

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

**ANNUAL REPORT**

**2013 FISCAL YEAR**

**2012-13 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*

## *A Message from the Chairman*

### *A Reflection of Outstanding Qualities of the McIntosh Trail ECDC*

McIntosh Trail Early Childhood Development Council, Inc. promotes a Birth to Five program that prepares children who live below the poverty line for the future by giving them an early head start opportunity to train, experience success, develop physically, socially, mentally, and academically. The Agency also takes pride in helping Head Start, Early Head Start, and Pre-K children strive for lifelong success and to become whatever they want to be in their immediate environment and to travel where good opportunities will take them.

Over the years the Administrative team has demonstrated a type of leadership that has galvanized Staff. They communicate the Agency's visions, perform their duties with grace and value, put the Staff first and empower them, recognize tenured staff, and create an atmosphere where the Staff feels inspired and worthy. This fosters a culture of success that shows what has been accomplished and what challenges remain to be achieved.

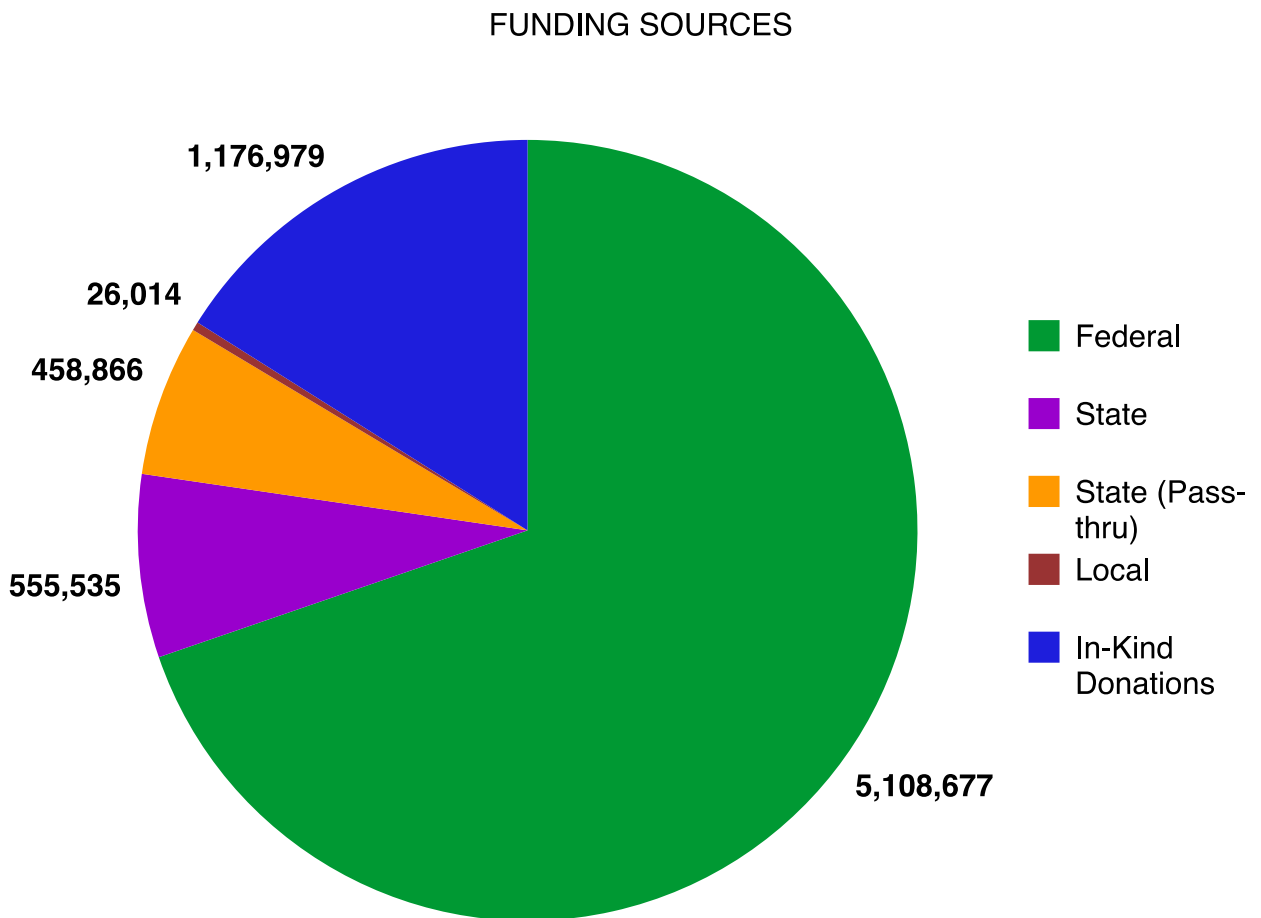
Reduction of Federal funds has caused the Agency to do a thorough analysis of its operating budget to determine how cuts can be implemented. The Agency conducted a rigorous evaluation of its programs to identify which program could be reduced or eliminated, knowing that all programs are essential to molding and shaping children for the future. The Agency has adjusted several programs to meet budgetary restraints. All of us who work in the Head Start and Early Head Start programs should be advocates for children who have no voice in public policy making.

McIntosh Trail ECDC is encouraged to stay committed to making a difference for children, families, and the communities we serve, maintaining its strong passion and pursuit of excellence in light of shrinking Federal dollars.

William Nesbit, Chairman  
Governance Board of McIntosh Trail ECDC

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

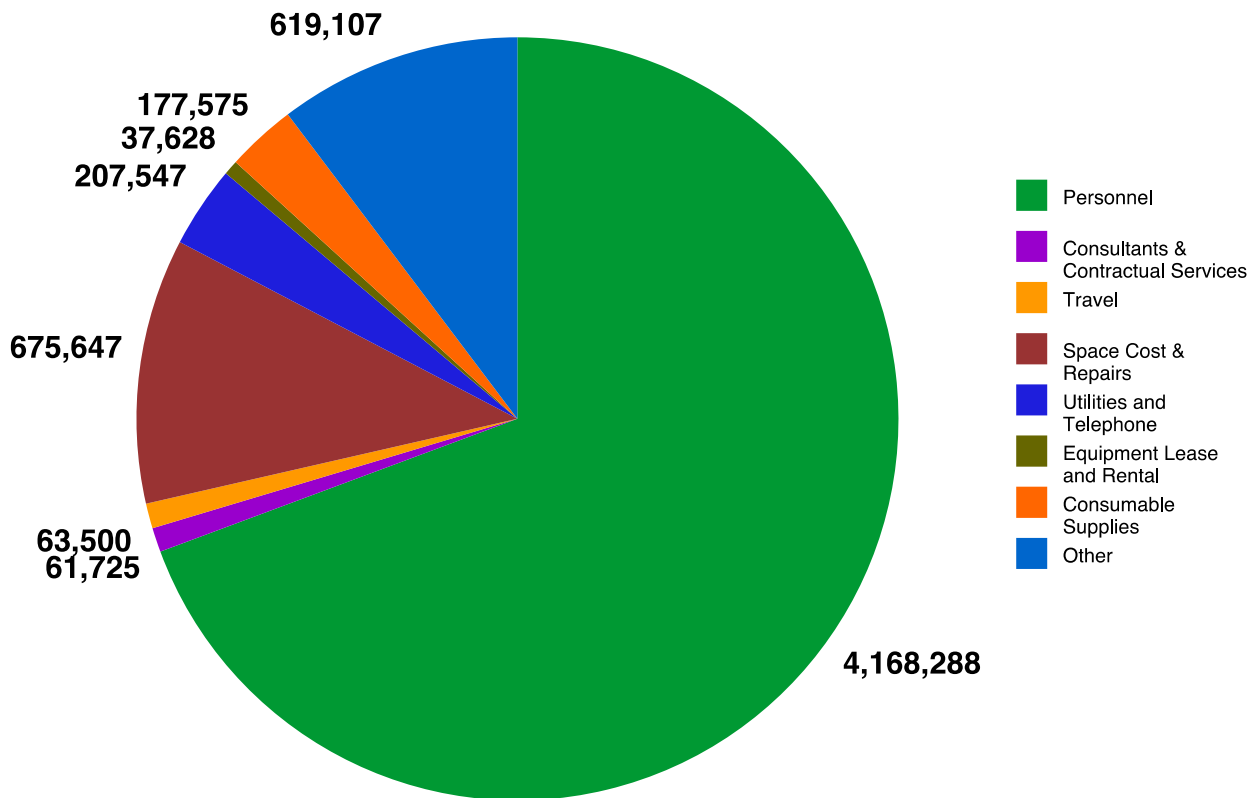
- Federal \$5,108,677
- State \$555,535
- State (pass-thru) \$458,866
- Local \$26,014
- In-kind donations \$1,176,979



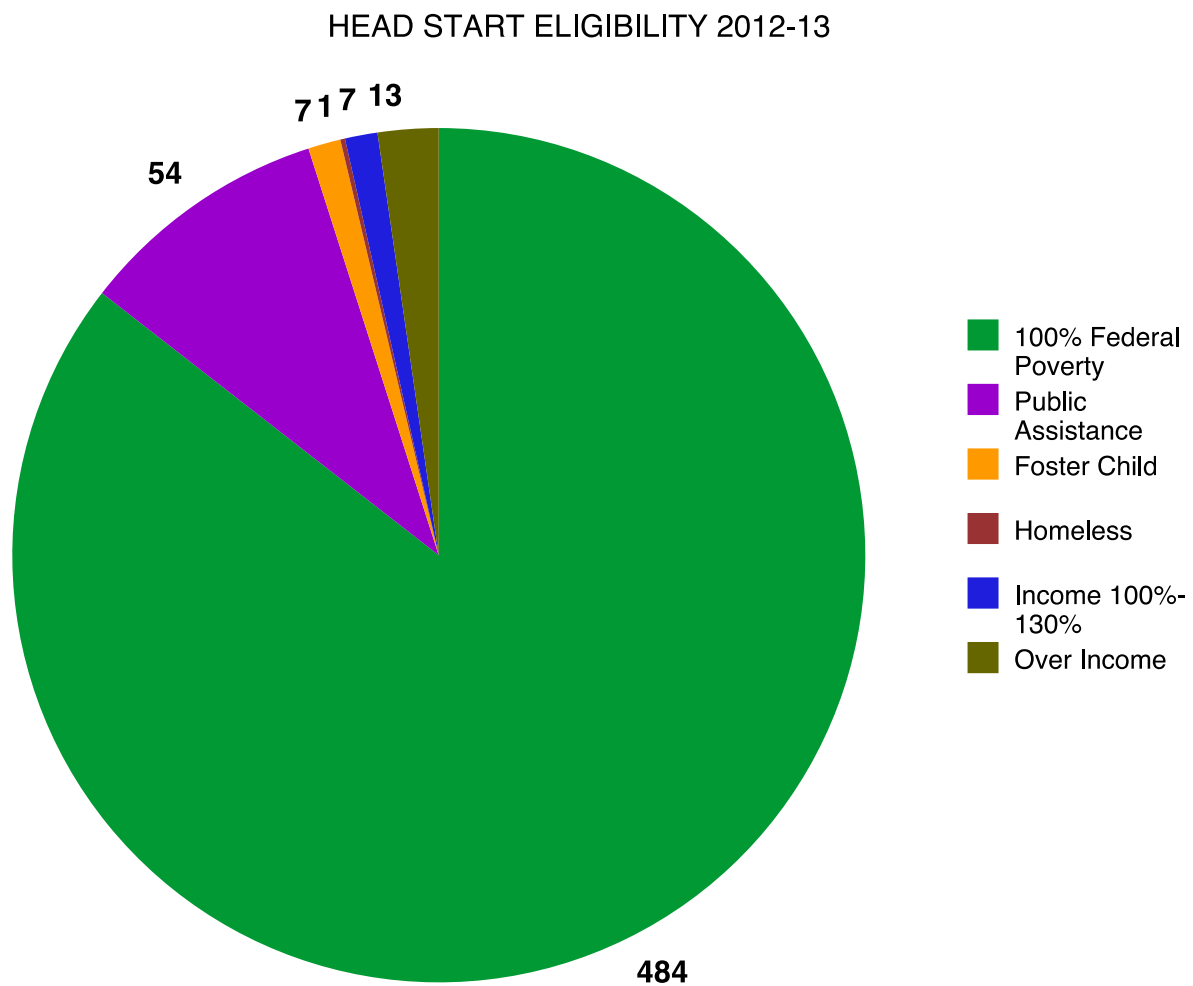
### Budgetary Expenditures

	2012-13	2011-12
Personnel	\$4,168,288	\$4,410,083
Consultants and contractual services	61,725	65,710
Travel	63,500	63,628
Space cost and repairs	675,647	680,666
Utilities and telephone	207,547	224,407
Equipment lease and Rental	37,628	39,880
Consumable supplies	177,575	182,002
Other	619,107	712,747

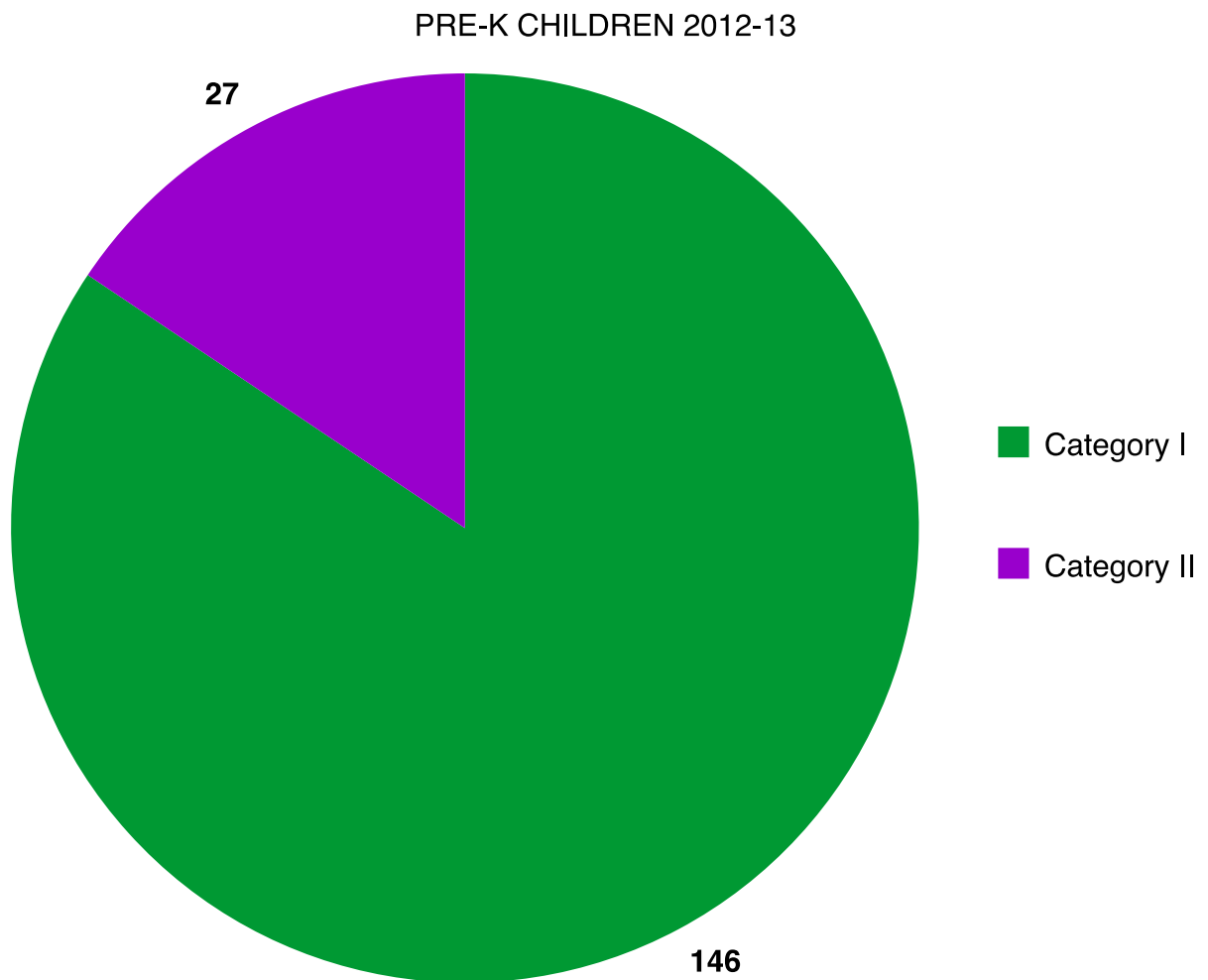
BUDGETARY EXPENDITURES 2012-13



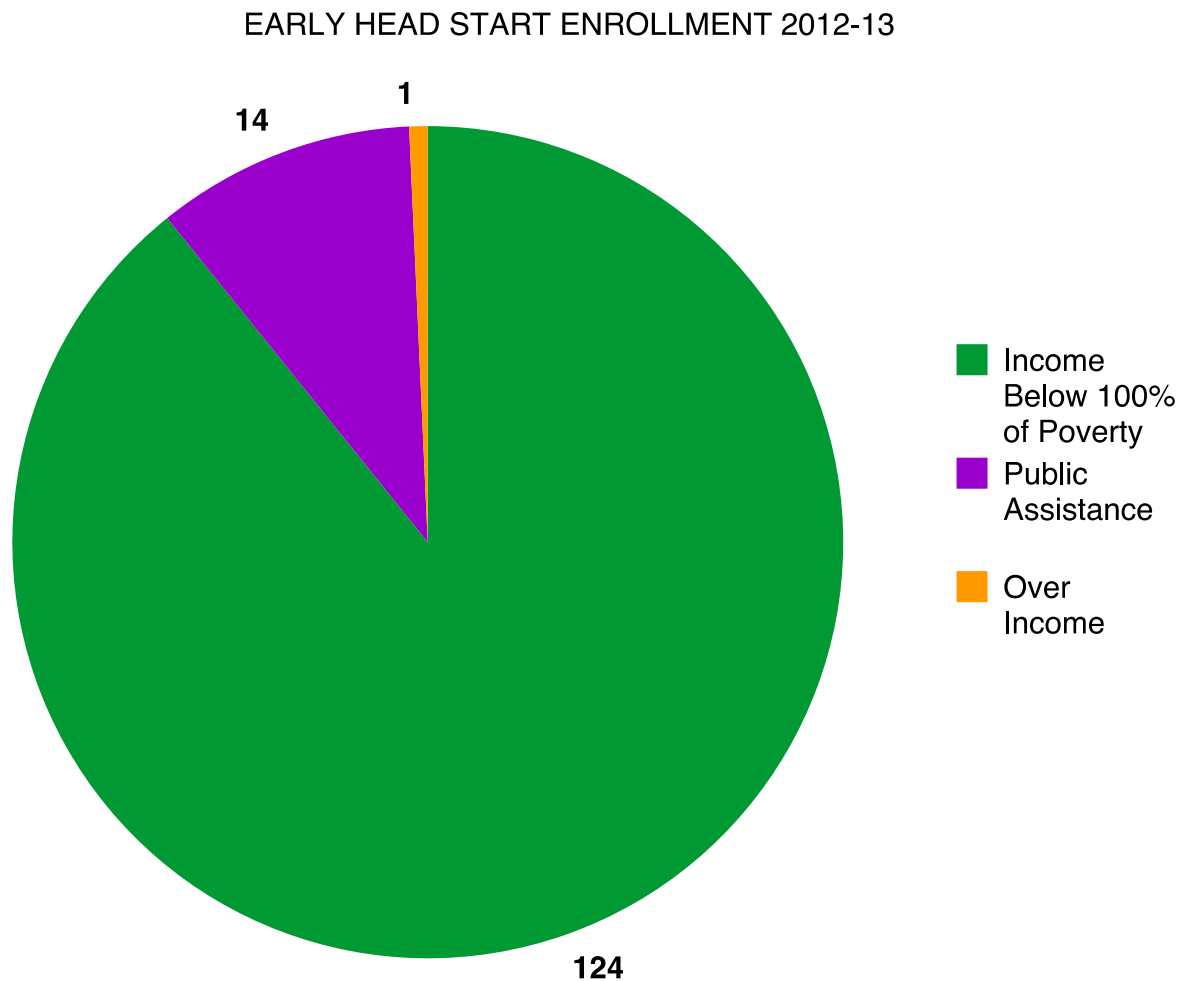
The Head Start program served a total of 566 children in the 2012-13 school year. There were 535 families, which received services. Fifty-four children were accepted into the Head Start program based upon their receipt of public assistance. Four hundred eighty-four children were income eligible according to the federal poverty guidelines. Seven children were foster children. Thirteen children were considered over income. Ninety-seven percent of the total number of children served was income eligible. Ten percent or 58 children were diagnosed with a disability. The attendance average for the school year was 99.66%.



The Pre-K program operated by McIntosh Trail Early Childhood Development Council served 173 children. The agency provided Pre-K in Butts, Newton, Henry, Spalding, and Upson Counties. Three classrooms were blended which means those children were dual enrolled in Head Start and Pre-K and received all services from both programs. Pre-K serves only four year olds and there is no income eligibility. One hundred forty-six of those children were classified as Category I, which is similar to Head Start's income eligibility requirements and denotes those children met Federal poverty guidelines. The remaining twenty-seven children were in Category II.



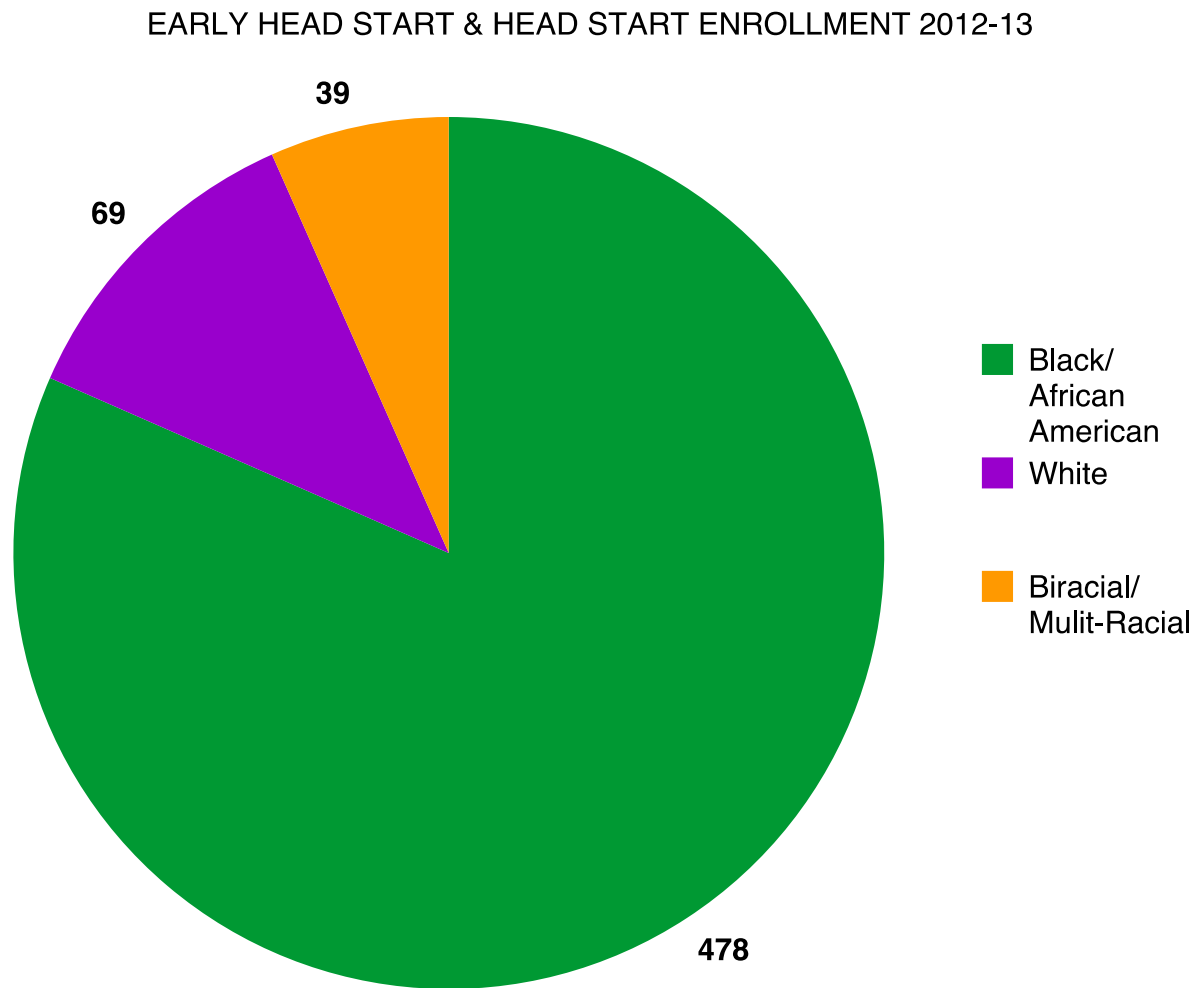
The Early Head Start program served a total of 139 children and pregnant moms in the 2012-13 school year, which started October 1, 2012, and ended September 30, 2013. Nine and one half percent or 13 children had an Individual Family Service Plan and received services from Babies Can't Wait (Public Health).



In the five counties there were 124 families that received services. Three pregnant women were enrolled in the program. Fourteen were accepted into the Early Head Start program based upon their receipt of public assistance. Those infant and toddlers enrolled based upon income eligibility (federal poverty guidelines) were 124. None were foster children. One infant was over income. Ninety-nine percent of

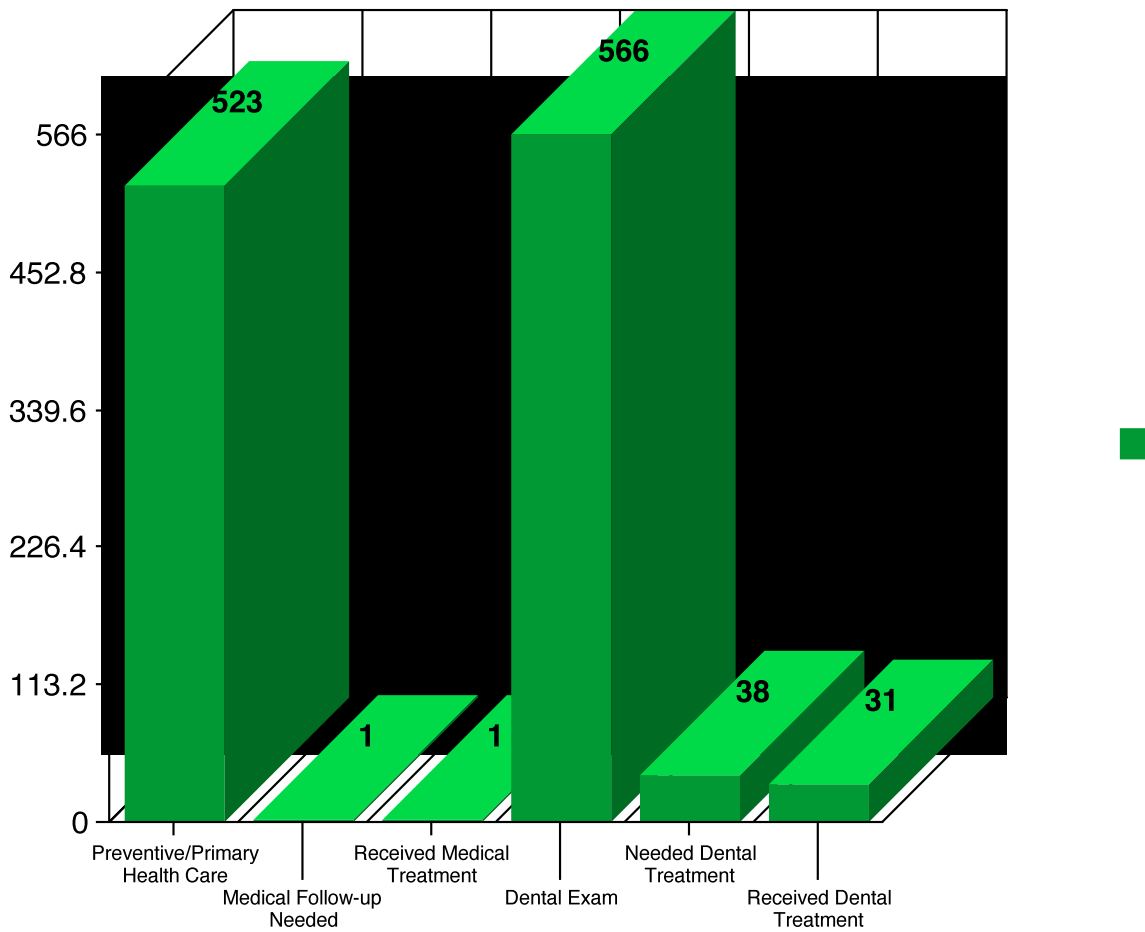
the total number of children served was income eligible. The average attendance for their school year was 97.28%.

Families were asked to denote their child as one of eight possible choices of race. Six children of the total enrollment were identified as of Hispanic or Latino ethnicity. The graph below demonstrates the information given by parents.



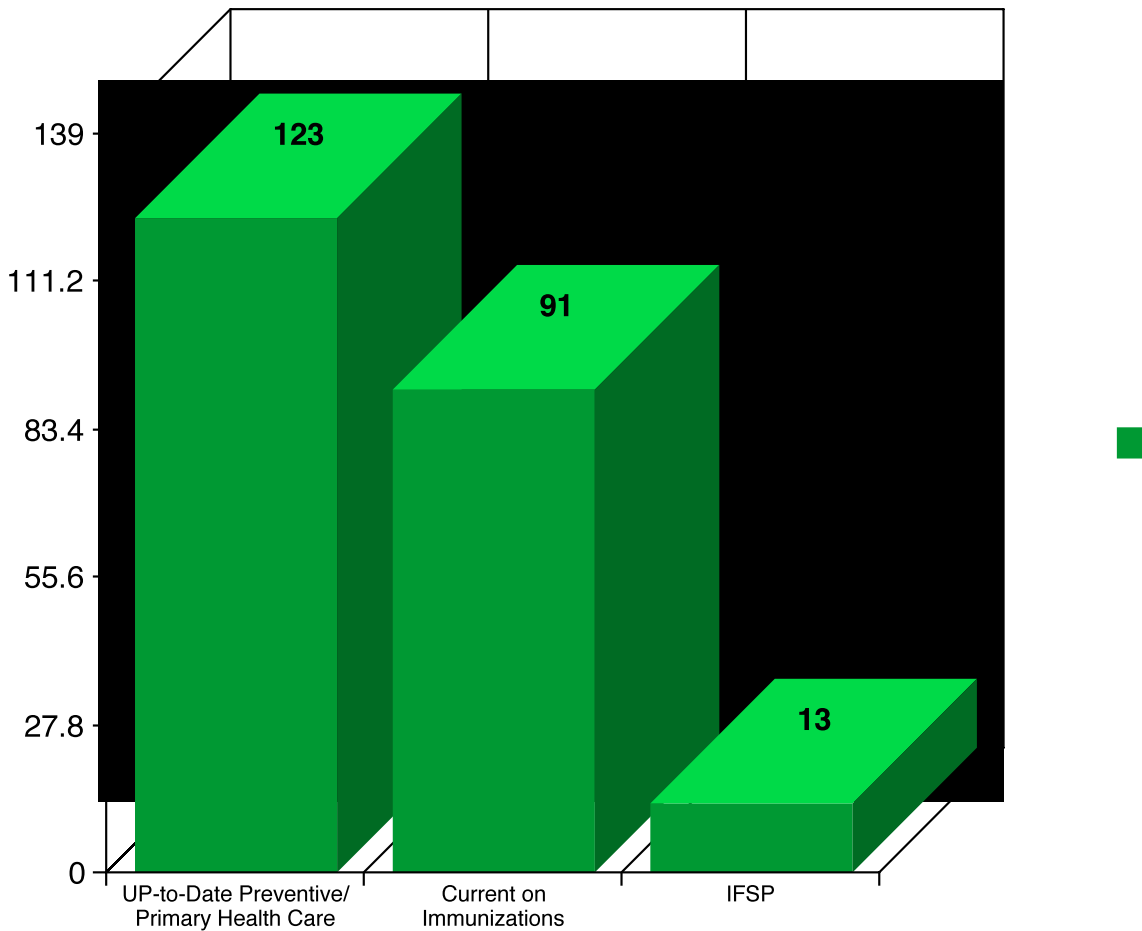


### HEAD START MEDICAL/DENTAL SERVICES 2012-13



The above information reflects services provided by the Head Start program. Children not receiving services were due to dropouts and changes in enrollment. Pre-K does not provide funding for any medical or dental services for children served in that state funded program and therefore it is not tracked.

### EARLY HEAD START MEDICAL/DISABILITY SERVICES 2012-13



Early Head Start is a year round program serving pregnant moms and infants and toddlers birth to three years of age. The above numbers represent the program's tracking of Well Checks, which are due several times a year according to the state's EPSDT schedule for well child care. Staff work with parents and guardians to ensure that all infants and toddlers are up-to-date and referrals are made as needed. An IFSP (Individualized Family Service Plan) indicates they have been determined eligible by the Part C Agency to receive early intervention services under the Individuals with Disability Education Act (IDEA).

# AUDIT

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED UPON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT  
STANDARDS



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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

McIntosh Trail Early Childhood  
Development Council, Inc.  
Jackson, Georgia

We have audited the financial statements of McIntosh Trail Early Childhood Development Council as of and for the fiscal year ended March 31, 2012, and have issued our report thereon dated August 14, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

Management of McIntosh Trail Early Childhood Development Council is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered McIntosh Trail Early Childhood Development Council's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of McIntosh Trail Early Childhood Development Council's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of McIntosh Trail Early Childhood Development Council's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

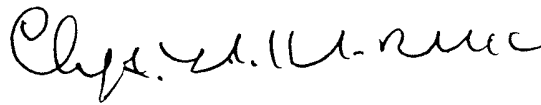
Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

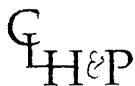
Compliance and Other Matters

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  
August 14, 2012





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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**

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, 2012. 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, 2012.

Internal Control Over Compliance

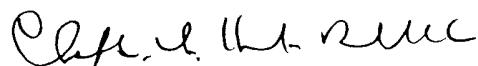
Management of McIntosh Trail Early Childhood Development Council, Inc. is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered 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 assigned functions, to prevent or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness* in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of management, the Board of Directors, others within the entity, 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  
August 14, 2012



## **Information about Family Engagement Activities:**

Fathers play a very important role in the success of their child's life. McIntosh Trail Early Childhood Development Council decided to strengthen the agency's focus and efforts on increasing fatherhood involvement. Children that have an absent father tend to have poor performance in school are at risk for drug use, violent behavior, and criminal activity.

In 2012-13 a total of 13% (67) of the Head Start fathers participated in their child's education at Head Start by attending organized and regularly scheduled activities designed to involve fathers and father figures. Some of the activities the fathers planned and participated in were: "Come Dance with Me", "Dad and Me Breakfast", "Red and White Ball", "Time with Dad", "Dad and Me Dinner", "A Fun Evening with Dad", "Fatherhood Activity & Networking Lunch", "Dounuts with Dad", "Muffins with Dad", Home Depot workshop, "Classroom Week with Dad", "Bus/Fire Drill with Dad", "Books with Dad", "Playground Partner with Dads", "Hawks' Game Night with Dad", "Daddy and Me" field trip, and "Dance with Dad".

As we put additional emphasis on fatherhood each year staff have seen a decrease in behavioral problems in classrooms and the number of behavioral referrals that have been made to the Mental Health team. Due to Sequestration reduction in the program's funds, monies are no longer available to sponsor many of the activities held in the past to strengthen fatherhood.

### **The Agency's Efforts to Prepare Children for Kindergarten (School Readiness)**

McIntosh Trail Early Childhood Development Council will support school readiness and positive child outcomes in Early Head Start and Head Start through comprehensive child development services, age appropriate and meaningful curriculum, child observations, screenings, and assessments.

The School Readiness Team is composed of program administrators, center managers, family service workers, and teaching staff. There are several parents and community partners on the team, including retired educators, as well as current local educational agency representatives from several of the counties within the service area. The Policy Council and Board have reviewed and assisted in the project. Over several months and meetings they worked together to develop School Readiness goals and a plan that would not only meet Federal regulations but best practices also.



The Family and Community Engagement staff is working with parents to set school readiness goals for themselves and their children as well as provide input for the program. Staff will continue to enhance the quality, intentionality, and effectiveness of staff interactions with children and families in our program to promote school readiness.

The program's School Readiness Team meet with the local public school's Kindergarten administrators to discuss what is expected of the children coming into Kindergarten and how our program can ensure that each child and family is ready for them to transition into the next stage of their learning career. During the months of February and March teachers begin encouraging parents to register their children for kindergarten and provide assistance as needed. 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 all four-year-old classroom teachers 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 makes a home visit to talk with parents about the child outcomes and transitioning into another school setting, whether public school or private preschool. The School readiness team also prepares children to transition from Early Head Start into Preschool Head Start. The teacher participates in all IEP meetings with the local educational agency.

The Kindergarten Administration is invited to the center's parent meeting to talk about the importance of registering their children for kindergarten. They also discuss activities to do with their children during the summer and ways to prepare for the first day of school. They talk about what items to bring and what to expect. Children entering kindergarten in the upcoming fall will take a field trip to the appropriate kindergarten class to spend the morning and they are invited to eat lunch.

## SPECIAL INITIATIVES

**Breast Cancer Awareness:** Ninety-seven percent of agency employees are women. In 2012-13 each center set up a display for parents and visitors to acknowledge Breast Cancer Awareness in October. This was also done at the agency wide training in October. Our agency has been tracking mammograms for those employees that wish to participate in this service.

**Decrease the number of referrals for children with behavior issues.** Referrals for behavior have decreased because several children have a suspected disability. In the 2012-2013 school year there was decrease of six consultations between staff and the Mental Health Consult over the previous school year to discuss methods to work with the children to reduce behavior issues. The number of consultations with parents decreased from 41 to 35 (2010-2011). In the 2012-2013 school year the Mental Health Team met with 26 parents in Head Start and three in Early Head Start. Twenty-three children had an individual mental health assessment. The number of referral to outside Mental Health serviced increased from five in the 2011-2012 school year to eight in the 2012-2013 school year. There was one child in Early Head Start referred for behavior to outside services such as Babies Can't Wait.

**Educate staff and families about obesity and diabetes:** in 2012-13 training was provided to all staff on adult and child obesity. Information was sent home to all families on diabetes. Each center and classroom fully implements *I Am Moving, I Am Learning* (IMIL). Each training and staff meeting begins with an IMIL activity for all present. A BMI is completed on each child in the fall and again in the winter, which is recorded and tracked.

All centers participated in the Bright from the Start, Georgia Department of Early Care and Learning and the Governor's new Quality Rating System. This is a voluntary program to identify providers of early care and education as outstanding and quality programs. All of the agency's centers received ratings and recognition as quality centers.

*A Grants to Green Assessment* grant was received for the Spalding County center to fund building upgrades to make the center more energy efficient.

In the past year the agency and programs has been randomly selected for several studies and projects centered on Birth to Five programs and services. Additional information about McIntosh Trail ECDC Inc. and its program is available on the agency's website, [www.mtecdc.org](http://www.mtecdc.org).

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

**In February of 2011 McIntosh Trail ECDC Inc. underwent a Federal Review on the Early Head Start program. The Early Head Start program was found to be 100% in compliance and no recommendations were made for improvement.**