



## SCHOOL READINESS

### School Readiness Goals

The Grantee and Delegate programs have each set School Readiness Goals developed by their respective programs. These goals are aligned with the Iowa Early Learning Standards, the [Head Start Early Learning Outcomes Framework Birth to Five](#), and Teaching Strategies GOLD Assessment Objectives.

### GOLD

Drake University Head Start and Early Head Start programs conduct ongoing child assessment and data collection using the Teaching Strategies GOLD Online Assessment System. Teachers and Infant/Toddler Specialists enter anecdotal and media evidence into the GOLD system, assessing child progress at common checkpoints during the year.

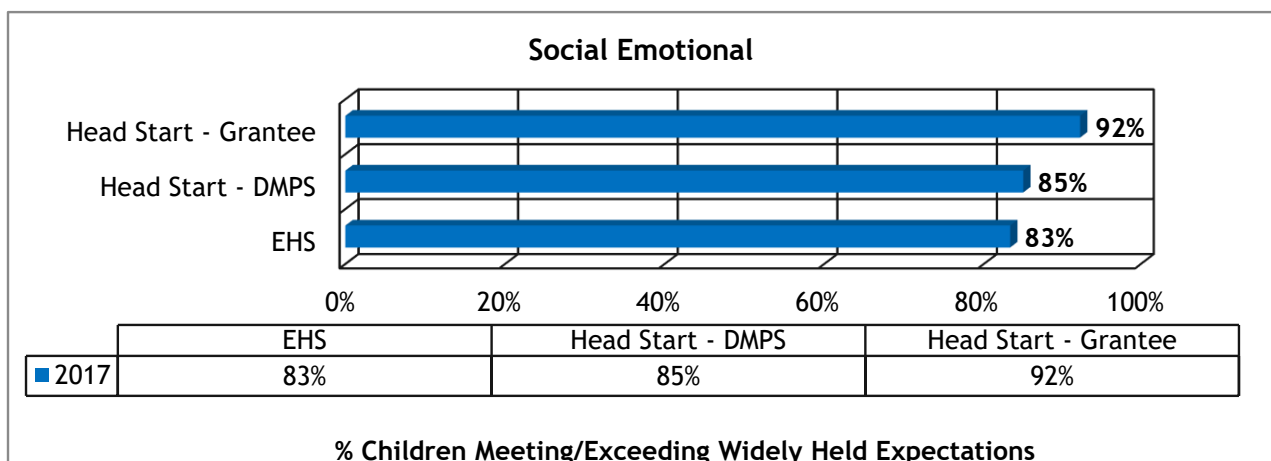
The GOLD Online Assessment System measures child progress toward age-appropriate Widely Held Expectations in the following domain areas:

- Social Emotional development
- Physical development
- Cognitive development
- Language skills
- Literacy
- Mathematic skills

The following charts represent the percentage of children meeting or exceeding GOLD Widely Held Expectations at the end of the 2016-2017 program year. These numbers represent all children enrolled in the Grantee and Delegate Head Start and Early Head Start programs, including children receiving early childhood special education services. EHS-CCP is not included in these numbers.

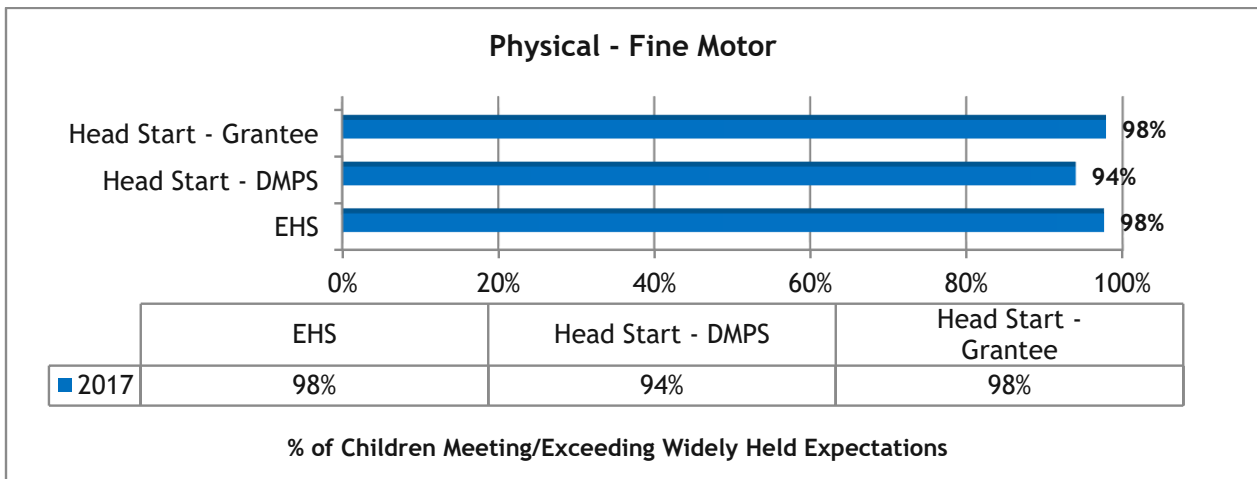
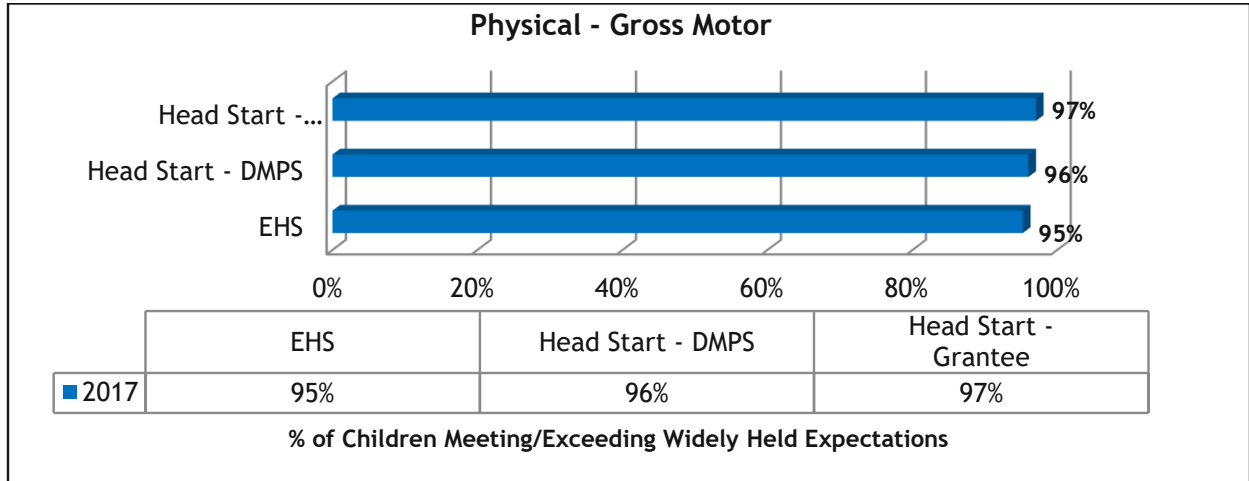
**GRANTEE Goal I** - Children will progress in the domain of **Social-Emotional** skills as documented through observation and assessment.

**DELEGATE Goal I** - 94% of students or more will meet or exceed widely held expectations in the area of **Social Emotional Development** as documented through observation and assessment.



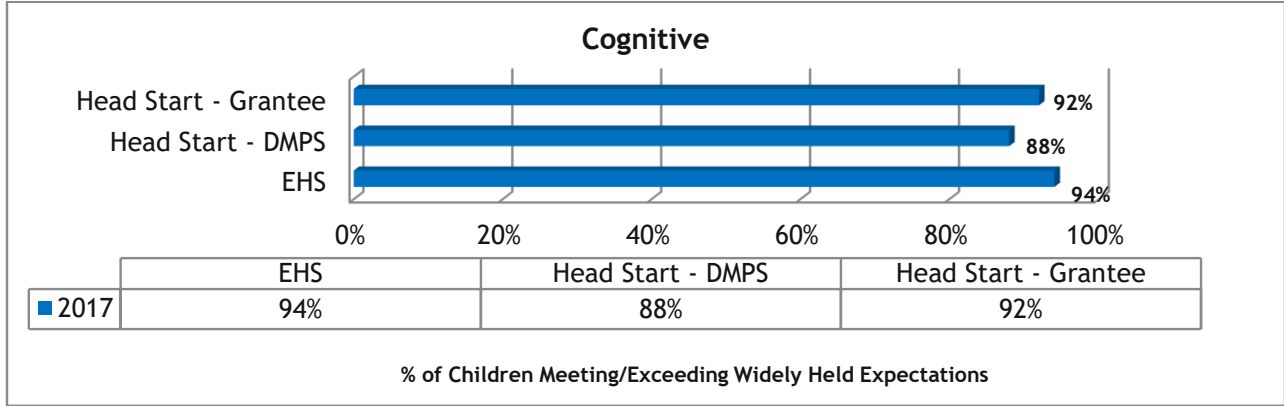
**GRANTEE Goal II** - Children will progress in the domain of **Physical Development and Health** as documented through observation and assessment.

**DELEGATE Goal II** - 95% of students or more will meet or exceed widely held expectations in the area of **Physical Development** as documented through observation and assessment\*.



**GRANTEE Goal III** - Children will progress in the domain of **Approaches to Learning** domain as documented through observation and assessment.

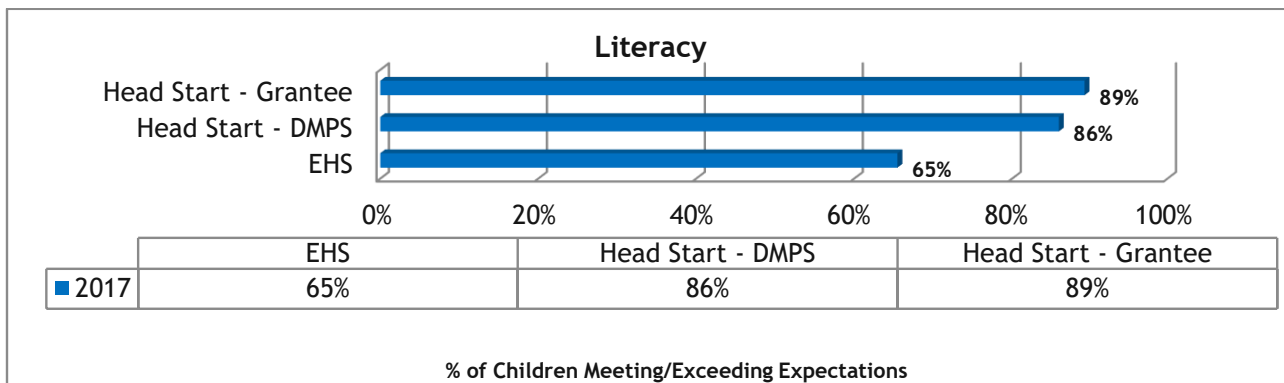
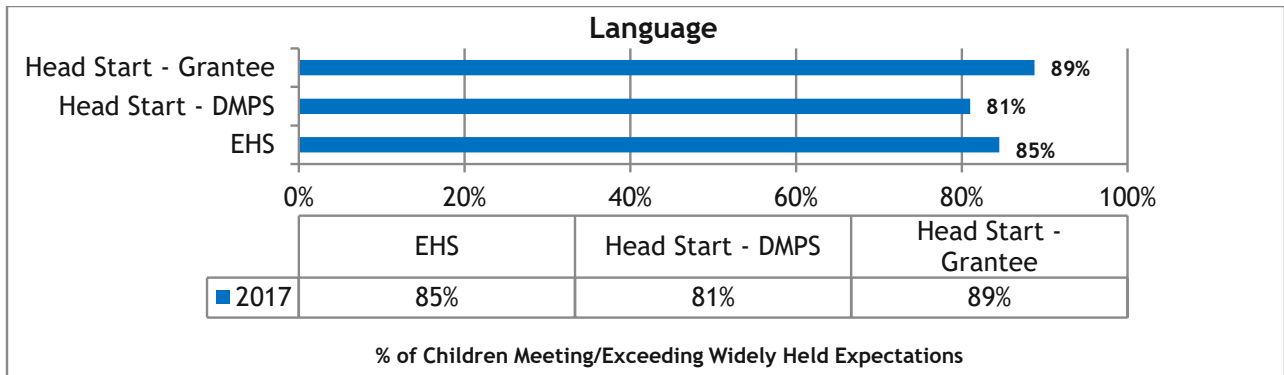
**DELEGATE Goal IV** - 95% of students or more will meet or exceed widely held expectations in the area of **Cognitive Development** as documented through observation and assessment.



**GRANTEE Goal IV** - Children will progress in the domain of **Language and Literacy** as documented through observation and assessment.

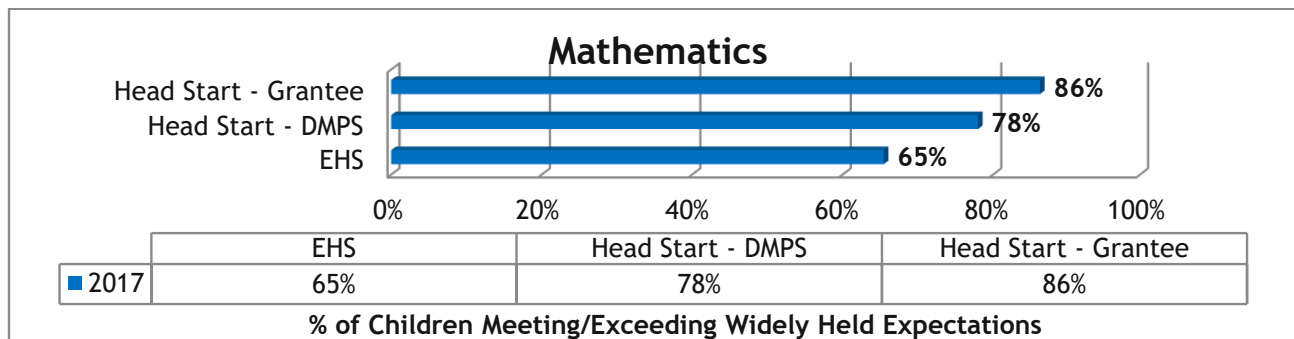
**DELEGATE Goal III** - 89% of students or more will meet or exceed widely held expectations in the area of **Language Development** as documented through observation and assessment.

**DELEGATE Goal V** - 95% of students or more will meet or exceed widely held expectations in the area of **Literacy Development** as documented through observation and assessment.



**GRANTEE Goal V** - Children will progress in the domain of **Cognition and General Knowledge** as documented through observation and assessment.

**DELEGATE Goal IV** - 82% of students or more meet or exceed widely held expectations in the area of **Mathematics Development** as documented through observation and assessment.



### *Head Start Prepares Children for Kindergarten*

Drake University Head Start and Des Moines Public Schools partner with families to facilitate a successful transition to kindergarten for the family. The curriculum used by Drake University Head Start is aligned with the Iowa Early Learning Standards, which is aligned with the Iowa Core for Kindergarten. DMPS Preschool Curriculum is aligned with the kindergarten curriculum used in the district. Head Start works closely with families, helping them plan for this change through:

- ✍ Discussions about transition during winter and spring parent-teacher conferences;
- ✍ Information to parents about their child’s neighborhood school, including information on registration/enrollment processes for kindergarten such as Kindergarten Round Up;
- ✍ Information to parents about summer learning opportunities; and
- ✍ Exchange of pertinent information and student records with parents and between programs as appropriate.

## **REVIEW RESULTS**

In April 2014, a Federal Monitoring Review Team conducted a triennial review with Drake University Head Start. Team members visited all Grantee and Delegate classrooms, observing daily operations for compliance with the Head Start Act of 2007 and Head Start Program Performance Standards.

### *Overview of Findings*

The Overview of Findings is explicitly aligned with sections of the Head Start Program Performance Standards and Head Start Act of 2007. The Overview of Findings identifies areas of compliance, non-compliance, or concern for each section from the Head Start Monitoring Protocol. The agency was determined to be compliant in all areas.

Beginning in 2015-2016, the Drake University Head Start grant moved into a five-year project period. Monitoring reviews for the project period are expected in 2017-2018.

## EARLY HEAD START CHILD CARE PARTNERSHIP: PROGRAM OVERVIEW

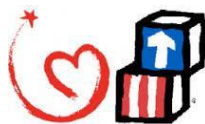
On December 10, 2014, President Barack Obama announced that Drake University was one of 234 agencies nationwide to be awarded a new grant from the U.S. Health and Human Services' Administration for Children and Families: the Early Head Start Child Care Partnership (EHS-CCP) grant. The grant is a partnership between the Office of Head Start and the Office of Child Care. Through this grant, in 2016-2017, Drake University partnered with seven area child care centers to serve 90 infants and toddlers in Des Moines' Urban Core. The Urban Core of Des Moines is home to the most at-risk youth and families in the community.

The three goals for the project are:

- 1) Improve outcomes for children by providing comprehensive, full-day, full-year experiences in a quality learning environment facilitated by highly qualified staff.
- 2) Provide support and education to parents to improve self-sufficiency and competency in their roles as parents.
- 3) Increase staff qualifications and skills through instructional coaching and quality, comprehensive professional development.

It is through the EHS-CCP grant that the models for child care and Early Head Start intersect. Over the past year and a half, Drake University Head Start worked with seven partner sites in Des Moines' Urban Core to build and open classrooms, enroll families, provide staff professional development, and provide family services for 90 children. EHS-CCP classrooms are housed in the following child care centers:

- Capitol Park Early Learning Center
- Children & Families of Iowa - Child Development Center
- Children & Families of Iowa - Teddy Bear Town
- Conmigo Early Education Center
- House of Mercy Child Development Center
- Oak Academy
- Wonder Years Academy



## EHS-CCP: COMMUNITY ASSESSMENT

The EHS-CCP grant serves the inner city of Des Moines (also known as the “Urban Core”), the area of the city where the greatest concentration of at-risk families reside. Demographic data for the Urban Core shows a low-income population with low incidence of home ownership and low rates of educational attainment.

The percentage of families with a child under five years of age whose income is below the federal poverty level for Polk County overall was 13.8%, as reported by the 2015 American Community Survey (U.S. Census Bureau). In the Urban Core, 53.8% of families with a child under the age of five are living below the federal poverty level.

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### 2016 Federal Poverty Guidelines

Family Size	Annual Income
2	\$16,020
3	\$20,160
4	\$24,300



**53.8% OF THE FAMILIES WITH CHILDREN UNDER THE AGE OF 5 IN DES MOINES' URBAN CORE ARE LIVING BELOW FEDERAL POVERTY LEVEL.**

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The population within the city of Des Moines has continued to grow each year, resulting in a nearly 1% increase in population between 2012 and 2015, a city-wide population growth from 206,568 to 208,020. Similarly, the percentage of free and reduced meal-eligible families within the Des Moines Public School (DMPS) district has increased as well. During the 2013-2014 school year, 70.2% of children enrolled in DMPS were eligible for free and reduced meals. In 2016-2017, 74.08% of enrolled children were eligible.

## EHS-CCP: FUNDING

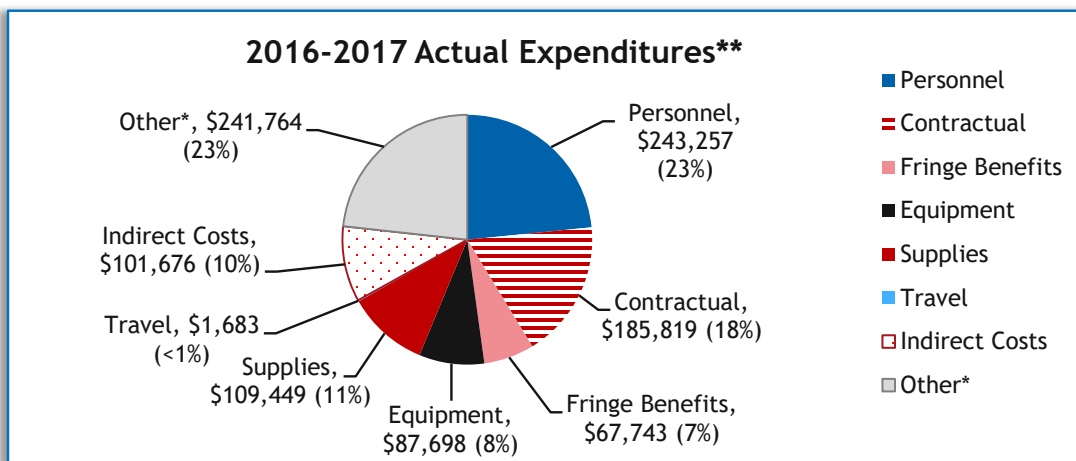
EHS-CCP funding comes from the same source as Head Start and Early Head Start funding: the United States Department of Health and Human Services' Administration of Children and Families' Office of Head Start.

In addition to the 2016-2017 funding allocation, Drake University Head Start utilized funds approved for carryover from the 2015-2016 program year. Approved carryover funds included \$10,709 to complete construction that was delayed due to weather and additional training funds in the amount of \$104,145 that were released late in 2015-2016.

2016-2017 Drake University EHS-CCP Funding Allocation	
Early Head Start Programming	\$ 1,014,183
Early Head Start Training	\$ 24,906
<b>Total</b>	<b>\$ 1,039,089</b>

2016-2017 Proposed Budget	
Personnel	\$ 263,376
Contractual	\$ 435,899
Fringe Benefits	\$ 74,009
Indirect Costs	\$ 79,612
Supplies	\$ 59,627
Equipment	\$ 5,000
Travel	\$ 2,036
Other*	\$ 119,530

\*Other includes expenditures such as repair/maintenance, space and construction costs, interpretation/translation services, software, etc.

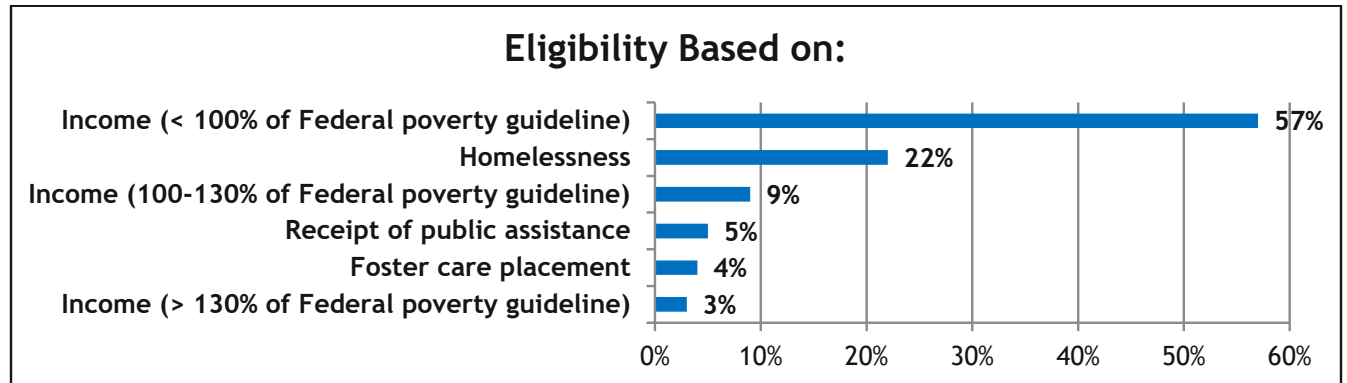


\*\*In addition to these expenditures, carryover funds from 2015-2016 were used. The \$10,709 carried over from 2015-2016 to complete construction was spent to install playground shade structures and the \$104,145 carried over for training costs was used for training and professional development.

## EHS-CCP: ENROLLMENT

### Selection Criteria

During the 2016-2017 program year, cumulative enrollment for Drake University's EHS-CCP program was 149 children. Many families served by the program are eligible in multiple categories; only one eligibility category is reported to the U.S. Department of Health and Human Services through the Administration for Children and Families - Office of Head Start. The percentage of children in each category is reported below.



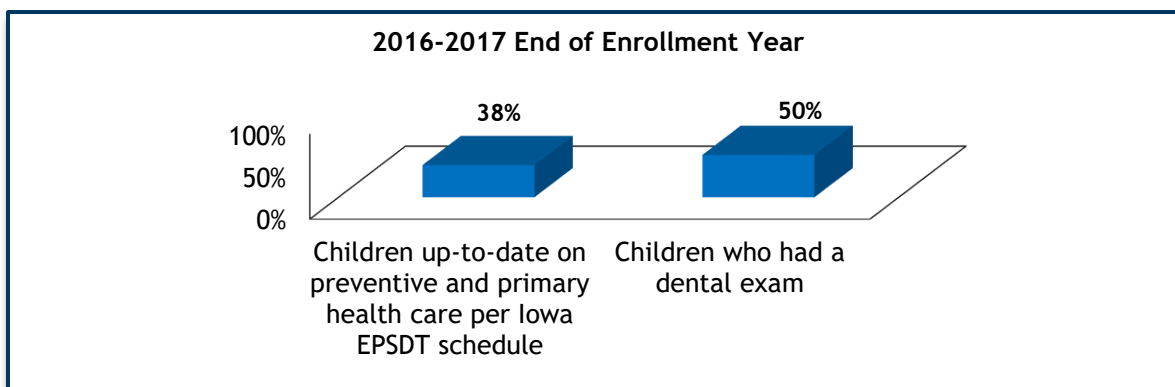
### Enrollment

Enrollment numbers reflect the average enrollment throughout the 2016-2017 program year. Enrollment increased throughout the program year as construction was completed, staff were hired, and new classrooms opened.

**Monthly Funded Enrollment: 90**  
**Average Monthly Enrollment: 84%**

## EHS-CCP: HEALTH

Drake University EHS-CCP staff provide resources and education, then follow up with families on referrals to appropriate providers. Drake University EHS-CCP focuses on improving the overall oral health of families by improving their oral health habits.





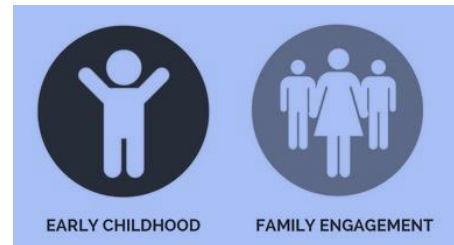
## EHS-CCP: FAMILY ENGAGEMENT

During the 2016-2017 program year, family engagement activities included parent education, development of family goals, identification and acquisition of needed resources, and home visits.

During the enrollment process, Family Engagement Specialists work with families to develop individualized goals based on the families' needs and interests. Family Engagement Specialists have routine contact with families to help families move toward goal achievement and be their child's first and most important teacher.

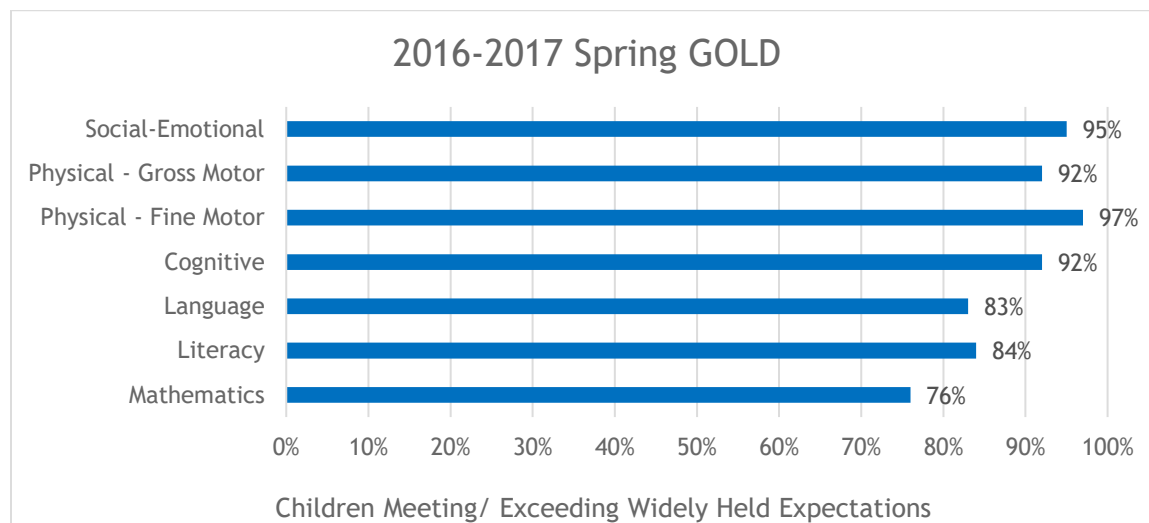
EHS-CCP families were invited to participate in three agency-wide parent/child events each year for all enrolled children and their families:

- A Day at Living History Farms
- An Evening at the Science Center of Iowa
- Head Start Day at the Blank Park Zoo



## EHS-CCP: SCHOOL READINESS

The school readiness goals for Drake University EHS-CCP mirror the school readiness goals for Drake University Head Start/Early Start. The following chart represents the percentage of children meeting or exceeding GOLD Widely Held Expectations at the end of the 2016-2017 program year.



## **EHS-CCP: REVIEW RESULTS**

On September, 2015, Danya International conducted a site visit with Drake University EHS-CCP staff and partner centers. Because the EHS-CCP grant was newly developed, the visit was a baseline, data collection visit, not a monitoring visit. The only concern noted was regarding the group size in a classroom. The group size for each classroom was readjusted to ensure that no more than eight children were served by two staff. The grant will receive a full federal monitoring review in 2017-2018.

## **AUDIT REPORT**

An independent audit for Drake University, which included both grants, was conducted by Deloitte & Touche, LLP. No concerns were noted in the Independent Auditor's Report dated October 6, 2017.