

Georgette Wolf-Ludwig/ Brian Hanson
Town of Fairlee
PO Box 95
Fairlee, VT 05045

October 22, 2015

Dear Georgette and Brian,

It is that time of year when we have the opportunity to thank central Vermont communities for their generous support of Capstone Community Action with a town allocation. According to our records, the citizens of Fairlee voted an allocation of \$300 at your last town meeting.

Invoice: Many towns ask that we send an invoice, so we have enclosed one with this letter. If we have sent this invoice in error please contact me at ylory@capstonevt.org or (802)479-1053. Sometimes checks and invoices cross in the mail.

Report: We do our best to carefully track the types of services we provide to town residents each year to show how your community investment helps leverage substantial additional resources. We are currently in the process of wrapping up our fiscal year for finances and will provide you with our financial reports for your town as soon as possible. If you have sent instructions for electronic submission, an electronic copy of our report will be sent to the e-mail address you have indicated. If you have not yet requested an electronic submission but would like one, please contact me. Please let us know if you have other report formatting requirements.

Allocation Request: I have also included a letter with our official allocation request of \$300 for the upcoming year. We are not asking for a funding increase this year. If you would like a Community Action representative to come to a community meeting to discuss our organization and our request, we would be happy to do so. Please let me know date, time and place, and I will arrange for a representative to attend.

Many towns seem to do things just a bit differently, so thank you again for your support and for processing all of this information. Please contact me if you have any questions regarding the enclosed or require additional information.

Sincerely,

Yvonne Lory
Advancement and Communications Manager
Capstone Community Action
(802) 479-1053
ylory@capstonevt.org

Capstone Community Action Fall 2015 Report to the Citizens of Fairlee

Since 1965, Capstone Community Action (formerly known as Central Vermont Community Action Council) has served low-income residents of Lamoille, Orange, and Washington Counties and nine communities in Windsor, Addison, and Rutland Counties. We help people build better lives for themselves, their families and their communities. This year, Capstone Community Action served 18,187 people in 8,895 Vermont households through Head Start and Early Head Start, business development, financial education, food shelves and nutrition resources, housing counseling, tax preparation, teen parent education, emergency heating assistance, home weatherization, workforce training, healthcare navigation, ongoing disaster relief, and more.

Programs and services accessed by 41 Fairlee households representing 79 individuals this past year included:

- 4 individuals in 4 households accessed nutritious meals and/or meal equivalents at the food shelf.
- 13 households with 4 family members were able to keep heating their homes with help from our Crisis & Supplemental fuel programs as well as other utility costs.
- 15 individuals in 9 households worked with housing counselors to find and retain affordable, safe, secure housing.
- 3 children were in Head Start and Early Head Start programs that supported 2 additional family members.
- 2 households were weatherized at no charge, making them warmer and more energy efficient for 6 residents.
- 1 entrepreneur received counseling and technical assistance on starting or growing a business.
- 1 person saved towards an asset that will provide long-term economic security.
- 10 people received information and assistance for signing up for Vermont Health Connect.

Capstone thanks the residents of Fairlee for their generous support this year!



Our Mission

Capstone Community Action provides comprehensive services to help people achieve economic well-being with dignity and develops partnerships to strengthen Vermont Communities.

Our commitment is:

- To alleviate the suffering caused by poverty;
- To work with individuals and families to move out of poverty, and
- To advocate for economic justice for all Vermonters.

**Capstone Community Action
Board of Directors**

Officers

Board President
Lori Belding, Barre (9/06)

Board Vice President
Rubin Bennett, E. Montpelier (10/07)

Board Secretary
Rosaire Bisson, Barre (10/13)

Board Treasurer
Eileen Bradley, Northfield (03/13)

Members

Jay Isakson, Barre (03/13)
Deb Markowitz, Middlesex (8/99)
Michele Packard, Randolph (10/11; 10/13)
Steve Pappas, Barre (10/13)
Adam Rosen, Middlesex (03/13)
Donna Sherlaw, Morrisville (10/13)
Michael Sherman (1/10, 10/11)

Alternates

Edie Connellee, Waitsfield (10/13)
Heather Musick, Berlin (10/13)
Sean Noonan, Stowe (10/13)

Executive Team

Hal Cohen, Executive Director
Sarah McMullen, Deputy Director
Sharon Bernard, Finance Director



At this summer's block party Capstone unveiled a capital campaign donor recognition plaque featuring the work of Vermont artist Homer Wells.



Capstone Community Action, 20 Gable Place, Barre, VT 05641
(802) 479-1053/(800)639-1053 www.capstonevt.org



November 2014

Dear Friends of Capstone Community Action,

On June 27, 2014 our staff, program participants, board members, local leaders, and supporters joined Senator Patrick Leahy in celebrating our new name, Capstone Community Action and the successful closing of our capital campaign. A highlight of the afternoon was the speech delivered by a graduate of our Teen Parent Education program, Shelby. Not only did she participate in Head Start programs but she enrolled in Tangible Assets and started saving for a down payment on her young family's first home. Shelby is on her way to a life of self-sufficiency and opportunity. The knowledge and skills she gained through Capstone will be passed on to others in her life.

Poverty is not a "one size fits all" condition. Every one of the thousands of people who come through our doors each year has a story or perspective that is unique to their life experience. I point to Shelby as an example of how powerful community action can be when programs and services are integrated to meet an individual or family's specific needs. Our participants' needs vary greatly from assistance with a utility bill to securing safe, affordable housing, from home weatherization to launching a small business, and everything in between.

As our 50th anniversary year approaches, Capstone is rededicating its efforts to moving people out of poverty permanently and to documenting our impact. This work has begun with the launch of an integrated services strategic initiative within Family Community Support Services and a commitment to a new agency wide intake and reporting system. These initial steps are laying the groundwork for an enhanced model of individualized and comprehensive wraparound services and the ability to track results across agency programs.

With our dedicated staff and board, courageous participants and committed supporters we feel more poised than ever to tackle poverty head on for the next 50 years! As we build on what works, and shed what doesn't our commitment is stronger than ever to not only reduce suffering but to eliminate poverty for good. I invite you to join us in this endeavor by taking action to support those individuals, families and organizations working to make Vermont an economically just community today and for the many generations to follow.

Warm regards,

Hal Cohen, Executive Director, Capstone Community Action

Ready for Kindergarten

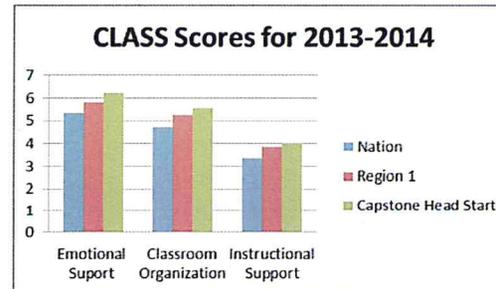
At Capstone Head Start we believe that school readiness means children are ready for school, families are engaged in supporting their children's development and well-being, and receiving schools are ready for children. The *PY 2013-2014 Capstone Head Start School Readiness Goals* serve as a guide for staff and families while preparing young children, birth to five years, for school.

Throughout the program year staff partner with parents to prepare young children for school. Staff provide education about child development and together with parents implement a broad range of strategies that lead to positive child outcomes. Capstone Head Start recognizes play, both facilitated and child initiated, as the primary mode of learning for young children. In addition, our program is committed to improving systems and experiences that engage and support families in order to strengthen their skills as educators of their young children.

By articulating school readiness goals that are linked to *Capstone Head Start Program Goals*, the *Vermont Head Start Association School Readiness Goals* as well as the *Vermont's Early Learning Standards*, we create a culture of educators, caregivers and families that work together to prepare children for school. From program enrollment to the time children transition to their next placement, school readiness is a priority for their experiences while in Head Start.

This is the fourth year our program is using a birth to age five observation based assessment called *Teaching Strategies GOLD* to measure children's progress in learning and our program's progress in meeting school readiness goals. Head Start requires all programs to address the five developmental domains for school readiness.

Preschool teachers are observed using a research-based tool (CLASS) to assess the domains of emotional support, classroom organization, and instructional support. Consistent with our most recent Head Start review, our teacher's scores are well above national averages.



School Readiness Goals 2014-2015

The five developmental areas for school readiness are:

- Social Emotional
- Physical Development and Health
- Approaches to Learning
- Language and Literacy
- Cognition

The school readiness meeting will be held in December following the period 1 baseline *Teaching Strategies GOLD* data collection from September to November. At this time the committee will establish school readiness goals for the program year based on the data and prioritize key indicators that need continued support in order for children and families to be prepared for school.

A full *Teaching Strategies GOLD* report and School Readiness Plan is available upon request.

Program Review Results

Financial and Compliance Audits (OMB A-133) are conducted annually by the certified public accounting firm of Leone, McDonnell & Roberts. The results of the most recent audit (FY11) found that financial statements were presented fairly and identified no significant material weakness. Auditors have identified the agency as a low-risk auditee.

This year's triennial review reported the following: "Based on the information gathered during our review, it was determined that your Head Start and Early Head Start programs are in compliance with all applicable Head Start Program Performance Standards, laws, regulations, and policy requirements."

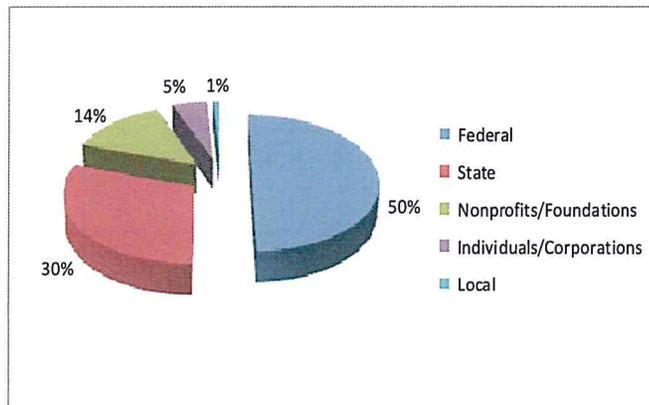
CAPSTONE COMMUNITY ACTION, INC.

**Comparative Financial Statements
Fiscal Years Ending September 30, 2014 and 2013**

STATEMENT OF FINANCIAL POSITION

	2014	2013
ASSETS		
Cash	\$ 1,226,053	\$ 1,257,974
Receivables	1,387,785	1,801,385
Capital Campaign Grants & Pledges Receivable	107,423	135,648
Prepaid Expenses	77,765	130,205
Inventory	152,081	122,213
Construction in Process	4,000	-
Property, Plant, & Equipment	6,031,623	6,240,480
Restricted Cash	399,476	435,009
Other Assets	13,960	8,482
TOTAL ASSETS	\$ 9,400,167	\$ 10,131,396
LIABILITIES		
Accounts Payable & Accrued Expenses	1,200,152	1,546,260
Refundable Advances	674,753	1,080,766
Notes Payable	2,511,601	2,589,320
TOTAL LIABILITIES	4,386,506	5,216,346
NET ASSETS	5,013,661	4,915,050
TOTAL LIABILITIES AND NET ASSETS	\$ 9,400,167	\$ 10,131,396

**Sources of Revenue
2014**



STATEMENT OF ACTIVITIES

	2014	2013
REVENUE		
Grants and Contracts	\$ 13,091,721	\$ 14,539,842
Fees, Rents and Other	985,627	908,027
Capital Campaign Grants & Contributions	42,653	400,709
Donations	424,616	323,819
TOTAL REVENUE	14,544,616	16,172,397
EXPENSES		
Program Services:		
Housing	148,715	111,907
Early Childhood and Family Development	3,642,468	3,740,029
Family and Community Support Services	2,862,405	3,847,708
Community Economic Development	1,873,957	2,804,995
Weatherization	3,698,945	3,353,855
Workforce Development	219,504	15,802
Car Transportation Initiative	110,905	137,682
Flood Relief for Businesses		43,765
Consulting Services Program		80,578
Community Services/Plant Fund	227,907	154,056
Total Program Services	12,784,808	14,290,377
Supporting Activities:		
Fundraising	11,145	51,131
General and Administrative	1,636,596	1,546,307
TOTAL EXPENSES	14,432,549	15,887,815
CHANGE IN NET ASSETS PRIOR TO GAINS/ (LOSSES)	112,067	284,582
Gains/(Losses) on Sales or Disposal of Property	(13,456)	287,686
CHANGE IN NET ASSETS¹	\$ 98,611	\$ 572,268

¹The 2013 increase in net assets was due in large part to grants and contributions raised to build Capstone's new centralized campus at Gable Place in Barre.

*Note: Amounts for the year ending September 30, 2014 are preliminary numbers, prior to the annual audit. Final audited financial statements will be available at Capstone's main office at 20 Gable Place, Barre, VT 05641; (802) 479-1053. Amounts for the year ending September 30, 2013 are based on audited financial statements.

Capstone Community Action honors community diversity and does not discriminate in hiring or providing services on the basis of race, color, culture, language, national origin, religion, creed, political affiliation, family composition, marital status, sexual orientation, class, gender/gender identify, age, and mental/sensory/physical abilities. Capstone is an equal opportunity provider and employer.



Head Start/Early Head Start Annual Report



Head Start and Early Head Start programs are required by federal statute to provide an annual report of activities. These reports must contain specific elements which are featured on the following two pages.

Parent Engagement

Our birth to five Head Start/Early Head Start program encourages parental engagement in every aspect of the program. This year we had 103 Head Start and 89 Early Head Start parents volunteering their time.

Twice a month the program offers opportunities for families to interact with their children at family outings where they share a meal or snack, meet other parents, and learn about topics of interest. Special efforts are made to welcome and engage fathers and father figures. Parent trainings, such as family literacy, preventing child abuse and neglect, social emotional development, why well child visits are important, family budgeting, also include fun, physical activities to strengthen parent/child relationships.

Parents also participate in several program leadership functions such as planning committees, Policy Council, staff hiring committees, Vermont Head Start Association and New England Head Start Association conferences and meetings. Families also participated in field trips to apple orchards, elementary schools for dramatic play, and local farms. Last year, in addition to family outings, some dads participated in activities designed especially for them and their children.

Head Start

201 children ages 3-5 and 191 families served

Average monthly enrollment: 100%

Medical Exams: 72%
Dental Exams: 60%

Early Head Start

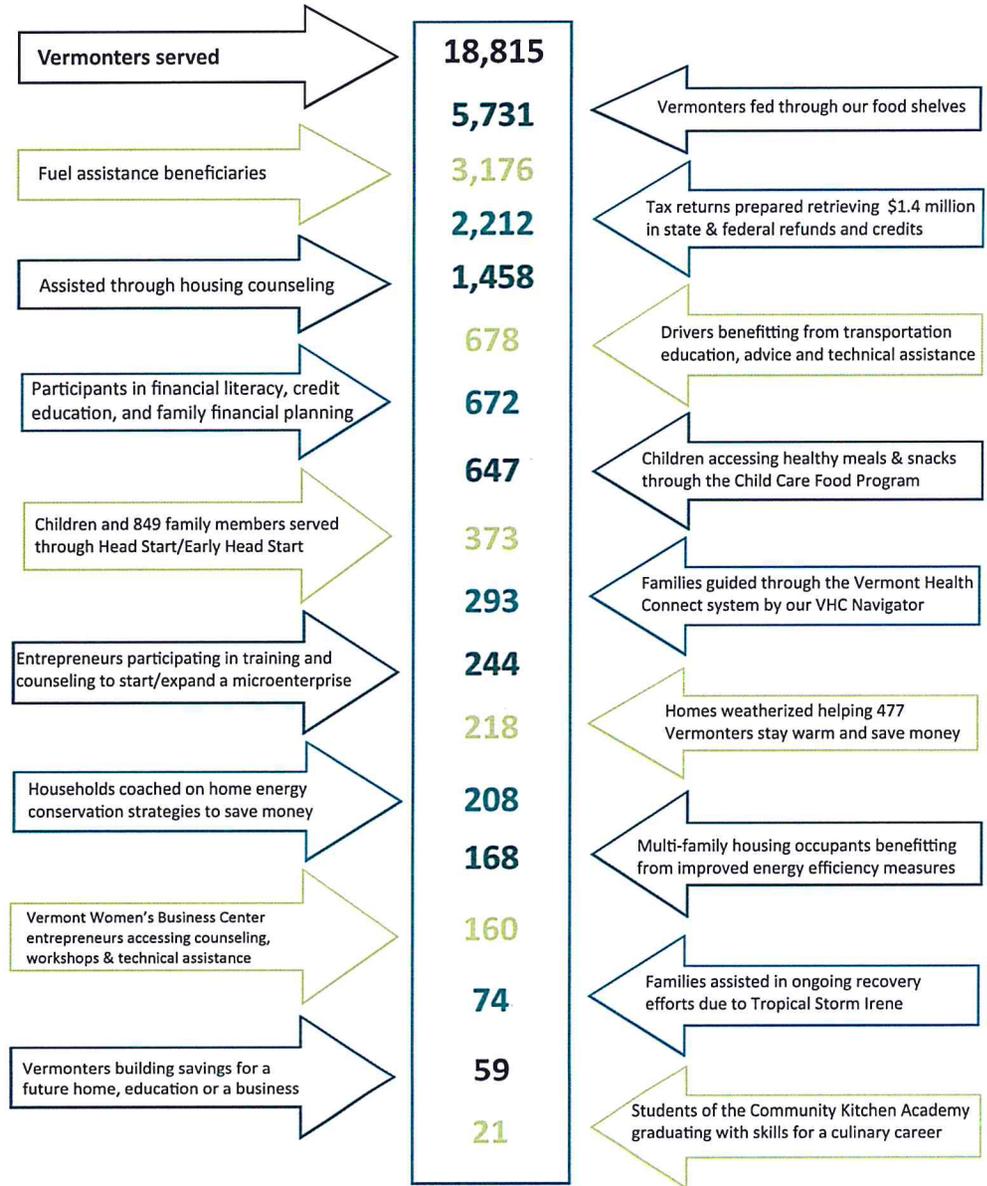
177 children birth to 3 and 171 families served

Average monthly enrollment: 100%

Medical Exams: 83%
Dental Exams: 38%

50% of eligible children served, based on US Census poverty data reported in Capstone's Community Assessment.

Capstone's Year in Numbers



Sources of Funds

Statement of Revenue and Expenses

Program resources come from the following:

US Dept. of Health and Human Services:	\$3,560,807.00
US Dept. of Agriculture, Child and Adult Care Food Program:	\$50,292.37
State of Vermont:	\$30,000.00
Northeast Delta Dental Foundation:	\$16,946.00

Expenditures	FY2013	FY2013
	Proposed Budget	Actual
Direct	\$ 3,560,807.00	\$ 3,560,807.00
Personnel	1,842,805.00	1,806,725.00
Fringe	573,075.00	603,308.00
Travel	21,720.00	9,638.00
Contractual	66,551.00	46,216.00
Supplies	152,962.00	76,740.00
Other	398,931.00	512,039.00
Indirect	504,763.00	506,141.00
Total	3,560,807.00	3,560,807.00

October 22, 2015

Capstone Community Action
Allocation Request

Capstone Community Action respectfully requests a budget allocation of \$300 from the citizens of Fairlee to be determined at the next Town Meeting. Our request remains the same as last year; we are not seeking an increase.

Capstone Community Action formerly known as Central Vermont Community Action Council helps Vermonters achieve economic sufficiency with dignity through individual and family development. We work to alleviate the effects of poverty, help people move out of poverty, and advocate for economic justice. Each year Community Action serves over 18,000 Vermonters, the majority of whom live in the 56 central Vermont communities that comprise our primary service area. Our staff often works with a family in their most vulnerable moment to help them find stability, hope and relief. In recent years, demand for fuel assistance, emergency food, and housing assistance have continued to grow. Hand-in-hand, we help Vermonters develop the skills to tackle problems, identify goals, find the resources and take control of their futures. We offer housing counseling, financial education, home weatherization, early childhood education, job skills training, business counseling and more. Together, we create economic opportunities for all Vermonters.

Thank you for your continued support.