

**McIntosh Trail Early Childhood Development  
Council, Inc.**

**ANNUAL REPORT**

**2010 FISCAL YEAR**

**2009-10 SCHOOL YEAR**

VISION

*To reach eligible infants, toddlers, and preschoolers and their families in our service area and positively affect their lives by assisting them in obtaining the skills necessary to achieve social competence and be cognitively and physically ready to learn and grow.*

***McIntosh Trail Early Childhood Development Council, Inc.***

**565 Recreation Drive ~ Jackson, Georgia 30233**

*Elaine Brown*  
*Head Start Director*

*Dr. William Nesbit*  
*Board Chairman*

*Ella Allen*  
*Executive Director*

Report from the Chairman

To see a child live, learn, and succeed with happiness and wonder is one of the greatest thrills for all who live and work in education at McIntosh Trail Early Childhood Development Council, Inc. Despite experiencing a gloomy economy, McIntosh Trail Early Childhood Development Council, Inc. continues to provide quality, affordable child care, an effective school readiness curriculum, and comprehensive family support services.

Head Start and Early Head Start which serves the 0-5 population in our agency is federally funded. Pre-K which is funded by the State of Georgia serves four year olds without regard to income. The Early Head Start program is a new addition to our umbrella of programs and like our Head Start program continues to operate well.

As the educational levels of staff and teachers continues to rise it has enabled the agency to improve the education for many children who did not have an opportunity to engage in a traditional early childhood program.

We have seen an increase in the number of parents volunteering to serve in the centers where they have children enrolled. More partnerships have been formed with community agencies to accelerate educational services and increase the learning curve of our children. There is an obvious increase in the overall expectation of the children by teachers, parents, and the general community we serve.

The Governing Board continues to be a great asset to the agency by constantly defining its role as a Board to serve and a Board eager to serve others. The need for stronger volunteers to serve on the Board is greater now than ever before. The demand for children to increase their performance in science, mathematics, reading, and writing is a challenge that the agency gladly accepts.

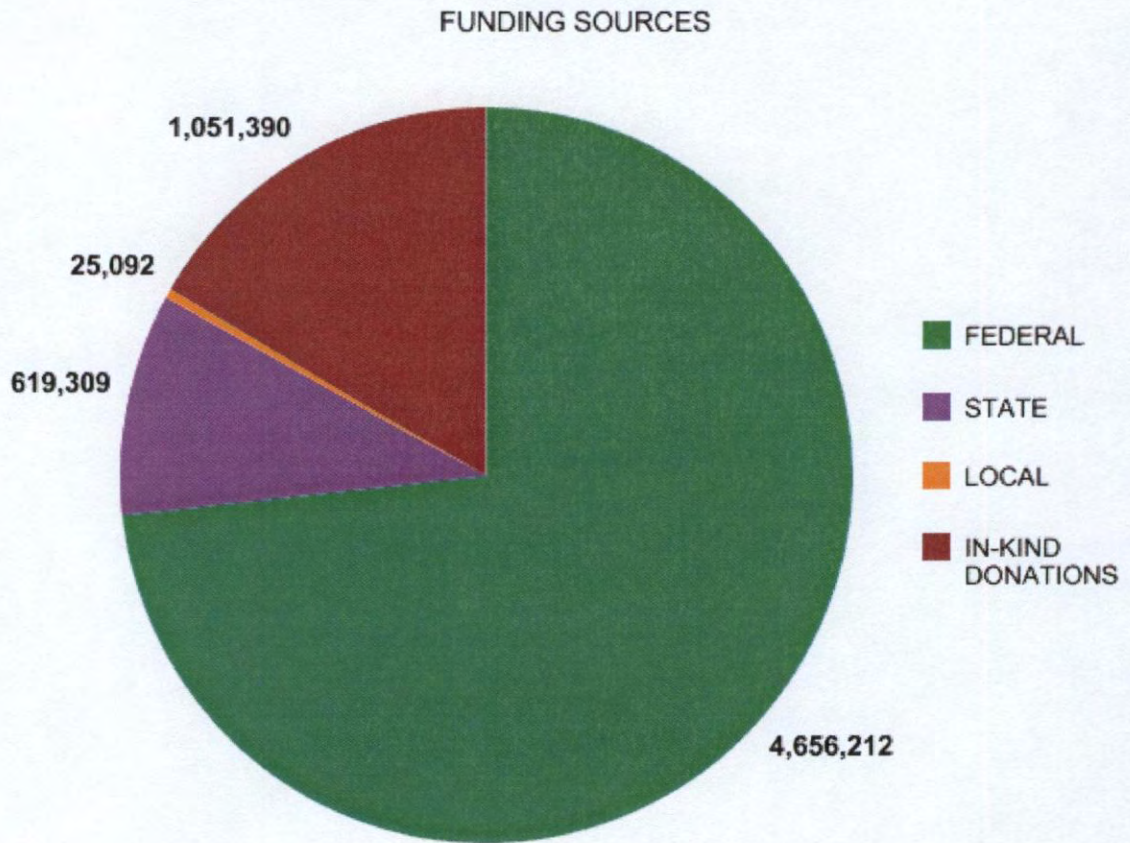
The agency has received several outstanding awards over the past five years for demonstrating excellence in its program operations. This is good news we all continually cherish at McIntosh Trail Early Childhood Development Council, Inc.

Sincerely,

Dr. William Nesbit  
Board Chairman

The following chart shows public and private funds received and the amounts:

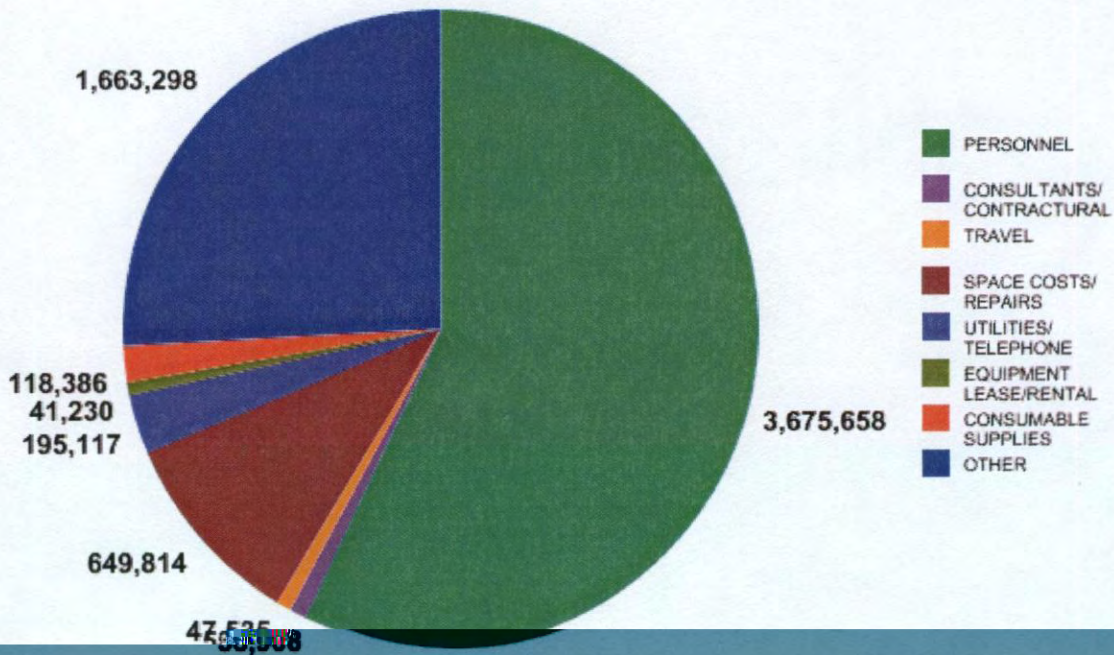
- Federal \$4,656,212
- State \$619,369
- Local \$25,092
- In-kind donations \$1,051,390



## Budgetary Expenditures

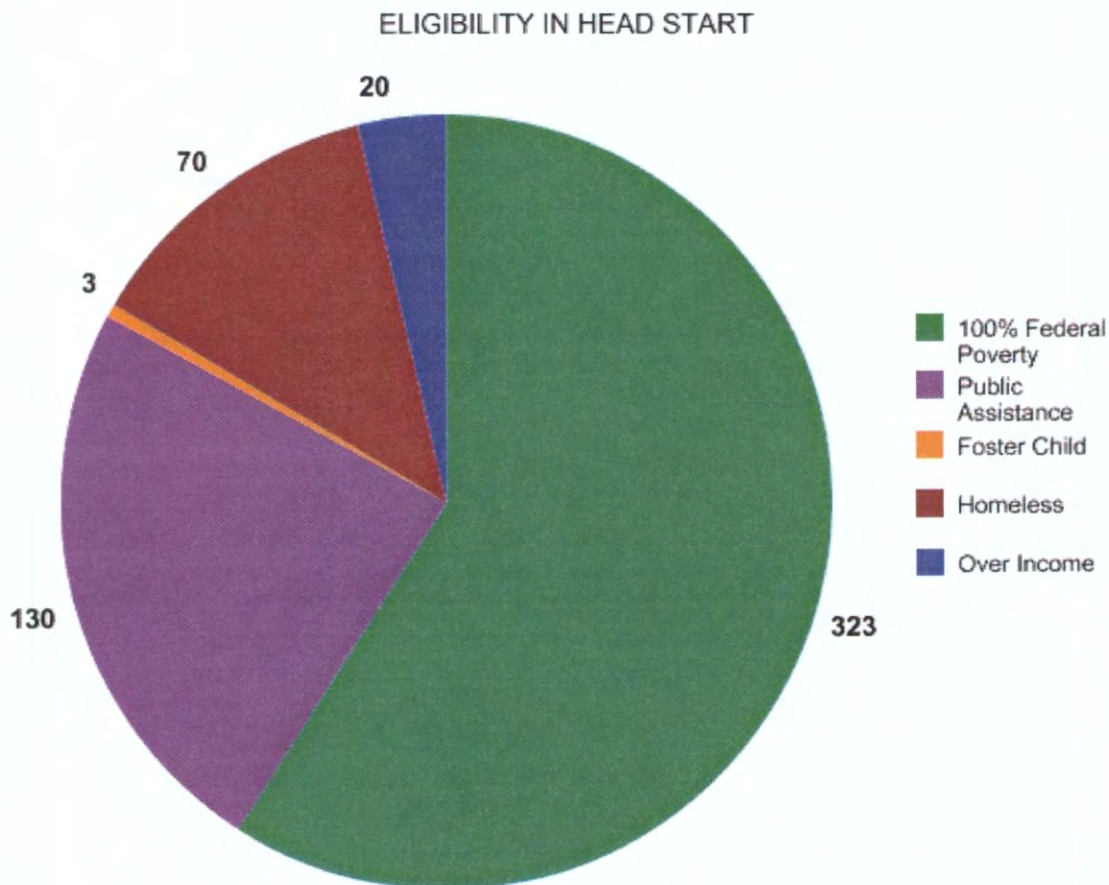
	2009-10	2010-11
Personnel	\$3,397,938	\$3,675,658
Consultants and contractual services	56,377	53,908
Travel	75,362	47,535
Space cost and repairs	488,123	649,814
Utilities and telephone	178,958	195,117
Equipment lease and Rental	54,701	41,230
Consumable supplies	137,751	118,386
Other	1,847,108	1,663,298

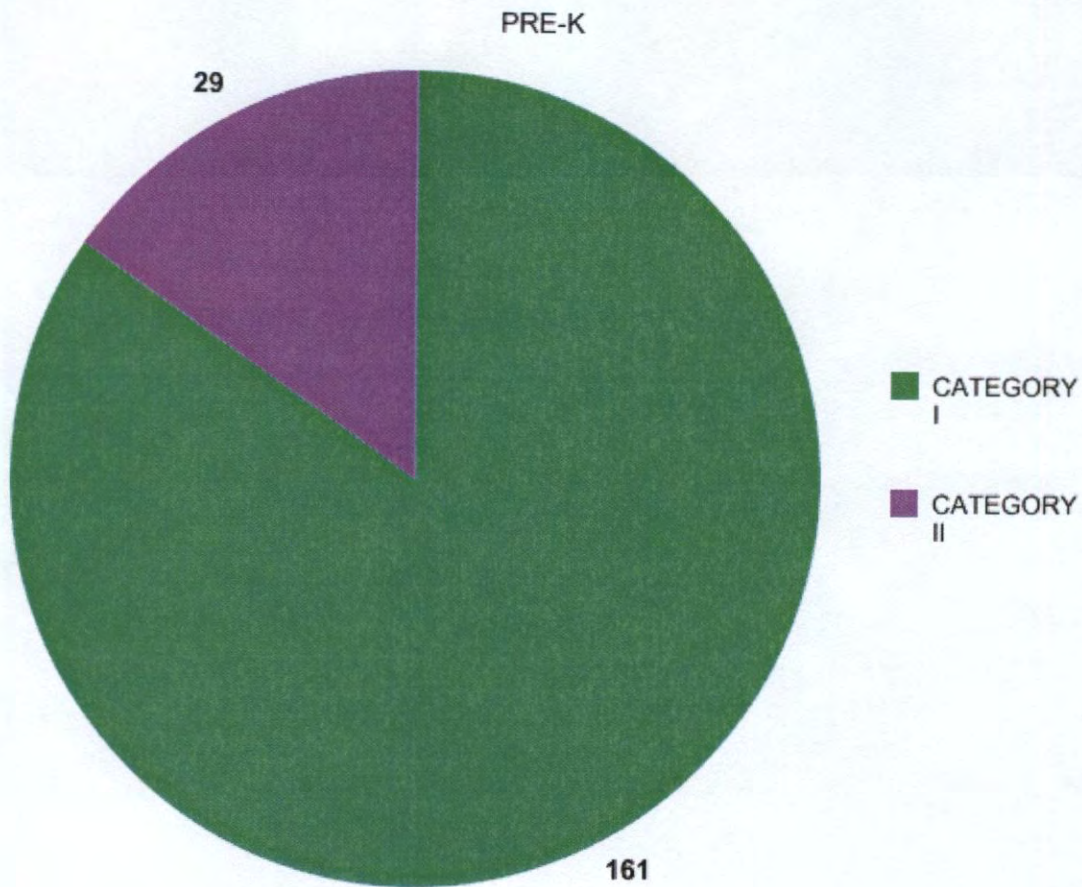
2009-10 BUDGET



The Head Start program served a total of 560 children in the 2009-10 school year which started August 3, 2009, and ended June 9, 2010. In the seven county area there were 514 families which received services.

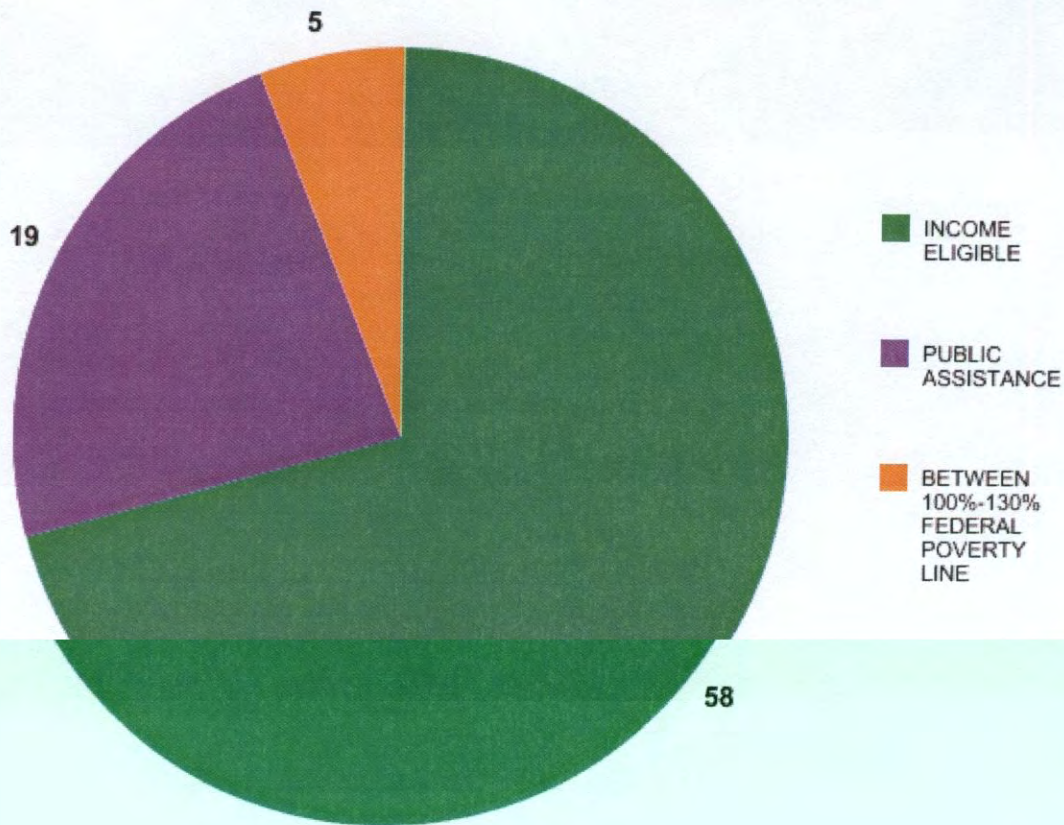
One hundred thirty children were accepted into the Head Start program based upon their receipt of public assistance. Three hundred twenty-three children were enrolled based upon being income eligible according to the federal poverty guidelines. Three children were foster children. Twenty children were over income. Ninety-seven percent of the total number of children served was income eligible. The average monthly enrollment was 98.36%.





The Pre-K program operated by McIntosh Trail Early Childhood Development Council served 190 children. Pre-K serves only four year olds and there is no income eligibility. One hundred sixty-one of those children were classified as Category I which is similar to Head Start's eligibility requirements. Twenty-nine were Category II.

### CHILDREN SERVED BY EARLY HEAD START

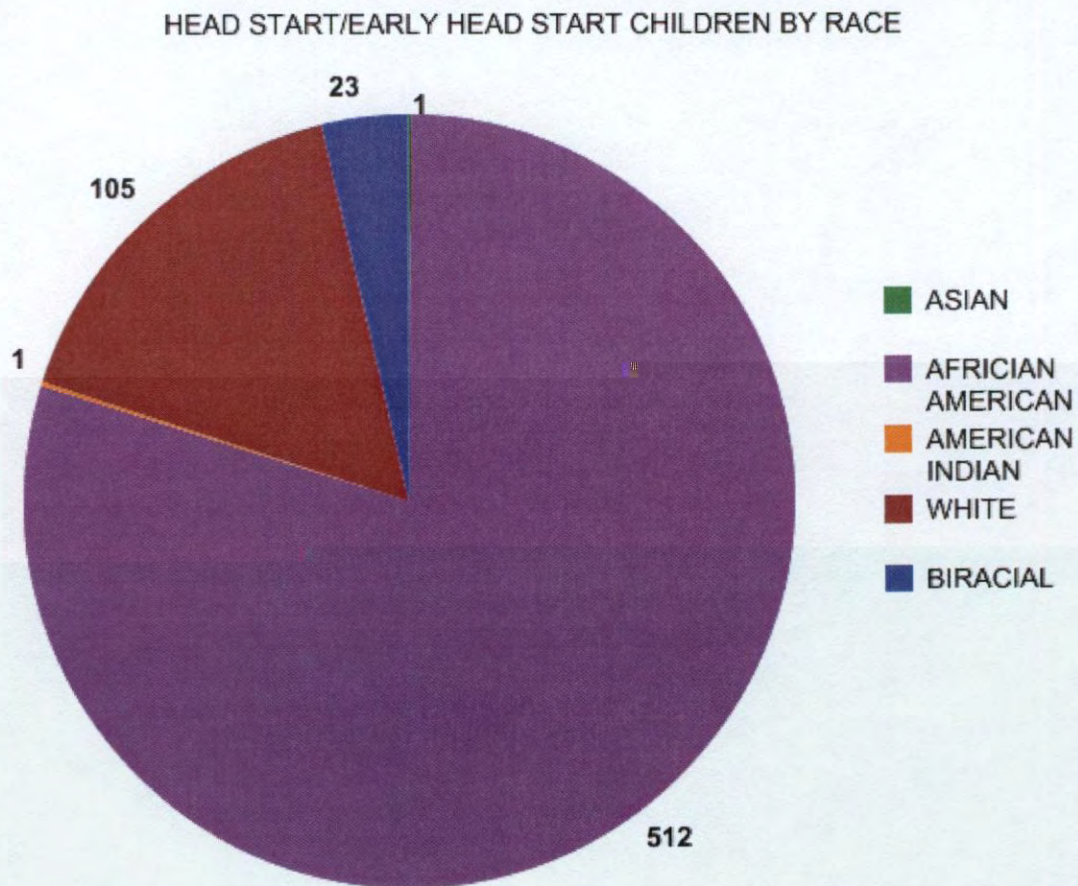


The Early Head Start program served a total of 82 children in the 2009-10 school year which started December 1, 2009, and ended September 30, 2010. Children began receiving services on May 17, 2010.

In the four county area served by Early Head Start, there were 73 families that received services. Nineteen infants and toddlers were accepted into the Early Head Start program based upon their receipt of public assistance. Fifty-eight infants and toddlers were enrolled based upon being income eligible.

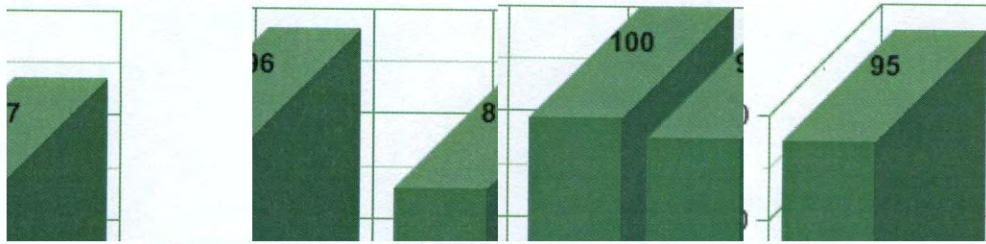
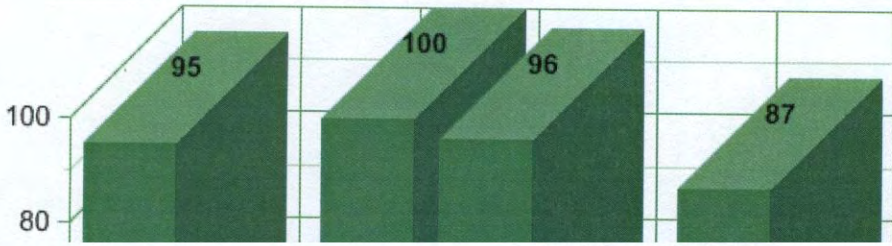
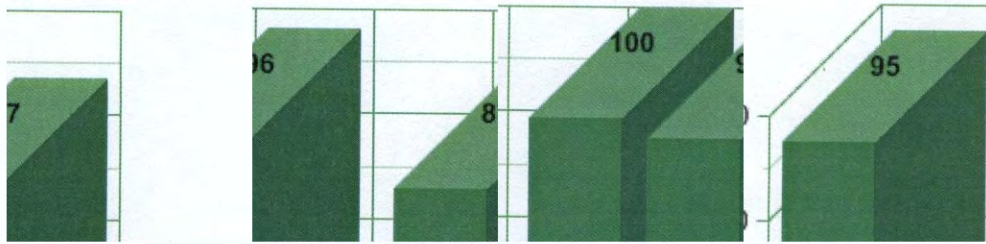
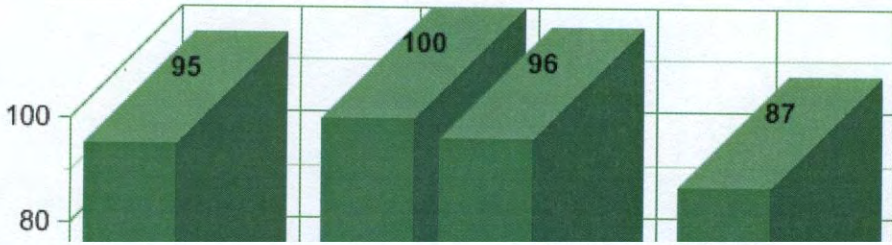
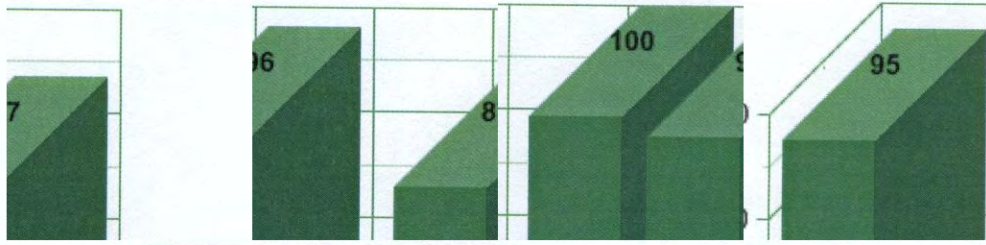
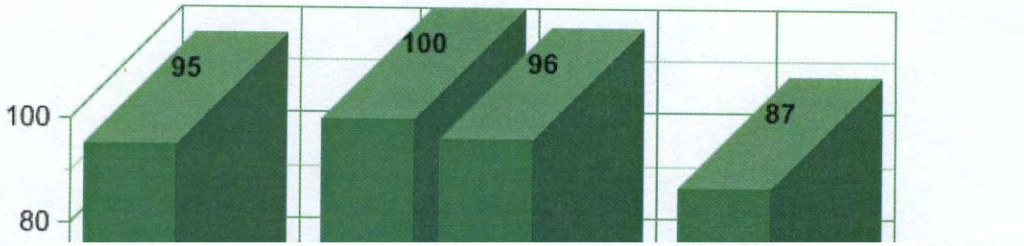
federal poverty line. Ninety-seven percent of the total number of children served was income eligible. The average monthly enrollment was 98.36%.

Twenty children were listed as being of Hispanic or Latino origin. Families were asked to denote their child as one of eight possible choices of race. The graph below demonstrates the information given by parents.





# PERCENT OF MEDICAL AND DENTAL SERVICES COMPLETED



100

80

100

80

100

80



# CLIFTON, LIPFORD, HARDISON & PARKER, LLC

J. Russell Lipford, Jr., CPA  
Mark O. Hardison, CPA  
Terry I. Parker, CPA  
Christopher S. Edwards, CPA  
Lynn S. Hudson, CPA  
Kevin E. Lipford, CPA

Member of  
American Institute of  
Certified Public Accountants  
Truman W. Clifton (1902-1989)

## REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

COMPLIANCE AND OTHER MATTERS BASED ON A REVIEW OF THE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH THE STANDARDS OF THE GOVERNMENT ACCOUNTING OFFICE

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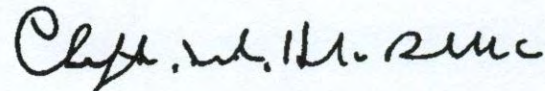
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Compliance and Other Matters

As part of obtaining reasonable assurance about whether McIntosh Trail Early Childhood Development Council's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, Board of Directors, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Macon, Georgia  
September 27, 2010





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**REPORT ON COMPLIANCE**  
**WITH REQUIREMENTS THAT COULD HAVE A DIRECT**  
**AND MATERIAL EFFECT ON EACH MAJOR PROGRAM**  
**AND ON INTERNAL CONTROL OVER COMPLIANCE**  
**IN ACCORDANCE WITH OMB CIRCULAR A-133**

To the Board of Directors  
McIntosh Trail Early Childhood  
Development Council, Inc.  
Jackson, Georgia

**Compliance**

We have audited McIntosh Trail Early Childhood Development Council, Inc.'s compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of McIntosh Trail Early Childhood Development Council's major federal programs for the fiscal year ended March 31, 2010. McIntosh Trail Early Childhood Development Council, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of McIntosh Trail Early Childhood Development Council, Inc.'s management. Our responsibility is to express an opinion on McIntosh Trail Early Childhood Development Council, Inc.'s compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and OMB Circular A-133. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about McIntosh Trail Early Childhood Development Council, Inc.'s compliance with those requirements and performing such other procedures, as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of McIntosh Trail Early Childhood Development Council, Inc.'s compliance with those requirements.

In our opinion, McIntosh Trail Early Childhood Development Council, Inc. complied, in all material respects, with the requirements referred to above that could have a direct and material effect on each of its major federal programs for the fiscal year ended March 31, 2010.

Internal Control Over Compliance

Management of McIntosh Trail Early Childhood Development Council, Inc. is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered McIntosh Trail Early Childhood Development Council, Inc.'s internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the McIntosh Trail Early Childhood Development Council, Inc.'s internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assign-

### **Information about Parent Involvement Activities:**

McIntosh Trail Early Childhood Development Council's parents are very involved in many activities throughout the program. They participate on center committees which meet monthly in each center. Each center elects at least one parent to represent that county on the agency's Policy Council. There is also parent representation on the Health Advisory, Education, and Disability Committee. A Policy Council representative is a member of each interview committee when potential employees go through the hiring process.

Parents are encouraged to volunteer in the center and are considered in hiring decisions.

## **The agency's efforts to prepare children for kindergarten:**

The program's Education Administrator, Center Managers, and teachers meet with the local public school's Kindergarten Administrator to discuss what is expected of the children coming into kindergarten and how our program can ensure that each child and family is ready. During the months of February and March teachers begin encouraging parents to register their children for kindergarten. When kindergarten registration information is published in the local newspaper, copies are sent home to each parent whose child will be going on to public school in the fall.

Family Service Staff work with each four year old teacher to prepare packages (*Going to Kindergarten*) which contains vital information and forms to be completed by the parent. This information helps the teachers to work with the parents and children to have a smooth transition. Once completed, with parental permission, the packages are sent on to the public school. Teaching staff make a home visit to talk about the child outcomes and transitioning into another system. The teacher participates in all IEP meetings.

The Kindergarten Administration is invited to the center's parent meeting to talk about the importance of registering their children. They also discuss activities to do with their children during the summer and how to prepare for the first day of school. They talk about what items to bring and what to expect. Each class takes a field trip to the appropriate kindergarten class to spend the morning and they often eat lunch.

### **SPECIAL INITIATIVES**

**Breast Cancer Awareness:** Ninety-six percent of our staff and parents are women. In October of 2007 a survey was completed by all staff and a large percentage of the parents asking them about their knowledge of breast cancer and how recently they had a mammogram. That was the beginning of the agency's annual training on Breast Cancer awareness. Training is provided each year at the staff's Fall Training and each center's parent meeting. Sixty-eight of 118 employees had a current mammogram. In February the staff completed a follow-up survey which noted that 24 had undergone a mammogram since the Fall Training and what prompted

them to do so. Ninety-two now perform breast self exams. In October of 2009 the staff completed a survey to assess their risk of breast cancer as well as their awareness level.

**Increase Fatherhood Involvement:** The importance of fathers in the lives of their children has increasingly been shown to be a very important element in the success of that child. McIntosh Trail Early Childhood Development Council decided to increase the agency's focus and efforts on increasing fatherhood involvement. In 2004-05 twenty-six percent of the children had fathers involved in the program. In 2005-06 that percentage increased to 28% and in 2006-07 there was a 7% increase to 35%. The school year 2007-08 saw the largest increase of 24% and 59% of the children had fathers involved in the program and activities. At the end of the 2008-09 school 246 or 47.5% of the fathers participated in activities. This decrease was due to clarification for reporting purposes for the Program Information Report. Only fathers that actually live in the child's home may be counted. This does not represent fathers or father figures that live elsewhere and actively participate in the center activity which is much greater. In the 2009-10 school year seventy-two fathers participated in Head Start and Early Head Start Activities.

**Decrease the number of referrals for children with behavior issues:** In the 2008-09 school year there was an increase of eleven consultations between staff and the Mental Health Consultant over the previous school year to discuss methods to work with the children to reduce behavior issues. The number of consultations with parents increased from 23 to 41 (2007-08) and increased in the 2008-09 year to 34 which indicated the increased willingness of parents to work with the staff to help the children through difficult issues. In the 2009-10 school year the Mental Health team met with 49 parents in Head Start and fifteen in Early Head Start. Sixty-two children had an individual mental health assessment. The number of referrals to outside Mental Health serviced decreased from twenty last school year to eight in the 2009-10 school year. There were nine infants and toddlers referred to outside services such as Babies Can't Wait.



**Educate staff and families about obesity and diabetes:** In 2008-09 the Head Start program began an initiative to educate staff and families about obesity and diabetes. The program began partial implementation of I Am Moving, I Am Learning in the classrooms with the children and teaching staff. In the 2009-10 school there was full implementation of the program I Am Moving, I Am Learning. All Early Head Start staff received training on the program and also received a kit for each classroom.

**In April of 2008 McIntosh Trail Early Childhood Development Council, Inc. received the Program of Excellence Award. This honor was presented by the National Head Start Association.**

**In December of 2008 McIntosh Trail ECDC underwent the Triennial Federal Review. The Head Start program was found to 100% in compliance and no recommendations were made for improvement.**