

# KAI MING, INC. ANNUAL REPORT



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# KAI MING, INC. ANNUAL REPORT

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## KAI MING, INC. ANNUAL REPORT



*"It is our passion to provide high quality services to families in need living in San Francisco through comprehensive services that are responsive to children's cultural and linguistic diversity, varied abilities, and diverse socioeconomic backgrounds."*

**- Karen Chin -**  
Board President

# KAI MING, INC. ANNUAL REPORT

## Letter from the Executive Director

Dear Kai Ming Families and Friends:

It is a special privilege to be Executive Director during this exciting time in the development and growth of Kai Ming Head Start as I have the opportunity to oversee and celebrate major accomplishments while looking ahead to achievements in the future. The organization could not have attained nearly four decades of success without the dedication of its lay leaders and staff, members of the Board of Directors who devote time and resources to our program, our community partners, families and staff all deserve our heartfelt appreciation for their commitment and passion.

Over the decades our mission has never wavered – to serve San Francisco’s most vulnerable children and families with high quality comprehensive early education and family support services. I am pleased to report that 2013 was another banner year for Kai Ming as we continued to expand our community partnerships with various distinguished institutions. These partnerships allow us to enhance our services to families in our community in ways that are innovative and impactful.

We count among these accomplishments receiving very high ratings in the Classroom Assessment Scoring System™ (CLASS™) as assessed by First 5 San Francisco’s Preschool For All initiative. Additionally, in our continuing effort to provide a multicultural experience for our young learners and prepare them for a multicultural world, we have adopted a new Dual Language Learner (DLL) demo site project in our North Beach Center using educational innovation to support the language needs of the populations we serve.

This year, we also saw the relinquishment of the Head Start grant by San Francisco State University. In response, Kai Ming submitted a grant proposal to the Office of Head Start to continue our services as a grantee. We planned for the proposal independently, but formed a collaborative partnership with several local agencies to meet the needs of Head Start eligible families across all of San Francisco.

We also launched our new website, which we encourage you to visit ([www.kaiming.org](http://www.kaiming.org)) for more information about us. We are looking forward to another productive and joyful year in 2015, as we embrace new challenges and opportunities to serve our community. I hope you will join us as we continue to strive towards excellence in the coming years. Thank you!

Jerry Yang, Ph. D

Executive Director



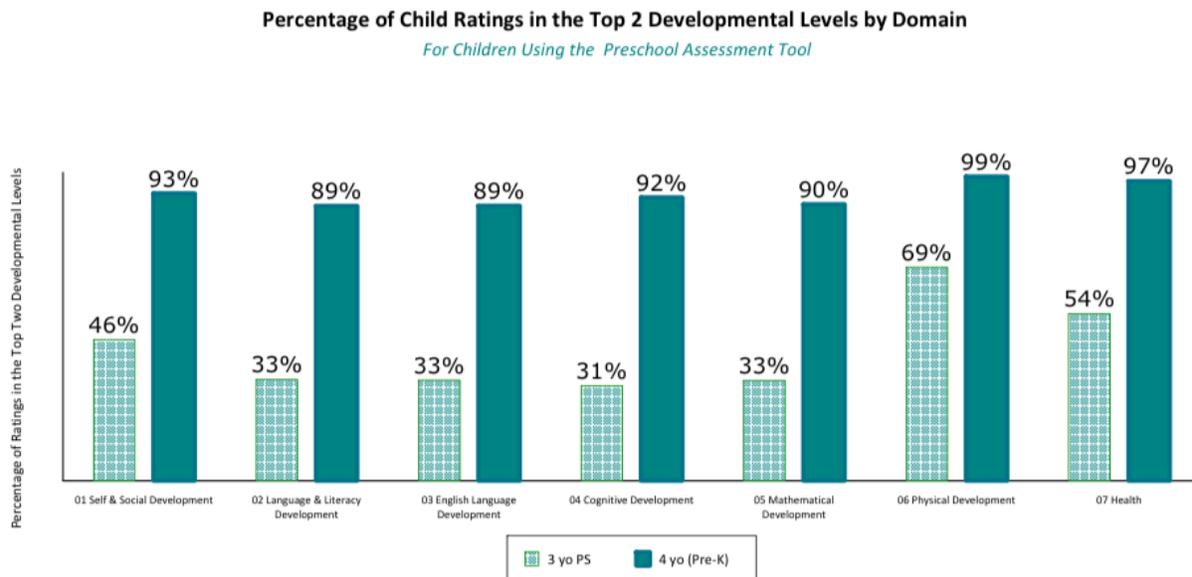
*"We are looking forward to another productive and joyful year in 2015."*

# KAI MING, INC. ANNUAL REPORT

## Child Outcomes Summary

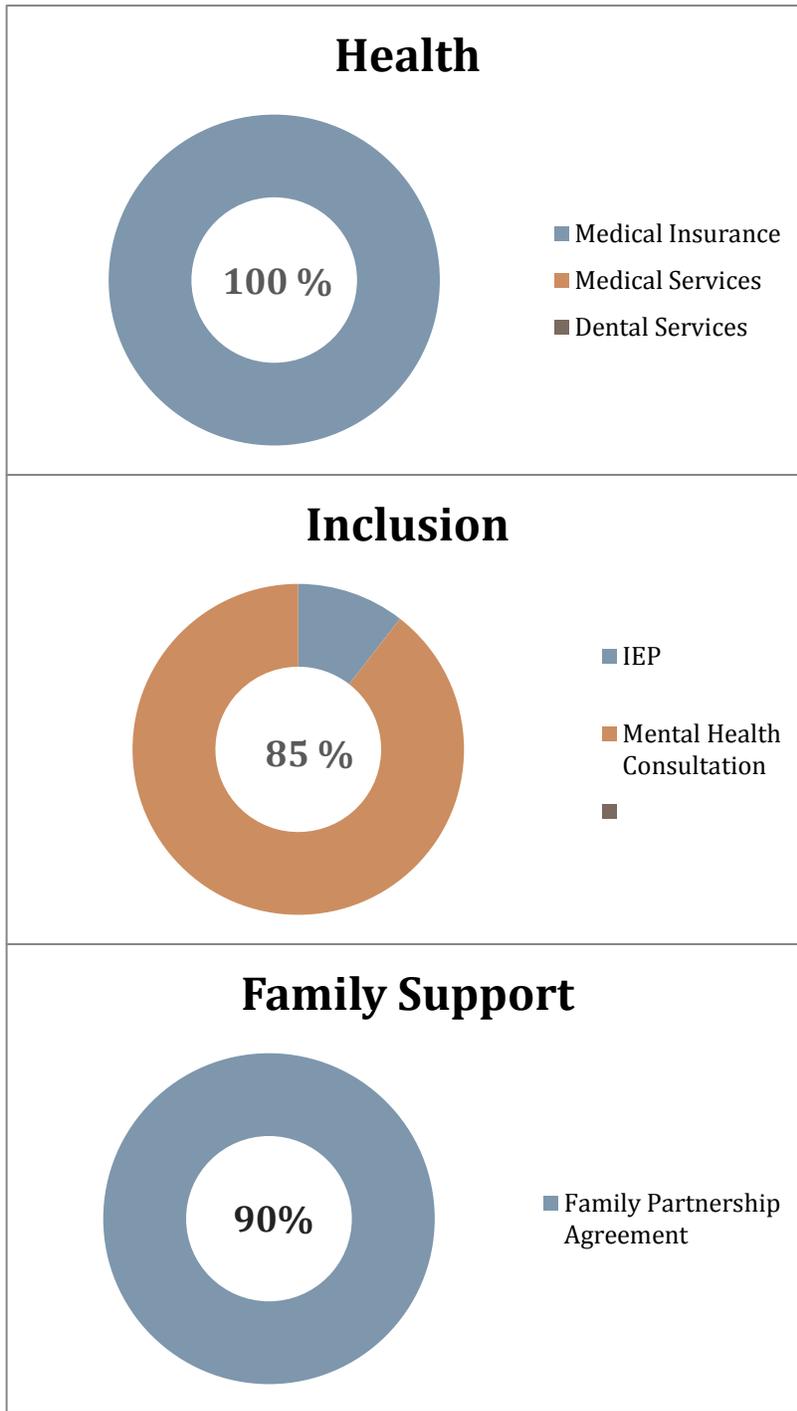
The Desired Results Developmental Profile – Preschool® (2010) was developed by the Center for Child and Family Studies at WestEd, Sausalito, and the Berkeley Evaluation and Assessment Research (BEAR) Center at the University of California, Berkeley, to support the implementation of the Desired Results system based on the guidelines and specifications of the Child Development Division, California Department of Education. Kai Ming teachers utilize this evidence-based child assessment instrument to identify the level of development of each child and to plan curriculum to support individual children’s learning.

Using the DRDP-PS®, teachers observe, document, and reflect on the learning, development, and progress of all children in the program to ensure that they are making progress towards their individualized school readiness goals, and to develop classroom and program wide action plans. The graph below displays the Percentage of Child Ratings in the Top 2 Developmental Levels by Domain during the Spring, 2014 developmental assessment.



*"Teachers utilize this evidence-based child assessment instrument to identify the level of development of each child and to plan curriculum to support individual children’s learning."*

## Kai Ming By The Numbers\*



**100 %**

of children had health insurance, medical services, and dental care and received physical exams, medical screenings and nutritional assessments.

**85%**

of children received additional behavioral support through mental health consultations.

**10.3%**

of children received Individualized Education Plans (IEP)

**90%**

of families completed a Family Partnership Agreement and received support in reaching their goals.

**\*Source: Program Information Report (PIR)**

## Service Areas

As children grow, so does their curiosity and desire to learn. The early years in a child's life are critical in their development and a key time to equip children for a lifetime of learning and growing. Our framework for effective practice at Kai Ming Head Start involves supporting school readiness for all children in our program. We provide engaging interactions and inclusive environments as our foundation, which stems from research-based curricula and teaching practices, ongoing assessments, and individualized early care and education services that are responsive to children's cultural and linguistic diversity, varied abilities, and socioeconomic backgrounds.

Teachers participate in ongoing professional development through support from the Education Manager, Curriculum Development Manager, and PFA coaches. Through collaboration with our community partners we also provide curriculum enhancements to further support children's growth and development across all developmental domains. As families are an essential part of our program, Kai Ming teachers partner with parents to identify goals for their child's learning and development, and create activities to support learning both at home and at school.



*"Kai Ming Teachers Partner with Families to identify goals for their children's learning and development..."*

# KAI MING, INC. ANNUAL REPORT

## ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE (ERSEA)

In 2014, Kai Ming provided high quality comprehensive services to **261 children** and families, including **122 three-year olds** and **139 four-year olds**. Kai Ming children and families represent diverse ethnic and cultural backgrounds. **90%** of Kai Ming's client families have incomes below the federal poverty guideline and include low-income families, foster families, new immigrants, and homeless families.

The Policy Council approves the recruitment plan each year. In 2014, the monthly average daily attendance rate across our six centers was **above 90 percent**. Our center staff followed the recruitment plan to inform families with eligible children prior to the beginning of the enrollment year. A total of **31 applicants** were on the wait list that ranks children according to the program's selection criteria to assure that eligible children enter the program as vacancies occur.

***AVERAGE DAILY ATTENDANCE RATE:***  
***90%***



# KAI MING, INC. ANNUAL REPORT

## FAMILY AND COMMUNITY SERVICES

Through Family and Community Services, Kai Ming supports Head Start families in achieving their goals. In partnership with the family, the Family Advocates (FA), provide community resources, information and workshops in setting goals for success.

In 2014, 261 families were supported in pursuing their goals. Parents received continuous support in achieving their goals through community resources and workshops. By providing information such as ESL classes, job training, economic success, kindergarten transition, parenting classes, immigration and legal services, parents were able to reach higher in completing their goals. At Kai Ming Head Start, we encourage family engagement. By volunteering in the classroom, attending field trips, attending Parent Center meetings, and serving on the Policy Committee, parents have the opportunity to become more confident, self-reliant, and independent in their lives while participating in their child's educational process.

Kai Ming's Parent Policy Committee provides parents the opportunity to assist in the decision making process of the organization. Parents interact with community leaders, learn about policies and procedures, and attend workshops and trainings, which assist them in becoming better advocates for their family when interacting in the community.



**261 Families Pursued Their Goals!**

# KAI MING, INC. ANNUAL REPORT



## HEALTH AND NUTRITION SERVICES

Kai Ming believes that families thrive when the child and family are healthy, the child has a positive outlook on learning and the parents have the opportunity to complete their goals for the family. Upon entry into Kai Ming, each child receives a comprehensive medical, dental, and nutritional assessment to determine the child's health needs. The focus is to prevent health problems whenever possible by carefully addressing the needs of the enrolled children.

In 2013, Kai Ming Head Start partnered effectively with a variety of agencies to provide vital health services to ensure our children are healthy and to detect any health concerns which may need immediate follow-up with a physician. For example, the nursing students of San Francisco State University, School of Nursing conduct screenings such as hemoglobin, blood lead, height and weight, hearing, and blood pressure. In the beginning of the school year, Prevent Blindness visits our sites and provides vision screenings for our children. Any children who fail the screening are given free glasses according to their prescription. Other agencies we partner with include Chinatown Public Health Center and North East Medical Services (NEMS).

To support the physical development of our children, Kai Ming Head Start provides two meals and one snack per day. Each meal is nutritious and is low in fat, sugar, and salt, and emphasizes fresh fruits/vegetables and unprocessed foods. Kai Ming has also developed a partnership with Chinatown Public Health Center Nutritionist Program and the Cooperative Extension to assist children and families with their nutritional needs.

*"Kai Ming partners with various city programs to better provide inclusive services to all children."*

## DISABILITY AND MENTAL HEALTH SERVICES

Kai Ming is an inclusive program with enrollment slots available for children of all abilities, especially those with diagnosed disabilities and special needs. Teachers work tirelessly to include children with special needs, disabilities, cognitive, behavioral, and emotional challenges. In order to better support children's needs, teachers receive inclusion training to develop their skills and give them strategies in how to work most effectively with all children. Kai Ming works closely with San Francisco Unified School District, who provides specialized services such as speech and language therapy, physical therapy, and special day class to our students with diagnosed disabilities. Kai Ming teachers partner with SFUSD special education teachers to share information about the children who receive services from both programs, to discuss effective strategies, and to observe how special education teachers teach in their classes. Kai Ming teaching staff participate in Individual Education Program (IEP) meetings with the children's parents and related professionals. Attending IEP meetings help teachers to understand the children's educational goals and how to best incorporate these goals and objectives into their individualized lesson plans.

Kai Ming partners with various city programs to better provide inclusive services to all children. Kai Ming receives support from the San Francisco Inclusion Network. An Inclusion coach provides short-term, on-site training and technical assistance to our teachers. The coach assists teachers in developing appropriate inclusive practices in the classrooms. Kai Ming also collaborates with Fu Yau Project who provides mental health services at all six of our centers. Mental health consultants support children in the classrooms, train teaching staff on various strategies, and give parent workshops aimed at developing effective parenting skills.

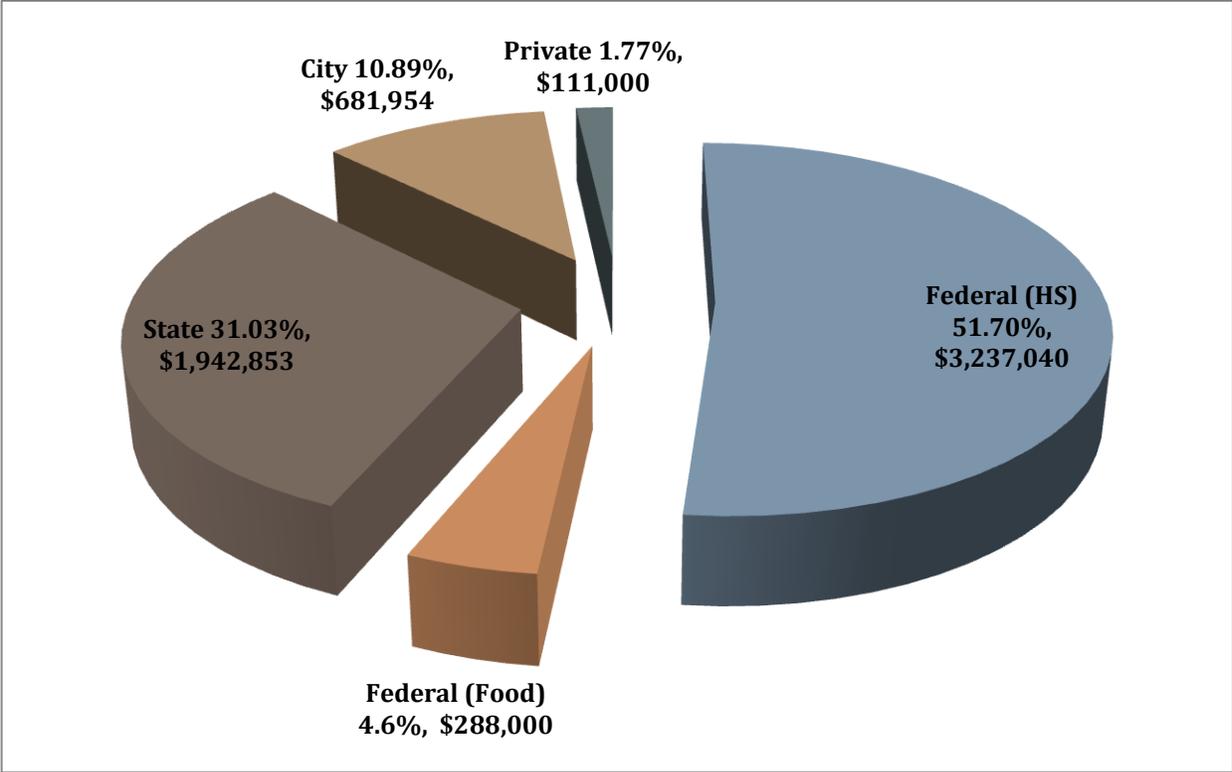
Kai Ming also held a pilot parent CSEFEL workshop series at one of the centers. CSEFEL is the Center on the Social and Emotional Foundations of Early Learning. This national project helps parents and teachers learn how to foster the social and emotional development in children through a developed framework and curriculum. Through the four workshop sessions, parents learn how to teach children to use their words to express their emotions and how to use positive strategies to deal with anger and in problem solving. With positive parent feedback regarding these workshops, Kai Ming hopes to provide more tools for parents in understanding their children's development.

# KAI MING, INC. ANNUAL REPORT

## Financial Summary

### Revenues

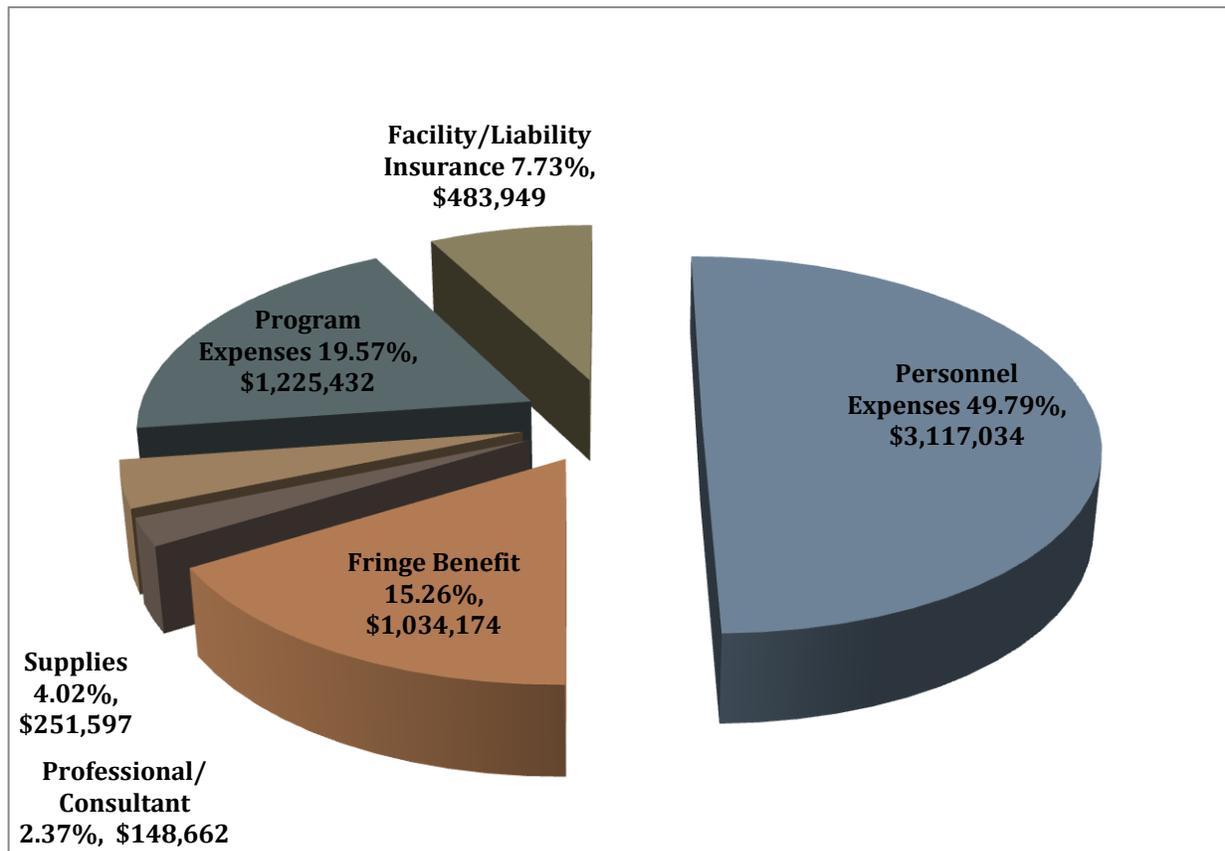
Federal (HS) 51.70%	\$3,237,040	51.70%
Federal (Food) 4.6%	\$288,000	4.60%
State 31.03%	\$1,942,853	31.03%
City 10.89%	\$ 681,954	10.89%
Private 1.77%	\$ 111,000	1.77%
<b>TOTAL REVENUE</b>	<b>\$6,260,847</b>	<b>100.00%</b>



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## Expenditures

Personnel Expenses 49.79%	\$3,117,034	49.79%
Fringe Benefit 15.26%	\$1,034,174	16.52%
Professional/ Consultant 2.37%	\$ 148,662	2.37%
Supplies 4.02%	\$ 251,597	4.02%
Program Expenses 19.57%	\$1,225,432	19.57%
Facility/Liability Insurance 7.73%	\$ 483,949	7.73%
<b>TOTAL EXPENDITURES</b>	<b>\$6,260,847</b>	<b>100.00%</b>



# KAI MING, INC. ANNUAL REPORT

## Independent Auditor's Report

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*For the period ending  
June 30, 2014...*

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### **STATEMENT OF FINANCIAL POSITION**

Assets: \$1,784,131  
Liabilities: \$664,212  
Net Assets: \$1,119,919  
Support and Revenue: \$4,457,493  
Expenses: \$4,461,575  
Change in net assets: <\$4,082>

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*...our Annual Audit is conducted  
by Allan Liu, CPA*

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# KAI MING, INC. ANNUAL REPORT

## Governance

### BOARD OF DIRECTORS

NAME	POSITION
Karen Chin	Chairperson
Nancy Lim Yee	Vice Chairperson
Elizabeth Lau	Secretary
Michael Hinckley	General Member
Miranda Li	General Member
Noordin Noorali	General Member
Karen Wong	General Member
Pui Sze Leung	Board/Policy Council Liaison

### POLICY COUNCIL OFFICERS

NAME	POSITION
Sreeja Parameswaran	Chairperson
Nancy Perea	Vice Chairperson
Qi Bin Chen	Treasurer
Zuan Di Chen	Secretary
Pui Sze Leung	Board/Policy Council Liaison

### POLICY COUNCIL MEMBERS

BROADWAY	GEARY	NORTH BEACH	RICHMOND	ST. LUKE	SUNSET	TKL
Bao Zhen Cai	Hui Li Situ	Xiao Li Chen	Nancy Perea	Yan Yi Luo	Shun Hao Xu	Zuan Di Chen
Qi Bin Chen	Su Chang Li	Bi Qui Li	Xin Mei Luo	Dan Ting Wang	Stanie Peng	Xue Bing Su
Mei Bin Chen	Feng Hao Zhang	You Wen Yu	Pui Sze Leung	Winnie Fong	Sreeja Parameswaran	
Yanira Martinez	Xiao Jing Chen	Yong Mei Lin	Ting Guang Liu	Su Ming Zhu		
Guo Jian Liao				Qi Xuan Ding		
Ji Nui Chen				Yan Hui Chen		
Zhu Fan Chen						

# KAI MING, INC. ANNUAL REPORT

## Staff

### ADMINISTRATIVE TEAM

NAME	POSITION
Jerry Yang	Executive Director
TBH	Program Director
Jeff Dang	Finance Manager
Eda Wei	Accounting Clerk
May Zhao	Office Clerk
Sabrina Dong	HR Coordinator

### MANAGEMENT TEAM

NAME	POSITION
Masha Crayne	Resource Development Manager
Sarah Sun	Education Manager
Brigitte Latouf	Education Manager
Susanna Leung	Facilities Manager
Sopheavy Bredenber	Health & Nutrition Coordinator
Vivian Wong	Inclusion Manager
Susan Lu	Family, Community & Partnerships Manager

### SITE MANAGERS

NAME	SITE
Rosa Zhang	Richmond
Josie Osias	TKL
Nesanna Lee	North Beach
Evelyn Bandelaria	Broadway
Carmen Ngan	Sunset
Bi Juan Huang	St. Luke
Rowena Velasco	Geary