

## Head Start Monthly Report April 2024

### 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)(e) 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: \$1231.86**

<b>3/27/24</b>	<b>\$275.00</b>	<b>Teachstone</b>	<b>S. Stammen</b>
<b>3/12/24</b>	<b>\$190.12</b>	<b>Rosen Hotels</b>	<b>K. Whitacre</b>
<b>3/15/24</b>	<b>\$260.00</b>	<b>CBUS Marriott</b>	<b>A. Searight</b>
<b>3/15/24</b>	<b>\$260.00</b>	<b>CBUS Marriott</b>	<b>FAs</b>
<b>3/18/24</b>	<b>\$56.62</b>	<b>Pizza Hut</b>	<b>Policy Council</b>
<b>3/22/24</b>	<b>\$190.12</b>	<b>Rosen Hotels</b>	<b>A. Esser</b>

District affiliated events Director participated in include: Board meeting

External committees / meetings affiliated with Head Start – Weekly Directors meetings, OHSAl Executive Board, OHSAl Futures, No Wrong Door Planning meeting, Mtgs w/ county CPS

Internal committees / meetings – Policy Council meetings, Administrative meetings, Recruitment, Monthly call w/ OHS, Personnel meetings w/ staff, Updates mtg w/ Board Liaison Julie Sommer

Trainings provided –TLC opportunity

Training received –OHS new grant writing requirements

The Director and FE team completed 2<sup>nd</sup> round intake, accepting returning children for PY 24/25. Director met with the Treasurer multiple times regarding grants and audit. Director met with Superintendent regarding custodial needs. Other meetings included air quality concerns and auditorium usage concerns. Interviews for HR Manager began. Director conducted multiple meetings with leadership and fiscal consultant for future planning for full Enrollment Initiative.

Mental Health Manager and Family Advocate attended social work conference at OHSAI. Director and MH Manager conducted multiple case conferences with families sharing recommendations for the children and future plans. Director and Family Engagement team conducted home visits the day after the tornado to check on families impacted by the storm.

Director conducted monthly custodian meeting. Director and Quality Secretary evaluating inventory needs / storage / quality of items for reporting.

## B. Program Information Summary

**Education** – Multiple meetings with education teams (coaching) on recommendation provided by Dr. Aaron Kuhn.

**Mental Health** – New collaboration project with JFS could lead to intensive home-based services supporting our most needy families.

**Disabilities** – New process has left children unidentified. Child psychologist recommended 2 children to be evaluated, a Physician recommended child be evaluated.

**Health** – Conducted Annual Staff Wellness Day

**ERSEA** – 66 students have been accepted for next year.

**Family Engagement** –

## C. Enrollment / Attendance – Cumulative enrollment = 135 reported

### Enrollment by Program Option:

Half Day PY Head Start	47
Full Day School Year Ed Complex	85
Full Day School Year Rockford	14

### Attendance by Program Option:

Half Day PY Head Start	71.57%
Full Day School Year Ed Complex	84.49%
Full Day School Year Rockford	77.42%

**D. CACFP report – CACFP claimed meals**

<b>Month Served</b>	<b>March 2024</b>
<b>Total Days Attendance</b>	<b>Rockford - 16 Part Day programming - 16 Ed Complex Full day Programming - 17</b>
<b>Total Breakfast</b>	<b>1297</b>
<b>Total Lunches</b>	<b>1578</b>
<b>Total Snacks</b>	<b>1325</b>
<b>Total Meals</b>	<b>4200</b>

**E. Financial Audit – Waiting on Report**

**F. Annual Self-Assessment - Scheduled for May 21**

**G. Community Assessment**

**H. Communication and guidance from the Secretary**

**Attachments to report:**

Approval for reallocation of funds within budget lines.

Approval of final NFM report for FY 23.

Approval of the PY 24/25 student calendars as part of the FEI plan.

Respectfully submitted,

Amy Esser  
Executive Director

HEAD START - 2024 GRANT

525-9924

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,079,253.00	-	1,079,253.00	385,516.15	693,736.85
CACFP Revenue	-	100,000.00	100,000.00	31,777.89	68,222.11
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
<b>Total</b>	<b>1,079,253.00</b>	<b>100,000.00</b>	<b>1,179,253.00</b>	<b>417,294.04</b>	<b>761,958.96</b>

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	As of 03/31/2024 ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	488,134.00	-	488,134.00	287,144.44	200,989.56	-	200,989.56
Fringe Benefits	373,011.00	-	373,011.00	167,613.06	205,397.94	2,961.95	202,435.99
Programming	122,309.00	-	122,309.00	21,133.82	101,175.18	39,112.69	62,062.49
Supplies	81,277.00	58,687.00	139,964.00	33,179.91	106,784.09	23,362.42	83,421.67
Capital Outlay	-	-	-	-	-	-	-
Other Expenditures	2,635.00	-	2,635.00	3,179.00	(544.00)	1,000.00	(1,544.00)
<b>PA22 subtotal</b>	<b>1,067,366.00</b>	<b>58,687.00</b>	<b>1,126,053.00</b>	<b>512,250.23</b>	<b>613,802.77</b>	<b>66,437.06</b>	<b>547,365.71</b>
<b>Training &amp; Technical Services</b>							
Training & technical serv (job code 400)	5,475.00	-	5,475.00	7,280.30	(1,805.30)	275.00	(2,080.30)
Staff out of town travel	5,091.00	-	5,091.00	5,763.54	(672.54)	-	(672.54)
<b>Subtotal Purch Service</b>	<b>10,566.00</b>	<b>-</b>	<b>10,566.00</b>	<b>13,043.84</b>	<b>(2,477.84)</b>	<b>275.00</b>	<b>(2,752.84)</b>
Training & Tech Supplies	1,321.00	-	1,321.00	1,193.78	127.22	-	127.22
<b>Subtotal Supplies</b>	<b>1,321.00</b>	<b>-</b>	<b>1,321.00</b>	<b>1,193.78</b>	<b>127.22</b>	<b>-</b>	<b>127.22</b>
T&TA -PA20	11,887.00	-	11,887.00	14,237.62	(2,350.62)	275.00	(2,625.62)
Return of Board Advance	-	-	-	-	-	-	-
<b>TOTALS</b>	<b>1,079,253.00</b>	<b>58,687.00</b>	<b>1,137,940.00</b>	<b>526,487.85</b>	<b>611,452.15</b>	<b>66,712.06</b>	<b>544,740.09</b>

Federal Grant Expenditures 494,709.96

109,193.81

**TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES (109,193.81)**

AMY ESSER

CREDITS  
\$0.00

PURCHASES  
\$1,231.86

CASH ADV  
\$0.00

TOTAL ACTIVITY  
\$1,231.86

ACCOUNTING CODE:

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-27	03-26	82305094088000024026288	TEACHSTONE* CLASS 2ND CHARLOTTESVIL VA	275.00

**INDIVIDUAL CARDHOLDER ACTIVITY**

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount	
				<b>Total Purchasing Activity</b>	<b>\$275.00</b>

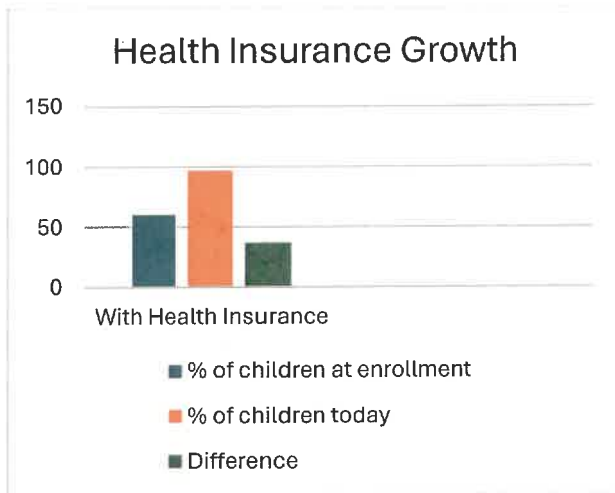
**Travel Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount	
03-12	03-10	65180134071051600074065	ROSEN HOTELS SHNGL CRK ORLANDO FL R69887SE5 ARRIVAL: 03-10-24	190.12	
03-15	03-13	55432864074205744419489	COLUMBUS MARRIOTT NW DUBLIN OH 55360 ARRIVAL: 03-11-24	260.00	
03-15	03-13	55432864074205744419497	COLUMBUS MARRIOTT NW DUBLIN OH 55361 ARRIVAL: 03-11-24	260.00	
03-18	03-14	52704874075400005000047	PIZZA HUT 12757 CELINA OH	56.62	
03-22	03-20	65180134081051600015826	ROSEN HOTELS SHNGL CRK ORLANDO FL R69867SE5 ARRIVAL: 03-20-24	190.12	
				<b>Total Travel Activity</b>	<b>\$956.86</b>

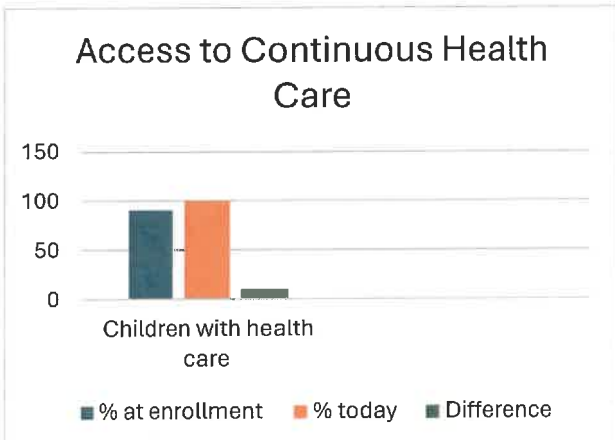
NOVEMBER 2023

Category	Rate	Hours	Total	Comments
Policy Council	45.98		6	275.88
Board	67.7		5.34	361.52
At-home Activities				
Anchors Away	18.37		41.5	762.36
Captain's Crew	18.37		54	991.98
Lakeside Learners	18.37		52.5	964.43
Lighthouse Leaders	18.37		13.75	252.59
Rockford	18.37			
Starboard Seacaptain	18.37		81.75	1501.75
Turtle Troop	18.37		10.5	192.89
Total				4,666.00
				5303.4
HSAC				224.85 See individual sheets
Nursing Students				
Kitchen	14.58		13.5	196.83
Parent Vol				
Comm Vol	18.37		30.5	560.29
Total				981.97
Four U				
Donated Goods				5488.96 Verkada Discount
Total				
ECE				
Utilities				6666.67
Total				2142
				8808.67
CCS Personnel				
IT				1163.73 PR
Asst. Treasurer I				506.34 AD
Asst. Treasurer II				373.09 AD
Supt. Sec				444.17 PR
Custodial				4949.54 PR
Maintenance				1368.04 PR
Treasurer				657.37 AD
Total				9,462.28
CCS Fringe				
CCS Benefits				279.14
				6359.95
				6639.09
Speech Therapist				5239.59 PR
Momentum				
				850
Total				42,773.96
YTD Total				427,118.54

Since enrollment, there has been a 36.67% increase in children receiving insurance. Contrasting our data to state data indicates while many Ohioans have lost Medicaid for various reasons, MCHS staff have worked to ensure our children are covered by insurance.



Many children entered the program already connected to a primary physician, for those who had not, MCHS staff worked to make those connections. This graphic does not include the multiple specialists that some of our children are seeing, including ENTs, Children’s Medical Center, and Nationwide.

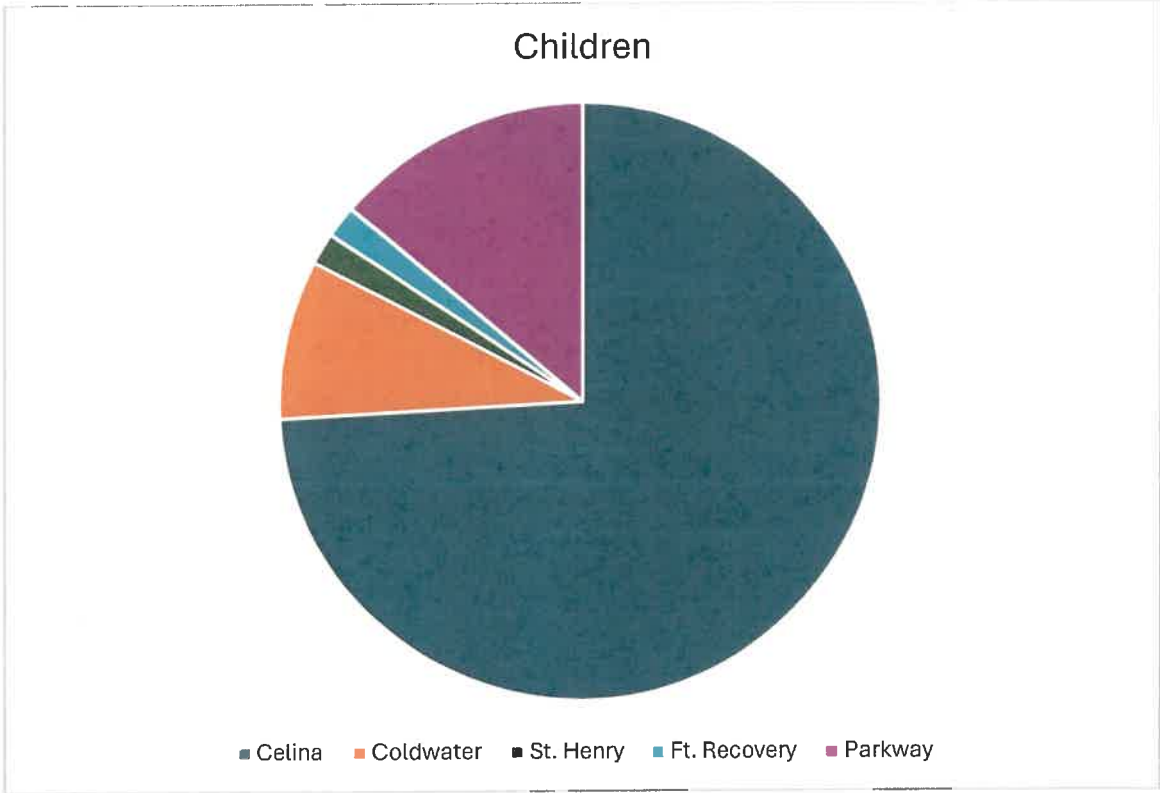


Mercer County is one of the state’s top non-immunized counties. While respecting a parent’s choice regarding vaccinations we provide educational materials about immunizations. 77.33% of our children are up to date on recommended vaccinations for their age.



Unfortunately, only 40% of our children are connected to a primary dentist. We rely heavily on the mobile dental van brought directly to the center or the mobile dental van that visits the community.





MCHS will be transitioning 58 children to kindergarten this fall. The chart above indicates where these children will be transitioning to. These children represent the children who were born in 2019, right as the pandemic began. These children were part of the mass quarantine in the earliest months of their lives. MCHS was open in-person in fall of 2022, when these children may have begun their preschool careers. Due to the nature of the pandemic, not all children entered preschool at three years old.

Children born during the pandemic or experiencing the pandemic in the earliest stages of their lives have exhibited lower language development, lower social emotional development, and lower self-help skills. While this is NOT indicative of all children in this time, traditional k-12 schools should create intervention strategies to support these areas.

“Tell me and I forget, teach me and I may remember, involve me and I learn” (Benjamin Franklin)



**ALL STUDENTS**

136



First Day For Students  
 Last Day For Students  
 No School  
 Make up Days can be scheduled on any Friday

August

M	T	W	T	F

September

M	T	W	T	F
		3	4	5
9	10	11	12	12
16	17	18	19	19
23	24	25	26	
30				

3  
4  
4  
4  
4  
1  
16

October

M	T	W	T	F
	1	2	3	
7	8	9	10	
14	15	16	17	
21	22	23	24	
28	29	30	31	

November

M	T	W	T	F
	4	5	6	7
11	12	13	14	
18	19	20	21	
25	26			

December

M	T	W	T	F
2	3	4	5	
9	10	11	12	
16	17	18	19	

7  
12  
12  
8  
6  
45

January

M	T	W	T	F
	6	7	8	9
13	14	15	16	
20	21	22	23	
27	28	29	30	

February

M	T	W	T	F
3	4	5	6	
10	11	12	13	
17	18	19	20	
24	25	26	27	

March

M	T	W	T	F
3	4	5	6	
10	11	12	13	
17	18	19	20	
24	25	26	27	
31				

8  
12  
11  
11  
5  
47

April

M	T	W	T	F
	1	2	3	
7	8	9	10	
14	15	16	17	
21	22	23	24	
28	29	30		

May

M	T	W	T	F
	5	6	7	8
12	13	14	15	
19	20			

June

M	T	W	T	F

4  
8  
8  
5  
3  
28  
136

July

M	T	W	T	F

August

M	T	W	T	F

September

M	T	W	T	F

4  
8  
5  
3  
28  
136



**Recipient Information**

**1. Recipient Name**

CELINA CITY BOARD OF EDUCATION  
585 E Livingston St  
Celina, OH 45822-1742  
419-586-8300

**2. Congressional District of Recipient**

05

**3. Payment System Identifier (ID)**

1346400269A1

**4. Employer Identification Number (EIN)**

346400269

**5. Data Universal Numbering System (DUNS)**

013433719

**6. Recipient's Unique Entity Identifier (UEI)**

XBHECL1HJKL7

**7. Project Director or Principal Investigator**

Mrs. Brenda Boeke  
Superintendent  
brenda.boeke@celinaschools.org  
419-586-8300

**8. Authorized Official**

Mr. Carl Huber  
Board President  
carl.huber@celinaschools.org  
419-268-0301

**Federal Agency Information**

ACF/OHS Region V Grants Office

**9. Awarding Agency Contact Information**

Ms. Guadalupe Quiroz  
Grants Management Officer  
guadalupe.quiroz@acf.hhs.gov  
312-886-9282

**10. Program Official Contact Information**

Ms. Karen E McNamara  
Regional Program Manager  
karen.mcnamara@acf.hhs.gov  
312-353-2571

**Federal Award Information**

**11. Award Number**

05CH011273-05-01

**12. Unique Federal Award Identification Number (FAIN)**

05CH011273

**13. Statutory Authority**

42 USC 9801 ET SEQ

**14. Federal Award Project Title**

Head Start

**15. Assistance Listing Number**

93.600

**16. Assistance Listing Program Title**

Head Start

**17. Award Action Type**

Balance of Funds

**18. Is the Award R&D?**

No

**Summary Federal Award Financial Information**

<b>19. Budget Period Start Date</b>	12/01/2023	<b>- End Date</b>	11/30/2024
<b>20. Total Amount of Federal Funds Obligated by this Action</b>			\$1,079,252.00
20a. Direct Cost Amount			\$1,079,252.00
20b. Indirect Cost Amount			\$0.00
<b>21. Authorized Carryover</b>			\$0.00
<b>22. Offset</b>			\$264,857.00
<b>23. Total Amount of Federal Funds Obligated this budget period</b>			\$814,396.00
<b>24. Total Approved Cost Sharing or Matching, where applicable</b>			\$423,144.00
<b>25. Total Federal and Non-Federal Approved this Budget Period</b>			\$2,316,792.00
<b>26. Period of Performance Start Date</b>	12/01/2019	<b>- End Date</b>	11/30/2024
<b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance</b>			\$10,546,325.69

**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

**29. Grants Management Officer - Signature**

Ms. Guadalupe Quiroz  
Grants Management Officer

**30. Remarks**



<b>Recipient Information</b>	
<b>Recipient Name</b>	CELINA CITY BOARD OF EDUCATION 585 E Livingston St Celina, OH 45822-1742 419-586-8300
<b>Congressional District of Recipient</b>	05
<b>Payment Account Number and Type</b>	1346400269A1
<b>Employer Identification Number (EIN) Data</b>	346400269
<b>Universal Numbering System (DUNS)</b>	013433719
<b>Recipient's Unique Entity Identifier (UEI)</b>	XBHECL1HJKL7
<b>31. Assistance Type</b>	Discretionary Grant
<b>32. Type of Award</b>	Service

<b>33. Approved Budget (Excludes Direct Assistance)</b>	
<b>I. Financial Assistance from the Federal Awarding Agency Only</b>	
<b>II. Total project costs including grant funds and all other financial participation</b>	
<b>a. Salaries and Wages</b>	\$976,269.00
<b>b. Fringe Benefits</b>	\$746,023.00
<b>c. Total Personnel Costs</b>	\$1,722,292.00
<b>d. Equipment</b>	\$0.00
<b>e. Supplies</b>	\$165,197.00
<b>f. Travel</b>	\$20,511.00
<b>g. Construction</b>	\$0.00
<b>h. Other</b>	\$129,060.00
<b>i. Contractual</b>	\$121,445.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$2,158,505.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$0.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$2,158,505.00</b>
<b>m. Federal Share</b>	<b>\$2,158,505.00</b>
<b>n. Non-Federal Share</b>	<b>\$423,144.00</b>

<b>34. Accounting Classification Codes</b>						
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
4-G054122	05CH01127305	ACFORS	41.51	93.600	\$1,069,636.00	75-24-1536
4-G054120	05CH01127305	ACFOHS	41.51	93.600	\$9,616.00	75-24-1536



### 35. Terms And Conditions

#### STANDARD TERMS

1. Federal awards are subject to legally binding requirements called terms and conditions (T&Cs). Recipients must review and comply with all T&Cs identified under the award. When a recipient is awarded and accepts an ACF award, it must comply with the requirements outlined in the Notice of Award and T&Cs. The recipient must actively manage its award and adhere to all applicable requirements. For more information about grants management activities and resources for recipients throughout the award lifecycle, see the Managing Your ACF Grant Award at <https://www.acf.hhs.gov/grants/manage-grant>.

#### **Applicable Legislation, Statute, and Regulations**

1. The administration of this program is authorized under the Head Start Act, as amended by the Improving Head Start for School Readiness Act of 2007, Public Law 110-134 at <https://www.congress.gov/bill/110th-congress/house-bill/1429>.
2. The program is codified at 42 U.S.C. 9831 et seq at <http://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter105/subchapter2&edition=prelim>.
3. Implementing program regulations are published as the Head Start Program Performance Standards at 45 CFR Parts 1301 to 1305, <https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XIII/subchapter-B>. Additional program guidance is located on the Early Childhood Learning & Knowledge Center (ECLKC), <https://eclkc.ohs.acf.hhs.gov/>. Recipients must act in compliance with the Program Instructions and Information Memoranda. For full text, go to <https://eclkc.ohs.acf.hhs.gov/policy/pi> and <https://eclkc.ohs.acf.hhs.gov/policy/im>.
4. This award is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards found at 45 CFR Part 75 at <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75>. This award is subject to the Closeout requirements for Grants and Agreements found at 2 CFR 200.344 at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR682eb6fbabcde2/section-200.344>.
5. This award is subject to Executive Orders in the Federal Register available at <https://www.federalregister.gov/presidential-documents/executive-orders>.
6. This award is subject to requirements or limitations in any applicable Appropriations Act available at <https://crsreports.congress.gov/>.
7. This award is subject to the Administrative and National Policy Requirements at <https://www.acf.hhs.gov/grants/administrative-and-national-policy-requirements>.
8. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable based on your recipient type and the purpose of this award. This includes requirements in Parts I and II available at <https://www.hhs.gov/grants-contracts/grants/grants-policies-regulations/index.html>. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS.



## Department of Health and Human Services

Administration for Children and Families

## Notice of Award

Award# 05CH011273-05-01

FAIN# 05CH011273

Federal Award Date: 03/29/2024

### **Property**

9. This award is subject to the Property Related T&Cs found at <https://www.acf.hhs.gov/grants/manage-grant/grant-award/property-terms>. Under 45 CFR §75.323, all real property, equipment, and intangible property acquired or improved with ACF funds must be held in trust by the non-federal entity as trustee for the beneficiaries of the project or program under which the property was acquired or improved.

### **Award Payment**

10. This award will be paid through the Department of Health and Human Services, Payment Management Services, operating under the Program Support Center (PSC). The PSC provides automated award payment and cash management services from awards issued by Federal Government Awarding Agencies through the centralized payment system, Payment Management System (PMS). For more detailed information on payment through PMS, go to <https://pms.psc.gov/>. Drawing funds from PMS indicates acceptance and agreement to the T&Cs of the award.

### **Unique Entity Identifier (UEI) Notice**

11. All applicants and recipients must have an active System for Award Management (SAM) registration and UEI issued. ACF recommends that organizations start the renewal process at least 30 days prior to expiration to avoid delays in federal funding. Entities can search for help at Federal Service Desk (FSD) any time or request help from an FSD agent Monday–Friday 8 a.m. to 8 p.m. ET. This award is subject to requirements as set forth in 2 CFR 25.110.

# AWARD ATTACHMENTS

CELINA CITY BOARD OF EDUCATION

05CH011273-05-01

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1. Remarks

### **30. REMARKS (Continued from previous page)**

This action awards the balance of funds for Head Start operations and Head Start training and technical assistance for the 12/01/2023-11/30/2024 budget period.

This grant action approves a waiver for a portion of the non-federal match requirement. This action reduces the amount of matching funds from \$481,385 to \$423,144 for the 12/01/2023-11/30/2024 budget period.