Downeast Community Partners and Head Start Annual Report
FY 2019
From the Board Chair

Last year I described the merger of Child and Family Opportunities with Washington Hancock Community Agency and mentioned our five-year goals. Another year has passed and, as a measure of growth, I thought it prudent to revisit those goals and report on our progress. That was my initial thought. However...

Our worlds have been turned upside-down by the spread of a virus that knows no boundaries. The steps taken to slow the spread are many. DCP has taken on new roles and responsibilities without losing sight of the core mission of working to improve the quality of life and reduce the impact of poverty in Downeast communities. Employees are working to continue to offer services and assume new ones while respecting social distancing. It is not “business as usual.”

A week ago I thanked the employees of DCP for all their hard work. I would do so again here.
On behalf of the Board, I would like to express our sincerest appreciation for all the good work you are doing and, I am sure, you will continue to do. The Board recognizes that many DCP clients are not in a position to fend for themselves; your efforts are certainly taking much of the fear of surviving the pandemic away from them. While the decision-makers view COVID-19 as a huge social problem, which indeed it is; DCP is focused on the small details that most impact clients and that have the potential to make the biggest difference for them. I am sure I speak for the other members of the board when I say “Thank you”. You are the people who make the board members proud. Stay well.

Perhaps Maya Angelou said it best: “When you do nothing you feel overwhelmed and powerless. But when you get involved, you feel the sense of hope and accomplishment that comes from knowing you are working to make things better.” I am sure that each of us, in our own way, is working to make things better.

Thank you.

Betsy Fitzgerald,

Chair, Downeast Community Partners Board of Directors
# DCP by the Numbers

<table>
<thead>
<tr>
<th>3,250 homes warmed by HEAP</th>
<th>Transportation Services provided 72,119 rides, covering more than 1,798,317 miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>356 homes heated with THAW funds</td>
<td>Housing repaired and weatherized 102 homes and replaced 2.</td>
</tr>
<tr>
<td>338 homes made cozy with ECIP funds</td>
<td></td>
</tr>
</tbody>
</table>

| 180 children received Christmas presents | Everybody Eats served 3563 meals and we fed 144 individuals through the Child Adult Community Food Program |
| 84 were outfitted with school supplies |                                                                 |

<table>
<thead>
<tr>
<th>357 children attended our Head Start, Early Head Start, pre-school collaboration programs and child care.</th>
<th>58 individuals received support and training on improving their parenting skills through the Hancock County Child Abuse and Neglect Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our Elder Services Navigator helped 49 seniors gain valuable services</td>
<td>553 taxpayers had their returns prepared for free</td>
</tr>
<tr>
<td>At Home helped 68 elders remain safely in their homes</td>
<td>Our nurses supported 91 families with new babies or small children</td>
</tr>
<tr>
<td>Friendship Cottage provided care to 26 individuals and their caregivers</td>
<td>71 people were assisted with life’s emergencies through the Care Fund</td>
</tr>
</tbody>
</table>

| 192 individuals worked on accomplishing their personal goals with support from Resource Advocates |                                                                 |
| 24 families worked to make higher education a reality through Family Futures Downeast. |                                                                 |

| 553 taxpayers had their returns prepared for free |                                                                 |
| 71 people were assisted with life’s emergencies through the Care Fund |
The requirement that I write an annual report gives me the opportunity to look back at the year and see exactly what we accomplished. What I learned is that fiscal year 18/19 was a very productive year for DCP.

In December of 2018, we completed the construction of a solar array in Franklin that is providing all the electricity needs of eight DCP buildings. Shortly after that we completed the renovation of the former WHCA offices in Milbridge. The renovated building now houses the offices of Mano en Mano and next door, where some of the former building used to stand we have built two apartments for veterans.

At almost the same time we completed the above referenced projects, we received the news that our first tiny house was funded by our friends at the CF Adams Charitable Foundation. No doubt this was due in no small part to the success of the home repair partnership we have with the Maine Seacoast Mission. Working with Scott Shaw and Wendy Harrington at the mission, we are well on our way to having a local veteran in that home by the summer of 2020.

Over the course of the winter, our HEAP staff worked diligently to get people into our offices to apply for heating assistance. After many years of decline, we saw another small increase in approved applications. We were one of only two CAPS in the State to see increases in each of the last two years.

For a variety of reasons, including able leadership, our supportive services division continues to grow, from one employee four years ago to about nine today. This division provides a variety of services including nurse bridging, community resource advocates who help people overcome barriers, and financial coaching.

Continued on page 6
Message from the Executive Director, continued

This year, our Head Start programs in Calais and Bucksport went to full school day programs, which has long been a goal. We are grateful for the great partnerships we have with these two school districts. We also entered into a new partnership with the Woodland Elementary School in Baileyville, which is going very well. Thank you Melissa and her staff for helping make these things happen.

If there is such a thing as the “most important” accomplishment of the year, it was the completion and adoption of a strategic plan. This plan has been in the works for most of the past year and is the first strategic plan since the merger of CFO and WHCA in October of 2017. With the able facilitation of Deb Burwell and Sarah Strickland, a work group composed of board members and staff developed new mission, vision, and value statements and five goals with 82 strategies to help guide the agency over the next five years. The process was thoughtful, thorough, and most importantly fun. Perhaps the part that represents the fun we had with the process best is the values statement. Dignity, Compassion, Possibility or DCP for short!

The last project I want to mention is the Recovery House we are hoping to open in Machias in the summer of 2020. This project should become a case study on how collaboration and strong relationships between providers can make things happen that otherwise would be impossible for one agency to do on their own. With the CCC in the lead bringing us together to discuss recovery and what we can do to help, a partnership emerged using an existing DCP property as a recovery home for women. With advice and guidance from AMHC and the offer from Healthy Acadia to manage the home, we have put together a plan that will result in the only recovery home for women in our region and one of only 3 or 4 in the entire State. I should also mention that we have had great support from both DHHS and MSHA in this effort.

In closing, I would like to thank our Board of Directors for their support, the people we serve for their confidence, our partners for their advice and help and our employees for their dedication and commitment.
The Whole Family Approach – Why it Matters

Jenna’s story isn’t really about one person. It is about transformation that impacts generations. DCP’s whole family approach means addressing an entire household’s needs—from womb to aged.

Jenna’s life has been filled with hardships and obstacles. She was diagnosed with depression at age five, PTSD at 14, and autism at 20 years old. Her first child was born when she was 16 and custody was given to a family member when she was 18 years old.

Throughout Jenna’s childhood, her mother struggled with alcoholism; this lead Jenna on a difficult path into adulthood. Once she became an adult, she struggled for eight years with homelessness.

Jen Winter works in DCP’s Maternal Child Health (MCH) as a home visiting nurse. She began working with Jenna in March of 2019. Their similar names could have been an indicator for their future friendship. Jen knew at their first meeting when she pulled up to a condemned house, this client will need extra care. Jen tried to go inside, but the mold smell was too strong; meetings would have to take place outside. Through all of this, Jenna said that she never felt looked down upon. At this point, Jenna was five-weeks pregnant, suffering from severe memory loss (brain injury), mental health issues, had no food or heat, was using the restroom in

Continued on page 10
### Downeast Community Partners

**Statement of Financial Position**

**September 30,**

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current liabilities:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line of Credit</td>
<td>-</td>
<td>200,000</td>
</tr>
<tr>
<td>Accounts payable</td>
<td>$284,888</td>
<td>$226,714</td>
</tr>
<tr>
<td>Accrued payroll payable and related liabilities</td>
<td>144,368</td>
<td>136,133</td>
</tr>
<tr>
<td>Accrued paid time off and related liabilities</td>
<td>322,587</td>
<td>295,271</td>
</tr>
<tr>
<td>Deferred revenue</td>
<td>294,048</td>
<td>225,152</td>
</tr>
<tr>
<td>Current portion of notes payable</td>
<td>68,686</td>
<td>57,483</td>
</tr>
<tr>
<td><strong>Total current liabilities</strong></td>
<td>1,114,577</td>
<td>1,140,753</td>
</tr>
<tr>
<td><strong>Long-term liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred Forgivable Notes Receivable Offset</td>
<td>611,240</td>
<td>813,877</td>
</tr>
<tr>
<td>Notes payable, less current portion shown above</td>
<td>1,102,854</td>
<td>650,527</td>
</tr>
<tr>
<td><strong>Total liabilities</strong></td>
<td>1,714,094</td>
<td>1,464,404</td>
</tr>
<tr>
<td><strong>Total liabilities and net assets</strong></td>
<td>2,828,671</td>
<td>2,605,157</td>
</tr>
<tr>
<td><strong>Net assets:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted</td>
<td>3,740,915</td>
<td>3,888,051</td>
</tr>
<tr>
<td>Temporarily restricted</td>
<td>798,645</td>
<td>733,442</td>
</tr>
<tr>
<td>Permanently restricted</td>
<td>1,957,604</td>
<td>1,956,662</td>
</tr>
<tr>
<td><strong>Total net assets</strong></td>
<td>6,497,164</td>
<td>6,578,155</td>
</tr>
<tr>
<td><strong>Total liabilities and net assets</strong></td>
<td>9,325,835</td>
<td>9,183,312</td>
</tr>
</tbody>
</table>

Note: Totals are unaudited
<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current assets:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted cash</td>
<td>$333,782</td>
<td>$94,095</td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>1,098,338</td>
<td>1,462,268</td>
</tr>
<tr>
<td>Inventory and Work in Process</td>
<td>34,082</td>
<td>88,231</td>
</tr>
<tr>
<td>Prepaid items</td>
<td>25,367</td>
<td>19,145</td>
</tr>
<tr>
<td>Short term investments</td>
<td>979,179</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td>2,470,748</td>
<td>1,663,739</td>
</tr>
<tr>
<td><strong>Fixed assets:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td>298,061</td>
<td>308,341</td>
</tr>
<tr>
<td>Building &amp; Improvements</td>
<td>5,796,969</td>
<td>5,454,908</td>
</tr>
<tr>
<td>Furniture &amp; equipment</td>
<td>845,436</td>
<td>833,183</td>
</tr>
<tr>
<td>Vehicles</td>
<td>587,138</td>
<td>603,243</td>
</tr>
<tr>
<td><strong>Less - accumulated depreciation</strong></td>
<td>-4,453,932</td>
<td>-4,407,786</td>
</tr>
<tr>
<td><strong>Total net fixed assets</strong></td>
<td>3,073,672</td>
<td>2,791,889</td>
</tr>
<tr>
<td><strong>Other assets:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted cash</td>
<td>844,587</td>
<td>647,956</td>
</tr>
<tr>
<td>Long term investments (ESO Endowment Fund)</td>
<td>2,020,960</td>
<td>2,933,737</td>
</tr>
<tr>
<td>Notes receivable (net of allowance)</td>
<td>747,664</td>
<td>976,851</td>
</tr>
<tr>
<td>Developed land for sale</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Purchased property not yet developed</td>
<td>159,634</td>
<td>159,634</td>
</tr>
<tr>
<td>Other Assets</td>
<td>0</td>
<td>1,260</td>
</tr>
<tr>
<td>Intangible merger cost, net</td>
<td>8,569</td>
<td>8,246</td>
</tr>
<tr>
<td>Current year indirect (over) under recovery</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Prior year indirect (over) under recovery</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total assets</strong></td>
<td>9,325,834</td>
<td>9,183,312</td>
</tr>
</tbody>
</table>
Whole Family, Continued

the woods, and didn’t have a shower. Jenna’s situation was at a point when progress seemed impossible.

Jen assessed the situation, and found creative ways to meet Jenna’s “right now” needs. Jen helped her through the pregnancy by providing medical support and referral resources. Step-by-step solutions were found. An enormous task became a strategic plan. With Jenna’s new found confidence issues turned into solutions. Jenna and her family have received many services, this is a brief snapshot.

A solutions based approach equals meals. The condemned house Jenna was living in had no refrigerator, this posed a serious threat to her pregnancy. DCP referred her to WIC which provides food for pregnant women. However milk, cheese, and eggs are nearly useless without refrigeration. Her visiting nurse (Jen), researched solutions and discovered WIC has shelf-stable milk, DCP provided a cooler, shelf foods, and Jen created a method for keeping eggs fresh. This helped Jenna obtain a healthy pregnancy weight.

During our interview, Jenna said, “I can believe in myself, DCP provided the information I needed and where to go to get help.” “They didn’t do the work for me but enabled me to do it myself.” She went on to say, “This helped me build confidence-rather than a hand-out.”

Jenna becomes her own advocate. Jenna has a service dog named Olive. Olive looks fierce but is really sweet. She acts as a protector, giving Jenna the emotional support she needs to complete tasks such as attending doctor’s appointments. With her new found confidence, Jenna navigated DCP’s Transportation Division which later allowed Olive on medical appointments with her.

When Jenna and I met she talked about giving up custody of her
first child. She was a young parent with no support, few resources, and had no confidence in her ability to care for her child. She went on to talk about how important it is to her to know that she can and does make good choices. She said this is something working with DCP gave her. Jenna said, “This is something I will always have (confidence), and no one can ever take that from me.”

Jen with MCH, gets excited discussing the transition Jenna made. Jen said, “Jenna has said repeatedly how important it is for her to gain confidence and strength as a parent and in turn, provide a stable home environment for Weston so he can live a more stable healthy life.”

Jen reiterated, “When DCP works with a participant, it is not just me working with mom. It’s me working with mom, dad, child and anyone else. We wrap services around the family so they are as strong as they can be and as healthy as possible, mentally and physically.”

**The transition creates meaningful change.** In November 2019, through the help of DCP’s Maternal Child Health Services, the Resource Advocate Program RAP and other community resources, Jenna was able to bring her newborn son home to a beautiful and safe apartment. After the birth of Weston, Jen continued to walk Jenna through the important first steps in parenting. Jenna talked about the many questions being a new mom has brought, and Jen’s willingness to address her concerns. She says a typical doctor’s office would not allow frequent, “is this normal” calls.

Amid COVID-19, Jen continues to meet with Jenna over the phone. This has been a great safety net for her and her family. Once it is safe, they will go back to meeting in Jenna’s apartment where the toilets flush, the heater works, and the refrigerator is stocked with healthy food.

Jenna’s story demonstrates the challenges many families face. Because of your support DCP is able to continue to provide these and other needed services.
Thank You Notes DCP has received

DCP employees work very hard to help people get the most out of our programs, and it means a great deal to them when that effort is recognized and someone takes the time to write to thank them. These are a few of the notes received this year.

Thank you so much for helping me with my LP bill. DCP with you and Vicki and Anne Ossanna are a blessing. I am trying to “keep the faith.”

Hi Sharrie, I spoke with you several months ago and I think it was Chelsea who actually assisted me. I just wanted to thank you. Fuel assistance has been a lifesaver for me this year since I am in recovery from cancer treatment. Every time the heat comes on, which has been a lot lately, because it has been so cold I am just so thankful and so appreciative of your program and for helping me out this year. If you could share this with that program or office I would really appreciate it.

Hi Bobbi,
I wanted to take a moment to thank you for your assistance yesterday. It turned out they were not out of fuel but too low for the furnace to operate. I ended up there last night with 15 gallons of kerosene and got the furnace going. They get their tank filled today!! I’m so thankful to have a bank account and earnings that can pay the bills. A life of poverty is so difficult for so many.

Thank you for caring about those who are less fortunate.

Dear Friendship Cottage,
Thank you for taking such great care of my mom. Please know that the work you do is very much appreciated. Congratulations on your 10th Year Anniversary!

Hello Ida, I wanted to say thank you for helping me to get my car repaired. We are so grateful. I just got my license and am so enjoying driving a safe and legal vehicle. Your kindness means so much. My family thanks you.

Thank you so much for helping me with my LP bill. DCP with you and Vicki and Anne Ossanna are a blessing. I am trying to “keep the faith.”
More thank you notes!

Dear Craig and Vicki,
Just writing to let you know how thankful I am for the new heater. I’m just so amazed to have been given such a gift—it’s heartwarming. Sid and Kevin were so professional and focused on their work. They figured out how to put the wires under the house—much easier. They were both good people—we even got laughing.

So, you people are doing such good work—it would be good if the news carried more stories like this, it lifts the heart.

Hi Dale,
I want to thank you, Bill, Jerry and the crew for a wonderful job done and a great experience. I cannot praise all of you enough. As a senior citizen, with no family in the area, working hard to pay my bills, keep a roof over my head, and maintain an old structure “with issues,” you were a Godsend. It was a chilly damp day today and I expected to arrive home from work to a chilly, damp home, as usual. Nope! Already a difference. And I know I will be enjoying a great saving on energy costs this winter. I cannot thank you all enough, you have no idea how grateful I am.

Excerpts from a letter received by the Early Care and Education division:

As a Court Appointed Special Advocate (CASA) volunteer, I represent siblings who attended your center as students for almost a year. I can not overstate how important your center and staff actions, care, and attention were to them. Your staff’s willingness to cooperate, abide by the order of the court, share knowledge, and to exchange information, was invaluable in allowing me to develop a more fair and balanced report to the court in the course of my duties.

I want to especially point out the dedication of the children’s main teacher. She is an excellent example of passionate care and dedication to children. (...) She would be so wonderful as to stay after her hours to make sure she was available to me so she could share the conditions of the children and answer any questions or concerns I may have during my visit. (...) She really was a breath of fresh air in the matter. With hindsight, I could not imagine how more difficult this matter would have been without her care, cooperation, and participation.
Downeast Community Partners' 

Keynote speaker: US Representative Jared Golden, Maine District 2
Partner of the Year: Maine Housing
Volunteer of the year: Louise Storer
Innovator of the Year: Dale Basher
Presentation of Donation: Jack Frost on behalf of Bar Harbor Bank and Trust employees
In Memory
Patsy Smith
1946—2019

Patsy worked for WHCA for 20 years from 1992-2012, as Human Resources Director, Assistant to the Executive Director, and Special Projects Coordinator. There was nothing going on in the organization that Patsy didn’t know about! If you needed information, or something sorted out, Patsy was the person to see. Though she left us before the creation of DCP, the impact of Patsy’s hard work and vision can still be felt in the organization to this day.
Thank you VERY MUCH to the residents of these towns who voted to support Downeast Community Partners in 2019 at town meetings across the region.

Addison
Alexander
Aurora
Baileyville
Beddington
Blue Hill
Brooklin
Brooksville
Bucksport
Castine
Charlotte
Cherryfield
Columbia Falls
Cooper
Cranberry Isles
Crawford
Cutler
Danforth
Dedham
Deer Isle
Eastbrook
Great Pond
Hancock
Jonesboro

Lamoine
Machias
Mariaville
Milbridge
Mount Desert
Orland
Osborn
Pembroke
Penobscot
Princeton
Robbinston
Roque Bluffs
Sedgwick
Sorrento
Southwest Harbor
Steuben
Stonington
Sullivan
Surry
Swans Island
Talmadge
Washington County
Unorganized Territories
Whitneyville
Downeast Community Partners
Head Start Annual Report
2019
Our mission is to provide comprehensive, high-quality, and community-based early care and education services for young children. We closely partner with parents, building upon their innate parenting strengths, providing knowledge, active help and encouragement, mentoring, and opportunities for community-based intergenerational support and learning experiences. We build collaborative relationships with others in our communities who impact the lives of young children and their families. We advocate for policies and resources to support young children and their families.

Head Start and Early Head Start

Children Served

We served a total of 189 children in the Head Start program. Of those, 13 children were in our Federal Early Head Start program, and 13 children were in our State Early Head Start program. Of our funded Head Start enrollment of 153, our average monthly enrollment was 83%. Our State Early Head Start average monthly enrollment was 99%.

Of the 2,369 children under age 5 in Hancock County, 389 were living in poverty. In Washington County, 419 children of the total 1506 were living in poverty. The Hancock County child poverty rate is 16.4%; the Washington County rate is 27.5%. The Maine child poverty rate is 19.4%; the US child poverty rate is 21.5%. Of the children living in poverty in Washington and Hancock counties, we served a minimum of 215. The number of Pre-K programs in schools continues to increase, and we actively reach out to schools to partner in providing comprehensive services. We hope to reach more children living in poverty through collaborations with schools and child care partnerships. We will continue to seek opportunities to reach more children.
SCHOOL READINESS

Downeast Community Partners (DCP) believes that the most meaningful curriculum and school readiness goals for preschoolers reflect the real lives of children and their families, and encourage many, various levels of play. These curriculum opportunities are respectful of, and sensitive to, cultural diversity, and expect and appreciate individual differences and abilities. Young children are active, sensory learners who need various opportunities for self-directed play (including exploration, discovery, social interaction, and problem-solving) along with experiences guided by well-trained early childhood educators to support their individual growth, development, social competence, and school readiness.
SCHOOL READINESS GOALS

DCP’S School Readiness Goals, reflecting an on-going process of learning and development utilizing High Scope’s Key Development Indicators:

**Physical and Health Development:** To promote respect for one’s body, the development of sound health and nutrition practices, and self help skills, including self-control and self-regulation techniques.

**Language and Literacy Development:** To learn to speak and construct language, to listen and communicate in order to get one’s needs met, and to develop a keen interest in books, literature, and language acquisition.

**Approaches to Learning:** To promote a healthy image of self; to view oneself as capable, competent, and able to learn and grow with the support and guidance of caring and responsive adults.

**Social and Emotional Development:** To develop as learners who are able to interact with others in socially acceptable ways that will ultimately enable them to contribute positively both in and out of the school setting.

**Cognition and General Knowledge:** To initiate concepts of literacy and numeracy within the context of daily activities and to increase awareness of, and appreciation for, the natural world, living things, and our connection to natural processes.
Health

In addition to the classroom experience that our program provides, we also look after the health and well being of each child, supporting parents to have regular check ups with a doctor and dentist. Of the 215 children served in Head Start and Early Head Start, 76% were current with well child checks and 54% were current with dental exams. We are working with parents to understand the importance of early dental care and with providers to make sure services are available to young children. We successfully held dental clinics at 10 of our sites, and will continue to have a focus on dental health.
Downeast Community Partners along with many high quality early childhood programs recognizes the role parents play in their child’s learning. Parents trust us to teach, guide, discipline, and care for their children every day, just as we expect the same of them. Children flourish and grow because of the mutual respect and connections between home and school. Over the past year, these partnerships were carried out in a variety of ways including home visits (391), Parent-Teacher Conferences (296) and development of 328 individualized plans for children, all leading to parents supporting their children’s school readiness skills.

Together with families we developed Family Partnership Agreements in support of parents and other family members to achieve outcomes that lead to positive and enduring change for children and families. Our analysis of family outcomes shows that families made steady progress in all areas of the Head Start Parent and Family Engagement Framework. The largest gains were made in the areas of Supporting School Readiness, Family Engagement and Advocacy.

Parent Engagement

There must be a profound recognition that parents are the first teachers and that education begins before formal schooling and is deeply rooted in the values, traditions, and norms of family and culture.

- Sara Lawrence-Lightfoot
Each program provides parent training and education services. Parents receive information in a variety of ways including parent meetings, community meetings, individual work, and written materials. During the past year we had stronger focus on financial well-being and asset building, the importance of attendance, and family literacy.

Parent Engagement is a cornerstone of our programs and classrooms. We strive to engage with every family in a variety of ways based on their interests, needs, and talents. DCP had numerous parents volunteer in a variety of ways including classroom help, attending family activities, lending a hand at mealtime, sharing their occupations and hobbies, and representing their programs on Policy Council. We couldn’t do it without them!
Community Partnerships

Community resources and partners include:

Family Futures Downeast
Healthy Acadia
Women, Infants, and Children Nutrition Program (WIC)
Local fire and police departments
Child Development Services (Downeast)
RSU #25, RSU #24, Union 76 (Deer Isle Stonington Elementary School), Trenton Elementary School, and Woodland Elementary School
Calais and Ellsworth School Departments
Caring Hands of Maine Dental Clinic
Maine Coast Pediatrics
Eastport Health Care
Axiom Technologies, UMM WCCC
## Budget Information

### FY 2019 EXPENSE SUMMARY
Fiscal Year: October 1, 2018 through September 30, 2019

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>REVENUES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary &amp; Wages</td>
<td>2,095,394</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>647,331</td>
</tr>
<tr>
<td>CACFP Pass-thru - Provider Reimbursement</td>
<td>286,792</td>
</tr>
<tr>
<td>Occupancy/Utilities</td>
<td>135,278</td>
</tr>
<tr>
<td>Staff Training/Mileage</td>
<td>82,951</td>
</tr>
<tr>
<td>Child &amp; Adult Food Prgrm Food &amp; Non-Food</td>
<td>102,459</td>
</tr>
<tr>
<td>Janitorial/Mtce/Repairs</td>
<td>14,950</td>
</tr>
<tr>
<td>Supplies</td>
<td>31,193</td>
</tr>
<tr>
<td>Audit/PA/Insurance</td>
<td>18,836</td>
</tr>
<tr>
<td>Communications/Telephone, Internet</td>
<td>80,203</td>
</tr>
<tr>
<td>Depreciation expense</td>
<td>14,827</td>
</tr>
<tr>
<td>Postage/Printing</td>
<td>17,409</td>
</tr>
<tr>
<td>Educational Materials</td>
<td>20,307</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>19,755</td>
</tr>
<tr>
<td>Fees/Licensing</td>
<td>26,541</td>
</tr>
<tr>
<td>Adv/Dues/Subscriptions</td>
<td>5,448</td>
</tr>
<tr>
<td>HR allocations</td>
<td>81,275</td>
</tr>
<tr>
<td>Administration</td>
<td>330,663</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>869</td>
</tr>
<tr>
<td>Total</td>
<td>4,012,480</td>
</tr>
</tbody>
</table>

### NON-FEDERAL SHARE MATCH REQUIREMENTS

| Federal Early Head Start and Head Start | 421,524 |

25
Review Results

To: Board Chairperson  
Ms. Betty Fitzgerald  
Board Chairperson  
Dowesacit Community Partners  
18 Avery Lane  
Ellsworth, ME 04080

From: Responsible HHS Official  
Ms. Ann Linehan  
Acting Director, Office of Head Start

Results from CLASS® Observations

Thank you for your support during the recent Office of Head Start onsite CLASS® review conducted from 03/26/2018 to 03/29/2018 of your Head Start program. Grant #01CH010262.

Observations were conducted in preschool center-based classrooms using the Pre-K Classroom Assessment Scoring System (CLASS®). The CLASS® tool looks at three domains and ten dimensions of teacher-child interactions and measures those observed interactions on a seven point scale. Please share these results with the appropriate governing board, policy council, management, staff and stakeholders.

<table>
<thead>
<tr>
<th>Domain</th>
<th>Score</th>
<th>Domain</th>
<th>Score</th>
<th>Domain</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emotional Support</td>
<td>5.9821</td>
<td>Classroom Organization</td>
<td>5.4052</td>
<td>Instructional Support</td>
<td>2.6190</td>
</tr>
</tbody>
</table>

**DIMENSIONS**

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Score</th>
<th>Dimension</th>
<th>Score</th>
<th>Dimension</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positive Climate</td>
<td>5.61</td>
<td>Behavior Management</td>
<td>5.46</td>
<td>Concept Development</td>
<td>2.04</td>
</tr>
<tr>
<td>Negative Climate*</td>
<td>1.14</td>
<td>Productivity</td>
<td>5.39</td>
<td>Quality of Feedback</td>
<td>2.87</td>
</tr>
<tr>
<td>Teacher Sensitivity</td>
<td>5.75</td>
<td>Instructional Learning</td>
<td>5.18</td>
<td>Language Modeling</td>
<td>3.25</td>
</tr>
<tr>
<td>Regard for Student</td>
<td>5.71</td>
<td>Perspective</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: To calculate the Emotional Support domain, subtract the Negative Climate score from 8, add the Positive Climate, Teacher Sensitivity, and Regard for Student Perspective scores, then divide by 4.

For more information on CLASS® domains and dimensions, please see the attached description and visit the Early Childhood Learning and Knowledge Center, National Center on Quality Teaching and Learning at https://eclkc.ohs.acf.hhs.gov/hclt/ita-system/teaching.

If you have any questions, please contact your Regional Office.

cc: Ms. Martha Winistor, Regional Program Manager  
Mr. Chris Hall, Policy Council Chairperson  
Mr. Mark Green, CEO/Executive Director  
Ms. Melissa Moates, Head Start Director

Classroom Assessment Scoring System and CLASS are trademarks of Robert C. Pianta, Ph.D.
Program Performance Summary Report

To: Board Chairperson  
Ms. Betsy Fitzgerald  
Board Chairperson  
Downeast Community Partners  
18 Avery Lane  
Ellsworth, ME 04605-2530

From: Responsible HHS Official  
Dr. Deborah Bergeron  
Director, Office of Head Start

Date 6-25-18

From March 26-29, 2018, the Administration for Children and Families (ACF) conducted a Focus Area Two Monitoring Review of the Downeast Community Partners Head Start and Early Head Start programs. This report contains information about the grantee’s performance and compliance with the requirements of the Head Start Program Performance Standards or Public Law 110-134, Improving Head Start for School Readiness Act of 2007. We would like to thank your governing body, policy council, parents, and staff for their engagement in the review process.

Based on the information gathered during this review, your Head Start program was found to have met the requirements of all applicable Head Start Program Performance Standards, laws, regulations, and policy requirements.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program’s continuous improvement.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following recipients:
Ms. Martina Winkler, Regional Program Manager  
Mr. Chris Huh, Policy Council Chairperson  
Mr. Mark Green, CEO/Executive Director  
Ms. Melissa Mattes, Head Start Director
Thank you to all of our partners and donors who make the work we do possible.

Where to find us:

**Bucksport Road Office:**
248 Bucksport Road
Ellsworth, ME 04605
207-664-2424

**Avery Lane Office:**
18 Avery Lane
PO Box 648
Ellsworth, ME 04605
207-664-2424

**Machias Office:**
7 VIP Drive
Machias, ME 04654
207-259-5015

For our other locations, please visit our website.

Find us on the web at www.downeastcommunitypartners.org

This annual report was produced with the support of a Community Services Block Grant. Written and designed by Sarah Nugent with assistance from Megan Gar- ton, Ellen Savage, and DCP Head Start staff. Photos by Sarah Nugent, Megan Gar ton, Diane Briggs.