

Head Start Monthly Report May 2017

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: \$1,154.96

- 4/5 - Marathon - 37.00 - Gas
- 4/5 - Dune park - 33.00 Train tickets (Director & Managers)
- 4/6 - Taxi Service - 10.75 Chicago
- 4/6 - Taxi Service - 13.50 Chicago
- 4/7 - Millenium Station - 33.00 - Train Tickets
- 4/7 - Flash cab - 17.60 - Chicago
- 4/7 - Hyatt - 467.22 - Director & Manager
- 4/7 - Hyatt - 467.22 - 2 Managers
- 4/7 - Taxi - 10.00 - Chicago
- 4/11 - Amazon - 65.67 - books for book study

B. Program Information Summary

The month of April began the process of transitioning children either to kindergarten or to summer break as we approach the end of the academic year. The Directors and Managers attended the OHS Leadership Institute in Chicago. The Director was able to speak directly with Colleen Rathgeb about some unique items specific to CCS Head Start. Ms. Rathgeb was able to provide assistance with future planning of Practice-Based Coaching in Mercer County. Please see attachment for summary of the Institute. Director and HCSM attended April OHSAI meeting as well as Forrest

Shannon, Policy Council member. There is much discussion about the validity and fidelity of the state's ELA system. As of the date of this report, the state of Ohio has not produced documentation as to the reliability of the tool, and the Office of Head Start has not accepted the tool to meet the requirements of the new Program Performance Standards. Additionally, there is much discussion about Head Start's continued participation in Ohio SUTQ program.

FESM directed the agency-wide recruitment day on 4/7. Family Advocates have been recruiting for new students through support to kindergarten screenings, Child find, door to door, and community service providers. Please let everyone we are a high quality FREE Preschool program. CCS Head Start is attempting to be more involved in local community events so that the community at-large knows and understands the program and can therefore refer families.

The Director spoke to St. Henry's Heritage Club this month about Head Start's role in the community. Additionally, the Director attended Congressman Jordan's Town Hall in Lima, Ohio. Two days later, Congressman Jordan's aide, Cameron Warner, visited the Franklin building to talk about Mercer County Head Start and the Head Start program overall. The Director continues to reach out to Congressman Davidson's office as well as Congressman Latta.

Head Start along with Foundations and JFS continue monthly kinship support meetings. Future partnerships and initiatives that are in the planning stages include: a co-teaching classroom between ESC and Head Start, and a return to the Head Start / ECE partnership.

The Director and individual supervisors have been reviewing next year's duration impacts with individual staff who are affected by the change.

Director provided training to the governing board covering the Head Start Program Performance Standards.

Education – Teachers are completing home visits and final parent teacher conferences for the year. Head Start teachers met with Celina City Schools and Coldwater kindergarten teachers as a teacher to teacher transition meeting.

Mental Health – Conscious Discipline Coach provide one on one coaching to all Head Start teachers and will be finalizing coaching for PY 16-17 in May. The mental health consultant completed an additional classroom observation with the child and developed a classroom improvement plan with teachers and offered referrals and resources to a parent. With the utilization of Conscious Discipline in the classroom the need for Mental Health Consultation has decreased from last year.

Disabilities – 21 current IEPs. Education Manager is attending transition meetings for children who are transitioning to kindergarten.

Health – HCSM and Family Advocates continue to work with 12 families (1% of total population) who are not up to date with physical requirements. At OHS Leadership Institute, HCSM learned of new CACFP requirements that promote the use of more fresh or frozen foods to be included in the menu.

ERSEA – FCSM has begun the process of accepting children for PY 17-18. As in the past we are completely returning children and siblings first with targeted recruitment on new enrollees over the summer month.

Family Engagement – Forrest Shannon, a parent from the Rockford Center, applied to the OHSAI Parent Ambassador program and was excited. Forrest begins formal training at the June Leadership Conference and will be accompanying the Director to Washington DC January 2018.

C. Enrollment / Attendance

132 children are currently enrolled. HS Director and management team participated in ERSEA risk management phone call with Chicago. CCS head Start is now officially on a risk management plan with the Office of Head Start.

Enrollment by Program Option:

Half Day PY Head Start	111
Full Day School Year (6 hour day)	20

Attendance by Program Option:

Half Day PY Head Start	87%
Full Day School Year	85%

D. CACFP report - CACFP claimed meals

Month Served	April 2017
Total Days Attendance	Rockford - 14 Franklin 14
Total Breakfast	848
Total Lunches	1548
Total Snacks	684
Total Meals	3080

E. Financial Audit - N/A

F. Annual Self-Assessment

- Completed March 2017

G. Community Assessment

- Completed February 2017

H. Communication and guidance from the Secretary

**Head Start Director is asking for an approval of Change of Scope amendment (see attached)
Head Start Director is asking for an approval of the assumption of the ECE slots assigned to Celina City Schools (see attached).**

Attachments to report:

OHS Leadership Institute Summary
Change of Scope Amendment
Assumption of ECE slots

Respectfully submitted,

Amy Esser
Executive Director

HEAD START - 2017 GRANT

REVENUE						
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING	
Federal Revenue	552,920.00	0.00	552,920.00	400,500.00	152,420.00	
CACFP Revenue	0.00	88,230.00	88,230.00	26,832.61	61,397.39	
Other Local	0.00	0.00	0.00	0.00	0.00	
Refund prior year exp	0.00	0.00	0.00	0.00	0.00	
Board advance	0.00	50,000.00	50,000.00	0.00	50,000.00	
Total	552,920.00	138,230.00	691,150.00	427,332.61	263,817.39	

EXPENSES								
	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE	ANTICIPATED ACCRUAL
Salary	558,908.00	0.00	558,908.00	237,302.11	321,605.89		321,605.89	
Fringe Benefits	281,236.00	0.00	281,236.00	136,369.81	144,866.19	563.72	144,302.47	
Programming	49,464.00	4,230.00	53,694.00	16,152.13	37,541.87	12,526.01	25,015.86	
Supplies	78,500.00	84,000.00	162,500.00	22,779.25	139,720.75	9,381.44	130,339.31	
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Expenditures	94,000.00	0.00	94,000.00	1,005.00	92,995.00	0.00	92,995.00	
PA22 subtotal	1,062,108.00	88,230.00	1,150,338.00	413,608.30	736,729.70	22,471.17	714,258.53	
Training & Technical Services								
Training & technical serv (job code 400)	419	0.00	12,500.00	9,002.34	3,497.66	8,963.00	-5,465.34	
Staff out of town travel	439	0.00	11,000.00	4,079.32	6,920.68	6,546.48	374.20	
Subtotal Purch Service		0.00	23,500.00	13,081.66	10,418.34	15,509.48	-5,091.14	
Training & Tech Supplies		0.00	1,000.00	571.89	428.11	425.50	2.61	
Subtotal Supplies		0.00	1,000.00	571.89	428.11	425.50	2.61	
T&TA -PA20		0.00	24,500.00	13,653.55	10,846.45	15,934.98	-5,088.53	
Return of Board Advance		0.00	50,000.00	0.00	50,000.00	0.00	50,000.00	
TOTALS	1,086,608.00	138,230.00	1,224,838.00	427,261.85	797,576.15	38,406.15	759,170.00	

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES \$ 70.76

In-Kind	Hours	Amount per hour	Total
Support Personnel			
Beth Smalley	55	\$51.00	\$2,805.00
Pam Dorsten	25.5	\$48.85	\$1,245.68
Steph Will		\$39.85	\$0.00
Andrea Hemmert	6.75	\$29.38	\$198.32
Custodian Monthly & Uniform	Monthly \$5002.36	Uniform \$23.40	\$5,025.76
OT/PT Assistant	2	\$40.50	\$81.00
PT/OT	2.75	\$62.20	\$171.05
ELL	5	\$27.70	\$138.50
Speech-Shelly Grothouse		Monthly \$6339.75	\$6,339.75
Speech		\$52.00	\$0.00
		Sub Total	\$16,005.05

Building Usage			
Franklin Utilities	electric, sewage, trash, snow/mow, phone		\$4,287.89
Maintenance		\$519.13 per month	\$519.13
Treasurer's Office Personnel		1131.29 per month	\$1,131.29
		Sub Total	\$5,938.31

Volunteer			
Cafeteria Assistants	26.25	\$16.10	\$422.63
Tri Star / WSU Volunteers	98.25	\$16.10	\$1,581.83
Librarian	4	\$19.75	\$79.00
Chief's gift card			\$20.00
		Sub Total	\$2,103.45

Goods & Services			
		Total	
Lefeld Welding-tank			\$45.00
Music-Fritz & Schroeder	2	\$75.00	\$150.00
At Home Activities	24.75	\$16.10	\$398.48
Parent Classroom Volunteer/POP's	8	\$16.10	\$128.80
Julie Hunt	5	\$55.93	\$279.65
Board of Education	14	\$53.86	\$754.04
Policy Council / HSAC	7	35.28	\$246.96
		Sub Total	\$2,002.93

Mileage			
	Total Miles	Amount Per Mile	
	52	0.555	\$28.86

Total This Month **\$26,078.60**

In-Kind Needed Each Month:
\$28,195

Annual required inkind **\$321,657.00**
Inkind needed to date **\$145,411.65**

ACCOUNT ACTIVITY (CONTINUED)

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
	KENNETH SCHMIESING TRANSACTIONS THIS CYCLE (CARD 4374) \$132.34	
04/05	MARATHON PETRO DECATUR IN	37.00
04/05	DUNE PARK STATION CHESTERTON IN	33.00
04/05	TAXI SVC WILMETTE SKOKIE IL	10.75
04/07	MILLENNIUM STATION TER CHICAGO IL	33.00
04/07	FLASH CAB CHICAGO IL	17.60
04/06	TAXI SVC CHICAGO CHICAGO IL	13.50
04/07	HYATT HOTELS CHICAGO CHICAGO IL	467.22
04/07	HYATT HOTELS CHICAGO CHICAGO IL	467.22
04/07	TAXI SVC CHICAGO CHICAGO IL	10.00
04/11	Amazon.com AMZN COMBILL WA AMY ESSER TRANSACTIONS THIS CYCLE (CARD 5225) \$1,154.96	65.67
<i>[REDACTED]</i>		
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1,154.96
Head Start

2017 Totals Year-to-Date	
Total fees charged in 2017	\$0.00
Total interest charged in 2017	\$0.00

Year-to-date totals do not reflect any fee or interest refunds you may have received.

INTEREST CHARGES

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
PURCHASES			
Purchases	13.99% (v)(d)	-0-	-0-
CASH ADVANCES			
Cash Advances	19.99% (v)(d)	-0-	-0-
BALANCE TRANSFERS			
Balance Transfer	13.99% (v)(d)	-0-	-0-

(v) = Variable Rate

31 Days in Billing Period

(d) = Daily Balance Method (including new transactions)

(a) = Average Daily Balance Method (including new transactions)

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.



Head Start Staff,

In April 2017, the Management team and myself attended the Office of Head Start Leadership Institute in Chicago, Illinois. Each of us participated in a variety of break-out sessions that pertained specifically to our positions and the programmatic areas that we are individually responsible for. The Managers and I are providing a synopsis of the information we received to ensure that each of you has the most up to date information being released from the Office of Head Start.

Leadership – Office of Program Management and Fiscal Operation (PMFO) Amy Esser

Updates provided by Colleen Rathgeb, Ann Linehan, Fran Majestic, Adia Brown, Alana Burnoff. Head Start is looking to experience “flat funding” for this program year and the next. There is a possibility of small reduction, but that has not yet been decided. Congress determines the final budget. Currently, Head Start is funded at \$9.1 billion. There are changes coming to PIR. PY 17-18 will see fewer monitoring events as they must be developed to meet the new standards. Fall of 2017, begins the new background check requirement for Head Start employees (please reference the Performance Standards, HSPPS).

Data as the Foundation to Wisdom – Steven Russell (PMFO) More intense focus on data and what programs do with their data to ensure quality improvement. The intent of the new HSPPS is not to maintain minimums but to increase quality. Confidentiality was stressed repeatedly. Staff must be trained, understand, and be held accountable to confidentiality regulations. (HSPPS 1303)

Curriculum Fidelity – Donna Ruhland (NCEDTL) - Grantees must convey to Office of Head Start that they are utilizing curricula as designed and to fidelity. This statement is found in HSPPS 1302.32. Education staff must be fluent in the curricula they are using and demonstrate all aspects of that curricula. 3 aspects that indicate fidelity: 1). Program differentiation, 2). Program adherence, 3). Quality of curriculum delivery. Curricula implantation must result in positive child outcomes and the achievement of school readiness goals.

Head Start Management Systems – John Williams (PMFO) – Head Start grantees must look at their daily operations from a systems approach.

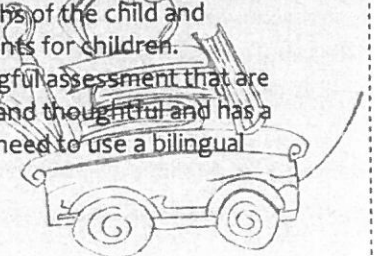
Using Management Systems to Support Coordinated Approaches – Jacqueline Davis (PMFO) – Head Start grantees must reinforce systems thinking, interconnectivity, program culture, and sustainability into short-term and long-term decision-making for the program and community.

EDUCATION – SANDY STAMMEN

Using the Head Start EOLF to Guide Effective practice – Osnat Zur, Faith Polk, & Jennifer Marcella (NCEDTL) – There are webinars available ton ECKLC to dig deeper into how to use ELOF. ELOF us a tool to use along with the Ohio Learning Standards and Creative Curriculum. There are 4 implementation guides: School Readiness Goals, Curriculum Planning & Implementation, Assessment, and professional Development. The trainer demonstrated how to utilize the ELOF to guide programming by using the Assessment – Plan – Act process identified in each guide.

Using Child Outcomes Data to Answer Critical Questions to Ensure Positive Development, Teaching, and Learning – Sheila Brooks, Missy Coffey, and Kathy Thornburg (NCEDTL) - Grantees must utilize fidelity, reliability, and validity when using scientifically research-based tools in collecting data. Grantees must continually use child outcome data to prepare, collect, analyze / aggregate, and use / share information. Data should be collected by the staff collaborating with the student’s parents. Data is to be collected during outdoor activities as there is substantial information during these opportunities.

Implementing Child Developmental Screening and Ongoing Assessment with Fidelity – Judi Stevenson – Garcia (NCEDTL) – Assessment + fidelity = measuring learning and development by using, scoring, and interpreting screening and assessment tools as they were designed to be used. Screening tools (such as ASQ) will not tell the strengths of a child, ongoing assessments tells the strengths of the child and opportunities for improvements for children. Grantees are to have meaningful assessment that are scientifically research-based and thoughtful and has a purpose. For DLLs grantees need to use a bilingual



assessment tool. Administer in the child's home language and possibly retest in English. Responses in both languages are acceptable. Norms are based on the most correct answers. The trainer provided the group with the S.I.M.P.L.E plan. S – Start with a purpose, I – Identify learning goals, M – Match strategies. P – Prepare for the fidelity monitoring. L – Live the plan. E – Evaluate your initiatives.

Developing a Research-based Coordinated Coaching Strategy Using Practice-Based Coaching – Ragan Mcleod, Joyce Escorcia (NCECTL) Reviewed performance standards 1302.92

PFCE – KARLA KESSLER

Supporting Programs: Choosing & Implementing a Parenting Curriculum – Brandi Black Thacker, Catherine O'Brien (NCPFCE) – The OHS has provided a “compendium of Parenting Interventions” that are acceptable under the HSPPS 1302.51. Parenting curricula must be evidence-based.

Exploring Family Engagement Through a State / Territory Lens – Brandi Black Thacker, Catherine O'Brien (NCPFCE) – Head Start grantees must ensure all staff understand the role of parent engagement in school readiness. OHS has developed a Head Start resource app for smart phones.

State Professional Development Frameworks – Jani Kozlowski, Brandi King (NCECTL) – Encouraged Head Start grantees to collaborate more with Early Childhood State Advisory Councils, NAEYC, and the Ohio Early Childhood Core Knowledge Competencies. This allows Head Start to have more of a voice in professional development and career pathways in ECE.

Responsive Practice & Family Engagement – Guylaine Richard, Jennifer Olsen (NCPFCE) – Culture is NOT defined by a person's race, but race is a part of a person's culture. OHS provided a resource booklet on the definitions of culture, bias, DLL, tribal, home language, etc.

HEALTH & SAFETY – ANGIE STEPHENSON

Changes to the Nutrition HSPPS and CACFP Meal Patterns – Florence Rivera (NCECHW) – Meal patterns must comply with the Healthy Hunger-Free Kids Act of 2010. Breakfast will now have 3 components, and lunches will now have all 5 components. Juice should be limited to 1-2 times per month.

Behavioral & Neuroscience Research – Sarah Lytle, Lily Shafer (NCECTL) – Attachment bonds will positively affect the child in later relationships and social success. Children rely on adults for guidance and interaction

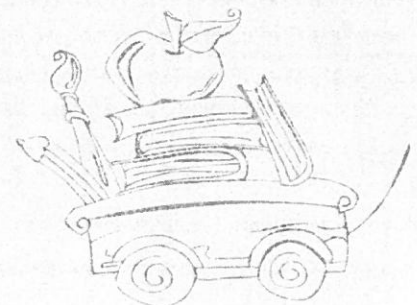
Between adults. Children can identify when there are positive interactions as well as negative. Creating a Culture of Safety (Nancy Topping-Tailby (NCECHW) – Review subparts D & J of the HSPPS. Grantees should know, understand, and utilize the recommendations and guidance set forth in the “Caring for Our Children” book. The trainer also provided the “10 Actions to Create a Culture of Safety”.

Building Community Partnerships with Medical Homes / Community Health Providers – Xochitl Salvador (NCECHW) – “Help them not just survive, but thrive”. Medical homes provide continuous care for growth and nutrition, well visits, immunizations, acute and chronic illness, access to medical history, as well as early detection of mental and physical disabilities. Head Start grantees must partner with community members and organizations to encourage wellness and promote healthy development both physically and emotionally. The trainer provided additional information on the importance and power of the HSAC (Health Services Advisory Committee) and encouraged all grantees to go above and beyond the guidelines set forth in the Head Start Performance Standards.

If you are interested in learning more about the leadership Institute or the resources provided please meet with your direct supervisor and she will ensure you receive the information you need.

Always in service to children and families,

Amy Esser
Director



Celina City Schools / Mercer County Head Start

Grant # 05CH8467

Celina City Schools / Mercer County Head Start are proposing a change in preschool center-based service delivery options for children and families in Mercer County, Ohio. Currently, Mercer County Head Start provides preschool services to 158 children. Service delivery options include: center – based part day (3.5 hours) / part year, center-based full day (6 hours) / part year, and home-based services. Please see table below:

Service Delivery Option	# of Children Served	Location	Total Program Hours
Center- based Part Day / Part Year	34	Captain’s Crew	128 service days X 3.5 hours = 448 hours
Center-based Part Day / Part Year	32	Lakeside Learners	128 service days X 3.5 hours = 448 hours
Center-based Part Day / Part Year	32	Lighthouse Leaders	128 service days X 3.5 hours = 448 hours
Center-based Part Day / Part Year	32	Turtle Troop	128 service days X 3.5 hours = 448 hours
Center-based Full day / Part Year	20	Rockford	128/ service days X 6 hours = 768 hours
Home – based	8	In-home	N/A

During the 2016-17 program year, there was no interest in the home-based model. Families preferred the center-based option over the home-based option. Celina City Schools Head Start applied for and received funding for extended day / duration services to begin in the fall of 2017.

The Family & Community Engagement Services Manager completed the community needs assessment update for 2016. During that process it was found that the unemployment rate for Mercer County is 3 percent, one of the lowest in the state. According to the program’s database system, COPA (Child Outcome Planning & Assessment); a significant number, 88%, of our primary caregivers were employed either throughout or at some point in the program year. It is easily determined that a significant part of the population served by the Head Start program is employed and as a result would benefit from a center-based option. Additional supportive

documentation to this statement includes the responses received from the parent survey conducted in January, 2016. Over 40% of respondents stated that a full day program option would meet their needs. (Full day program was defined as 6 or more hours per day). With obvious trends and patterns directing the program to make available more center-based options with extended hours for services, Celina City Schools / Mercer County Head Start is requesting to discontinue the home-base program option. While the grantee is not asking for a reduction of slots, Celina City Schools / Mercer County Head Start is requesting to reallocate these slots into an already existing classrooms. It is noteworthy, to inform the reader that Celina City Schools Head Start applied for and received extended duration funding to begin implementation at the beginning of program year 17-18. The table below reflects the proposed classroom schedule changes.

Service Delivery Option	# of Children Served	Location	Notes
Center- based Part Day / Part Year	34	Turtle Troop	Converted 2 home base slots
Center- based Part Day / Part Year	34	Captain's Crew	Converted 2 home base slots
Center- based Part Day / Part Year	34	Lakeside Learners	Converted 2 home base slots
Center-based Part day / Part Year	16 (Federal) 18 (State)	Lighthouse Leaders	Converted 2 home base slots
Center-based Full day / Part Year	20	Rockford	Duration extended hours
Center-based Full day / School year	20	Starboard Seacaptains	Duration created classroom

By implementing this change, CCS Head Start is responding to the needs specific to Mercer County. Program year 16-17, demonstrated that this community does not demonstrate a need for the home- base model, but rather a center-based model to support working families.

Proposition for Celina Public Preschool (CPPS) to collaborate with Celina City Schools Head Start.

Objective to collaborative partnership:

- Serve identified children as outlined in the ECE grant. Target population is 4 year- old children at or below 200% of the federal poverty guideline.
- Program currently relies on school district general funds to maintain a preschool program that mirrors Head Start without comprehensive services. (The ECE grant does not financially meet the needs of the overall costs of the program.)
- ECE funding would supplement the Head Start program to serve children who are over income for Head Start services, but cannot afford quality early childhood services elsewhere.

Pros: Celina City Schools will now serve the target population with comprehensive wrap – around services (social services, health, mental health, & nutrition).

Children who would have been placed on a waiting list for Head Start will now be served.

Staff will receive the supports afforded in the Head Start program.

Programs will work in unison as had been in the past.

Cost savings to the District is significant. (In 2016, the District spent \$65,000)

Cons: The 10 private pay children who are currently enrolled would not qualify for ECE (state) or Head Start (federal) funding. These children will need to be referred to other service providers in the community.

Due to ratio guidelines established by the Ohio Department of Education and the Office of Head Start, there is no availability to insert private pay slots.

Current funding from ECE = \$80,000

Under proposal funding for this collaborative classroom = \$176,000 (estimated)