

Head Start Monthly Report March 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: \$1744.90

2/5/24	\$230.02	Romers	Governance
2/14/24	\$43.94	Friendly Market	Policy Council
2/19/24	\$251.00	MC Fairgrounds	Parent Event
2/12/24	\$152.75	Cbus Marriott	A Esser
2/12/24	\$152.75	Cbus Marriott	S Stammen
2/12/24	\$152.75	Cbus Marriott	A Searight
2/12/24	\$130.00	Cbus Marriott	Parent
2/13/24	+\$22.75	Cbus Marriott	Reimburse
2/13/24	+22.75	Cbus Marriott	Reimburse
2/13/24	+22.75	Cbus Marriott	Reimburse
2/26/24	\$349.97	Southwest	K Whitacre
2/26/24 \$	\$349.97	Southwest	A Esser

District affiliated events Director participated in include: Board meeting, Admin mtg, Maintenance discussion, Custodial discussions

External committees / meetings affiliated with Head Start – Weekly Directors meetings, OHSAI Executive Board, Health District, FCFC, OHSAI Futures, Wellness Day trainer (CD), mtg w/ Cam Warner (Congressman Jordan’s office)

Internal committees / meetings – Policy Council meetings, Administrative meetings, Recruitment, Quarterly Data, (6) interviews conducted for kitchen staff, Personnel meetings w/ staff, Admin discussion about high needs child, FEI planning meeting with leadership, Transportation meeting w/ Superintendent, Review Parent Handbook, Wellness Day planning, Intake

Trainings provided – CIP planning for staff

Training received – Treasurer – Payroll, benefit time

The Director and FE team completed 1st round intake, accepting returning children for PY 24/25.

B. Program Information Summary

Education –Data Dialogue was conducted with education staff to work on classroom implementation plans to meet school readiness goals and objectives.

Mental Health – Contracted with Dr. Kuhn to complete observations on 2 students

Disabilities – The process for identifying children is longer in the past which is a concern as children who need intervention services before kindergarten may not receive them.

Health – see attached

ERSEA – see attached

Family Engagement –Annual Valentine’s Dance held at MC Fairgrounds

C. Enrollment / Attendance – Cumulative enrollment = 137 (134 + 3 reserved slots)

Enrollment by Program Option:

Half Day PY Head Start	49
Full Day School Year Ed Complex	70
Full Day School Year Rockford	14

Attendance by Program Option:

Half Day PY Head Start	75.36
Full Day School Year Ed Complex	78.84
Full Day School Year Rockford	76

D. CACFP report – CACFP claimed meals

Month Served	February 2024
Total Days Attendance	Rockford - 18 Part Day programming - 17 Ed Complex Full day Programming - 19
Total Breakfast	1415
Total Lunches	1715
Total Snacks	1392
Total Meals	4522

- E. Financial Audit - Waiting on final report**
- F. Annual Self-Assessment - Scheduled for May**
- G. Community Assessment - In process**
- H. Communication and guidance from the Secretary - see attached**

Attachments to report:
Required Health Screening Report

Respectfully submitted,

Amy Esser
Executive Director

HEAD START - 2023 GRANT

525-9923

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	2,158,505.00	-	2,158,505.00	1,804,414.03	354,090.97
CACFP Revenue	-	115,000.00	115,000.00	97,895.13	17,104.87
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	108,899.68	(108,899.68)
Total	2,158,505.00	115,000.00	2,273,505.00	2,011,208.84	262,296.16

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	As of 1/31/24 ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	989,588.00	-	989,588.00	915,503.81	74,084.19	-	74,084.19
Fringe Benefits	746,723.00	-	746,723.00	579,245.60	167,477.40	-	167,477.40
Programming	153,240.00	-	153,240.00	159,943.25	(6,703.25)	-	(6,703.25)
Supplies	192,929.00	-	192,929.00	226,781.47	(33,852.47)	-	(33,852.47)
Capital Outlay	-	-	-	-	-	-	-
Other Expenditures	11,186.00	-	11,186.00	5,655.80	5,530.20	-	5,530.20
PA22 subtotal	2,093,666.00	-	2,093,666.00	1,887,129.93	206,536.07	-	206,536.07
Training & Technical Services							
Training & technical serv (job code 400)	11,863.00	-	11,863.00	11,650.20	212.80	-	212.80
Staff out of town travel	19,552.00	-	19,552.00	14,097.50	5,454.50	-	5,454.50
Subtotal Purch Service	31,415.00	-	31,415.00	25,747.70	5,667.30	-	5,667.30
Training & Tech Supplies							
Training & Tech Supplies	2,009.00	-	2,009.00	1,474.20	534.80	-	534.80
Subtotal Supplies	2,009.00	-	2,009.00	1,474.20	534.80	-	534.80
T&TA -PA20	33,424.00	-	33,424.00	27,221.90	6,202.10	-	6,202.10
Return of Board Advance	-	-	-	108,899.68	(108,899.68)	-	(108,899.68)
TOTALS	2,127,090.00	-	2,127,090.00	2,023,251.51	103,838.49	-	103,838.49

Federal Grant Expenditures
1,816,456.70
12,042.67

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES (12,042.67)

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	248,131.18	831,121.82
CACFP Revenue	-	100,000.00	100,000.00	19,111.99	80,888.01
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	1,079,253.00	100,000.00	1,179,253.00	267,243.17	912,009.83

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	As of 02/29/2024 ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	488,134.00	-	488,134.00	235,088.91	253,045.09	-	253,045.09
Fringe Benefits	373,011.00	-	373,011.00	132,677.09	240,333.91	3,000.00	237,333.91
Programming	122,309.00	-	122,309.00	10,705.57	111,603.43	24,673.79	86,929.64
Supplies	81,277.00	58,687.00	139,964.00	15,777.97	124,186.03	22,656.90	101,529.13
Capital Outlay	-	-	-	-	-	-	-
Other Expenditures	2,635.00	-	2,635.00	2,000.00	635.00	1,175.00	(540.00)
PA22 subtotal	1,067,366.00	58,687.00	1,126,053.00	396,249.54	729,803.46	51,505.69	678,297.77

Training & Technical Services

419 Training & technical serv (job code 400)	5,475.00	-	5,475.00	2,607.30	2,867.70	6,122.00	(3,254.30)
439 Staff out of town travel	5,091.00	-	5,091.00	4,577.52	513.48	5,833.21	(5,319.73)
Subtotal Purch Service	10,566.00	-	10,566.00	7,184.82	3,381.18	11,955.21	(8,574.03)

Training & Tech Supplies

Subtotal Supplies	1,321.00	-	1,321.00	1,193.78	127.22	232.00	(104.78)
	1,321.00	-	1,321.00	1,193.78	127.22	232.00	(104.78)

T&TA -PA20

	11,887.00	-	11,887.00	8,378.60	3,508.40	12,187.21	(8,678.81)
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Return of Board Advance

	-	-	-	-	-	-	-
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TOTALS

	1,079,253.00	58,687.00	1,137,940.00	404,628.14	733,311.86	63,692.90	669,618.96
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Federal Grant Expenditures 385,516.15
137,384.97

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

(137,384.97)

AMY ESSER
5563-7580-0004-9768

CREDITS
\$68.25

PURCHASES
\$1,813.15

CASH ADV
\$0.00

TOTAL ACTIVITY
\$1,744.90

ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-05	02-02	85454914033900014382614	ROMERS CATERING INC ST HENRY OH	230.02-
02-14	02-13	05140484044720211000457	FRIENDLY MARKET CELINA OH	43.94

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-19	02-16	55438874048120483317828	MERCER COUNTY FAIRGROU CELINA OH	251.00-

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-12	02-08	55432864040205305452078	COLUMBUS MARRIOTT NW DUBLIN OH 51781 ARRIVAL: 02-07-24	152.75-
02-12	02-09	55432864041205617412090	COLUMBUS MARRIOTT NW DUBLIN OH 51823 ARRIVAL: 02-08-24	152.75-
02-12	02-09	55432864041205617412108	COLUMBUS MARRIOTT NW DUBLIN OH 51824 ARRIVAL: 02-08-24	152.75-
02-12	02-09	55432864041205617412116	COLUMBUS MARRIOTT NW DUBLIN OH 51825 ARRIVAL: 02-08-24	130.00-
02-13	02-12	55432864044206409690767	COLUMBUS MARRIOTT NW DUBLIN OH M04499 ARRIVAL: 02-12-24	22.75 CR-
02-13	02-12	55432864044206409690775	COLUMBUS MARRIOTT NW DUBLIN OH M04401 ARRIVAL: 02-12-24	22.75 CR-
02-13	02-12	55432864044206409690783	COLUMBUS MARRIOTT NW DUBLIN OH M04402 ARRIVAL: 02-12-24	22.75 CR-
02-26	02-23	55432864055209832578720	SOUTHWES 5262260584478 800-435-9792 TX WHITACRE/KELLY ANN DEPART: 04-22-24 P.O.S.: SALES TAX: \$0.00 CMH WN E MCO WN E CMH	349.97-
02-26	02-23	55432864055209832578738	SOUTHWES 5262260584479 800-435-9792 TX ESSER/AMY DEPART: 04-22-24	349.97-

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
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				
Total				
ECE				4333.34
Utilities				2142
Total				6475.34
CCS Personnel				
IT				737.74
Asst. Treasurer I				506.34
Asst. Treasurer II				373.09
Supt. Sec				444.17
Custodial				2520.25
Maintenance				1261
Total				5,842.59
CCS Fringe				524.17
CCS Benefits				6359.95
				6884.12
Speech Therapist				Kristin Hopf
Momentum				1050
Total				26,537.42
YTD Total				

Additional Filtering

Currently Enrolled ▼

Filter

View All

Mercer County Head Start ▼

All Sites ▼

All Classes ▼

Agency: All

Currently Enrolled= 128

406 - EPSDT status Report

	Up-To-Date	Not Up-To-Date
Anemia (HCT/HGB) (Mandated)	74	54
Blood Pressure (Mandated)	96	32
Dental	61	67
Growth (Mandated)	121	7
Hearing (Mandated)	120	8
Lead Screening (Mandated)	87	41
Physical (Mandated)	127	1
Vision (Mandated)	121	7

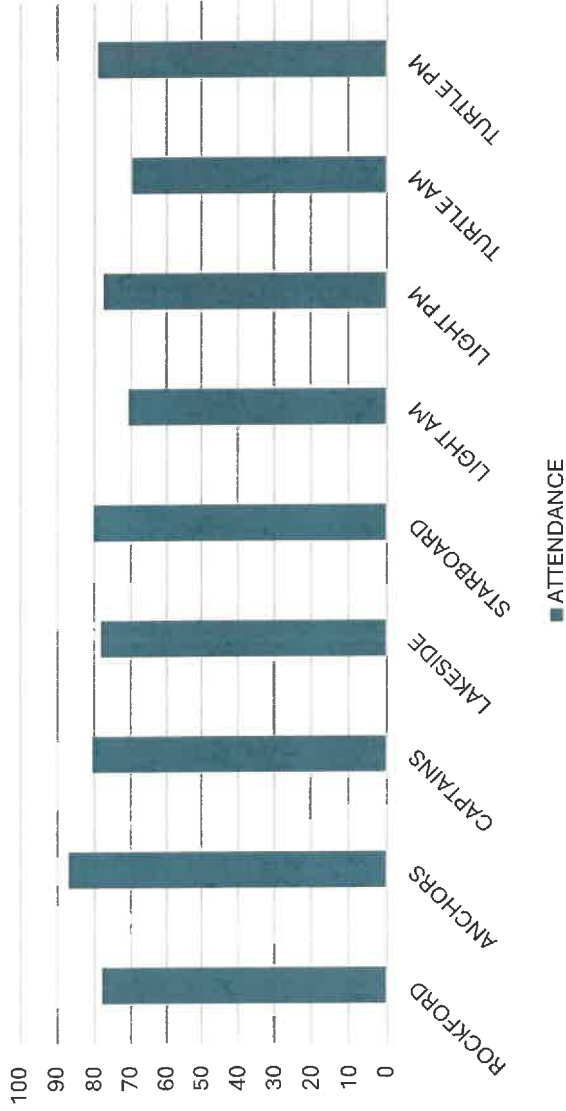
Up-to-Date / Not Up-to-Date on ALL Mandated Exams

Up-To-Date	Not Up-To-Date
52	76

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.

ATTENDANCE

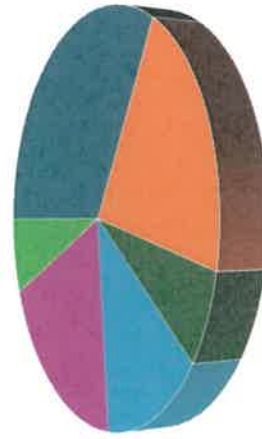


Attendance chart reflects the average attendance of Dec 23, Jan 24, and Feb 24.

Full Day has better attendance than Part Day despite transportation being offered.

Program wide average attendance = 77.89% which falls below the required 85%.

Eligibility Criteria



December 23 – Enrolled 5 children
January 24 – Enrolled 7 children
February 24 – enrolled 3 children

Mercer County Head Start Policies and Procedures

P/P Topic:	April 8 th , 2024	P/P #:	
Part:		PC Approval Date:	3/14/24
Subpart:		Last Reviewed Date:	
Section Title(s):		Implementation Responsibility:	Administration
Related Performance Standard(s):		Monitoring Responsibility:	Board of Education

(A) Policy	<p>With all policies, the Head Start Director has authority to administer programming within the boundaries of legal parameters. The Head Start Director may temporarily enact and temporarily pause this policy as per pending litigation and taking into consideration the current circumstances of the local environment.</p>
(B) Responsibility	Administration
(C) Procedure	<p>April 8th, 2024 is a unique day identified as a Total Solar Eclipse in parts of West Central Ohio including but not limited to Mercer County, Ohio. The Superintendent of Celina Schools with guidance from the Emergency Management Administration has closed all facilities.</p> <p>Head Start employees will “work from home” on April 8th. Individual staff will be provided with “work / duties / assignments” to be completed on April 8th.</p> <p>Head Start employees will receive normal compensation for April 8th, 2024.</p>