

Head Start Monthly Report March 2019

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: \$827.00

1/25/19	Teachstone	S. Stammen	125.00
1/27/19	Taxi	A. Esser & C. Toler	20.66
1/27/19	American Airline	A. Esser	30.00
1/27/19	American Airline	C. Toler	30.00
1/30/19	SQ UVC	A. Esser & C. Toler	10.58
1/31/19	American Airline	A. Esser	30.00
1/31/19	American Airline	C. Toler	30.00
1/31/19	Dayton Airport	A. Esser & C. Toler	70.00
2/14/19	Doubletree	S. Stammen	126.08
2/14/19	Venetian Gardens	D. Barga	96.52
2/14/19	Doubletree	A. Esser	256.16

B. Program Information Summary

The month of February was filled with many planning activities. First and foremost, management staff was preparing for the upcoming self-assessment. Invitations to participate in the program

Continuous Improvement Planning process were sent to staff. The Director met with Diane Gable with Foundations to discuss Mental Health Consultation services. The Director doubled the amount of hours for a MHC to be onsite. The new bus has been purchased and is onsite. It will go into service once a radio is installed.

Head Start once again supported the No Wrong Door event for the community and plans to continue these efforts in the future.

Head Start had make-up days on President’s Day to make up for a cancelled day. Future make up days are scheduled in May. Attached to this report is a proposal for make-up days for the remaining part of the year.

Michael Butler, program specialist from Chicago, contacted the Director in February, regarding applying for additional dollars and slot conversion for extended duration. The Director had a 24-hour turn around time to reconstruct the grant and resubmit. Resubmission occurred on February 21,2019. Instead of having a total of 71 slots for PY 19/20, the proposal is for 91 slots to be available. The COLA grant was submitted as well. The Director is waiting for the awards.

Education –Data Dialogue was conducted with education staff to work on classroom implementation plans to meet school readiness goals and objectives. Math continues to be an area that staff and children struggle to meet goals and objectives. Another area of concern to be addressed is the understanding and ability to assess children in a meaningful way. Future professional development opportunities will be scheduled to address this issue.

Mental Health – Currently, 24 children have been observed by the MHC, some of which have multiple observations. There are more referrals yet to be made.

Disabilities – 45 students have been served in the program this year who have been on an IEP.

Health – 27 children currently need follow-up dental care.

ERSEA – Program has maintained full enrollment. Attendance procedures are being fine tuned to help narrow the scope of children who have chronic absenteeism.

Family Engagement –February’s parent engagement event was held at the local bowling alley. Head Start families bowled together and enjoyed pizza. The bowling event was to promote fatherhood involvement. 78% of the participants there had a male role model participate with them in the event. The event was made possible by a mini-grant / donation through Mercer County dads.

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	86.06%
Full Day School Year Ed Complex	88.16%
Full Day School Year Rockford	86.43%
CPPS	84.62%

D. CACFP report – CACFP claimed meals

Month Served	February 2019
Total Days Attendance	Rockford - 14 , Part Day programming - 14 Ed Complex Full day Programming - 16
Total Breakfast	1124
Total Lunches	2015
Total Snacks	1161
Total Meals	4300

E. Financial Audit – currently underway

F. Annual Self-Assessment

- Currently underway

G. Community Assessment

- Currently underway

H. Communication and guidance from the Secretary

Attachments to report:

School Readiness Report – Winter & comparison of growth from fall

Required Health Screening Report

Plan for Make-up Days (needs approval)

Respectfully submitted,

Amy Esser
Executive Director



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ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
02/11	Payment Thank You - Web	-97,034.99
01/29	Ohio Association of Schoo 614-431-9116 OH THOMAS S SOMMER TRANSACTIONS THIS CYCLE (CARD 0928) \$96609.99- INCLUDING PAYMENTS RECEIVED	425.00
01/23	HOLIDAY INN EXPRESS COLUMBUS OH TIM BUSCHUR TRANSACTIONS THIS CYCLE (CARD 0936) \$96.19	96.19
01/24	PHONAK HEARING SYS 800-777-7333 IL	2,058.75
01/25	SCOTT ELECTRIC CO GREENSBURG PA	172.50
01/25	THE LIBRARY STORE INC. 309-925-3923 IL	206.26
01/25	DAVIS AND NEWCOMER DAVISANDNEWCO OH	640.50
01/25	PROFESSIONAL BINDING PROD 805-376-0177 CA	751.10
01/28	WPS 800-648-8857 CA	103.40
01/28	Scholastic Education 573-632-1834 MO	40.77
02/08	Scholastic Education 573-632-1834 MO	130.25
02/08	US SCHOOL SUPPLY INC 770-455-8900 GA	314.40
02/08	PLAQUEMAKER 866-8809617 IN	420.00
02/15	POWELL COMPANY LTD LIMA OH	9,478.51
02/15	TRANSPORTATION ACCESSORIE 740-9672522 OH CONNIE ROSE TRANSACTIONS THIS CYCLE (CARD 0944) \$14651.70	335.26
02/08	WM SUPERCENTER #1433 CELINA OH	8.85
02/13	WM SUPERCENTER #1433 CELINA OH	19.95
02/19	WM SUPERCENTER #1433 CELINA OH KENNETH SCHMIESING TRANSACTIONS THIS CYCLE (CARD 0969) \$61.96	33.16
01/25	TEACHSTONE TRAINING WWW.TEACHSTON VA	125.00
01/27	TAXI SVC WASHINGTON WASHINGTON DC	20.66
01/27	AMERICAN AIR0010280074656 FORT WORTH TX 012719 1 Y EBC FEE	30.00
01/27	AMERICAN AIR0010280074761 FORT WORTH TX 012719 1 Y EBC FEE	30.00
01/30	SQ *UVC Washington DC	10.58
01/31	AMERICAN AIR0010280392199 FORT WORTH TX 013119 1 Y EBC FEE	30.00
01/31	AMERICAN AIR0010280392202 FORT WORTH TX 013119 1 Y EBC FEE	30.00
01/31	99938 - DAYTON INTERNATIO VANDALIA OH	70.00
02/14	DOUBLETREE BY HILTON C/W COLUMBUS OH	128.08
02/14	TLF*VENETIAN GARDENS 419-5865164 OH	96.52
02/14	DOUBLETREE BY HILTON C/W COLUMBUS OH AMY ESSER TRANSACTIONS THIS CYCLE (CARD 0977) \$827.00	256.16

2019 Totals Year-to-Date	
Total fees charged in 2019	\$0.00
Total interest charged in 2019	\$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	15.49%(v)(d)	- 0 -	- 0 -
CASH ADVANCES			
Cash Advances	21.49%(v)(d)	- 0 -	- 0 -

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	1,336,305.63	92,520.37
CACFP Revenue	-	88,230.00	88,230.00	83,563.36	4,666.64
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	1,421,148.66	95,907.34

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	648,879.47	21,016.53	-	21,016.53	
Fringe Benefits	410,063.00	9,100.00	419,163.00	394,098.28	25,064.72	-	25,064.72	
Programming	156,825.00	4,230.00	161,055.00	103,577.39	57,477.61	-	57,477.61	
Supplies	97,090.00	24,500.00	121,590.00	146,422.33	(24,832.33)	-	(24,832.33)	
Capital Outlay	90,339.00	-	90,339.00	90,339.00	-	-	-	
Other Expenditures	10,325.00	-	10,325.00	3,710.10	6,614.90	-	6,614.90	
PA22 subtotal	1,384,138.00	88,230.00	1,472,368.00	1,387,026.57	85,341.43	-	85,341.43	
Training & Technical Services								
Training & technical serv (job code 400)	22,936.00	-	22,936.00	15,215.17	7,720.83	-	7,720.83	
Staff out of town travel	20,752.00	-	20,752.00	14,712.35	6,039.65	-	6,039.65	
Subtotal Purch Service	43,688.00	-	43,688.00	29,927.52	13,760.48	-	13,760.48	
Training & Tech Supplies	1,000.00	-	1,000.00	4,194.57	(3,194.57)	-	(3,194.57)	
Subtotal Supplies	1,000.00	-	1,000.00	4,194.57	(3,194.57)	-	(3,194.57)	
T&TA -PA20	44,688.00	-	44,688.00	34,122.09	10,565.91	-	10,565.91	
Return of Board Advance	-	-	-	-	-	-	-	
TOTALS	1,428,826.00	88,230.00	1,517,056.00	1,421,148.66	95,907.34	-	95,907.34	

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

- Funds requested on 2/20/2019

HEAD START - 2019 GRANT

REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,428,826.00	-	1,428,826.00	142,000.00	1,286,826.00
CACFP Revenue	-	88,230.00	88,230.00	9,319.65	78,910.35
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	1,428,826.00	88,230.00	1,517,056.00	151,319.65	1,365,736.35

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE	ANTICIPATED ACCRUAL
Salary	675,670.00	50,400.00	726,070.00	131,587.63	594,482.37	-	594,482.37	
Fringe Benefits	472,424.00	9,100.00	481,524.00	84,153.01	397,370.99	75.00	397,295.99	
Programming	149,513.00	4,230.00	153,743.00	29,224.88	124,518.12	43,627.06	80,891.06	
Supplies	68,159.00	24,500.00	92,659.00	16,180.74	76,478.26	24,144.42	52,333.84	
Capital Outlay	-	-	-	-	-	-	-	
Other Expenditures	12,125.00	-	12,125.00	1,100.00	11,025.00	175.00	10,850.00	
PA22 subtotal	1,377,891.00	88,230.00	1,466,121.00	262,246.26	1,203,874.74	68,021.48	1,135,853.26	
Training & Technical Services								
Training & technical serv (job code 400)	419	22,319.00	-	22,319.00	-	22,319.00	1,863.83	20,455.17
Staff out of town travel	439	24,966.00	-	24,966.00	-	24,966.00	1,492.11	23,473.89
Subtotal Purch Service		47,285.00	-	47,285.00	-	47,285.00	3,355.94	43,929.06
Training & Tech Supplies		3,650.00	-	3,650.00	-	3,650.00	172.00	3,478.00
Subtotal Supplies		3,650.00	-	3,650.00	-	3,650.00	172.00	3,478.00
T&TA -PA20		50,935.00	-	50,935.00	-	50,935.00	3,527.94	47,407.06
Return of Board Advance		-	-	-	-	-	-	-
TOTALS		1,428,826.00	88,230.00	1,517,056.00	262,246.26	1,254,809.74	71,549.42	1,183,260.32

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES (110,926.61)

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	3,925.00	2,190.51					6,115.51
Exp thru 01/31	3,925.00	3,822.56					7,747.56
Exp thru 02/28	3,925.00	2,463.39					6,388.39
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	19,625.00	13,493.50	-	-	-	-	33,118.50
CCIP Budget							
Remaining	11,775.00	7,106.50	-	-	-	-	18,881.50

CAN SPEND UP TO 34,540.00 22,660.00
BUDGET PLUS 10%

Non-Federal Match

***FINAL* December 2018**

In-Kind	Hours	Rate / hour	Total
<u>Celina City Schools--Administrative / Support Personnel</u>			
Superintendent - \$8,398 / year			\$699.83
Treasurer's Office - 3 employees / \$15,109 / year			\$1,259.08
Fringe for All - \$3,890 / year			\$324.17
Technology Support - 2 employees / \$10,878 / year			\$906.50
Speech Therapist - \$57,412 / (Sept-May)			\$6,379.11
ELL Tutor - \$1,848 / year (Sept-May)			\$205.33
Itinerant Teachers - \$58,234.04 / (Sept-May) (Classroom) (2)			\$6,470.45
Board of Education		\$56.92	\$0.00
ESC Staff-VS		\$58.80	\$0.00
ESC Staff-TN	1.75	\$68.78	\$120.37
ESC Staff-SG	2.25	\$34.35	\$77.29
A. A. Itinerant	24.75	\$27.74	\$686.57
L. M. Itinerant	19.25	\$35.91	\$691.27
D. D. Itinerant	16.75	\$46.20	\$773.85
		Sub Total	\$18,593.81
<u>Building Usage</u>			
Utilities - \$17,136 / year			\$1,428.00
Custodian - \$65,328 / year + retro amount			\$5,666.92
Maintenance - \$13,575 / year			\$1,131.25
Summer Custodian - July		\$9.75	\$0.00
		Sub Total	\$8,226.17
<u>Volunteers (from In-Kind Sheets)</u>			
Cafeteria Helpers	49	\$11.37	\$557.13
Tri-Star Students	80.5	\$16.83	\$1,354.82
College Students / Interns	34	\$16.83	\$572.22
Parent - Classroom	59.5	\$16.83	\$1,001.39
At Home Activities	113.25	\$16.83	\$1,906.00
TA/FA Asst besides Tri-Star, College Student, Parent	28.75	\$16.83	\$483.86
Office Helpers	3.5	\$14.53	\$50.86
Bus Aide		\$11.91	\$0.00
Policy Council	7	\$38.01	\$266.07
Mileage		\$0.545	\$0.00
		Sub Total	\$6,192.34
<u>Goods & Services</u>			
CJ's Highmarks for Policy Council - 20% discount	\$112.00	20.0%	\$22.40
Toy Donation			\$18.00
Conscious Discipline \$13,294 / 9 months(Dec-May, Sept-Nov)			\$1,477.11
Foundations Behavioral Health		\$15.00	\$0.00
Foundations Behavioral Health-Kinship	1.75	\$100.00	\$175.00
		Sub Total	\$1,692.51
Total This Month			\$34,704.82
In-Kind Needed Each Month: \$34,255.75		Annual required inkind	\$411,069.00
		Inkind needed to date	\$376,364.18

Mercer County Head Start
School Readiness Report

March 2019

Information in this report is a compilation of data collected from the beginning of the program year through the fall and winter checkpoints. Incorporated in this information are children who may have left the program at some point or may have entered the program later in the year. All children had data entered into both checkpoint periods. These variables can skew information.

The first table reflects 4 year old / PreK children

Area of Development	Number of Children	# Below Growth Range	% Below Growth Range	# Meeting or Above Growth Range	% Meeting or Above Growth Range
Social Emotional	128	33	26%	95	74%
Physical	128	27	21%	101	79%
Language	128	24	19%	104	81%
Cognitive	128	9	7%	119	93%
Literacy	128	12	9%	116	91%
Mathematics	128	13	10%	115	90%

The second table reflects 3 year old children

Area of Development	Number of Children	# Below Growth Range	% Below Growth Range	# Meeting or Above Growth Range	% Meeting or Above Growth Range
Social Emotional	30	0	0%	30	100%
Physical	30	3	10%	27	90%
Language	30	0	0%	30	100%
Cognitive	30	1	3%	29	97%
Literacy	30	1	3%	29	97%
Mathematics	30	1	3%	29	97%

+ Additional Filtering

Currently Enrolled ▼

Filter

View All

Mercer County Hea ▼

All Sites ▼

All Classes ▼

Agency: Mercer County Head Start

Site: All

Currently Enrolled= 152

406 - EPSDT status Report

	Up-To-Date	Not Up-To-Date
Anemia (HCT/HGB)	<u>137</u>	<u>15</u>
Dental	<u>139</u>	<u>13</u>
Growth	<u>152</u>	0
Hearing	<u>150</u>	<u>2</u>
Lead Screening (Mandated)	<u>139</u>	<u>13</u>
Vision	<u>152</u>	0

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

Up-To-Date	Not Up-To-Date
<u>139</u>	<u>13</u>

Notes:

- 1- Numbers do not include unborn children
- 2- For Currently Terminated children, Up To Date status is calculated based on Termination Date (instead of Today's date). These children are marked with a RED asterisk in sub-reports.
- 3- If Class End Date is prior to Today's date, Up To Date status is calculated based on Class End Date (instead of Today's date). These children are marked with two RED asterisks in sub-reports.

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Celina City Schools / Mercer County Head Start

Make-up Day Proposal for PY 18/19

Celina City Schools / Mercer County Head Start (herein known as MCHS), operates part-day programming (3.5 hours) and full-day programming (6 hours or more). Part-day programming school calendar incorporates 133 days in the school year which exceeds the 128 - day requirement as per the Head Start Program Performance Standards. MCHS offers two options for the full-day option. The Rockford site operates 136 days at 7.5 hours per day totaling 1,020 hours. The Education Complex operates 170 days at 6 hours per day totaling 1,020 hours.

During the program planning process for the school year calendar the administrative team scheduled 6 make-up days for full-day Education Complex program, 8 make-up days for the Rockford full-day program, and 8 make-up days for the part-day programs. From August 2018 to March 1, 2019, the program has endured 12 closed school days due to inclement weather (with the potential for more).

Due to the geographic location of Mercer County, the program is susceptible to a wide range of weather patterns which include intense heat, bitter cold, fog, ice, varied snow accumulations, and flooding.

The program administers the Head Start program in two locations, Celina and Rockford, Ohio. The Rockford location is housed within the New Horizons Church and is under rental agreement with the church board. The rental agreement expresses the length and duration of days in which the Head Start program may operate classes.

The Director is proposing the following to occur:

The program will ensure that part-day programming occurs for children for 128 days as prescribed in the Head Start Program Performance Standards.

The program will ensure that the Rockford location administers classes as available per rental agreement. This may result in less than 1,020 hours.

The program will extend the length of the calendar year for the full-day program to May 23rd which is the last scheduled day for Celina City Schools (prior to make-up scheduling). This may result in less than 1,020 hours.

Administration will discuss work schedules with individual employees. Employees are required to meet the conditions of their contract. If employees exceed their contracted hours they will be compensated.

Respectfully submitted,

Amy Esser

Executive Director