

Head Start Monthly Report June 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: **\$1,369.38**

(4)	\$185.75	Great Wolf Lodge	Administrators
	\$143.38	Great Wolf Lodge	Parent Ambassador
	\$59.00	raratheme	Website
	\$399.00	Loving Guidance	Sandy Stammen
	\$25.00	Facebook	Social Media

B. Program Information Summary

The month of May was filled with transitioning students onto kindergarten and recruiting for next program year. Director and Managers met with staff to discuss the importance of maintaining full enrollment and the recent enrollment initiative being spearheaded by the Office of Head Start. Other administrative tasks completed this month include: Administrative meeting with Celina City Schools staff, parent appreciation events, staff appreciation event, COLT, and Board meeting.

Senator Matt Huffman visited the program this month. He toured the facility and attended the parent appreciation / end of the year child event. Senator Matt Huffman sits on the education and health & human services committee in the Ohio Senate.

The Director met with Superintendent Schmiesing to discuss future plans of Mercer Head Start and information shared from the Regional office. Plans to modify the program and build more collaborative classrooms will be put on hold for at least one program year. Due to past DRS circumstances, the grantee's 5-year grant cycle does not match the project award documentation. Mercer County Head Start will begin year 5 of this project period in December, 2018. The Director will be applying for an extension of the project period to maintain the current funding grant cycle. Because the program has been underenrolled for 2 years,, the regional program specialist advised not to modify the program at this time and to focus efforts on full enrollment. Additional funding opportunities will be made available later this year for possible duration, and Early Head Start expansion.

The Director met with the Superintendent of ESC to discuss collaborative classroom for next year and joint recruitment efforts.

The Director and FESM met with Director of Foundations to discuss new model for Mental Health Consultation to begin next program year.

The Director was invited to be a part of Ohio Head Start's Future Group. The group consists of current and past Head Start Directors. The group plans for the direction of OHSAI and advises the OHSAI board. Mercer County Head Start has 3 representatives on the OHSAI board, Director, FESM, and Parent.

A 2-day COPA training was provided for all staff in the support of moving forward with technology and becoming less reliant on paper. The FESM attended a 2-day ERSEA training to support program efforts in maintain fidelity to income eligibility. The Education Manager and Director met with Teaching Strategies to discuss concerns, products, and options to use more technology in child assessment and lesson planning. All lead teachers attended the OAEYC professional development conference at Kalahari.

Staff evaluations with the exception of Administration were completed in May. Administration to be completed in June.

Staff background checks have been submitted to ODJFS; however, the required reports have not been returned. According to ODJFS they are still processing requests submitted in December. MCHS submitted background checks in March. The program meets requirements for background checks based upon background check process previously installed. However, partnering agencies may not be able to be left alone with children in background checks are not completed.

Education – Education Manager provided additional information and technical assistance to all education staff for SUTQ and training requirements.

Mental Health – No report

Disabilities – The program served 31 students on an IEP this year. Administration continues to work with ESC staff on the referral process.

Health – HCSM has planned a Health Screening Day / Recruitment Day in July. The Health District will be supporting our efforts.

ERSEA –FCSM has begun the process of accepting children for PY 18-19. All returning children and siblings as well as some new enrollees have been accepted. Recruitment is under way and we must be full on the first day.

Family Engagement - No report
C. Enrollment / Attendance

Enrollment by Program Option:

Half Day PY Head Start	106
Full Day School Year Ed Complex	20
Full Day School Year Rockford	19
ECE – State – funded (CPPS)	13

Attendance by Program Option:

Half Day PY Head Start	85.91%
Full Day School Year Ed Complex	94.58%
Full Day School Year Rockford	96.32%
CPPS	94.41%

D. CACFP report – CACFP claimed meals

Month Served	May 2018
Total Days Attendance	Rockford - 10, Part Day programming - 13 Ed Complex Full day Programming - 12
Total Breakfast	982
Total Lunches	1623
Total Snacks	992
Total Meals	3597

E. Financial Audit – Audit report was returned indicating that there was a problem with the program underreporting in-kind. A systems check indicated an issue. Director submitted a corrective action plan to be completed by September. Director has requested TTA from the regional office.

F. Annual Self-Assessment

- Completed March 2018

G. Community Assessment

- Completed December 2017

H. Communication and guidance from the Secretary - Head Start was notified of a 2.6% COLA increase.

Attachments to report:

COLA Letter

Respectfully submitted,

Amy Esser
Director

DEBIT ACTIVITY (CONTINUED)

Merchant Name or Transaction Description	\$ Amount
TRANSPORTATION ACCESSORIE 740-9672522 OH	122.25 -
TRANSPORTATION ACCESSORIE 740-9672522 OH	32.03 -
WAL-MART #1433 CELINA OH	54.50 -
OED EDUCATOR LICENSURE 614-644-2636 OH	100.00
OED EDUCATOR LICENSURE 614-644-2636 OH	100.00
DRAPHIX/TEACHER DIRECT 205-226-0830 AL	268.74 -
PAR CODE SYMBOLOGY 973-6180550 NJ	570.00 -
PLAK SMACKER 951-898-7600 CA	79.23 -
WPS 800-648-8857 CA	104.50 -
US SCHOOL SUPPLY INC 770-455-8900 GA	233.30 -
WAL-MART #1433 CELINA OH	48.23 -
OED EDUCATOR LICENSURE 614-644-2636 OH	25.00
OED EDUCATOR LICENSURE 614-644-2636 OH	25.00
HUDL HTTPSWWW.HUDL NE	1,799.00 -
OED EDUCATOR LICENSURE 614-644-2636 OH	25.00
DSS*ACHIEVMNTPRODUCTS 800-482-5846 CA	138.73 -
Jones School Supply Co., Columbia SC	485.10 -
WWW.SPLASHMATH.COM WWW.SPLASHMAT CA	3,040.00 -
POWELL COMPANY LTD 419-2289625 OH	10,229.47 -
PROFESSIONAL BINDING PROD 805-376-0177 CA	1,731.00 -
OED EDUCATOR LICENSURE 614-644-2636 OH	25.00
OED EDUCATOR LICENSURE 614-644-2636 OH	25.00
OED EDUCATOR LICENSURE 614-644-2636 OH	25.00
OED EDUCATOR LICENSURE 614-644-2636 OH	25.00
CONNIE ROSE	25.00
TRANSACTIONS THIS CYCLE (CARD 0944)	\$19,908.83
WAL-MART #1433 CELINA OH	66.88 -
MIAMI CO DEVELP DEPT 888-8916064 OH	158.59 -
KENNETH SCHMIESING	
TRANSACTIONS THIS CYCLE (CARD 0969)	\$225.47
GREAT WOLF MASON MASON OH	185.75 -
GREAT WOLF MASON MASON OH	185.75 -
GREAT WOLF MASON MASON OH	185.75 -
GREAT WOLF MASON MASON OH	185.75 -
GREAT WOLF MASON MASON OH	143.38 -
ratheme 9841035520	59.00 -
LOVING GUIDANCE 800-842-2846 FL	399.00
FACEBK C7GBWFWDG2 650-5434800 CA	25.00 -
AMY ESSER	
TRANSACTIONS THIS CYCLE (CARD 0977)	\$1,369.38

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

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

Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
SEES	14.74% (v)(d)	-0-	-0-
ADVANCES			

439 Early Childhood

	Salaries 100	Fringes 200	Purchased Services 400	Supplies 500	Capital Outlay 600	Other 800	Total
Original CCIP Budget	40,296.00	6,224.00	3,000.00	2,480.00	-	-	52,000.00
9/8/2017	(10,165.00)	11,735.00	(290.00)	(1,280.00)	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Adjusted CCIP Budget	30,131.00	17,959.00	2,710.00	1,200.00	-	-	52,000.00
Exp thru 9/30	4,355.13	2,364.67	163.50	-	-	-	6,883.30
Exp thru 10/31	3,740.27	2,293.35	-	-	-	-	6,033.62
Exp thru 11/30	3,914.61	2,135.14	-	-	-	-	6,049.75
Exp thru 12/31	3,870.89	2,374.93	-	-	-	-	6,245.82
Exp thru 01/31	3,870.90	2,654.71	75.00	-	-	-	6,600.61
Exp thru 02/28	3,950.90	2,568.49	-	-	-	-	6,519.39
Exp thru 03/31	3,870.90	880.56	-	249.55	-	-	5,001.01
Exp thru 04/30	3,870.90	4,337.49	-	-	-	-	8,208.39
Exp thru 05/31	3,870.36	2,483.41	-	-	-	-	6,353.77
Exp thru 06/30	-	-	-	-	-	-	-
Exp thru 07/31	-	-	-	-	-	-	-
ADJ Entry 5/31/18	(3,412.25)	(2,483.41)	-	-	-	-	(5,895.66)
Exp thru 08/31							-
Total Expenditures	31,902.61	19,609.34	238.50	249.55	-	-	52,000.00
CCIP Budget Remaining	(1,771.61)	(1,650.34)	2,471.50	950.45	-	-	-
CAN SPEND UP TO BUDGET PLUS 10%	33,144.10	19,754.90					

458.11

HEAD START - 2018 GRANT

REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,393,105.00	-	1,393,105.00	428,000.00	965,105.00
CACFP Revenue	-	88,230.00	88,230.00	55,970.45	32,259.55
Other Local	-	-	-	1,000.00	(1,000.00)
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	1,393,105.00	88,230.00	1,481,335.00	484,970.45	996,364.55

BUS

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE	ANTICIPATED ACCRUAL
Salary	648,869.00	50,400.00	699,269.00	287,214.21	412,054.79	-	412,054.79	
Fringe Benefits	441,333.00	9,100.00	450,433.00	187,200.95	263,232.05	350.00	262,882.05	
Programming	175,256.00	4,230.00	179,486.00	37,707.22	141,778.78	14,656.39	127,122.39	
Supplies	97,090.00	24,500.00	121,590.00	49,595.46	71,994.54	8,390.29	63,604.25	
Capital Outlay	-	-	-	-	-	-	-	
Other Expenditures	10,325.00	-	10,325.00	1,323.00	9,002.00	-	9,002.00	
PA22 subtotal	1,372,873.00	88,230.00	1,461,103.00	563,040.84	898,062.16	23,396.68	874,665.48	
Training & Technical Services								
Training & technical serv (job code 400)	10,480.00	-	10,480.00	7,110.00	3,370.00	4,309.00	(939.00)	
Staff out of town travel	8,752.00	-	8,752.00	5,965.53	2,786.47	3,268.22	(481.75)	
Subtotal Purch Service	19,232.00	-	19,232.00	13,075.53	6,156.47	7,577.22	(1,420.75)	
Training & Tech Supplies	1,000.00	-	1,000.00	137.07	862.93	86.26	776.67	
Subtotal Supplies	1,000.00	-	1,000.00	137.07	862.93	86.26	776.67	
T&TA -PA20	20,232.00	-	20,232.00	13,212.60	7,019.40	7,663.48	(644.08)	
Return of Board Advance	-	-	-	-	-	-	-	
TOTALS	1,393,105.00	88,230.00	1,481,335.00	576,253.44	905,081.56	31,060.16	874,021.40	

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES (91,282.99)

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INTEREST CHARGES

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Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
ADVANCES	14.74% (v)(d)	-0-	-0-

In-Kind	Hours	Amount per hour	Total
Support Personnel			
District Superintendent-\$8166 per year			\$680.50
Treasure's Office -3 employees/\$14,753 year			\$1,229.42
Speech Therapist-\$58,070 per year			\$4,839.17
Technology Support-\$10,537 per year			\$878.08
PT/OT		\$62.20	\$0.00
PT/OT Assistant		\$40.50	\$0.00
ELL		\$27.84	\$0.00
Beth Smalley		\$51.00	\$0.00
		Sub Total	\$7,627.17
Building Usage			
Utilities-\$17,136 year			\$1,428.00
Custodian-\$67,094per year			\$5,591.17
Maintenance-\$13,575 year			\$1,131.25
		Sub Total	\$8,150.42
Volunteer			
Cafeteria Assistants		\$10.97 \$	-
Tri Star Volunteers		\$16.40	\$0.00
Librarian		\$19.75	\$0.00
College Interns		\$16.40	\$0.00
At Home Activities		\$16.40	\$0.00
Community Partners		\$16.40	\$0.00
		Sub Total	\$
Goods & Services			
CJ Highmarks for PC-20% discount			\$17.80
rug and helping buddie donation			
Parent Classroom Volunteer/POP's		\$16.40	\$0.00
Policy Council / HSAC		36.19	\$0.00
		Sub Total	\$17.80
Mileage			
	Total Miles	Amount Per Mile	
PC members	97	0.545 \$	52.87
Total This Month			\$15,848.26
In-Kind Needed Each Month: \$26,804.75			
Annual required inkind			\$321,657.00
Inkind needed to date			\$212,760.72

FY 2018 Head Start Funding Increase

eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-18-03

U.S. (United States) Department
of Health and Human Services

ACF
Administration for Children and Families

1. Log Number: ACF-PI-HS-18-03
2. Issuance Date: 05/01/2018
3. Originating Office: Office of Head Start
4. Key Words: Consolidated Appropriations Act; Appropriations; FiscalYear (FY) 2018; Funding Increase; Cost of Living Adjustment (COLA)

Program Instruction

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

Subject: FY 2018 Head Start Funding Increase

Instruction:

President Trump signed Public Law 115-141, the Consolidated Appropriations Act, 2018, on March 23, 2018. Included is \$9,863,095,000 for programs under the Head Start Act, an increase of \$610 million over the fiscal year (FY) 2017 funding level.

Of this increase, \$216 million provides grantees a 2.6 percent cost-of-living adjustment (COLA), \$260 million to support grantees increasing their hours of program operations, and \$115 million for Early Head Start-Child Care Partnerships (EHS-CCP) and Early Head Start (EHS) Expansion, which includes a 2.6 percent COLA (cost-of-living adjustment) for existing EHS-CCP (Early Head Start-Child Care Partnerships) and EHS (Early Head Start) Expansion grantees. Information will be provided in the coming weeks about how to apply for these funds.

This Program Instruction provides information about the COLA (cost-of-living adjustment) funds that are available to grantees in FY (fiscal year) 2018 and describes the requirements for applying for these funds.

All Head Start and Early Head Start grantees, and Early Head Start-Child Care Partnerships/Expansion grantees, and grantees subject to competition for continued funding through the Designation Renewal System are eligible to receive the COLA (cost-of-living adjustment).

State Collaboration grants are not eligible for the COLA (cost-of-living adjustment) due to the statutory cap on their funding in the Head Start Act.

FY (fiscal year) 2018 COLA (cost-of-living adjustment)

Each grantee may apply for a COLA (cost-of-living adjustment) increase of 2.6 percent of the FY (fiscal year) 2017 base funding level. Base funding excludes training and technical assistance funds, and any one-time funding grantees may have received in FY (fiscal year) 2017. COLA (cost-of-living adjustment) funds are to be used to increase staff salaries and fringe benefits and to pay for higher operating costs.

Programs that use COLA (cost-of-living adjustment) 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 (cost-of-living adjustment) 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 (cost-of-living adjustment) 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 (cost-of-living adjustment).

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 (cost-of-living adjustment) 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 (cost-of-living adjustment).

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

Grantees encountering program improvement needs 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 Program Instruction 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

See PDF Version of Program Instruction:
[FY 2018 Head Start Funding Increase\[PDF, 101KB\]](#)

Month to be Completed	Strategy	Person Responsible	Implementation Details	Time Frame
January				
	Annual Recruitment Meeting	FESM	Yearly	
	Send out ITR's	FA/HS Secretary	1/16/2018	return by January 30
	Public Service Announcements to: Newspapers, Radio Stations	FESM	Update announcements in 'P' recruitment file	Year round as needed to keep up to date
	Community Agency Awareness (ex. ESC, OUR Home, HMG, WIC, COLT)	FESM/FA	Make contacts (via emails & flyers) regarding recruitment efforts	Year round as needed to keep up to date
	Submit photo and article to newspapers	FESM	Use updated photo and article	Quarterly (Jan, April, July, Oct)
	Poverty Guidelines	FESM	update federal guidelines as soon as they are posted	January/February
	Facebook/Website	ECSD	will keep Facebook updated regarding program events and recruitment	Monthly as needed
	Yard Signs	FESM	fill out a PO and order more signs as needed	January/February
	Recruiting post cards & posters	FESM	order supplies from print shop	January/February
February				
	Contact ESC to get preschool and K-screen dates	FESM/FA	staff will work with ESC to be at screenings	March & April
	TV monitor for advertising at screens and community events	FA	Update pictures and text to stay current	Semi-Annually (Feb & Aug)
	Order supplies to restock at-home activity kits	FESM & Secretary	fill out a PO for Oriental Trading and Discount School Supplies	February
	County Demographics marketing	FESM/Director	connect with VPP for mailing	August/February
	Review/revise enrollment packet & intent to returns	FESM & Management Team & PC	make necessary changes and get PC & Board approval	these forms should be reviewed annually in February and then year round as needed per changes to HS Standards
	Intent to Returns (ITR's)	FA/Data Secretary	run COPA report	due February 28
	Community Agency Awareness (ex. ESC, OUR Home, HMG, WIC, COLT)	FESM/FA	Make contacts (via emails & flyers) regarding recruitment efforts	Year round as needed to keep up to date
	Community Awareness	FESM	newspaper and Spectrum	

Costs	Date Completed & Other Notes
	1/3/2018
)	
	1/9/18 contacted two local newspapers about a full page article for Head Start recruitment
	Jan 31 spoke with Kathy at OUR Home and she will get us the Angel Tree list.
	1/18 HS article in the Standard
	2/2/18 received list of preschool screens
	2/14 had a booth at No Wrong Door
	2/7/18 sent out WIC list for recruit: 2/14 Angel Tree list; 2/23 Jenine sent an update to Coldwater's Hometown Cable
	new forms have been added and others updated as needed
	3/3/18 staff to sit at Mercer Health Health Fair event
	2/28/18 sent picture of bowling and recruit to Daily Standard

	ITR's	FA's		
	send out recruitment flyers	FESM/FA's		
	1/2 sheets to WIC, LACCA & county schools	FESM/FA	update 1/2 sheets and send out	February
March				
	Sibling enrolls due	FA	COPA follow up	
	Staff/Volunteers, PC, Board, current HS families	All Staff	emails/word of mouth/fliers that HS is recruiting	February/March/Year Round
	Mercer Health Wellness Day	HS Staff	man a booth with HS info	March
	Pre-school and K-screens	FESM/FA/HCSM	go to screens with info and to assist ESC	March & April
	Weekly Newsletters	Teaching Staff	teaching staff will remind families via weekly newsletter that HS is now enrolling	March/April/May
	Posters & brochures at area business	All Staff	Staff will take posters around and update as needed	Year round as needed to keep up to date
	Week of the Young Child	All Staff	prep work for WOYC	March & April
	Public Service Announcements to: Newspapers, Radio Stations	FESM	Update announcements in 'P' recruitment file	Year round as needed to keep up to date
	Community Agency Awareness (ex. ESC, OUR Home, HMG, WIC, COLT)	FESM/FA	Make contacts (via emails & flyers) regarding recruitment efforts	Year round as needed to keep up to date
April				
	Pre-school and K-screens	FESM/FA/HCSM	go to screens with info and to assist ESC	March & April
	Posters & brochures at area business	All Staff	Staff will take posters around and update as needed	Year round as needed to keep up to date
	Submit photo and article to newspapers	FESM	Use updated photo and article	Quarterly (Jan, April, July, Oct)
	Community Agency Awareness (ex. ESC, OUR Home, HMG, WIC, COLT)	FESM/FA	Make contacts (via emails & flyers) regarding recruitment efforts	Year round as needed to keep up to date
	Enroll ITR's	FA	enrolling for 2018/2019	April-August
	Yard Signs	All Staff	recruit to businesses and houses	March & April
	New Enrolls	FA	enrolling for 2018-2019	April-August
	Week of the Young Child Event	All Staff	activities for families/recruit fliers	April

	ITR's have started and about 1/2 way through

	Jenine and Amy A attended
	teaching staff have a note in their newsletters that we are recruiting

	All staff recruit is 4/27
	3/26 PSA's to WCSM and WKKI
	FA's attended local K screens
	All staff recruit day 4/27; new flyers ordered 4/17
	new bus and enrollment info sent to Daily Standard 4/19
	table at Healthy Kids Day at the YMCA on 4/14: 4/19 policy council-reminded parent and community members that we are recruiting and can use their help in spreading the word
	4/20 almost 1/2 of slots for 2018-2019 are
	4/19 picked up yard signs
	we just had a new student start on 4/17/18
	April 16-19

	Weekly Newsletters	Teaching Staff	teaching staff will remind families via weekly newsletter that HS is now enrolling	March/April/May
May				
	Posters & brochures at area business	All Staff	Staff will take posters around and update as needed	Year round as needed to keep up to date
	Spring Musical	FA & All Staff	distribute 1/2 sheets to families to share with their friends & families	May
	New Enrolls	FA	begin enrolling for 2018/2019	April-August
	Health Dept & JFS table	FA/Staff	set up display	April/May
	Weekly Newsletters	Teaching Staff	teaching staff will remind families via weekly newsletter that HS is now enrolling	March/April/May
	Low Income Housing Enroll	FA	set up a table and enroll at low income housing sites	April-May
	Public Service Announcements to: Newspapers, Radio Stations	FESM	Update announcements in 'P' recruitment file	Year round as needed to keep up to date
June				
	New Enrolls	FA	enrolling for 2018/2019	April-August
	Submit photo and article to newspapers	FESM	Use updated photo and article	Quarterly (Jan, April, July, Oct)
July				
	Submit photo and article to newspapers	FESM	enrolling article to Daily Standard	
	Community Events	Managers/volunteers		
	Post Cards			
August				
	New Enrolls	FA	enrolling for 2018/2019	April-August
	Community Agency Awareness (ex. ESC, OUR Home, HMG, WIC, COLT)	FESM/FA	Make contacts (via emails & flyers) regarding recruitment efforts	Year round as needed to keep up to date
	TV monitor for advertising at screens and community events	FA	Update pictures and text to stay current	Semi-Annually (Feb & Aug)
	PTC's and home visits	Teaching Staff	staff will let families know of openings in the program	
	County Demographics marketing	FESM/Director	connect with VPP for mailing	August/February

	Community Agency Awareness	FESM/FA	Make contacts (via emails & flyers) regarding recruitment efforts	Year round as needed to keep up to date
September				
	add to Hometown Cable	FA		Year round as needed to keep up to date
	Note to Families	FA/Teaching Staff	recruiting note home with parents via flier or teacher newsletter	September
October				
	Community Agency Awareness (ex. ESC, OUR Home, HMG, WIC, COLT)	FESM/FA	Make contacts (via emails & flyers) regarding recruitment efforts	Year round as needed to keep up to date
	Sit on Angel Tree committee	FESM	Attend monthly meetings	throughout the year as scheduled by OUR Home
	Submit photo and article to newspapers	FESM	Use updated photo and article	Quarterly (Jan, April, July, Oct)
	Recruitment supplies	FESM	order necessary supplies to recruiting efforts	
November				
	Public Service Announcements: contact Spectrum	FESM	set up a time for a staff member to be on WCSM's Spectrum	November
	Local school	FESM	flyers to Celina Elem.	
December				
	Angel Tree	FESM/FA	work at the event	December