

Head Start Monthly Report November 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:

Credit Card \$4,184.13			
9/27/18	\$48.89(X4)	American Airlines	A. Esser S. Stammen. S. Stachler J. Bell
9/27/18	\$269.99 (X4)	American Airlines	same as above
9/27/18	\$228.58	Hyatt Cbus	A. Esser – ECE Governor Forum
9/29/18	\$1,455	NAEYC Conference	A. Esser, S. Stammen S. Stachler J. Bell
10/1/18	\$9	Dune Park Train	A. Stephenson
10/4/18	\$9	Millenium Train	A. Stephenson
10/4/18	\$11	CHI Taxi	A. Stephenson
10/4/18	\$785.34	Hyatt McCormick Chi	A. Stephenson
10/12/18	\$28.85	Marathon Marysville	A. Esser
10/11/18	\$128.08	Doubletree Cbus	C. Toler
10/12/18	\$256.16	Doubletree Cbus	A. Esser

B. Program Information Summary

October was National Head Start Awareness Month. Dr. Ken and Mrs. Duncan visited our classrooms and read to our children. Pictures of them can be found on our Facebook page and on the Office of Head Start's Twitter account. Cameron Warner from Congressman Jordan's office also visited our program.

The Director began the application to obtain additional funding for extended duration programming. The grant is due December 1, 2018. The Office of Head Start released a PI providing guidance regarding expectations for fatherhood involvement in Head Start programs. The Director applied for and was granted permission to serve 3 year- olds in the state funded ECE program. Currently we are full serving (12) 4 year- olds and 1 three year old.

The Health & Community Services Manager attended the Health & Safety Institute in Chicago. She will be developing a plan to create a "Culture of Safety" throughout the program. The Director attended the Grant Writing Institute in Chicago and had the opportunity to speak with the Regional Director and NHSA representative.

The Office of Head Start released the FOA for Early Head Start Expansion. Grant submission date is November 30, 2018.

The Director posted the job opportunity for the Family Engagement Services Manager position and has opted to extend the search for a highly qualified candidate. Positions on the education team are currently open.

Currently, we are serving 32 children on active IEPs (30 Head Start children and 2 ECE children). The Director and Education Manager have been more involved in case conferencing and behavior management plans for children with severe behaviors in the classroom setting. The number of children warranting additional supports is steadily increasing.

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)	12

Attendance by Program Option:

Half Day PY Head Start	86.025%
Full Day School Year Ed Complex	87.93%
Full Day School Year Rockford	92.75%
ECE	84.31%

D. CACFP report – CACFP claimed meals

Month Served	November 2018
Total Days Attendance	Rockford & Part Day programming - 19 Ed Complex Full day Programming - 22
Total Breakfast	1,637
Total Lunches	2,809
Total Snacks	1,672
Total Meals	6,118

- E. Financial Audit - 2017 Completed**
- F. Annual Self-Assessment**
 - Completed March 2018
- G. Community Assessment**
 - Beginning 18/19
- H. Communication and guidance from the Secretary**
 - PIs, IMs

Attachments to report:

PI Fatherhood Involvement

Requesting Approval for submission of Duration Grant providing an additional 545.5 instructional hours to 31 children.

Requesting Approval for submission of Early Head Start Expansion Grant providing 1,380 hours of center-based services to 24 infants and toddlers, and home visiting services to 24 infants and toddlers in Mercer County.

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	-	-	-	-	-
Refund prior year exp	-	-	-	1,279.67	(1,279.67)
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)	22,936.00	-	22,936.00	12,235.00	10,701.00	1,280.00	9,421.00	
Staff out of town travel	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	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 11/06/2018

09/27	AMERICAN AIR0010633226217 FORT WORTH TX	48.89
092718 1 Y	RVU FEE	
09/27	AMERICAN AIR0010633226218 FORT WORTH TX	48.89
092718 1 Y	RVU FEE	
09/27	AMERICAN AIR0010633226219 FORT WORTH TX	48.89
092718 1 Y	RVU FEE	
09/27	AMERICAN AIR0012313265371 FORT WORTH TX	269.39
111318 1 O	DAY DCA	
2 N	DCA DAY	
09/27	AMERICAN AIR0012313265372 FORT WORTH TX	269.39
111318 1 O	DAY DCA	
2 N	DCA DAY	
09/27	HYATT REGENCY COLUMBUS 8885872877 OH	228.58
09/27	AMERICAN AIR0012313265373 FORT WORTH TX	269.39
111318 1 O	DAY DCA	
2 N	DCA DAY	
09/27	AMERICAN AIR0012313265374 FORT WORTH TX	269.39
111318 1 O	DAY DCA	
2 N	DCA DAY	
09/27	AMERICAN AIR0010633226216 FORT WORTH TX	48.89
092718 1 Y	RVU FEE	
09/29	N A E Y C CONFERENCE 202-232-8777 DC	1,455.00
10/01	DUNE PARK STATION CHESTERTON IN	9.00
10/04	MILLENNIUM STATION TER CHICAGO IL	9.00
10/04	CHI TAXI 6743 CHICAGO IL	11.00
10/04	HYATT REGENCY MCCORMICK CHICAGO IL	785.34
10/12	MARATHON PETRO100131 MARYSVILLE OH	28.85
10/11	DOUBLETREE BY HILTON C/W COLUMBUS OH	128.08
10/12	DOUBLETREE BY HILTON C/W COLUMBUS OH	256.16
	AMY ESSER	
	TRANSACTIONS THIS CYCLE (CARD 0977) \$4184.13	

2018 Totals Year-to-Date

Total fees charged in 2018	\$0.00
Total interest charged in 2018	\$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	15.24%(v)(d)	- 0 -	- 0 -
CASH ADVANCES			
Cash Advances	21.24%(v)(d)	- 0 -	- 0 -
BALANCE TRANSFERS			
Balance Transfer	15.24%(v)(d)	- 0 -	- 0 -

30 Days in Billing Period

(v) = Variable Rate

(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.



FINAL August 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)			\$0.00
Technology Support-\$10,878 per year			\$906.50
ELL \$1,848 per year			\$0.00
Itinerant Teachers 58,234.04 (Sept-May)			
A. Abromavich	1.5	\$27.74	\$41.61
L. Michael	2.25	\$35.91	\$80.80
		Sub Total	\$3,311.99
<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	4.5	\$11.37	\$ 51.17
Tri-Star Students		\$16.83	\$ -
College Students	19.25	\$16.83	\$ 323.98
At Home Activities		\$16.83	\$ -
Parent Classroom	1.75	\$16.83	\$ 29.45
Community Partners	4.25	\$16.83	\$ 71.53
		Sub Total	\$ 476.12
<u>Goods & Services</u>			
CJ Highmarks for PC-20% discount			
		I looked at the receipt for the 8/9/18 meeting and did not see a discount	
Policy Council / HSAC	4	38.01	\$152.04
		Sub Total	\$152.04
<u>Mileage</u>			
Miles		0.545	\$ -
Total This Month			\$11,943.40
In-Kind Needed Each Month: \$26,804.75			
		Annual required inkind	\$321,657.00
		Inkind needed to date	\$141,051.07

Agency: All

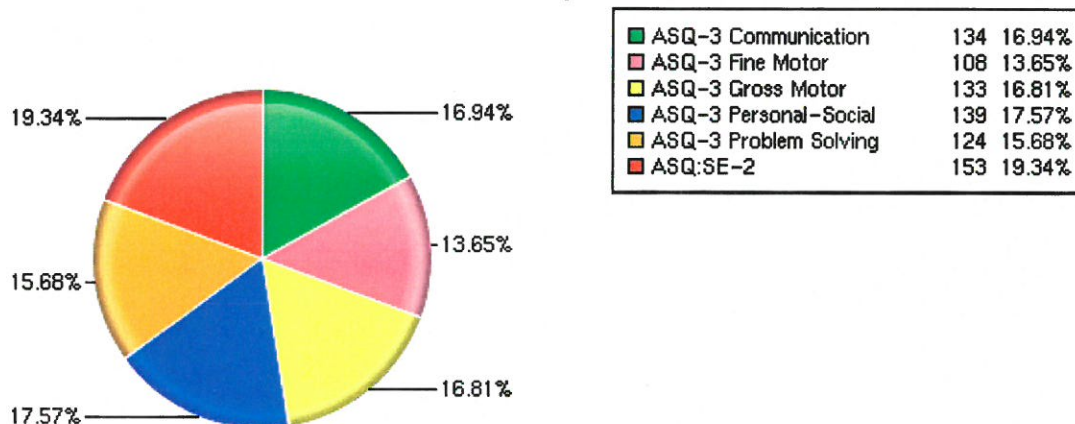
Currently Enrolled= 166

456S - Developmental Screening Statistics

HS

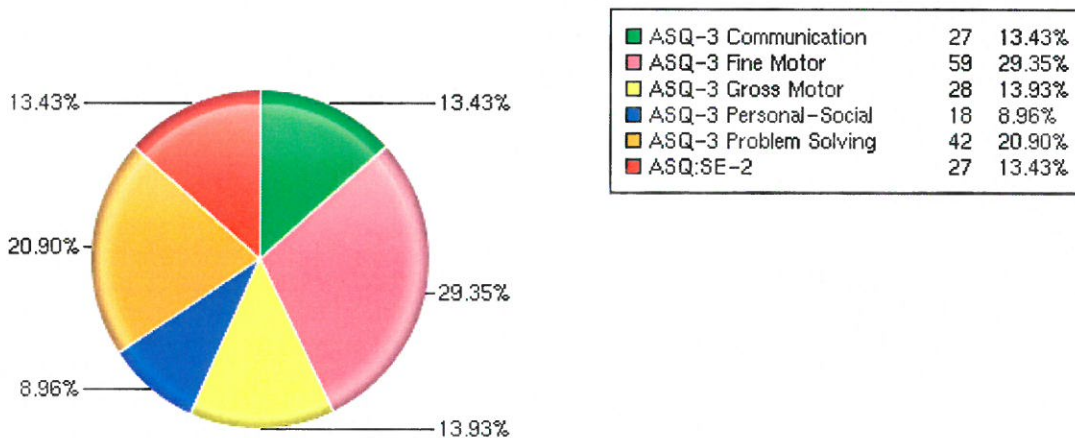
Screening Decisions

Complete

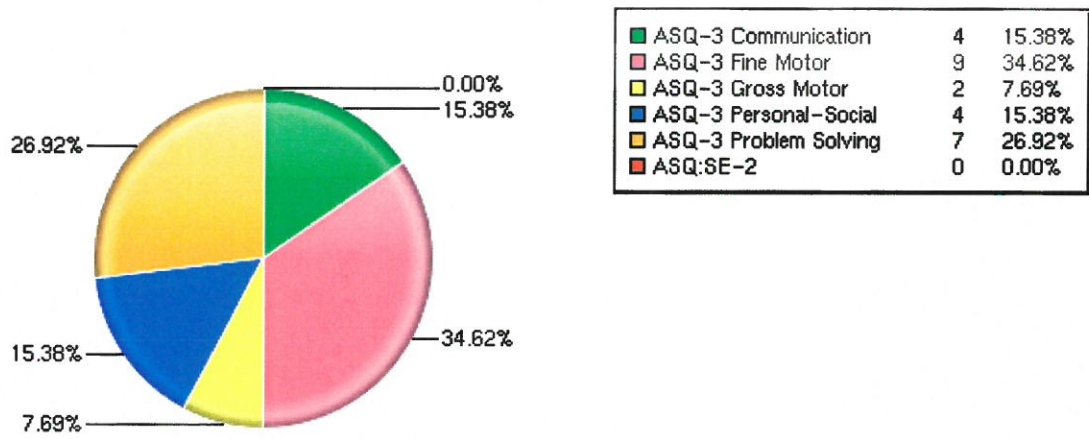


Monitor - No Data Available to Graph

Re-screen



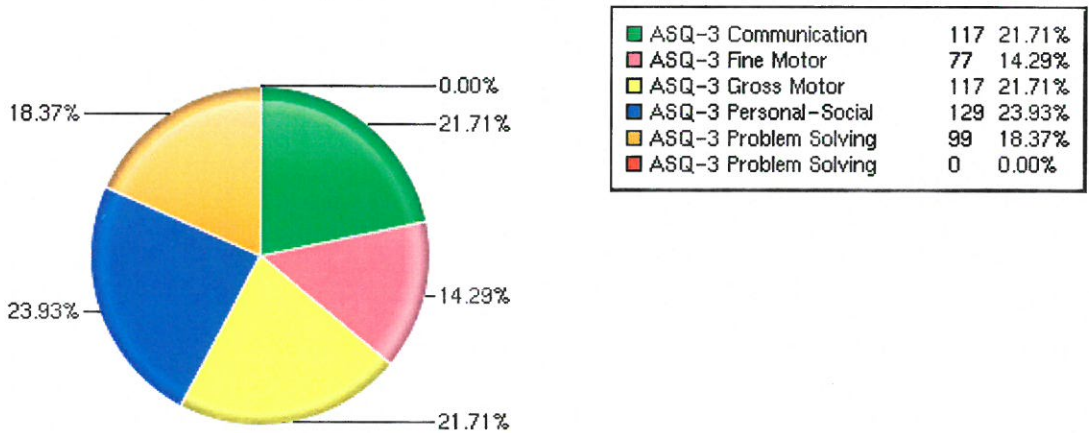
Referral



Screening Results

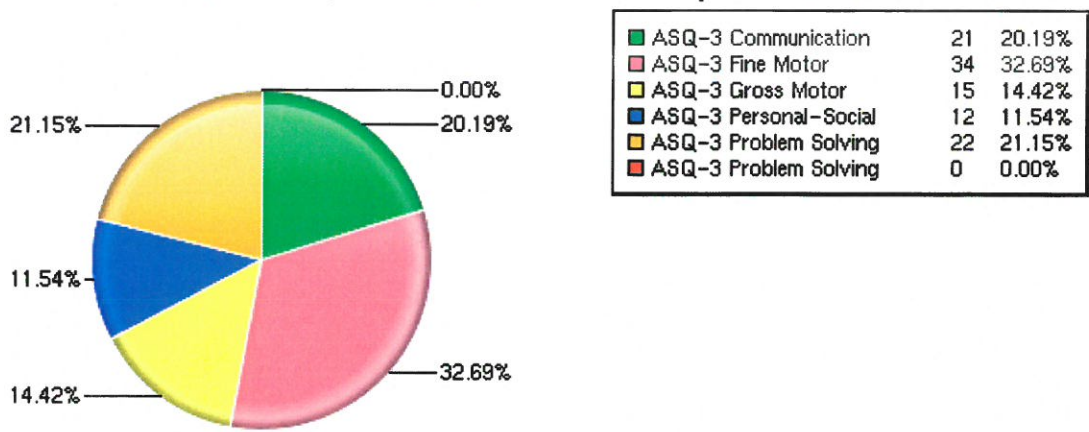
Above Age Level (inactive) - No Data Available to Graph

Above the cutoff, child's development appears to be on schedule

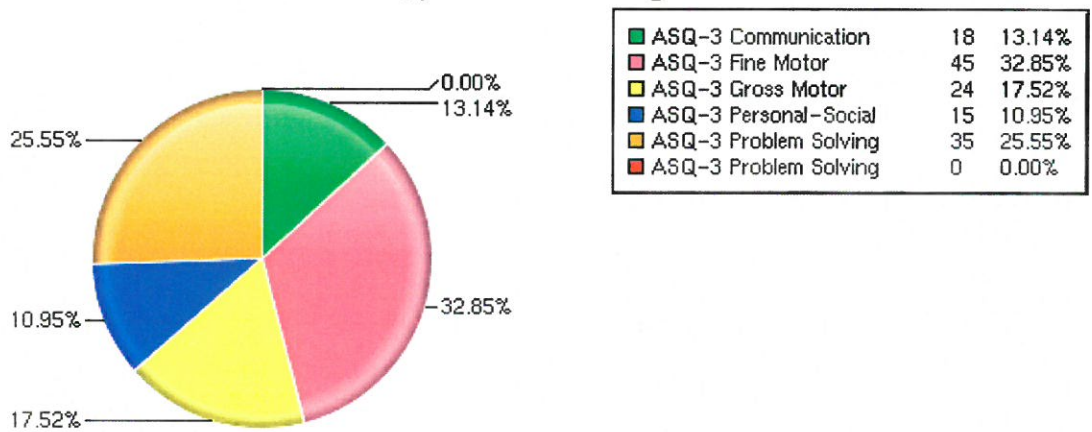


Below Age Level (inactive) - No Data Available to Graph

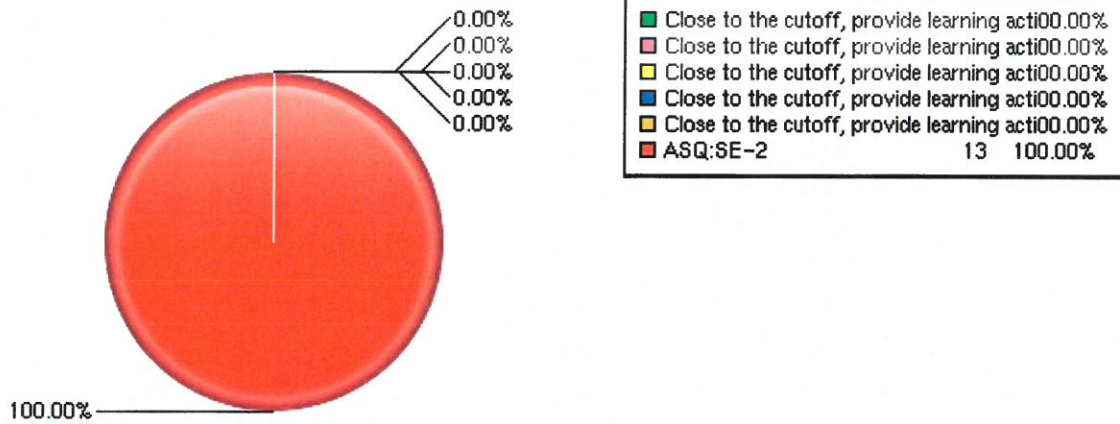
Below the cutoff, further assessment w/a professional is needed



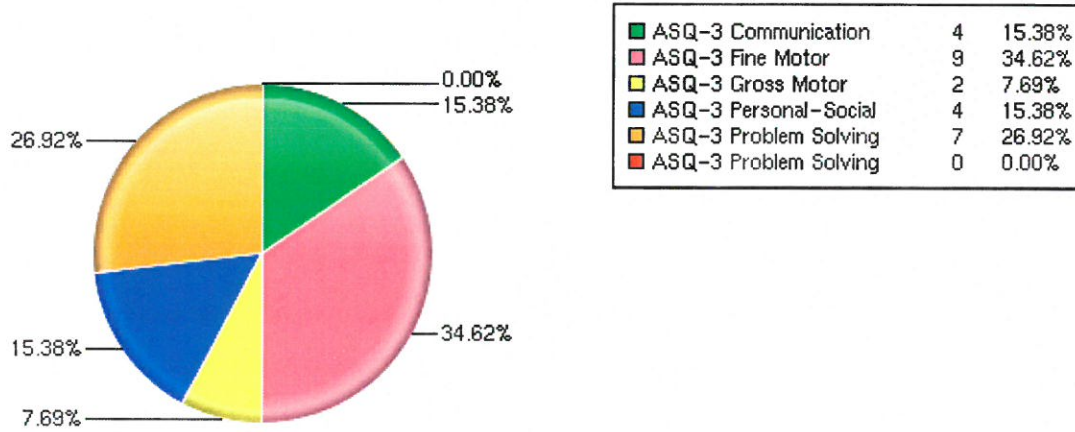
Close to the cutoff, provide learning activities and monitor



DECA Completed



Did Not Pass Additional Screening-needs referral/evaluation



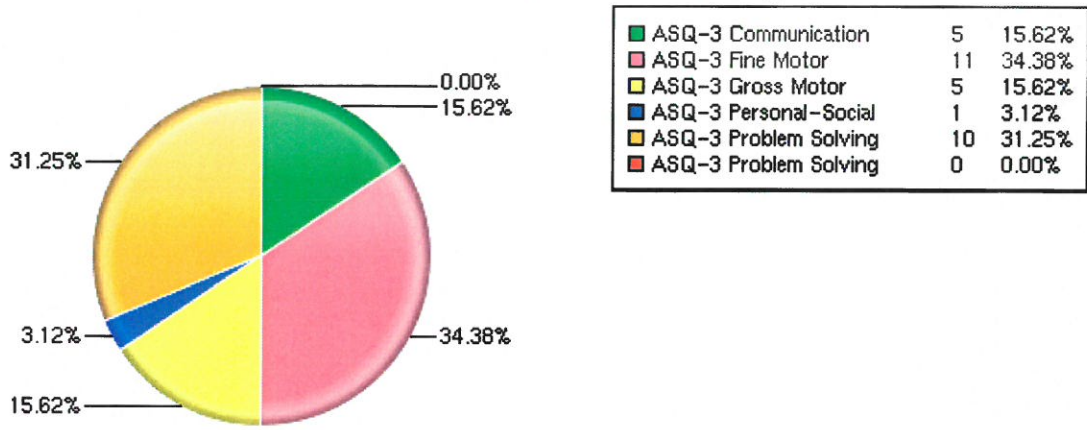
Failed (inactive) - No Data Available to Graph

Needs Re-screen (inactive) - No Data Available to Graph

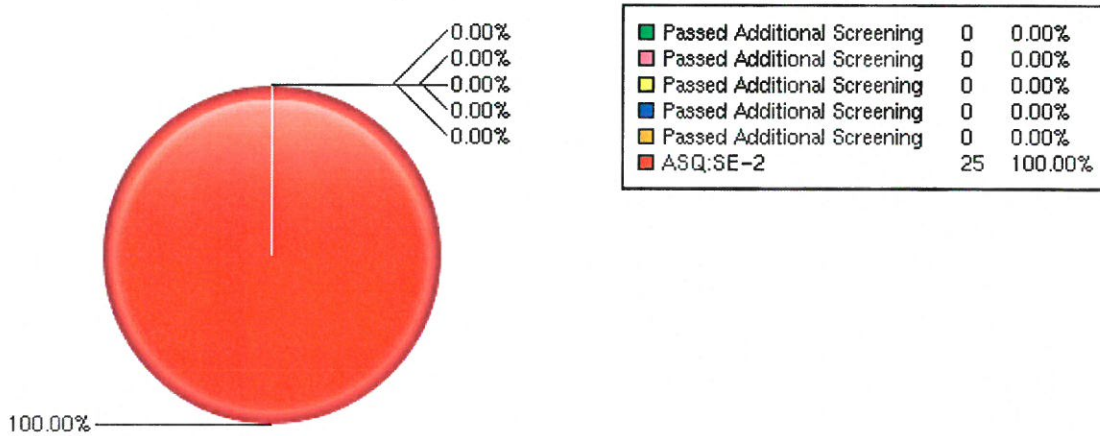
Needs Referral (inactive) - No Data Available to Graph

Passed (inactive) - No Data Available to Graph

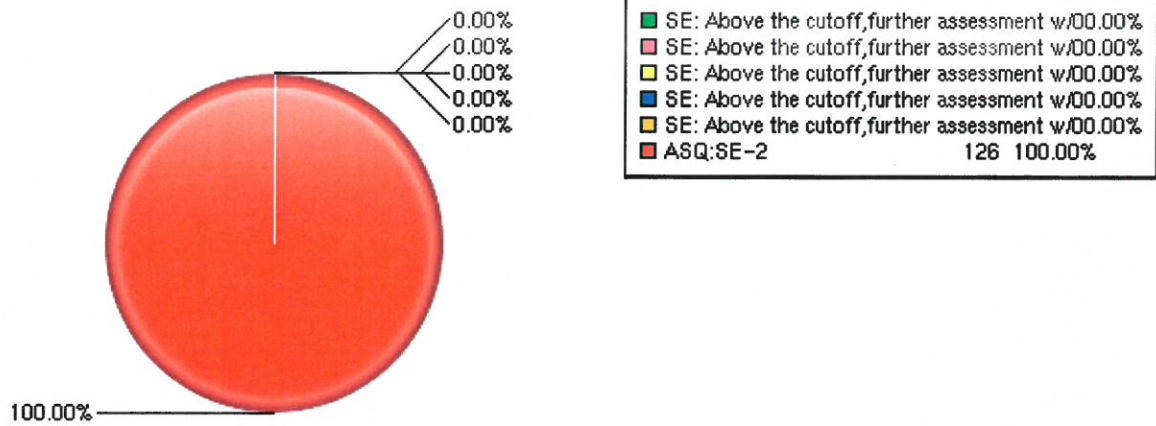
Passed Additional Screening



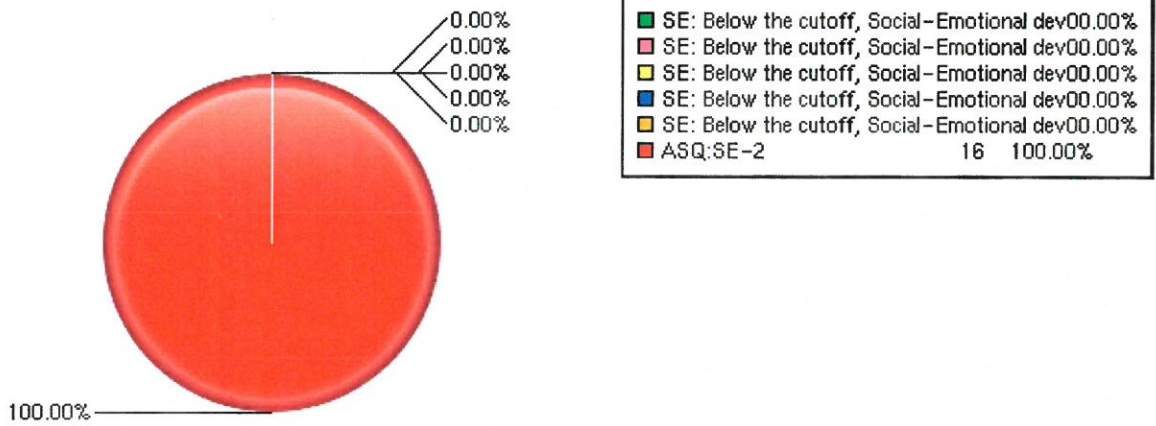
SE: Above the cutoff, further assessment w/a professional if need



SE: Below the cutoff, Social-Emotional development on schedule



SE: Close to the cutoff, review behaviors of concern and monitor



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Agency: All

Currently Enrolled= 166

406 - EPSDT status Report

	Up-To-Date	Not Up-To-Date
Dental	<u>127</u>	<u>39</u>
Growth Assessment	<u>158</u>	<u>8</u>
HCT or HGB	<u>137</u>	<u>29</u>
Hearing	<u>158</u>	<u>8</u>
Lead Screening (Mandated)	<u>136</u>	<u>30</u>
Vision	<u>165</u>	<u>1</u>

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

Up-To-Date	Not Up-To-Date
<u>136</u>	<u>30</u>

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ADMINISTRATION FOR CHILDREN & FAMILIES

New Information Memorandum (IM) on Enhancing Father Engagement

On October 17, 2018, the Administration for Children and Families (ACF) issued a joint Information Memorandum (IM) emphasizing the importance of meaningful father engagement in all ACF programs to better serve children and families.

The IM highlights research findings that demonstrate the value of father involvement in the lives of children and families. It also identifies promising practices to promote and sustain meaningful father engagement, regardless of a father's physical location or custodial participation.

Engaging fathers in Head Start and Early Head Start programs can have a deep impact on children, their families, and the community as a whole. Engaging fathers in Head Start and Early Head Start centers across the country builds a lasting impact on fathers' connection and involvement in their children's development and well-being, leading to a larger impact on the family as a whole as well as on the entire local community.

Fathers as Contributors to School Readiness and Well-being

The Office of Head Start (OHS) has a long history of engaging male family members and father figures as important contributors to the school readiness of children and to the well-being of families and communities. ACF encourages Head Start and Early Head Start programs to continue to engage fathers as advocates and lifelong educators of their children in ways that meet the different needs of their individual families and communities. Investing in ongoing professional development for staff to help them assess and evaluate how they work with fathers and examining cultural perspectives to improve their understanding of the unique needs and strengths of fathers are some of the ways in which Head Start programs are working to engage fathers.

Integration of Fathers Critical for Children's Success

Father engagement is critical to successful outcomes for children. Ideally, father engagement should not be a stand-alone initiative but rather a vital and integrated aspect of parent, family, and community work in Head Start and Early Head Start programs. Head Start programs should also consider opportunities to strengthen community partnerships. For example, programs can reach out to child care partners, domestic violence providers, local child welfare agencies, child support locations, and Temporary Assistance for Needy Families (TANF) offices to align and reinforce father responsive strategies that strengthen families and support father-child relationships.

OHS strongly encourages all Head Start programs to redouble their efforts in working with fathers.

The newly released IM can be found on ACF's website at

https://www.acf.hhs.gov/sites/default/files/assets/acffatherhoodim_final.pdf.

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201
<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | Contact Us

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ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region V | 233 North Michigan Avenue, Suite 400, Chicago, IL 60601 | eclkc.ohs.acf.hhs.gov

October 19, 2018

Matt Gilmore, Board President
Celina City Schools
585 East Livingston Street
Celina, OH 45822

Re: Grant No. 05CH8467

Dear Mr. Gilmore:

Section 641A(h)(3) of the Head Start Act requires the Secretary to determine, on a semiannual basis, which Head Start agencies are operating with an actual enrollment that is less than full funded enrollment for not less than four consecutive months, and to develop, in collaboration with such agencies, a 12-month plan and timetable for reducing or eliminating underenrollment.

The 12-month period wherein Celina City Schools was required to eliminate or reduce underenrollment to at least 97 percent funded enrollment, as described in Section 641A(h)(5) of the Head Start Act, concluded on February 12, 2018. Based on the Head Start enrollment level reported as of September 2018, Celina City Schools was enrolling at least 97 percent of funded enrollment.

The Office of Head Start (OHS) will continue to evaluate enrollment to ensure Celina City Schools maintains at least 97 percent enrollment for six consecutive months. Inability to maintain at least 97 percent enrollment may result in your program being designated as chronically underenrolled and the OHS taking action authorized under Section 641A(h)(5) to recapture, withhold, or reduce your base grant for redistribution to other programs.

If you have any questions or concerns, please contact Michael Butler, Head Start Program Specialist, (312) 886-5359 or michael.butler@acf.hhs.gov. Thank you for all that you do on behalf of children and families.

Sincerely,

Heather Wanderski
Regional Program Manager
Office of Head Start

cc: Ken Schmiesing, Superintendent
Amy Esser, Head Start Director
Tom Sommer, Chief Financial Officer
Keysha Chilcoat, Policy Council Chair

ATTACHMENT A

Sec. 641A Standards; Monitoring of Head Start Agencies and Programs

...

(h) Reduction of Grants and Redistribution of Funds in Cases of Underenrollment-

(1) DEFINITIONS- In this subsection:

(A) ACTUAL ENROLLMENT- The term actual enrollment' means, with respect to the program of a Head Start agency, the actual number of children enrolled in such program and reported by the agency (as required in paragraph (2)) in a given month.

(B) BASE GRANT- The term base grant' has the meaning given the term in section 640(a)(7).

(C) FUNDED ENROLLMENT- The term funded enrollment' means, with respect to the program of a Head Start agency in a fiscal year, the number of children that the agency is funded to serve through a grant for the program during such fiscal year, as indicated in the grant agreement.

(2) ENROLLMENT REPORTING REQUIREMENT- Each entity carrying out a Head Start program shall report on a monthly basis to the Secretary and the relevant Head Start agency

(A) the actual enrollment in such program; and

(B) if such actual enrollment is less than the funded enrollment, any apparent reason for such enrollment shortfall.

(3) SECRETARIAL REVIEW AND PLAN- The Secretary shall

(A) on a semiannual basis, determine which Head Start agencies are operating with an actual enrollment that is less than the funded enrollment based on not less than 4 consecutive months of data;

(B) for each such Head Start agency operating a program with an actual enrollment that is less than its funded enrollment, as determined under subparagraph (A), develop, in collaboration with such agency, a plan and timetable for reducing or eliminating underenrollment taking into consideration--

(i) the quality and extent of the outreach, recruitment, and communitywide strategic planning and needs assessment conducted by such agency;

(ii) changing demographics, mobility of populations, and the identification of new underserved low-income populations;

(iii) facilities-related issues that may impact enrollment;

(iv) the ability to provide full-working-day programs, where needed, through funds made available under this subchapter or through collaboration with entities carrying out other early childhood education and development programs, or programs with other funding sources (where available);

(v) the availability and use by families of other early childhood education and development options in the community served; and

(vi) agency management procedures that may impact enrollment; and

(C) provide timely and ongoing technical assistance to each agency described in subparagraph (B) for the purpose of assisting the Head Start agency to implement the plan described in such subparagraph.

(4) IMPLEMENTATION- Upon receipt of the technical assistance described in paragraph (3)(C), a Head Start agency shall immediately implement the plan described in paragraph (3)(B). The Secretary shall, where determined appropriate, continue to provide technical assistance to such agency.

(5) SECRETARIAL REVIEW AND ADJUSTMENT FOR CHRONIC UNDERENROLLMENT-

(A) IN GENERAL- If, after receiving technical assistance and developing and implementing the plan as described in paragraphs (3) and (4) for 12 months, a Head Start agency is operating a program with an actual enrollment that is less than 97 percent of its funded enrollment, the Secretary may--

(i) designate such agency as chronically underenrolled; and

(ii) recapture, withhold, or reduce the base grant for the program by a percentage equal to the percentage difference between funded enrollment and actual enrollment for the program for the most recent year for which the agency is determined to be underenrolled under paragraph (3)(A).

(B) WAIVER OR LIMITATION OF REDUCTIONS- The Secretary may, as appropriate, waive or reduce the percentage recapturing, withholding, or reduction otherwise required by subparagraph (A), if, after the implementation of the plan described in paragraph (3)(B), the Secretary finds that--

(i) the causes of the enrollment shortfall, or a portion of the shortfall, are related to the agency's serving significant numbers of highly mobile children, or are other significant causes as determined by the Secretary;

(ii) the shortfall can reasonably be expected to be temporary; or

(iii) the number of slots allotted to the agency is small enough that underenrollment does not create a significant shortfall.

(6) REDISTRIBUTION OF FUNDS-

(A) IN GENERAL- Funds held by the Secretary as a result of recapturing, withholding, or reducing a base grant in a fiscal year shall be redistributed by the end of the following fiscal year as follows:

(i) INDIAN HEAD START PROGRAMS- If such funds are derived from an Indian Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Head Start programs.

(ii) MIGRANT AND SEASONAL HEAD START PROGRAMS- If such funds are derived from a migrant or seasonal Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more programs of the type from which such funds are derived.

(iii) EARLY HEAD START PROGRAMS- If such funds are derived from an Early Head Start program in a State, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Early Head Start programs in that State. If such funds are derived from an Indian Early Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Early Head Start programs.

(iv) OTHER HEAD START PROGRAMS- If such funds are derived from a Head Start program in a State (excluding programs described in clauses (i) through (iii)), then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Head Start programs (excluding programs described in clauses (i) through (iii)) that are carried out in such State.

(B) ADJUSTMENT TO FUNDED ENROLLMENT- The Secretary shall adjust as necessary the requirements relating to funded enrollment indicated in the grant agreement of a Head Start agency receiving redistributed funds under this paragraph.