

Parents In Community Action, Inc.
2009-10 Annual Report



Comprehensive Services for Children and Families

A Note from Our Director

“As we celebrate 40 years of providing services to children and families, I am reminded of PICA’s humble beginnings and just how far we have come. Looking ahead, I see the continued successes of future generations of children who are thriving because of their involvement in Head Start. Thank you to all who have given their time, talents, and financial resources to support not only PICA Head Start, but the thousands of young children who will shape the future of our communities—and our nation.”

Alyce M. Dillon
Executive Director

PICA's Mission

- **Provide comprehensive early childhood and family development services** that empower children and families to reach their full potential;
- **Support parents** and their communities in defining their needs and programs;
- **Promote community change** that values children and their families; and
- **Develop partnerships** with parents and the public, private and corporate sectors to assist in achieving our goal of healthy, happy, productive children and families.



We're all about...

KIDS



PICA served over 2,400 awesome kids in 2009-10!

We love kids, and everything we do at PICA is designed to help kids be happy, healthy, and successful! Each year, PICA conducts a detailed Community Assessment to determine what programs and services are most needed and to make sure the programming we provide is meeting the needs of children and families in our community. Read on to find out more about PICA's programs and services.

Head Start

Head Start provides young children with comprehensive services designed to promote their physical, social, emotional, and cognitive development. PICA's Head Start program prepares children for success in kindergarten and beyond by providing individualized, developmentally appropriate educational services in a nurturing, culturally sensitive learning environment. Our *New World Curriculum* emphasizes the specific knowledge and skills children will need in kindergarten and utilizes an outcomes-based assessment model that makes use of the best practices from the nationally recognized *Creative Curriculum*® methods for assessing young children as well as Individual Growth and Development Indicators (IGDIs) to assess progress in the areas of language and literacy. Head Start also offers services to families of enrolled children to aid them in achieving economic self-sufficiency.

Preparing Kids for Kindergarten

The ultimate goal of PICA's Head Start program is to prepare children for success in kindergarten and beyond. PICA assesses children's growth and development progressively throughout the program year to evaluate their physical, social, emotional, and cognitive growth and to determine their readiness for kindergarten. PICA prepares a detailed Transition Portfolio for each child that, with parent permission, is provided to the child's receiving school. The Transition Portfolio contains information about the child—including strengths, preferred learning styles, and challenges—that will inform the kindergarten teacher and the new school, making the transition process as smooth and successful as possible. Children who are identified as likely to experience problems with the transition to kindergarten are referred to PICA's Project BOOST, which gives them the extra help they need to get ready for kindergarten.

Minneapolis Public Schools Beginning of Kindergarten Assessment (BKA) results for children previously enrolled in PICA's Head Start program reveal that total literacy scores for Head Start children at PICA's Minneapolis centers—which encompass phonemic awareness, alphabetic principles, and language development—are increasing steadily each year.

Early Head Start

PICA's Early Head Start program, based on the Head Start model, provides comprehensive, individualized services for infants and toddlers to promote their physical, social, emotional, and cognitive development. Early Head Start also helps parents, as their children's primary educators, to learn about child development and reinforce classroom learning in the home. Comprehensive, individualized services are also provided for pregnant women to improve the health and development of their newborns and to assist them in acquiring skills that will help them achieve economic self-sufficiency.

2009-2010 Service Statistics

Program	Funded Enrollment	Number of Children Served	Number of Families Served	Number of Pregnant Women Served	Avg. Monthly Enrollment (% of Funded Enrollment)	% of Eligible Children Served
Head Start	2,175	2,927	2,705	—	100%	52%
Early Head Start Children Pregnant Women	232 16	286	259	25	100% 100%	3%
Totals	2,423	3,213	2,964	25	—	—

Serving Children and Families With Unique Needs

In addition to Head Start and Early Head Start, PICA offers several other programs designed to meet the needs of children and families whose unique circumstances require additional services and support.

PICA's **Project Secure** program, started in 1989, provides comprehensive Head Start and Early Head Start services to homeless infants, toddlers, and preschoolers and offers services to assist their families in achieving economic self-sufficiency. Children residing in local homeless shelters, including People Serving People, Inc., St. Anne's Place, Mary's Place, Families Moving Forward, and the Drake Hotel—Hennepin County's "overflow" shelter—are bused to PICA each day, where they enter a nurturing, caring learning environment that allows them to simply be a child. Children enrolled in Project Secure are given priority for enrollment in PICA's regular Head Start or Early Head Start programs when they and their families move out of the shelter. In 2009-10, PICA served 452 homeless children from 381 families—an increase of 55% from 2008-09.

PICA's **New Lease on Life** program complements Project Secure by helping homeless parents with young children to locate, obtain, and maintain safe, affordable housing. Upon the family's admission to this PICA program, homeless children receive comprehensive Head Start or Early

Head Start services through Project Secure while their parents work with a New Lease on Life Advocate to secure safe, affordable housing for the family and to obtain living-wage employment leading to self-sufficiency.

Project BOOST—Brighter Ongoing Opportunities for School Transition—is a six-week summer kindergarten readiness program for kindergarten-bound students identified as likely to experience difficulties in transitioning from Head Start into kindergarten. Project BOOST improves the school readiness of children through targeted individual and group activities and prepares parents to serve as their child’s advocate in school. In 2010, the Greater Twin Cities United Way provided funding for 60 children to attend Project BOOST.

Comprehensive Services

All children enrolled in PICA’s early childhood development programs have access to a comprehensive array of services to ensure that the needs of the “whole child” are met. These services include:

- **Health Services:** PICA provides on-site health screenings via the Minnesota Child and Teen Checkups program, as well as referrals for needed treatment and assistance in obtaining health insurance coverage.
- **Dental Services:** Children’s Dental Services provides dental care on site at five PICA locations.

Health and Dental Exams Provided in 2009-2010

Number of Enrolled Children Receiving Health Exams	% of Enrolled Children Receiving Health Exams	Number of Enrolled Children Receiving Dental Exams	% of Enrolled Children Receiving Dental Exams
3,213	100%	2,777	100% (of those who were developmentally ready)

- **Mental Wellness Services:** PICA provides on-site mental wellness services and referrals to children and families. PICA also retains a licensed consulting psychologist, who provides individual services to children, and partners with The Family Partnership (formerly Family and Children’s Service), which provides group play therapy in a classroom setting. Individual counseling for parents, including pregnant women, is also offered. In addition, the program staff consults with mental health professionals to develop appropriate support plans for diagnosed children.

- **Disability Services:** PICA reserves a minimum of 10 percent of its enrollment slots for children with disabilities and provides comprehensive services to children with disabilities in the least restrictive environment possible. In 2009-10, PICA served 186 children with diagnosed disabilities.
- **Early Childhood Special Education:** Several local school districts provide Early Childhood Special Education (ECSE) services to Head Start children and coordinate the development of Individual Interagency Intervention Plans (IIIPs) inclusive of PICA teachers and other disabilities staff. Participating school districts include Minneapolis, Brooklyn Center, Osseo, Robbinsdale, Bloomington, Edina, Richfield, Hopkins, St. Louis Park, and Anoka-Hennepin.
- **Nutrition Services:** PICA participates in the Child and Adult Care Food Program (CACFP) and provides enrolled children with up to two-thirds of their daily nutritional needs each day, including breakfast, lunch, and a healthy snack. PICA's menus, designed with input from parents, reflect the diversity of PICA families.

Nutritious Food Served to Nourish Young Bodies & Minds	
Hot Breakfasts	210,698
Hot Lunches	216,685
<u>Healthy Snacks</u>	<u>214,496</u>
TOTAL	641,879



- **Transportation Services:** Recognized nationally for its outstanding safety record and for the important role its Drivers play in the lives of Head Start children and families, PICA views Drivers as an integral part of the classroom team. When not transporting children and families to PICA's centers each day, Drivers assist in the classroom and participate in agency events and activities.
- **Social Services and Family Support:** PICA works with families to ensure that they are connected with services and support that will help them to live a healthy, involved family life and to achieve economic self-sufficiency. PICA Visiting Advocates assist parents in developing an Individual Family

Partnership Agreement (IFPA) that helps them to assess the family's strengths and assets, set goals, and build on family strengths. Through this process, families are empowered to access services and resources that will help them achieve their goals, become actively involved in their children's education, and contribute to their community.

- **Home Visits:** An important part of PICA's Head Start and Early Head Start programs is our home visiting component. Home visits help build relationships with families and provide parents with valuable information and activities they can use at home with their children.

In program year 2009-10, PICA Visiting Advocates conducted 14,254 home visits with Head Start and Early Head Start families!

We're all about...

PARENTS



Parents are their child's first—and most important—teacher!

Research has shown repeatedly that children whose parents are involved in their education perform better in school and tend to have fewer behavioral issues. Parent involvement is key at PICA, with parents playing a significant role in the operation and success of the agency. To this end, PICA provides numerous opportunities for parents to become involved.

PICA 2009-2010 Policy Council Members

Site Delegates

Valerie Cunningham, Fraser Center, *Chair*
Wesley Moses, McKnight Center, *Vice Chair*
Teresa Kontney, Fraser Center, *Secretary*
Julia Maye Leggett, McKnight Center, *Treasurer*

Beth Sumpter, Fraser Center
Elizabeth Morris, Glendale Center
Sheila Harris, Helen H. Taylor Center
Mawuenya Amegan, McKnight Center
Muzique Broadnax, McKnight Center
Maria Cruz Gomez, McKnight Center
Brett Koenig, McKnight Center
Ashley Santiago, Northeast Center
Tiffany McDougal, Park Place Center
Gilvia Anderson, Portland Village
De'Angela Jones, South Branch
Sarah Karngba, Town Hall Center
Alphonso Tarue, Town Hall Center

Community Representatives

Phyllis Sloan, La Crèche Early Childhood Development
Centers, *Board Chair*
Anise McDowell, University of Minnesota

Parent Involvement Opportunities at PICA

Agency Governance/Policy Council –

Parents elected to PICA's Policy Council participate in agency governance activities, approve agency policies, grant applications and budgets, and serve as role models for other parents. PICA's Board of Directors and Policy Council practice shared governance that promotes excellence in service delivery and ensures that PICA's programs and services are meeting the needs of families in the local community.

PICA's Policy Council members also play an important role in the agency's annual self-assessment process, helping to evaluate PICA's compliance with federal Head Start Program Performance Standards.

Parent Training and Education –

Parents are invited to enroll in one of PICA's in-house Parent Training Programs, offered in the areas of child development (including

preschool and infant/toddler training programs), transportation, food service, clerical skills, or fitness. Parents participate in six weeks of hands-on training alongside PICA professionals to gain job skills and knowledge needed to obtain living wage employment in the local community.

Parents are also encouraged to take part in the many educational opportunities and workshops offered for parents throughout the year at PICA, including GED preparation classes and ESL

classes for parents wishing to improve their English skills. PICA also holds regular Parent and Child (PAC/Time) meetings at each of its centers and conducts several support groups (Special Needs, Pregnancy, and Grandparent Support Groups) to meet the unique needs of PICA families.

Parent Professional Development Internship Program – This pilot program gives selected PICA parents an opportunity to receive specialized training, feedback, and mentor support while gaining practical classroom experience and working to complete the requirements to earn a Child Development Associate (CDA) credential. Participating parents complete 700 hours of supervised work in early childhood classrooms at PICA, and successful graduates of this program possess the qualifications and experience to work in the early childhood field as an Assistant Teacher.



Recent graduates of PICA's Parent Professional Development Internship Program

Volunteer Opportunities – PICA offers many opportunities for parents to be involved in agency events and activities, to participate in classroom life as a volunteer, and to play a significant role in their child's education. In Program Year 2009-10, 1,330 Head Start and Early Head Start parents provided over 7,900 hours of volunteer service at PICA.

Family and Community Events

Parents and family members are invited to attend and participate in special agency events throughout the year such as:

- Grandparents' Tea
- Autumn Festival
- Project Parent Connect
- International Holiday
- Male Involvement Events
- Capitol Tours
- Spring Sing
- Head Start Graduation

Some examples of parent volunteer opportunities offered at PICA include assisting with agency-wide events and celebrations; becoming involved in agency governance activities (PICA Policy Council, Executive Committee); participating on PICA Advisory Committees (Education, Social Services, Nutrition, Health); assisting with PICA's annual agency self-assessment process; and volunteering in a classroom-related capacity; for example, reading to children, serving as a parent rider on the Head Start bus, or assisting with special classroom activities or field trips.

We're all about...

COMMUNITY



Over 100 community partners help PICA get the job done!

PICA has a long history of collaborating with numerous community agencies, organizations, and service providers to provide the most comprehensive array of services possible for children and families. Highlights of the collaborative efforts in which PICA is involved include:

- **Portland Village Collaborative** – In addition to serving the young children of women receiving chemical dependency treatment in the RS Eden Women’s Program, PICA operates a Head Start program on site at Portland Village, a safe housing complex for families in RS Eden’s program committed to living a chemical- and drug-free life, as well as other community residents.
- **Vision Vouchers Program** – Through the Vision Vouchers Program, children who need corrective lenses receive both lenses and frames free of charge. PICA also provides free vision and hearing screenings for all enrolled children through a partnership with the Sight and Hearing Association.
- **The Wish Tree Project** – Developed in partnership with the public relations agency Weber Shandwick, The Wish Tree Project grants the holiday gift wishes of Head Start children and their siblings through the generosity of local corporate employees. With 27 companies currently participating, The Wish Tree Project has provided over 95,200 gifts for young children since its inception in 1987 and has become PICA’s biggest corporate partnership.
- **Minnesota Reading Corps** – In partnership with the Minnesota Literacy Council, volunteers from the AmeriCorps Literacy Corps and Reading Corps tutor PICA Head Start children in reading. Throughout their year of service, Corps volunteers receive specialized training, coaching, and mentoring to help them relate to the children and provide more effective instruction.
- **CARES Team** – PICA’s CARES Team (Coaching, Advising, and Responding to Educators and Students), comprised of a member from each of three collaborating organizations—PICA, Minneapolis Public Schools, and The Family Partnership—supports implementation of the *Incredible Years*[®] mental wellness curriculum in PICA classrooms, provides reflective coaching for teachers, and provides classroom-based small group therapy for children with a mental health diagnosis.



PICA’s CARES Team

- **Blake and Breck Community Service Program** – High school students from Breck and Blake schools visit PICA’s Head Start classrooms regularly throughout the school year to read to the children, play games, and engage in fun group and one-on-one educational activities to enrich children’s educational experiences at PICA.
- **Project Parent Connect** – Project Parent Connect is an annual PICA event that brings parents together with numerous local resources, employers, and service providers in a “one-stop-shop” format, allowing families to access needed programs, services, and support under one roof. The event also features a food shelf and a free store, where families can “shop” for clothing and accessories, household goods, books, and toys donated by PICA staff members and the community.

In March 2010, 226 adults and their families attended Project Parent Connect and were able to access services offered by over 40 local vendors.

Thank you! The support of many individuals and organizations in our community makes it possible for us to meet the needs of our children and families. PICA wishes to extend a special thank you to all the volunteers and financial contributors who have given so generously to help us serve children and families.

We're all about...

STAFF



Our staff cares about kids—and it shows!

PICA's dedicated staff not only speaks the home languages of the children we serve, but very simply, PICA's staff speaks the language of children! Nurturing, caring, and empathetic, PICA's teaching staff understands young children, knows where they're at in their development, and recognizes the unique skills and talents of each child.

Making a Difference – PICA's excellent staff contributes to our success and makes a difference in the lives of the children and families we serve. PICA's staff of 368 is highly reflective of the children and families we serve, and 47% of PICA's staff members are bilingual or multilingual, enabling them to communicate effectively with families and to ensure that families' needs are being met. PICA's staff development programs are among the strongest and most innovative in the nation, and our teachers are highly credentialed, with 5% possessing an advanced degree, 37% possessing a B.A. degree, 34% possessing an A.A. degree, and 67% possessing a Child Development Associate (CDA) credential.



We Know Parents – Most importantly, PICA's staff, including its executive and administrative staff, truly understand Head Start parents. Forty-six percent of PICA's staff and 33% of its executive/administrative staff—including the agency's Executive Director—are former Head Start parents or grandparents. They know firsthand the challenges Head Start parents face every day, and they are committed to providing the caring, nurturing care and services that families need to become self-sufficient.

Staff and Teacher Training – PICA provides ongoing training and professional development opportunities for all staff members. These opportunities include PICA-U, our annual all-staff training event; targeted training and coaching for Education staff; and our unique multi-level competency-based career development program, which allows staff members achieving "Journey" status to receive college credit for their efforts. These programs are designed to help PICA retain and grow its exceptional staff and to ensure that the highest quality services are provided to children and families.

Financial and Compliance Information

Results of Financial Audit

PICA's financial audit for fiscal year 2009-10 was conducted by the independent CPA firm, Mayer Hoffman McCann P.C. The Independent Auditors' Report indicates that: "In our opinion, the financial statements [of PICA] present fairly, in all material respects, the financial position of Parents In Community Action, Inc., as of June 30, 2010, and the changes in its net assets and its cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America." For over 30 years, PICA has had a record of clean financial audits with no findings.

Proposed Budget

PICA's proposed budget for fiscal year 2009-10 is presented below.

Salaries	\$13,298,649
Payroll Taxes and Fringe Benefits	4,173,474
Travel	74,630
Supplies	905,758
Contractual	894,357
Insurance	339,866
Vehicle Gas, Oil & Maintenance	560,293
Equipment Expenses (Buses)	261,000
Local Travel	31,123
Communications	269,448
Babysitting	14,124
Parent Activities & Child Field Trips	35,216
Fees, Subscriptions & Advertising	130,756
Facilities Maintenance	646,978
Rent, Use Allowance & Utilities	198,179
Miscellaneous	9,645
Food Cost	1,266,425
Staff and Parent Training	483,097
Total	\$23,593,018

Revenue

PICA's revenue sources for fiscal year 2009-10 are shown below.

U.S. Department of Health and Human Services	\$16,761,369
State of Minnesota	3,735,832
Hennepin County	2,722,965
U.S. Department of Agriculture	1,089,315
Private Donors and Foundations	65,673
Screening Revenue	30,672
City of Minneapolis	32,751
Greater Twin Cities United Way	56,936
Miscellaneous Revenue	119,427
<u>Interest Income</u>	<u>14,306</u>
Total Revenue	\$24,629,246

Expenses

PICA's expenses for fiscal year 2009-10 are shown below.

Head Start Full Year/Part Day	\$14,832,370
Head Start Full Year/Full Day	4,385,263
Early Head Start/Birth to Three	3,176,406
Child and Adult Care Food Program	1,091,943
BOOST Summer Program	84,206
Other Foundations	32,830
<u>Increase (Decrease) in Net Assets</u>	<u>1,026,228</u>
Excess of Revenue Over Expenses	\$24,629,246

A copy of PICA's full audit for the year ending June 30, 2010, is available for review upon request.

Results of Secretary's Compliance Review

PICA's most recent on-site monitoring review of its Head Start and Early Head Start programs was conducted by the Administration for Children and Families (ACF) from October 25 to October 30, 2009. This in-depth review examines the agency's level of compliance with federal Head Start Program Performance Standards in the areas of Health Services, Safe Environments, Transportation Services, Disabilities Services, Mental Health Services, Family and Community Partnerships, Education and Early Childhood Development (ECD), Fiscal Management, Program Design and Management, and Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA).

The review recognized PICA's exceptional strengths in the areas of developing mental health collaborations, serving homeless children and families, providing dental services to children, and building community partnerships. PICA's CARES Team, described previously, was called out as a unique example of a successful community partnership promoting mental health in young children.

Two issues were identified: 1) PICA exceeded the minimum service days per week in its double-session classes, co-taught with the Minneapolis Public Schools (MPS), providing five days of service per week rather than the required four; and 2) the full complement of home visits was not conducted during the initial year of operation of PICA's Combination program option. Citing the positive benefits of its five-day-per-week model, and pointing to its collaborative service agreement with MPS, PICA requested a Waiver from ACF to continue operating its double-session classes five days per week. In addition, as PICA's Combination program option was not approved and fully implemented until midway through the initial year of operation, PICA also requested a Waiver to provide a pro-rated number of home visits in the initial program year. PICA met the requirements for home visits in the months following approval and full implementation of its Combination program option.

A follow-up monitoring review by ACF, conducted from June 15 to June 18, 2010, revealed that the previous findings had been resolved (via granting of said Waivers), that no corrective action was necessary, and that PICA was in full compliance with Federal Head Start and Early Head Start Program Performance Standards.

PICA Locations

McKnight Early Childhood Family Development Center

4225 Third Avenue South

Minneapolis, MN 55409

612-825-7422

Center Director: MaryAnnette Quinnell

Donald M. Fraser Early Childhood Family Development Center

700 Humboldt Avenue North

Minneapolis, MN 55411

612-377-7422

Center Director: Annie Felton

Glendale Early Childhood Family Development Center

96 Saint Mary's Avenue Southeast

Minneapolis, MN 55414

612-874-7422

Center Director: Audrey Heavens

Northeast Neighborhood Early Learning Center

342 Thirteenth Avenue Northeast

Minneapolis, MN 55413

612-379-7422

Center Director: Tonya Mayes

Helen H. Taylor Early Childhood Family Development Center

4901 Olson Memorial Highway

Golden Valley, MN 55422

763-541-7422

Center Director: Antyenetta Walker

Park Place Early Childhood Family Development Center

2745 Park Avenue South

Minneapolis, MN 55407

612-870-7422

Center Director: Marguerite Anderson

Town Hall Early Childhood Family Development Center

8500 Zane Avenue North

Brooklyn Park, MN 55443

763-425-7422

Center Director: Diane Hughes

South Branch

7145 Harriet Avenue South
Minneapolis, MN 55423
612-861-7422
Center Director: Marguerite Anderson

Portland Village

1829 Portland Avenue South
Minneapolis, MN 55404
612-871-7422
Center Director: Marguerite Anderson



Contacting PICA

For more information about Parents In Community Action, Inc., contact us in writing or by telephone at:

Parents In Community Action, Inc.
700 Humboldt Avenue North
Minneapolis, MN 55411
612-377-7422

Call PICA's **Information Hotline** to hear up-to-date information about upcoming activities and events. Hotline information is available in five languages:

General #	612-377-4444
English	612-374-0701
Hmong	612-374-0709
Oromo	612-374-0703
Somali	612-374-0707
Spanish	612-374-0705



Visit PICA on the web at www.picaheadstart.org to learn more about PICA's programs, services, and community activities.

PICA Executive Staff

Alyce M. Dillon, Executive Director
Rico Alexander, Head Start/Early Head Start Director
Candee Melin, Director of Operations
Lee Ann Murphy, Director of Administration
Judith D. Baker, Parent and Community Relations Director
Aubrey D. Puckett, Human Resources Director
Su Melton, Finance Director
Brody Burton, Facilities Director

PICA Board of Directors

Phyllis J. Sloan, *Chair* – Executive Director, La Crèche Early Childhood Development Centers, Inc.
Fran Stark, *Vice Chair* – University of Minnesota TRIO Program
Vernon Wetternach, *Secretary* – Asset Operations/City Council Liaison, Minneapolis Public Housing Authority
Ed Sisola, *Treasurer* – Internal Auditor, General Mills, Inc. (retired)
Valerie Cunningham, *Policy Council Chair* – Head Start Parent
Dr. Wallace Franklin – Minneapolis Public Schools (retired)
Anissa Watkins – Collateral Monitoring Specialist, TCF Bank
Dan Cain – Executive Director, RS Eden
Jay Hall – Community Banking District Manager, M & I Bank
Mary Merrill Anderson – Commissioner, Minneapolis Park & Recreation Board
Sharon Sayles Belton – Vice President, Community Relations and Government Affairs, Thomson Reuters

Legal Advisor

Daniel R. Shulman – Attorney, Gray Plant Mooty

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