

Head Start Monthly Report December 2018

Conduct of Responsibilities –

Each Head Start agency shall ensure the sharing of accurate and regular information for use by the **Governing Body and Policy Council**, about program planning, policies, and Head Start agency operations, including:

- (A) Monthly financial statements, including credit card expenditures;
- (B) Monthly program information summaries
- (C) Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- (D) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- (E) The financial audit;
- (F) The annual self-assessment, including any findings related to such assessment;
- (G) The communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- (H) Communication and guidance from the Secretary;

In accordance with the New Head Start performance Standards that went into effect on November 7, 2016:

1301.2 (b) Duties & Responsibilities of the Governing Body -

(1) The governing body is responsible for activities specified at section 642©(1)€ of the Head Start Act.

(2) The governing body must use ongoing monitoring results, data on school readiness goals, and other information described in 1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities.

Please see Program Information Summary & attachments to this monthly report for monitoring reports.

A. Monthly Financial Statements including credit card expenditures: \$4,079.01

• 10/30/18	Dune Park	\$9.00	A. Esser
• 10/30/18	Speedway	\$42.63	A. Esser
• 11/2/18	Millennium Station	\$9.00	A. Esser
• 11/2/18	Hyatt Regency	\$736.05	A. Esser
• 11/13/18	HaK taxi	\$27.02	A. Esser
• 11/13/18	USA Cab	\$10.74	A. Esser
• 11/12/18	A Bloom	\$100.00	K. Schmiesing
• 11/13/18	UVC	\$8.28	A. Esser
• 11/13/18	American Airline	\$30.00	A. Esser
• 11/13/18	American Airline	\$30.00	S. Stammen
• 11/13/18	American Airline	\$30.00	S. Stachler
• 11/13/18	American Airline	\$30.00	J. Bell
• 11/14/18	UVC	\$12.20	A. Esser
• 11/15/18	UVC	\$13.17	A. Esser
• 11/15/18	UVC	\$14.79	A. Esser
• 11/16/18	American Airline	\$30.00	A. Esser

• 11/16/18	American Airline	\$30.00	S. Stammen
• 11/16/18	American Airline	\$30.00	S. Stachler
• 11/16/18	American Airline	\$30.00	J. Bell
• 11/16/18	DC VIP	\$12.09	A. Esser
• 11/16/18	Taxi SVC	\$23.21	A. Esser
• 11/17/18	Marriott Marquis	\$917.31	A. Esser
• 11/17/18	UVC	\$12.90	A. Esser
• 11/17/18	Marriott Marquis	\$917.31	S. Stammen
• 11/17/18	Dayton International	\$56.00	A. Esser
• 11/17/18	Marriot Marquis	\$917.31	Stachler & Bell

B. Program Information Summary

Director completed and submitted grant request to extend service hours to 31 current students. Director, Education Manager, and 2 Head Teachers attended NAEYC conference in Washington DC. While there, the Director and Education Manager met with staff in Senator Brown's office and Congressman Latta's office to discuss the needs of early childhood in Mercer County.

Education –Conducted first Data Dialogue day with education staff. Teaching staff were given checkpoint data to review and plan objectives to reach program established school readiness goals. Information garnered from data dialogue indicates the need for professional development around curriculum comprehension, working with 4 year-old children, working with males, supporting Marshallese students, and MATH. Practice Based coaching and Conscious Discipline coaching continue for teaching staff. CLASS observation started.

Mental Health –Head Start contracts with Foundations for Mental Health Services. Since October 2018, the MHC has seen 9 children.

Health – HCSM provided staff with quarterly incident report. No specific trends & patterns were identified.

Disabilities – We are currently serving 35 children with IEPs. There are several more ETRS scheduled in the next few weeks.

Transportation – New bus on order

Family Engagement – attendance for POPs events is very low. Administration has discussed the need for parent engagement in classrooms with all staff.

C. Enrollment / Attendance

158 children are currently enrolled.

Enrollment by Program Option:

Half Day PY Head Start	118
Full Day School Year Ed Complex	20
Full Day School Year Rockford	20
ECE – State – funded (CPPS)	13

Attendance by Program Option:

Half Day PY Head Start	86.22%
Full Day School Year Ed Complex	84.86%
Full Day School Year Rockford	84.64%
CPPS	84.57%

D. CACFP report – CACFP claimed meals

Month Served	November 2018
Total Days Attendance	Rockford & Part Day programming - 14 Ed Complex Full day Programming - 17
Total Breakfast	1255
Total Lunches	2026
Total Snacks	1217
Total Meals	4498

E. Financial Audit - N/A

F. Annual Self-Assessment

- Completed March 2018

G. Community Assessment

- Update In Process

H. Communication and guidance from the Secretary

Attachments to report:

Required screenings report

School Readiness report

PI COLA

Respectfully submitted,

Amy Esser

Executive Director

HEAD START - 2018 GRANT

REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,428,826.00	-	1,428,826.00	947,000.00	481,826.00
CACFP Revenue	-	88,230.00	88,230.00	58,519.70	29,710.30
Other Local	-	-	-	1,279.67	(1,279.67)
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	1,428,826.00	88,230.00	1,517,056.00	1,006,799.37	510,256.63

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE	ANTICIPATED ACCRUAL
Salary	619,496.00	50,400.00	669,896.00	573,771.28	96,124.72	-	96,124.72	
Fringe Benefits	410,063.00	9,100.00	419,163.00	354,381.09	64,781.91	-	64,781.91	
Programming	156,825.00	4,230.00	161,055.00	74,089.37	86,965.63	32,581.66	54,383.97	
Supplies	97,090.00	24,500.00	121,590.00	83,846.89	37,743.11	51,604.68	(13,861.57)	
Capital Outlay	90,339.00	-	90,339.00	-	90,339.00	90,339.00	-	
Other Expenditures	10,325.00	-	10,325.00	3,323.00	7,002.00	-	7,002.00	
PA22 subtotal	1,384,138.00	88,230.00	1,472,368.00	1,089,411.63	382,956.37	174,525.34	208,431.03	
Training & Technical Services								
Training & technical serv (job code 400)	419	22,936.00	-	22,936.00	12,235.00	10,701.00	1,280.00	9,421.00
Staff out of town travel	439	20,752.00	-	20,752.00	9,354.02	11,397.98	6,179.08	5,218.90
Subtotal Purch Service		43,688.00	-	43,688.00	21,589.02	22,098.98	7,459.08	14,639.90
Training & Tech Supplies								
Training & Tech Supplies		1,000.00	-	1,000.00	624.57	375.43	86.26	289.17
Subtotal Supplies		1,000.00	-	1,000.00	624.57	375.43	86.26	289.17
T&TA -PA20		44,688.00	-	44,688.00	22,213.59	22,474.41	7,545.34	14,929.07
Return of Board Advance		-	-	-	-	-	-	-
TOTALS		1,428,826.00	88,230.00	1,517,056.00	1,111,625.22	405,430.78	182,070.68	223,360.10

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES (104,825.85) Funds requested on 11/06/9018

439 Early Childhood

	Salaries 100	Fringes 200	Purchased Services 400	Supplies 500	Capital Outlay 600	Other 800	Total
Original CCIP Budget	31,400.00	20,600.00	-	-	-	-	52,000.00
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Adjusted CCIP Budget	31,400.00	20,600.00	-	-	-	-	52,000.00
Exp thru 9/30							-
Exp thru 10/31	3,925.00	2,468.24					6,393.24
Exp thru 11/30	3,925.00	2,548.80					6,473.80
Exp thru 12/31							-
Exp thru 01/31							-
Exp thru 02/28							-
Exp thru 03/31							-
Exp thru 04/30							-
Exp thru 05/31							-
Exp thru 06/30							-
Exp thru 07/31							-
ADJ Entry 5/31/18							-
Exp thru 08/31							-
Total Expenditures	7,850.00	5,017.04	-	-	-	-	12,867.04
CCIP Budget Remaining	23,550.00	15,582.96	-	-	-	-	39,132.96
CAN SPEND UP TO BUDGET PLUS 10%	34,540.00	22,660.00					

10/30	DUNE PARK STATION CHESTERTON IN	9.00 -
10/30	SPEEDWAY 08012 60 ANNA OH	42.63 -
11/02	MILLENNIUM STATION CHICAGO IL	9.00 -
11/02	HYATT REGENCY CHICAGO CHICAGO IL	736.05 -
11/13	SQ *HA.K. TAXI SERVICES Washington DC	27.02 -
11/13	SQ *USA CAB ALEXANDRIA VA	10.74 -
11/12	A BLOOM FLOWERS AND GIFTS 419-629-3226 OH	100.00 -
11/13	SQ *UVC Washington DC	8.28 -
11/13	AMERICAN AIR0010273243676 FORT WORTH TX	30.00 -
	111318 1 Y EBC FEE	
11/13	AMERICAN AIR0010273243677 FORT WORTH TX	30.00 -
	111318 1 Y EBC FEE	
11/13	AMERICAN AIR0010273243685 FORT WORTH TX	30.00 -
	111318 1 Y EBC FEE	
11/13	AMERICAN AIR0010273243690 FORT WORTH TX	30.00 -
	111318 1 Y EBC FEE	
11/14	SQ *UVC Washington DC	12.20 -
11/15	SQ *UVC Washington DC	13.17 -
11/15	SQ *UVC Washington DC	14.79 -
11/16	AMERICAN AIR0010273543570 FORT WORTH TX	30.00 -
	111618 1 Y EBC FEE	
11/16	AMERICAN AIR0010273543572 FORT WORTH TX	30.00 -
	111618 1 Y EBC FEE	
11/16	SQ *DC VIP CAB WASHINGTON DC	12.09 -
11/16	TAXI SVC WASHINGTON WASHINGTON DC	23.21 -
11/17	MARRIOTT MARQUIS WASH 866-435-7627 DC	917.31 -
11/16	SQ *UVC Washington DC	12.90 -
11/17	MARRIOTT MARQUIS WASH 866-435-7627 DC	917.31 -
11/17	99938 - DAYTON INTERNATIO VANDALIA OH	56.00 -
11/17	MARRIOTT MARQUIS WASH 866-435-7627 DC	917.31 -
11/16	AMERICAN AIR0010273543556 FORT WORTH TX	30.00 -
	111618 1 Y EBC FEE	
11/16	AMERICAN AIR0010273543563 FORT WORTH TX	30.00 -
	111618 1 Y EBC FEE	
	AMY ESSER	
	TRANSACTIONS THIS CYCLE (CARD 0977) S4079.01	



Amy Esser <amy.esser@mercerheadstart.org>

ACF-PI-HS-18-06 FY 2019 Head Start Funding Increase

1 message

Office of Head Start <no-reply@hsicc.org>

Fri, Nov 30, 2018 at 1:05 PM

Reply-To: no-reply@hsicc.org

To: "karla.kessler@celinaschools.org" <karla.kessler@celinaschools.org>

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ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-18-06	2. Issuance Date: 11/30/2018
	3. Originating Office: Office of Head Start	
	4. Key Words: Cost of Living Adjustment (COLA); Fiscal Year (FY) 2019; Funding Increase; Appropriations; Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019; Continuing Appropriations Act, 2019	

PROGRAM INSTRUCTION

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: FY 2019 Head Start Funding Increase

INSTRUCTION:

President Trump signed Public Law 115-245, the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019, and Continuing Appropriations Act, 2019, on September 28, 2018. Included is \$10,063,095,000 for programs under the Head Start Act, an increase of \$200 million over the fiscal year (FY) 2018 funding level.

This increase provides a 1.77 percent cost of living adjustment (COLA) for existing grantees. It also offers an increase to the total amount available for the Early Head Start-Child Care (EHS-CC) Partnership and Early Head Start Expansion grants scheduled to be awarded in March 2019.

This Program Instruction (PI) provides information about the COLA funds available to grantees in FY 2019 and describes the requirements for applying for these funds. All Head Start and Early Head Start grantees, EHS-CC Partnership and Early Head Start Expansion grantees, and grantees subject to competition for continued funding through the Designation Renewal System are eligible to receive the COLA.

State Collaboration grants are not eligible for the COLA due to the statutory cap on their funding in the Head Start Act.

FY 2019 COLA

Eligible grantees may apply for a COLA increase of 1.77 percent of their FY 2018 base funding level. Base funding excludes training and technical assistance funds and any one-time funding grantees may have received in FY 2018. COLA funds are to be used to increase staff salaries and fringe benefits, and to pay for higher operating costs.

Programs that use COLA funds to increase staff salaries must increase the hourly rate of pay and permanently increase the Head Start pay scale rather than only increase the salaries of current employees.

Sections **653** and **640(j)** of the Head Start Act provide further guidance on the uses and limitations of the COLA funds. Section 653 of the Act restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. Section 653 also prohibits any Head Start employee from being compensated at a rate higher than that of an Executive Schedule Level II position, including employees being paid through indirect costs. Section 640(j) of the Act requires that the compensation of Head Start employees must be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services.

Any grantee proposing differential COLA increases to staff, delegates, or partners must justify its rationale in its budget narrative.

As specified in **Personnel Policies, 45 CFR § 1302.90**, each grantee is required to establish written personnel policies and procedures that are approved by the governing body and Policy Council or policy committee and that are available to all staff. Review your personnel policies and procedures since they may contain information relevant to this COLA.

Funds may also be used to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel and maintenance, supplies, and equipment.

Application Requirements

Grantees are required to request COLA funds through a grant application. Your Regional Office will provide a Funding Guidance Letter specifying the amount of funds available to your agency. Grantees whose annual applications have been submitted may request their applications be returned to add the COLA.

Grantees must submit their application in the Head Start Enterprise System (HSES).

Grantees encountering program improvement needs related to health and safety should contact their Regional Office and submit supplemental applications throughout the year as needs emerge. Requests are addressed by priority and subject to availability of funds.

Please direct any questions regarding this PI to your Regional Office. Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start

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<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | Contact Us

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FINAL September 2018

In-Kind	Hours	Amount per hour	Total
<u>Support Personnel</u>			
District Superintendent-\$8398 per year			\$699.83
Treasurer's Office -3 employees/\$15109 year			\$1,259.08
Fringe \$3890 per year			\$324.17
Speech Therapist-\$57,412 per year (Sept-May)			\$6,379.11
Technology Support-\$10,878 per year			\$906.50
ELL \$1,848 per year			\$205.33
Itinerant Teachers 58,234.04 (Sept-May) (2)			\$6,470.45
A. Abromavich	12	\$27.74	\$332.88
L. Michael	30	\$35.91	\$1,077.30
D. Dammeyer	20	\$46.20	\$924.00
		Sub Total	\$18,578.65
<u>Building Usage</u>			
Utilities-\$17,136 year			\$1,428.00
Custodian-\$65,328 per year			\$5,444.00
Maintenance-\$13,575 year			\$1,131.25
		Sub Total	\$8,003.25
<u>Volunteer</u>			
Cafeteria Helpers	50	\$11.37	\$ 568.50
Tri-Star Students	102	\$16.83	\$ 1,716.66
College Students	119	\$16.83	\$ 2,002.77
At Home Activities	70.75	\$16.83	\$ 1,190.72
Parent Classroom	3.5	\$16.83	\$ 58.91
Community Partners		\$16.83	\$ -
		Sub Total	\$ 5,537.56
<u>Goods & Services</u>			
CJ Highmarks for PC-20% discount			\$15.00
Conscious Discipline \$11,490 divided over 9 mo			\$1,276.67
Policy Council / HSAC	5	38.01	\$190.05
		Sub Total	\$1,481.72
<u>Mileage</u>			
Miles		0.545	\$ -
Total This Month			\$33,601.18
In-Kind Needed Each Month: \$26,804.75			
		Annual required inkind	\$321,657.00
		Inkind needed to date	\$107,437.89

Agency: Mercer County Head Start

Site: All

Currently Enrolled= 156

406 - EPSDT status Report

	Up-To-Date	Not Up-To-Date
Dental	<u>125</u>	<u>31</u>
Growth Assessment	<u>151</u>	<u>5</u>
HCT or HGB	<u>130</u>	<u>26</u>
Hearing	<u>149</u>	<u>7</u>
Lead Screening (Mandated)	<u>130</u>	<u>26</u>
Vision	<u>152</u>	<u>4</u>

Up-to-Date / Not Up-to-Date on ALL Mandated Exams

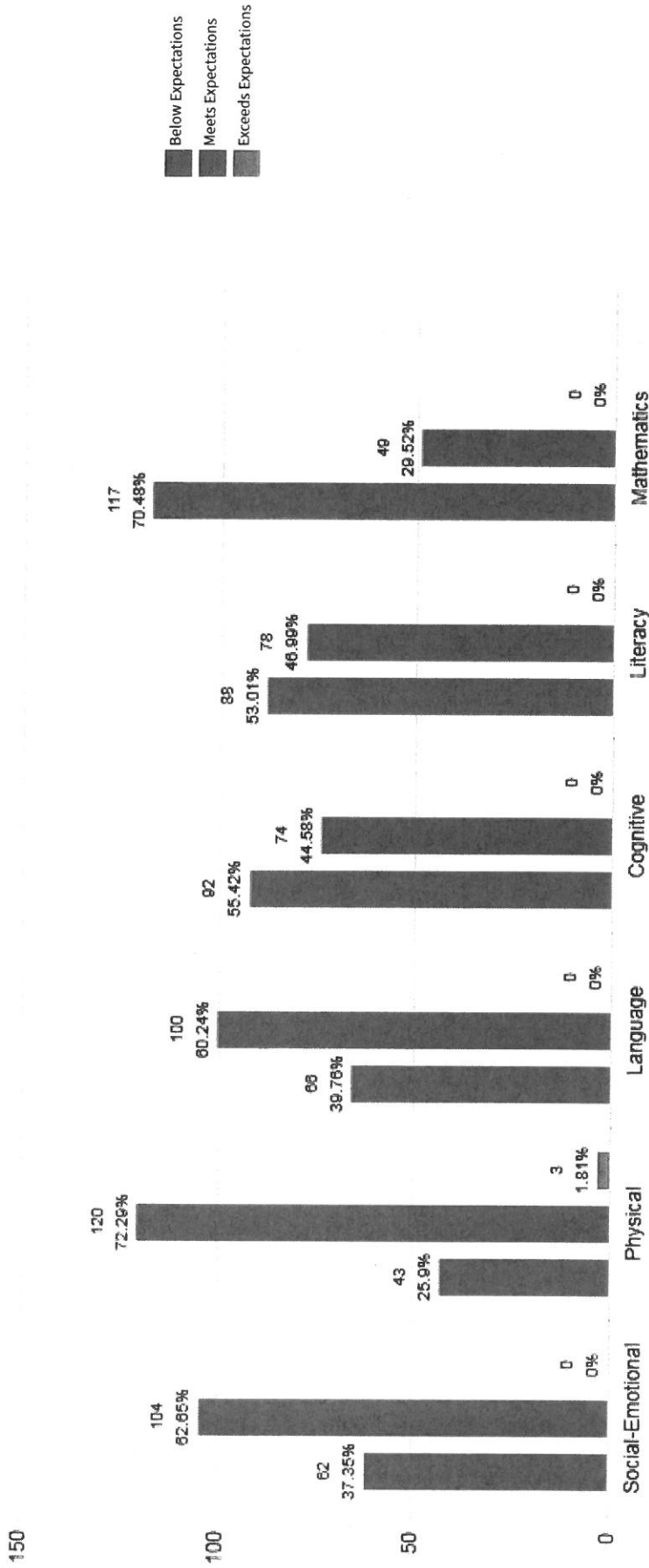
Up-To-Date	Not Up-To-Date
<u>130</u>	<u>26</u>

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There are 2 students currently enrolled with no physicals.

My Teaching Strategies™

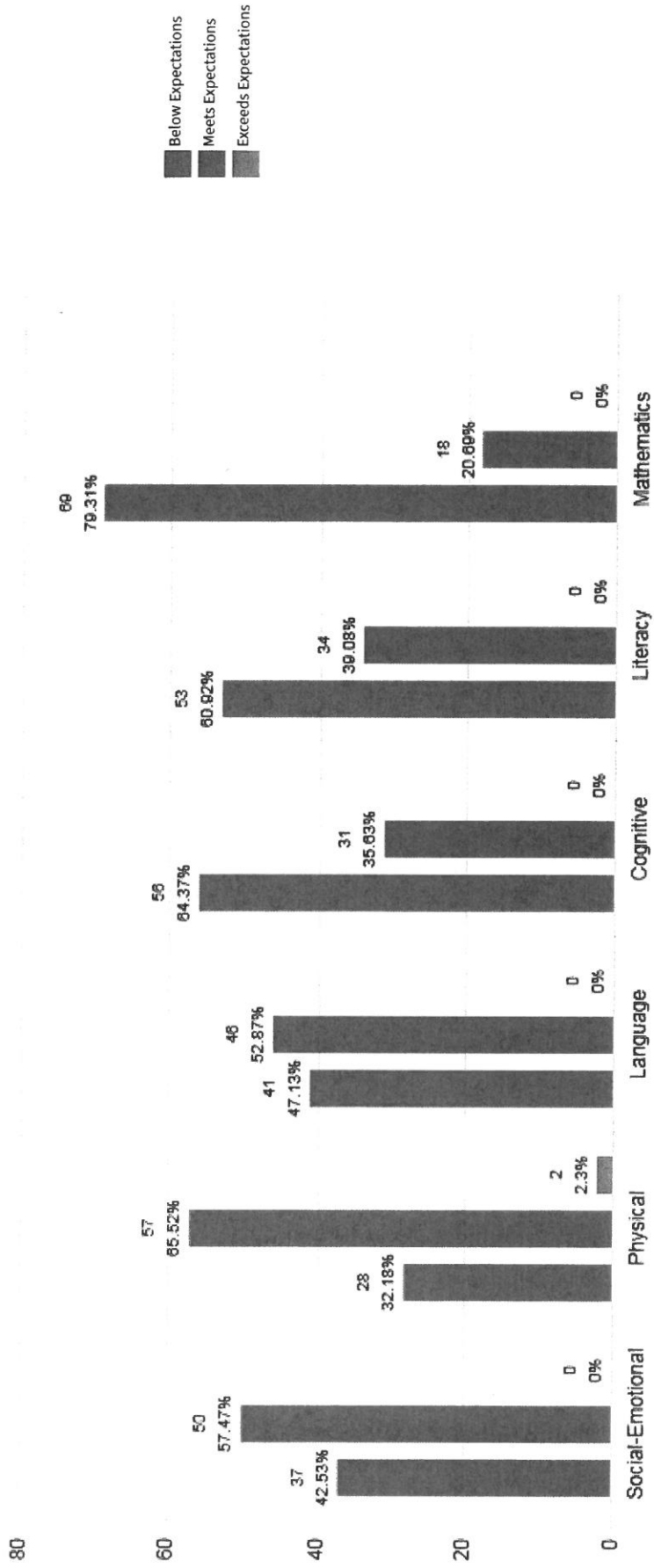
- Mercer County Head Start-Celina
Fall 2018/2019 - Widely Held Expectations



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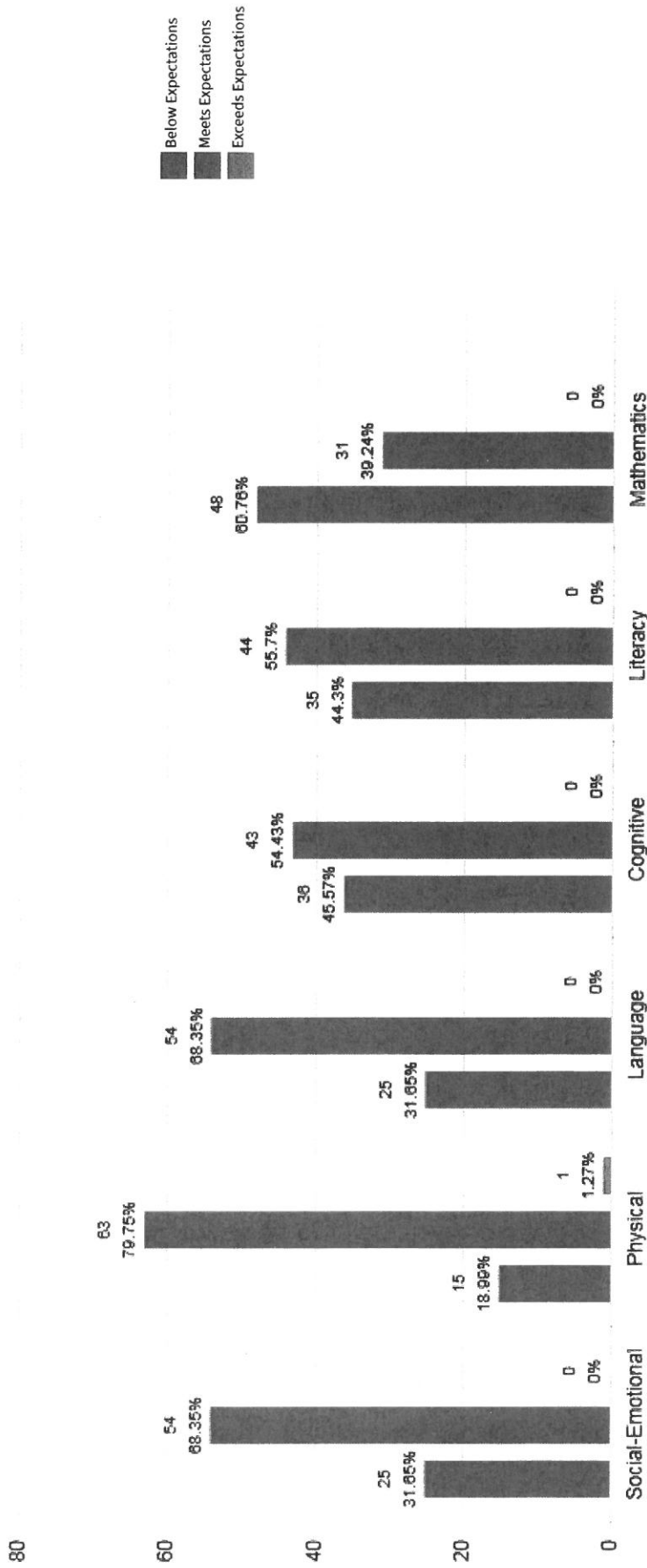
Fall 2018/2019 - Widely Held Expectations



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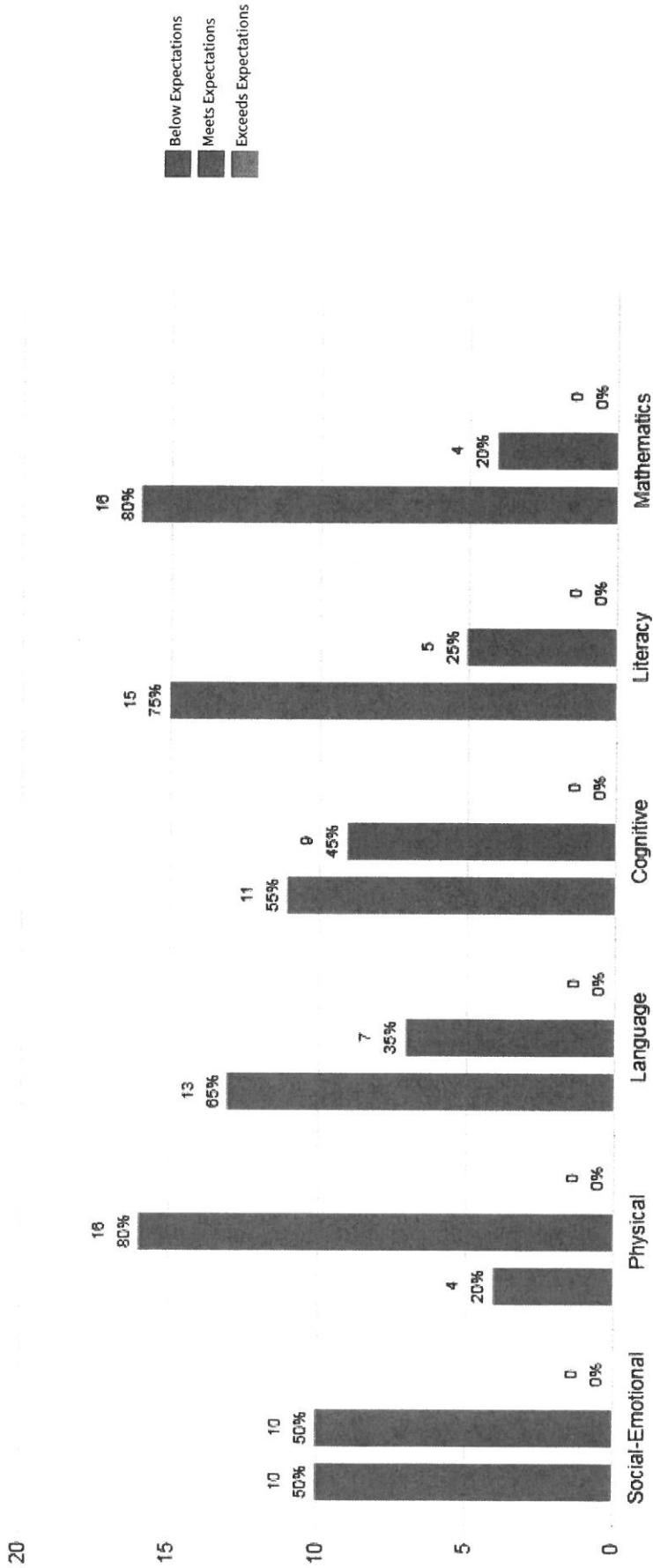
Fall 2018/2019 - Widely Held Expectations



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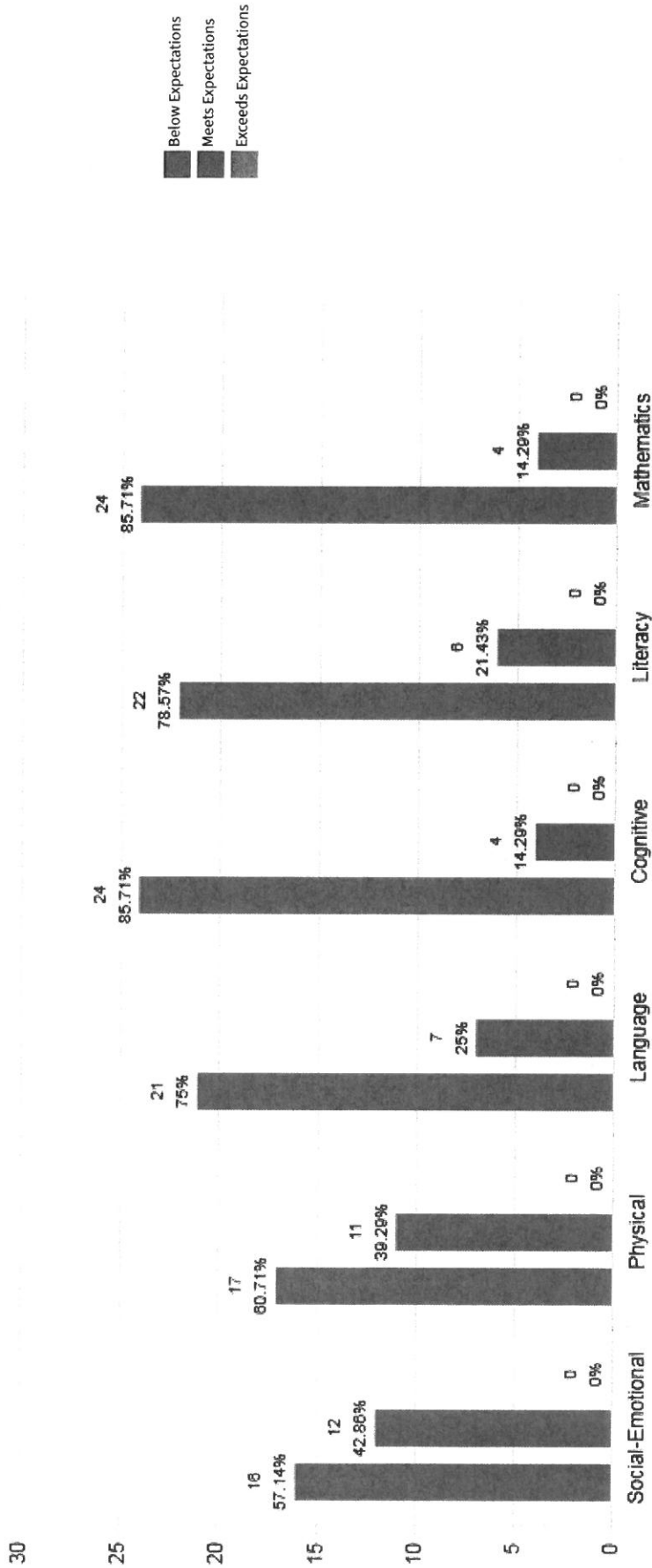
Fall 2018/2019 - Widely Held Expectations



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Fall 2018/2019 - Widely Held Expectations





MERCER COUNTY HEAD START CODE OF CONDUCT AND PROFESSIONAL ETHICS POLICY

All staff and volunteers are required at time of hire or placement to understand and abide by the codes of conduct as set forth in the Federal Performance Standards 45 CFR 304.52 (i) (1-3). The following standards specify that:

1. I will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability.
2. Maintaining confidentiality is important to the success of our mission, our reputation in the community and the privacy of clients and staff. Family files, personnel records, financial information, client information and other related information is considered confidential. I am required to protect this information by safeguarding it when in use, filing it properly when not in use, and discussing it only with those who have a legitimate need to know. If approached by members of the news media requesting information regarding Mercer County Head Start operations I will refer requests to the Executive Director.
3. I understand that no child shall be left alone or unsupervised while under my care. I will use positive methods of child guidance that do not engage in corporal punishment, emotional or physical abuse, humiliation, isolation or the use of food as punishment or reward or the denial of basic needs.
4. I understand that no child may be removed from the presence of staff other than a child's own parent or guardian or other authorized person.
5. I will not solicit or accept gratuities, favors, or anything of significant value for personal use or enrichment from contractors/vendors or potential contractors/vendors who have been awarded contracts or provide services or materials for Mercer County Head Start.
6. I will not intentionally mislead / misguide or alter documentation that would enable a child / family who is not legally eligible for the Early Head Start / Head Start program to receive such services. Furthermore, I understand that such actions have significant consequences that may lead to dismissal from duties from the Early Head Start / Head Start program.
7. I understand this document shall be placed in my personnel file and that any violation of these codes shall result in disciplinary action as indicated in Article XIII - "Disciplinary Procedures" in the OAPSE #457 negotiated agreements.

This policy complies with Head Start Performance Standard 1302.90 (c)(1)(2).

Signature: _____

Date: _____

Mercer County Head Start Policies and Procedures

P/P Topic:	Program Schedule	P/P #:	
Part:	Program Operations	PC Approval Date:	
Subpart:	<i>B – Program Structure</i>	Last Reviewed Date:	
Section Title(s):	<i>Determining program structure</i>	Implementation Responsibility:	Director
Related Performance Standard(s):	1302.20(a) 1302.21 1302.22	Monitoring Responsibility:	Policy Council

(A) Policy	<p>A program must choose to operate one or more of the following program options: center-based, home-based, family child care, or an approved locally-designed variation as described in 1302.24. The program option(s) chosen must meet the needs of children and families based on the community assessment.</p> <p>Staff-child ratios and group size maximums must be determined by the age of the majority of children and the needs of children present. A program must determine the age of the majority of children and the needs of children in a class at the start of the year and may adjust this determination during the program year if necessary.</p> <p>Until a program is operating all of its Head Start center-based funded enrollment at the standard prescribed in paragraph (c)(2)(iv) or (v) of this section, a program must provide at a minimum, at least 160 days per year of planned class operations if it operates for 5 days per week, or at least 128 days per year if it operates 4 days per week. Classes must operate for a minimum of 3.5 hours per day.</p> <p>The facilities used by a program must meet state, tribal, or local licensing requirements, even if exempted by the licensing entity. When state, tribal, or local requirements vary from Head Start requirements, the most stringent provision takes precedence.</p> <p>The home-based option delivers the full range of services consistent with 1302.20(b), through visits with the child’s parents, primarily in the home and through group socialization opportunities in a Head Start classroom, community facility, home, or on field trips.</p>
(B) Responsibility	Director

<p>(C) Procedure</p>	<p>The Director, in conjunction with the administrative team and approved by Policy Council, develops the program schedule for the program year and program project period.</p> <p>To determine which program options best meet the needs of the children and families of Mercer County, the Director consults the community needs assessment.</p> <p>When and if the center-based option is chosen, the Director in consultation with the administrative team determines the number of students / classrooms to be designated as full-day school year programming, and part – day / part year programming. Similarly, the amount of children in classrooms is determined by following HSPPS 1302.21(b) and assessing the individual needs of children. This includes any information garnered at the time of enrollment for IEP needs, behavioral needs, and medical needs. Staffing arrangements and classroom ratios may differ classroom to classroom.</p> <p>Classroom service days are scheduled on a calendar within the framework of the Celina City School district operating calendar. Service days vary upon guidance provided by the FOAs and project period design.</p> <p>Celina City Schools is a public education facility. As such, the licensing agent is the Ohio Department of Education. Reference the preschool licensing handbook for specific licensing guidelines.</p> <p>Home-based options provide all the same services as center-based. CCS Head Start does not currently operate a home-based option.</p>
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