

## Head Start Monthly Report May 2023

### 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: \$2,297.73

|         |          |                  |              |
|---------|----------|------------------|--------------|
| 4/18/23 | \$62.19* | Unique By Design | J Maurer     |
| 4/27/23 | \$37.50  | FSP CDA          | M Bettinger  |
| 4/27/23 | \$468    | Survey Monkey    | Program      |
| 4/7/23  | \$166.08 | GWL              | A Esser      |
| 4/7/23  | \$166.08 | GWL              | S Stammen    |
| 4/7/23  | \$166.08 | GWL              | A Stephenson |
| 4/7/23  | \$166.08 | GWL              | A Searight   |
| 4/24/23 | \$355.24 | Holiday Inn      | A Stephenson |
| 4/24/23 | \$355.24 | Holiday Inn      | C Jeffries   |
| 4/24/23 | \$355.24 | Holiday Inn      | E Lusk       |

District affiliated events Director participated in include: (2)Board meeting, Admin mtg,

External committees / meetings affiliated with Head Start – Weekly Directors meetings, OHSAI Executive Board, Ohio Kan mtg, Mtg w/ Garman Miller – conceptual phase discussion, Planning discussion with Hand Up Ministry for Homeless Grant Partnership

Internal committees / meetings – (2) Policy Council meetings, Administrative meetings, Recruitment, Monthly call w/ OHS, , Personnel meetings w/ staff, Updates mtg w/ Board Liaison Deb Guingrich, ECE Camp parent mtg

Trainings provided –Mtg w/ Ed Staff Expectations & Federal Review, Federal Review training to all programmatic areas, Board, & Policy council

Training received –ELC class w/ NHSA, Head Start Leadership CEEL w/ Harvard University,

The Director and FE team completed 3<sup>rd</sup> round intake, accepting new children for PY 23/24.

Teacher Assistant Chare Jeffries received her CDA!  
Director submitted the program's COLA & Quality Improvement grant requests.

## **B. Program Information Summary**

**Education** –. 2<sup>nd</sup> round of ECERS observations complete, Celebrated the Week of the Young Child the week of April 24<sup>th</sup> culminating with Family Friday.

**Mental Health** – 2<sup>nd</sup> round of Conscious Discipline observations completed.

**Disabilities** – 26 Head Start Children received IEP services

**Health** – Dental Van visited the site and served children

**ERSEA** – 55 children accepted for next year.

**Family Engagement** – DOGS Fishing Derby event at the lake

## **C. Enrollment / Attendance – Cumulative enrollment = 121**

### **Enrollment by Program Option:**

|                                 |    |
|---------------------------------|----|
| Half Day PY Head Start          | 48 |
| Full Day School Year Ed Complex | 58 |
| Full Day School Year Rockford   | 15 |

### **Attendance by Program Option:**

|                                 |        |
|---------------------------------|--------|
| Half Day PY Head Start          | 76.96% |
| Full Day School Year Ed Complex | 85.5%  |
| Full Day School Year Rockford   | 78.33% |

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

| <b>Month Served</b>          | <b>April 2023</b>   |
|------------------------------|---|
| <b>Total Days Attendance</b> | <b>Rockford - 15 Part Day programming - 13 Ed Complex Full day Programming - 17</b> |
| <b>Total Breakfast</b>       | <b>1198</b>   |
| <b>Total Lunches</b>         | <b>1402</b>   |
| <b>Total Snacks</b>          | <b>1066</b>   |
| <b>Total Meals</b>           | <b>3666</b>   |

- E. Financial Audit - Beginning late Spring**
- F. Annual Self-Assessment - Scheduled for May**
- G. Community Assessment**
- H. Communication and guidance from the Secretary - see attached**

**Attachments to report:**

Recruitment Report  
 Job Descriptions – Executive Director, HS Early Childhood Education Services Director  
 PY 23/24 Student Calendars  
 Federal Review Report

Respectfully submitted,

Amy Esser  
 Executive Director

**INDIVIDUAL CARDHOLDER ACTIVITY**

|   |                          |                                |                           |                                     |
|---|--------------------------|--------------------------------|---------------------------|-------------------------------------|
| <b>AMY ESSER</b><br>5563-7500-2990-4743 | <b>CREDITS</b><br>\$0.00 | <b>PURCHASES</b><br>\$2,297.73 | <b>CASH ADV</b><br>\$0.00 | <b>TOTAL ACTIVITY</b><br>\$2,297.73 |
|---|--------------------------|--------------------------------|---------------------------|-------------------------------------|

**ACCOUNTING CODE:**

**Purchasing Activity**

| Post Date                        | Tran Date | Reference Number        | Transaction Description   | Amount          |
|----------------------------------|-----------|-------------------------|---|-----------------|
| 04-18                            | 04-17     | 82305093107000014822347 | WWW.UBDFLO* UNIQUEBYDE MINSTER OH                                       | 62.19 ✓         |
| 04-27                            | 04-26     | 05436843116300258944009 | FSP*COUNCIL FOR PROFES WASHINGTON DC<br>P.O.S.: 2987333 SALES TAX: 0.00 | 37.50 ✓         |
| 04-27                            | 04-26     | 75418233116172572062225 | SMK*SURVEYMONKEY.COM PALO ALTO CA<br>P.O.S.: 44191935 SALES TAX: 0.00   | 468.00 ✓        |
| <b>Total Purchasing Activity</b> |           |                         |   | <b>\$567.69</b> |

**Travel Activity**

| Post Date                    | Tran Date | Reference Number        | Transaction Description   | Amount            |
|------------------------------|-----------|-------------------------|---|-------------------|
| 04-07                        | 04-06     | 85369433096662500406070 | GREAT WOLF LDG MASON - MASON OH<br>0046808822 ARRIVAL: 04-05-23 | 166.08 ✓          |
| 04-07                        | 04-06     | 85369433096662500406294 | GREAT WOLF LDG MASON - MASON OH<br>0046808844 ARRIVAL: 04-05-23 | 166.08 ✓          |
| 04-07                        | 04-06     | 85369433096662500406328 | GREAT WOLF LDG MASON - MASON OH<br>0046808775 ARRIVAL: 04-05-23 | 166.08 ✓          |
| 04-07                        | 04-06     | 85369433096662500410148 | GREAT WOLF LDG MASON - MASON OH<br>0046808738 ARRIVAL: 04-05-23 | 166.08 ✓          |
| 04-24                        | 04-22     | 52704873113970454333749 | HOLIDAY INN & SUITES SANDUSKY OH<br>454521 ARRIVAL: 04-20-23    | 355.24 ✓          |
| 04-24                        | 04-22     | 52704873113970456229069 | HOLIDAY INN & SUITES SANDUSKY OH<br>454519 ARRIVAL: 04-20-23    | 355.24            |
| 04-24                        | 04-22     | 52704873113970457015145 | HOLIDAY INN & SUITES SANDUSKY OH<br>454517 ARRIVAL: 04-20-23    | 355.24            |
| <b>Total Travel Activity</b> |           |                         |   | <b>\$1,730.04</b> |

ECE CCIP vs Actual

**439 Early Childhood**

| 439-9923                | Salaries<br>100 | Fringes<br>200 | Purchased<br>Services<br>400        | Supplies<br>500 | Capital<br>Outlay<br>600 | Other<br>800 | Total     |
|-------------------------|-----------------|----------------|-------------------------------------|-----------------|--------------------------|--------------|-----------|
| Original<br>CCIP Budget | 41,900.00       | 30,100.00      | -                                   | -               | -                        | -            | 72,000.00 |
|                         | 6,900.00        | 1,100.00       | -                                   | -               | -                        | -            | 8,000.00  |
|                         | -               | -              | -                                   | -               | -                        | -            | -         |
|                         | -               | -              | -                                   | -               | -                        | -            | -         |
| Adjusted<br>CCIP Budget | 48,800.00       | 31,200.00      | -                                   | -               | -                        | -            | 80,000.00 |
| Exp thru 9/30           | -               | -              |                                     |                 |                          |              | -         |
| Exp thru 10/31          | -               | -              |                                     |                 |                          |              | -         |
| Exp thru 11/30          | -               | -              |                                     |                 |                          |              | -         |
| Exp thru 12/31          | -               | -              | No expenses charged thru 12/31/2022 |                 |                          |              | -         |
| Exp thru 01/31          | 6,437.71        | 6,313.08       |                                     |                 |                          |              | 12,750.79 |
| Exp thru 02/28          | 6,635.58        | 3,546.43       |                                     |                 |                          |              | 10,182.01 |
| Exp thru 03/31          | 6,509.64        | 3,657.74       |                                     |                 |                          |              | 10,167.38 |
| Exp thru 04/30          | 6,467.66        | 3,691.46       |                                     |                 |                          |              | 10,159.12 |
| Exp thru 05/31          |                 |                |                                     |                 |                          |              | -         |
| Exp thru 06/30          |                 |                |                                     |                 |                          |              | -         |
| Exp thru 07/31          |                 |                |                                     |                 |                          |              | -         |
| Exp thru 08/31          | -               | -              |                                     |                 |                          |              | -         |
| Total Expenditures      | 26,050.59       | 17,208.71      | -                                   | -               | -                        | -            | 43,259.30 |

|             |           |           |   |   |   |   |           |
|-------------|-----------|-----------|---|---|---|---|-----------|
| CCIP Budget |           |           |   |   |   |   |           |
| Remaining   | 22,749.41 | 13,991.29 | - | - | - | - | 36,740.70 |

**CAN SPEND UP TO** 53,680.00 34,320.00  
**BUDGET PLUS 10%**

REVENUE

|                       | FEDERAL BUDGET | OTHER SOURCES | TOTAL REVENUES | REVENUE RECEIVED | REMAINING FUNDING |
|-----------------------|----------------|---------------|----------------|------------------|-------------------|
| Federal Revenue - C-6 | 189,047.00     | -             | 189,047.00     | 42,365.92        | 146,681.08        |
| Federal Revenue - C-5 | 47,553.00      | -             | 47,553.00      | 21,029.71        | 26,523.29         |
| Other Local           | -              | -             | -              | -                | -                 |
| Retund prior year exp | -              | -             | -              | -                | -                 |
| Board advance         | -              | -             | -              | -                | -                 |
| Total                 | 236,600.00     | -             | 236,600.00     | 63,395.63        | 173,204.37        |

EXPENSES

|  | FEDERAL BUDGET | OTHER SOURCES | TOTAL BUDGET | ACTUAL EXPENDED | EXPENDABLE BALANCE | ENCUMBERED/ REQUISITIONS | REMAINING BALANCE |
|--|----------------|---------------|--------------|-----------------|--------------------|--------------------------|-------------------|
| Salary                                   | 109,771.00     | -             | 109,771.00   | 48,293.78       | 61,477.22          | -                        | 61,477.22         |
| Fringe Benefits                          | 18,520.00      | -             | 18,520.00    | 6,931.25        | 11,588.75          | -                        | 11,588.75         |
| Programming                              | 19,335.00      | -             | 19,335.00    | 1,294.96        | 18,040.04          | 18,040.00                | 0.04              |
| Supplies                                 | 88,974.00      | -             | 88,974.00    | 22,780.00       | 66,194.00          | 64,850.00                | 1,344.00          |
| Capital Outlay                           | -              | -             | -            | -               | -                  | -                        | -                 |
| Other Expenditures                       | -              | -             | -            | -               | -                  | -                        | -                 |
| PA22 subtotal                            | 236,600.00     | -             | 236,600.00   | 79,299.99       | 157,300.01         | 82,890.00                | 74,410.01         |
| <b>Training &amp; Technical Services</b> |                |               |              |                 |                    |                          |                   |
| Training & technical serv (job code 400) | -              | -             | -            | -               | -                  | -                        | -                 |
| Staff out of town travel                 | -              | -             | -            | -               | -                  | -                        | -                 |
| Subtotal Purch Service                   | -              | -             | -            | -               | -                  | -                        | -                 |
| <b>Training &amp; Tech Supplies</b>      |                |               |              |                 |                    |                          |                   |
| Subtotal Supplies                        | -              | -             | -            | -               | -                  | -                        | -                 |
| T&TA -PA20                               | -              | -             | -            | -               | -                  | -                        | -                 |
| Return of Board Advance                  | -              | -             | -            | -               | -                  | -                        | -                 |
| TOTALS                                   | 236,600.00     | -             | 236,600.00   | 79,299.99       | 157,300.01         | 82,890.00                | 74,410.01         |

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES (15,904.36)

HEAD START - 2023 GRANT

525-9923

|                       | FEDERAL BUDGET | OTHER SOURCES | TOTAL REVENUES | REVENUE RECEIVED | REMAINING FUNDING |
|-----------------------|----------------|---------------|----------------|------------------|-------------------|
| Federal Revenue       | 1,001,357.00   | -             | 1,001,357.00   | 537,000.00       | 464,357.00        |
| CACFP Revenue         | -              | -             | -              | 43,337.74        | (43,337.74)       |
| Other Local           | -              | -             | -              | -                | -                 |
| Refund prior year exp | -              | -             | -              | -                | -                 |
| Board advance         | -              | -             | -              | -                | -                 |
| Total                 | 1,001,357.00   | -             | 1,001,357.00   | 580,337.74       | 421,019.26        |

EXPENSES

|  | FEDERAL BUDGET | OTHER SOURCES | TOTAL BUDGET | ACTUAL EXPENDED | EXPENDABLE BALANCE | As of 04/30/2023 ENCUMBERED/ REQUISITIONS | REMAINING BALANCE |
|--|----------------|---------------|--------------|-----------------|--------------------|---|-------------------|
| Salary                                   | 918,812.00     | -             | 918,812.00   | 356,655.50      | 562,156.50         | -   | 562,156.50        |
| Fringe Benefits                          | 707,924.00     | -             | 707,924.00   | 230,478.54      | 457,445.46         | 108.75                                    | 457,336.71        |
| Programming                              | 153,382.00     | -             | 153,382.00   | 33,311.83       | 120,070.17         | 31,325.32                                 | 88,744.85         |
| Supplies                                 | 177,985.00     | -             | 177,985.00   | 40,663.22       | 137,321.78         | 20,713.10                                 | 116,608.68        |
| Capital Outlay                           | -              | -             | -            | -               | -                  | -   | -                 |
| Other Expenditures                       | 11,186.00      | -             | 11,186.00    | 3,313.00        | 7,873.00           | 621.00                                    | 7,252.00          |
| PA22 subtotal                            | 1,969,289.00   | -             | 1,969,289.00 | 684,422.09      | 1,284,866.91       | 52,768.17                                 | 1,232,098.74      |
| <b>Training &amp; Technical Services</b> |                |               |              |                 |                    |   |                   |
| Training & technical serv (job code 400) | 419            | -             | 11,863.00    | 4,685.70        | 7,177.30           | 3,443.00                                  | 3,734.30          |
| Staff out of town travel                 | 439            | -             | 19,552.00    | 3,088.92        | 16,463.08          | 5,705.10                                  | 10,757.98         |
| <b>Subtotal Purch Service</b>            |                |               | 31,415.00    | 7,774.62        | 23,640.38          | 9,148.10                                  | 14,492.28         |
| Training & Tech Supplies                 | 2,009.00       | -             | 2,009.00     | 392.34          | 1,616.66           | 999.85                                    | 616.81            |
| <b>Subtotal Supplies</b>                 |                |               | 2,009.00     | 392.34          | 1,616.66           | 999.85                                    | 616.81            |
| T&TA-PA20                                | 33,424.00      | -             | 33,424.00    | 8,166.96        | 25,257.04          | 10,147.95                                 | 15,109.09         |
| Return of Board Advance                  | -              | -             | -            | -               | -                  | -   | -                 |
| <b>TOTALS</b>                            | 2,002,713.00   | -             | 2,002,713.00 | 692,589.05      | 1,310,123.95       | 62,916.12                                 | 1,247,207.83      |

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

(112,251.31)





MCHS March 2023

| Category                     | Amount            | Hours      | Rate                           |
|------------------------------|-------------------|------------|--------------------------------|
| Policy Council               | \$292.75          | 6.75       | \$43.37 / HR                   |
| <b>At- Home Activities</b>   |                   |            |                                |
| Anchors Away                 | \$452.27          | 24.25      | \$18.65 / HR                   |
| Captain's Crew               | \$806.62          | 43.25      | \$18.65 / HR                   |
| Lighthouse Leaders           | \$890.54          | 47.75      | \$18.65 / HR                   |
| Lakeside Learners            | \$713.37          | 38.25      | \$18.65 / HR                   |
| Turtle Troop                 | \$363.68          | 19.5       | \$18.65 / HR                   |
| Starboard Seacaptains        | \$746.00          | 40         | \$18.65 / HR                   |
| Rockford                     | \$223.80          | 12         | \$18.65 / HR                   |
| <b>Total</b>                 | <b>\$4,196.28</b> | <b>225</b> |                                |
| HSAC                         | \$323.09          |            |                                |
| Nursing Students             | \$1,930.28        | 103.5      | 18.65                          |
| Kitchen students             | \$261.44          | 19         | \$13.76 / HR                   |
| Parent Volunteers            | \$275.09          | 14.75      | \$18.65 / HR                   |
| Community Volunteers         | \$818.63          | 37.75      | 18.65 / hr                     |
| <b>Total of Above</b>        | <b>\$3,493.94</b> |            |                                |
| Four U                       |                   |            | reduced prices on supply items |
| JW Sound                     | \$500             |            | reduced costs                  |
| Books                        | \$208             | 52         | books                          |
| Floral Reflections           | \$180             |            | Supply rental for Event        |
| <b>Total</b>                 | <b>\$888</b>      |            |                                |
| ECE funding                  | \$4,333.34        |            | State ECE funds                |
| Utilities                    | \$2,142           |            | Covered by CCS                 |
| <b>Total</b>                 | <b>\$6,475.34</b> |            |                                |
| <b>CCS Personnel Support</b> |                   |            |                                |
| IT Director                  | 737.34            |            |                                |
| Asst Treasurer I             | 506.34            |            | Payroll & Benefits             |
| Asst Treasurer II            | 373.09            |            | Accounts payable               |
| Superintendent Sec           | 444.17            |            | Personnel                      |
| Custodial Services           | 2,520.25          |            |                                |
| Maintenance services         | 1,261             |            |                                |
| <b>Total</b>                 | <b>\$5,859.02</b> |            |                                |
| CCS Fringe                   | 524.17            |            |                                |
| CCs Benefits                 | \$6,395.59        |            |                                |
| <b>Total</b>                 | <b>\$6,919.76</b> |            |                                |
| Haley Thomas                 | \$4,657.59        |            | Speech                         |
| Diane Donovan                |                   |            | Itinerant                      |

MCHS March 2023

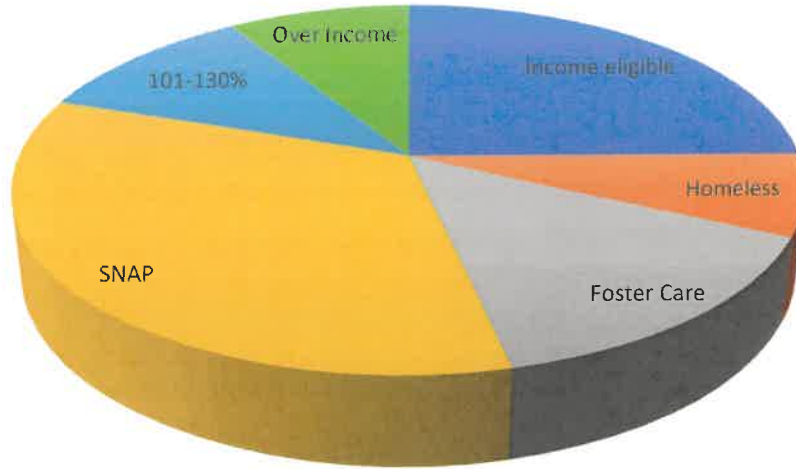
|           |              |             |           |
|-----------|--------------|-------------|-----------|
| Momentum  | \$1,000      | MH Discount | \$25 / hr |
| Total     | \$33,782.68  |             |           |
| YTD Total | \$124,341.21 |             |           |

# MCHS RECRUITMENT REPORT

MAY 2023

Fifty-six children have been accepted thus far for PY 23-24

## Eligibility



■ Income eligible ■ Homeless ■ Foster Care ■ SNAP ■ 101-130% ■ Over Income

## Celina City Schools – Mercer County Head Start

### Job Description

Phone: (419)268-0301 Fax: (419)268-0017 [www.mercerheadstart.org](http://www.mercerheadstart.org)

|   |                                       |
|---|---------------------------------------|
| <b>Job Title: Head Start Early Childhood Services Director</b>  | <b>Supervisor: Executive Director</b> |
| <b>Position Summary:</b>  |                                       |
| Provide guidance and vision toward delivery of high - quality comprehensive services. Provide expertise in assuring delivery of quality comprehensive services in Early Childhood Education and Disabilities.   |                                       |
| <b>Qualifications and Requirements:</b>   |                                       |
| <b>Education/Certifications:</b>  |                                       |
| <ul style="list-style-type: none"><li>• Bachelor’s Degree in Early Childhood Education (or related field) required</li><li>• Possess a valid Ohio Driver’s License and liability insurance (must provide copy to employer)</li><li>• ODE Licensure (specific to Preschool Licensing) (required)</li></ul>   |                                       |
| <b>Knowledge/Skills:</b>  |                                       |
| <ul style="list-style-type: none"><li>• Demonstrate understanding of the Head Start Program Performance Standards</li><li>• Minimum of (5) years of experience in Head Start (required)</li><li>• Sensitivity and awareness of diversity of family culture and impact of poverty</li><li>• Demonstrates understanding of developmentally appropriate practices of early childhood development</li><li>• Demonstrate independent problem solving, decision making, and leadership skills</li><li>• Strong organization and time management skills and the ability to work both independently and in a team environment</li><li>• Fluent and adept communicator and provide presentations to large groups</li><li>• Written and verbal communication skills, including fluent computer skills, data entry web-based software, internet and e-mail applications, and reading comprehension</li><li>• Able to interpret policy and procedure, understand a fiscal budget, maintain records, and follow emergency preparedness procedures</li><li>• Knowledge and experience in early childhood education, preschool licensing and Step Up to Quality (required)</li><li>• History of supervision (required)</li></ul> |                                       |
| <b>Employment Conditional upon Results of the Following:</b>  |                                       |
| <ul style="list-style-type: none"><li>• Complete and pass (5) background checks prescribed by ODJFS.</li><li>• Three Personal References</li><li>• Successful Physical Capacities Examination and TB screening results</li><li>• Policy Council and Board of Education Approval</li><li>• Verification of current licensure</li></ul>   |                                       |
| <b>Essential Job Responsibilities:</b>  |                                       |
| <ul style="list-style-type: none"><li>• Understand and implement the Mission Statement of Mercer County Head Start ensuring compliance with Head Start Performance Standards, and local and state licensing</li><li>• Lead role in the organization and administration of Early Childhood Education programming</li><li>• Supervise, evaluate and provide on-going guidance to members of teaching teams</li></ul>  |                                       |

- Schedule and oversee placement of substitutes
- Program planning, development, and implementation
- Assure compliance with Head Start Performance Standards
- Understand and lead the program in cultural diversity and multicultural principals that prevent bias
- Maintain an on-going monitoring system specific to education and disability programmatic areas to ensure compliance with federal, state, and local regulations
- Maintain reliability certification in CLASS and observe classrooms
- Ensure that all staff understand FERPA and agency's confidentiality policies and procedures
- Implement with fidelity chosen curriculum and assessment tool
- Aggregate and analyze data, develop and administer program Data Dialogue quarterly
- Develop and support individual professional development plans for education staff
- Fully understand and implement Ohio Department of Education licensing standards
- Ensure program maintains 5 Star rating for QRIS, Step Up to Quality
- Oversee the implementation of agency selected curriculum and assessment tool(s)
- Assure accurate data entry and analysis of date to support quality services, referral tracking and agency planning based on service delivery and community need
- Responsible for implementation of agency policy and procedures, outcomes, reports, and other documentation
- Support the referral of suspected or known child developmental delays to LEA. Ensure the attendance and administration of services from ETR to IEP development
- Serve on various community committees as requested
- Maintain an ongoing monitoring system
- Supervise and conduct annual evaluation of education personnel
- Generate and document non-Federal Share (In-kind) hours
- Develop School Readiness goals and tracking mechanisms
- Actively participate in annual self-assessment, community needs assessment development and creation, program goal development and implementation
- Support the Executive Director with grant writing opportunities
- Demonstrate on-going professionalism, work as a team, have a positive and professional attitude toward fellow staff and families by attending trainings (15 hours minimum, annually), workshops, conferences, and meetings as requested by supervisor and as necessary for successful implementation of program, and to meet requirements of Professional Development Plan
- Regular and prompt attendance to provide quality supportive services to children, families, and community partners
- Perform other duties as assigned by supervisor to ensure compliance with federal, state and local regulations.

*The statements indicated on this job description describe the general purpose and responsibilities assigned to this job and are not an inclusive list of all responsibilities and duties that may be assigned or skills that may be required. All employees are expected to participate in ongoing professional development as indicated by changing roles and responsibilities.*

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HS Early Childhood Education Services Director Signature

Executive Director Signature

# Celina City Schools – Mercer County Head Start

## Job Description

Phone: (419)268-0301 Fax: (419)268-0017 [www.mercerheadstart.org](http://www.mercerheadstart.org)

|  |                                   |
|--|-----------------------------------|
| <b>Job Title: Executive Director</b>   | <b>Supervisor: Superintendent</b> |
| <b>Starting Salary:</b>  |                                   |
| <b>Position Summary:</b>   |                                   |
| <p>Provide guidance and vision toward delivery of quality comprehensive services. Provide expertise and leadership in the delivery of Head Start programmatic services. Ensure the Head Start grantee remains solvent, high quality, and fiscally sound. Engages with the local, state, and federal community to preserve funding and collaborative partnerships to guarantee on-going continuous improvement and services to eligible children and families.</p>  |                                   |
| <b>Qualifications and Requirements:</b>  |                                   |
| <b>Education/Certifications:</b>   |                                   |
| <ul style="list-style-type: none"><li>• Bachelor Degree (required)</li><li>• Experience in supervision, fiscal management, and administration</li><li>• Possess a valid Ohio Driver's License and liability insurance</li></ul>  |                                   |
| <b>Knowledge/Skills:</b>   |                                   |
| <ul style="list-style-type: none"><li>• Minimum of 5 years of experience in Head Start leadership position (required)</li><li>• Five or more years in professional leadership positions in social services, including grant writing.</li><li>• Transparent and high integrity.</li><li>• Ability to convey a vision of Mercer County Head Start's strategic future to staff, board, program participants, volunteers and donors.</li><li>• Demonstrate ability to manage, supervise, and collaborate with multi-level staff members of varying education levels and diverse backgrounds.</li><li>• Thorough knowledge of program, financial, and human resources management in a non-profit or human services organization.</li><li>• Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.</li><li>• Strong organizational abilities including planning, delegating, program development and task facilitation.</li><li>• Working knowledge of local community needs and resources.</li><li>• Working knowledge of Head Start/Early Childhood Education regulatory environment.</li><li>• Excellent oral and written communication skills, including strong public speaking ability.</li><li>• Demonstrated team-building skills.</li><li>• Proven diplomacy and human relations' skills.</li><li>• Proficient technology and computer skills.</li><li>• Sensitivity and awareness of diversity of family culture and impact of poverty</li><li>• Demonstrate understanding of the Head Start Program Performance Standards</li></ul> |                                   |
| <b>Employment Conditional upon Results of the Following:</b>   |                                   |
| <ul style="list-style-type: none"><li>• Complete and pass (5) background checks prescribed by ODJFS</li><li>• Three Personal References</li><li>• Successful Physical Capacities Examination and TB screening results.</li><li>• Policy Council and Board of Education Approval</li><li>• Per Log No. ACF-PI-HS-06-01; Issuance Date: 9/19/2006: Hiring of key personnel: Grantees are expected to notify the regional office prior to making a job offer to any staff identified as key personnel. Included in this notification should be the name of the person being recommended to be hired, the process used to recruit for this job, and why this person was determined to be the most</li></ul>  |                                   |

qualified. Regional Offices will take no more than a few days to respond to the grantee's proposal

**Essential Job Responsibilities:**

- Fully understand and implement the Mission Statement of Mercer County Head Start ensuring compliance with Head Start Performance Standards, and local and state licensing standards.
- Responsible for implementation of agency policy and procedures, outcomes, reports, and other documentation.
- Maintain an oversight of the organization to ensure that all programs, services, and systems are developed in accordance with Head Start Performance Standards, and are congruent with organizational philosophy, mission, and values.
- Oversee the efforts of managers, supervisors, coordinators, and specialists to monitor and control component budgets, identify and interpret Head Start and community needs, and conform to performance standards and other regulatory requirements
- Ensure the design of staff development and training structures, systems, and policies support the highest quality of services to children and families.
- Assure accurate data entry and analysis of data to support quality services, referral tracking and agency planning based on service delivery and community need.
- Ensure consistency in service delivery across the program with attention to inclusive practices and integration of component areas; encourage continuous improvement of systems.
- Monthly report to the Board of Directors providing timely and accurate organization key metrics, progress against strategic plans, and all other organization information necessary for the Board to function properly and to make informed decisions.
- Establish and maintain effective working relationships with the members of the Board of Directors, the Policy Council, and Head Start staff. Assure the adequate flow of information so that each group is well informed and each groups' input is considered.
- Represent Mercer County Head Start in the local, state, regional, and national communities. Act as a conduit for input and information, promote innovation at all levels, and be an effective advocate for staff, families and children.
- Establish and maintain relationships and collaborations with public school districts, systems of higher education, and other community agencies and partners
- Research, investigate, and respond to potential grant opportunities.
- Maintain IT capabilities that will enable staff to work efficiently and protect private information of staff and families served.
- Ensure adequate infrastructure to support program needs and models (buildings, vehicles, etc.)
- Demonstrate on-going professionalism, work as a team, have a positive and professional attitude toward fellow staff and families by attending trainings (15 hours minimum, annually), workshops, conferences, and meetings as requested by supervisor and as necessary for successful implementation of program, and to meet requirements of Professional Development Plan
- Regular and prompt attendance to provide quality supportive services to children, families, and community partners
- Perform other duties as assigned by supervisor to ensure compliance with federal, state and local regulations.

*The statements indicated on this job description describe the general purpose and responsibilities assigned to this job and are not an inclusive list of all responsibilities and duties that may be assigned or skills that may be required. All employees are expected to participate in ongoing professional development as indicated by changing roles and responsibilities.*

Executive Director Signature

Date

Superintendent Signature

Date





## 2023 - 2024 STUDENT CALENDAR

### Starboard Sea Captains, Lakeside Learners, Captain's Crew, Anchor's Away

157

- First Day For Students
- Last Day For Students
- No School
- Teacher In-Service
- Make up Day

**October**

| M | T  | W  | T  | F  | S  |
|---|----|----|----|----|----|
|   | 2  | 3  | 4  | 5  | 6  |
|   | 9  | 10 | 11 | 12 | 13 |
|   | 16 | 17 | 18 | 19 | 20 |
|   | 23 | 24 | 25 | 26 | 27 |
|   | 30 | 31 |    |    |    |

**November**

| M | T  | W  | T  | F  | S  |
|---|----|----|----|----|----|
|   |    |    |    |    |    |
|   | 6  | 7  | 8  | 9  | 10 |
|   | 13 | 14 | 15 | 16 | 17 |
|   | 20 | 21 | 22 | 23 | 24 |
|   | 27 | 28 | 29 | 30 |    |

**December**

| M | T  | W  | T  | F  | S  |
|---|----|----|----|----|----|
|   |    |    |    |    |    |
|   | 4  | 5  | 6  | 7  | 8  |
|   | 11 | 12 | 13 | 14 | 15 |
|   | 18 | 19 | 20 | 21 | 22 |
|   |    |    |    |    |    |

**January**

| M | T  | W  | T  | F  | S  |
|---|----|----|----|----|----|
|   |    |    |    |    |    |
|   | 8  | 9  | 10 | 11 | 12 |
|   | 16 | 17 | 18 | 19 | 20 |
|   | 22 | 23 | 24 | 25 | 26 |
|   | 29 | 30 | 31 |    |    |

**February**

| M | T  | W  | T  | F  | S  |
|---|----|----|----|----|----|
|   |    |    |    |    |    |
|   | 5  | 6  | 7  | 8  | 9  |
|   | 12 | 13 | 14 | 15 | 16 |
|   | 19 | 20 | 21 | 22 | 23 |
|   | 26 | 27 | 28 | 29 |    |

**March**

| M | T  | W  | T  | F  | S  |
|---|----|----|----|----|----|
|   |    |    |    |    |    |
|   | 4  | 5  | 6  | 7  | 8  |
|   | 11 | 12 | 13 | 14 | 15 |
|   | 18 | 19 | 20 | 21 | 22 |
|   | 25 | 26 | 27 | 28 | 29 |

**April**

| M | T  | W  | T  | F  | S  |
|---|----|----|----|----|----|
|   |    |    |    |    |    |
|   | 8  | 9  | 10 | 11 | 12 |
|   | 15 | 16 | 17 | 18 | 19 |
|   | 22 | 23 | 24 | 25 | 26 |
|   | 29 | 30 |    |    |    |

**May**

| M | T  | W  | T  | F  | S  |
|---|----|----|----|----|----|
|   |    |    |    |    |    |
|   | 6  | 7  | 8  | 9  | 10 |
|   | 13 | 14 | 15 | 16 | 17 |
|   |    |    |    |    |    |
|   |    |    |    |    |    |

**June**

| M | T | W | T | F | S |
|---|---|---|---|---|---|
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

**July**

| M | T | W | T | F | S |
|---|---|---|---|---|---|
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

**August**

| M | T | W | T | F | S |
|---|---|---|---|---|---|
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

**September**

| M | T  | W  | T  | F  | S  |
|---|----|----|----|----|----|
|   |    |    |    |    |    |
|   | 5  | 6  | 7  | 8  | 9  |
|   | 11 | 12 | 13 | 14 | 15 |
|   | 18 | 19 | 20 | 21 | 22 |
|   | 25 | 26 | 27 | 28 | 29 |

7  
10  
9  
3  
2  
31  
157

4  
14  
13  
12  
11  
54

8  
14  
13  
10  
6  
51

1  
4  
5  
5  
6  
21

2023-2024 CALENDAR  
ROCKFORD STUDENTS

136

Make up  
 First Day For Students  
 Last Day For Students  
 No School  
 Teacher In-Service Day, No School

| August |   |   |    |    |
|--------|---|---|----|----|
| M      | T | W | T  | F  |
|        |   |   |    |    |
|        |   |   |    |    |
|        |   |   |    |    |
|        |   |   | 30 |    |
|        |   |   |    | 31 |

| September |    |    |    |   |
|-----------|----|----|----|---|
| M         | T  | W  | T  | F |
|           |    |    |    |   |
|           | 5  | 6  | 7  |   |
| 11        | 12 | 13 | 14 |   |
| 18        | 19 | 20 | 21 |   |
| 25        | 26 | 27 | 28 |   |

3  
4  
4  
4  
6  
17

| October |    |    |    |   |
|---------|----|----|----|---|
| M       | T  | W  | T  | F |
| 2       | 3  | 4  | 5  |   |
| 9       | 10 | 11 | 12 |   |
| 16      | 17 | 18 | 19 |   |
| 23      | 24 | 25 | 26 |   |
| 30      | 31 |    |    |   |

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

| December |    |    |    |   |
|----------|----|----|----|---|
| M        | T  | W  | T  | F |
|          |    |    |    |   |
| 4        | 5  | 6  | 7  |   |
| 11       | 12 | 13 | 14 |   |
| 18       | 19 | 20 | 21 |   |

6  
12  
12  
10  
6  
46

| January |    |    |    |   |
|---------|----|----|----|---|
| M       | T  | W  | T  | F |
| 8       | 9  | 10 | 11 | 5 |
| 16      | 17 | 18 | 19 |   |
| 22      | 23 | 24 | 25 |   |
| 29      | 30 | 31 |    |   |

| February |    |    |    |   |
|----------|----|----|----|---|
| M        | T  | W  | T  | F |
| 5        | 6  | 7  | 8  | 1 |
| 12       | 13 | 14 | 15 |   |
| 19       | 20 | 21 | 22 |   |
| 26       | 27 | 28 | 29 |   |

| March |    |    |    |   |
|-------|----|----|----|---|
| M     | T  | W  | T  | F |
|       |    |    |    |   |
| 4     | 5  | 6  | 7  |   |
| 11    | 12 | 13 | 14 |   |
| 18    | 19 | 20 | 21 |   |
| 25    | 26 | 27 | 28 |   |

3  
12  
11  
11  
11  
11

| April |    |    |    |   |
|-------|----|----|----|---|
| M     | T  | W  | T  | F |
|       | 2  | 3  | 4  |   |
| 8     | 9  | 10 | 11 |   |
| 15    | 16 | 17 | 18 |   |
| 22    | 23 | 24 |    |   |
| 29    | 30 |    |    |   |

| May |    |    |    |   |
|-----|----|----|----|---|
| M   | T  | W  | T  | F |
|     |    |    | 1  | 2 |
| 6   | 7  | 8  | 9  |   |
| 13  | 14 | 15 | 16 |   |
|     |    |    |    |   |

| June |   |   |   |   |
|------|---|---|---|---|
| M    | T | W | T | F |
|      |   |   |   |   |
|      |   |   |   |   |
|      |   |   |   |   |
|      |   |   |   |   |
|      |   |   |   |   |

5  
8  
8  
3  
2  
26

EB Easter Break

PD President's Day

LD Labor Day

137

Tentative Make-Up Days:

\*\*\*additional make-up days may be added to the end of the school year as needed\*\*\*  
All calendars subject to change as program needs change.



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | [eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)

May 08, 2023

Celina City Board of Education

Re: Grant No. 05CH011273

**Dear Head Start Grantee:**

The Administration for Children and Families (ACF), Office of Head Start (OHS) recently conducted a monitoring review of your program. The attached report contains information about your agency's performance and compliance with the requirements of the Head Start Program Performance Standards, Public Law 110-134, Improving Head Start for School Readiness Act of 2007, and other applicable regulations.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

If the report has findings the corrective action period will begin 72 hours from the time this email was sent.

Sincerely,

OHS Monitoring Team



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start ; 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

## Program Performance Summary Report

**To: Authorizing Official/Board Chairperson**

Mr. Bill Sell

Celina City Board of Education

585 E Livingston St

Celina City Schools/Mercer County Head Start

Celina, OH 45822 - 1742

**From: Responsible HHS Official**

**Date: 05/05/2023**

**Mr. Khari M. Garvin**

**Director, Office of Head Start**

From April 17, 2023 to April 21, 2023, the Administration for Children and Families (ACF) conducted a Focus Area Two (FA2) monitoring review of Celina City Board of Education Head Start program. This report contains information about the grant recipient's performance and compliance with the requirements of the Head Start Program Performance Standards (HSPPS) or Public Law 110-134, *Improving Head Start for School Readiness Act of 2007*.

The Office of Head Start (OHS) would like to thank your governing body, policy council, parents, and staff for their engagement in the review process. Based on the information gathered during this review, it has been determined that your program meets the requirements of all applicable HSPPS, laws, regulations, and policy requirements.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

### **DISTRIBUTION OF THE REPORT**

Copies of this report will be distributed to the following:

Ms. Karen McNamara, Regional Program Manager

Dr. Ken Schmiesing, Chief Executive Officer/Executive Director

Ms. Amy Esser, Head Start Director

**Grant(s) included as part of this review**

| Grant Recipient Name           | Grant Number(s) |
|--------------------------------|-----------------|
| Celina City Board of Education | 05CH011273      |

**Glossary of Terms**

| Finding Type                       | Definition  |
|------------------------------------|---|
| <b>Area of Concern (AOC)</b>       | An area in which the agency needs to improve performance. These issues should be discussed with the grant recipient's Regional Office for possible technical assistance.  |
| <b>Area of Noncompliance (ANC)</b> | An area in which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more areas of performance. This status requires a written timeline for correction and possible technical assistance or guidance from the grant recipient's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.   |
| <b>Deficiency</b>                  | <p>As defined in the Head Start Act, the term "deficiency" means:</p> <p>(A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:</p> <ul style="list-style-type: none"> <li>(i) a threat to the health, safety, or civil rights of children or staff;</li> <li>(ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations;</li> <li>(iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management;</li> <li>(iv) the misuse of funds received under this subchapter;</li> <li>(v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or</li> <li>(vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified;</li> </ul> <p>(B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or</p> <p>(C) an unresolved area of noncompliance.</p> |

**Program Overview**

Celina City Board of Education provides Head Start services to children and families living within its public school district in western Ohio. The grant recipient receives funds to serve 158 children through a center-based option. Program and district staff work together to prepare children for their next educational placement.



## **Program Management and Quality Improvement**

### **Program Management**

The grant recipient establishes a management structure consisting of staff, consultants, or contractors who ensure high-quality service delivery; have sufficient knowledge, training, experience, and competencies to fulfill the roles and responsibilities of their positions; and provide regular supervision and support to staff.

### **Ongoing Monitoring and Continuous Improvement**

The grant recipient uses data to identify program strengths, needs, and areas needing improvement; to evaluate progress toward achieving program goals and compliance with program performance standards; and to assess the effectiveness of professional development.

### **Program Governance**

The grant recipient maintains a formal structure of program governance to oversee the quality of services for children and families and to make decisions related to program design and implementation.

The grant recipient's policy council is engaged in the direction of the program, including program design and planning of goals and objectives.

## **Program Management and Quality Improvement Summary**

Celina City Board of Education analyzed data to identify needs and guide improvement efforts. A review of program data indicated a need for additional mental health support for children and families. In response, the recipient hired a mental health manager who collaborated with community professionals to ensure families received assistance to address substance misuse, trauma, challenging behaviors, and other mental health concerns. Furthermore, the recipient provided training and guidance to staff on understanding adverse childhood experiences and employing strategies to deal with challenging behaviors. The recipient's use of data allowed it to identify and respond to the needs of enrolled children and families.



## **Monitoring and Implementing Quality Education and Child Development Services**

### **Alignment with School Readiness**

The grant recipient's school readiness efforts align with the expectations of receiving schools, the Head Start Early Learning Outcomes Framework (HSELOF), and state early learning standards.

### **Effective and Intentional Teaching Practices**

The grant recipient's teaching practices intentionally promote progress toward school readiness and provide high-quality learning experiences for children.

### **Supporting Teachers in Promoting School Readiness**

The grant recipient ensures teachers are prepared to implement the curriculum and support children's progress toward school readiness.

### **Home-Based Program Services**

Not Applicable.

## **Education Services Summary**

Celina City Board of Education collaborated with receiving schools to support smooth transitions. These efforts included developing a form to document individual children's outcomes data, kindergarten assessment scores, and family information. Head Start staff completed this form for all transitioning children and shared it with the receiving schools to guide classroom placement and help kindergarten teachers understand the needs of incoming students. In 2023, the program received third-grade assessment data for previous Head Start children from the elementary schools, which it planned to use to guide future improvement efforts. These collaborative efforts helped children enter kindergarten ready and able to learn.



## Monitoring and Implementing Quality Health Services

### **Child Health Status and Care**

The grant recipient effectively monitors and maintains timely information on children's health statuses and care including ongoing sources of health care, preventive care, and follow-up.

### **Mental Health**

The grant recipient supports a program-wide culture that promotes mental health and social and emotional well-being, and uses mental health consultation to support staff and families.

### **Oral Health and Nutrition**

The grant recipient maintains and monitors for effective oral health practices and nutrition services that meet the nutritional needs and accommodate children's feeding requirements and allergies.

### **Safety Practices**

The grant recipient implements a process for monitoring and maintaining healthy and safe environments.

### **Services to Expectant Families**

Not Applicable.

## Health Services Summary

Celina City Board of Education supported the mental well-being of children and families. The contracted mental health consultant conducted classroom observations and provided behavior management strategies to staff and families. The recipient also trained staff to implement a social-emotional curriculum and facilitated individual and group play therapy sessions for children as needed. In addition, the recipient partnered with a community provider to make mental health services available to parents. The recipient demonstrated a commitment to children's and families' social-emotional health.





## **Monitoring and Implementing Quality Family and Community Engagement Services**

### **Family Well-Being**

The grant recipient collaborates with families to support family well-being, parents' aspirations, and parents' life goals.

### **Strengthening Parenting and Parent-Child Supports**

The grant recipient provides services that strengthen parent-child relationships and support parents in strengthening parenting skills.

### **Family Engagement in Education and Child Development Services**

The grant recipient provides education and child development services that recognize parents' roles as children's lifelong educators and encourage parents to engage in their children's education.

## **Family and Community Engagement Services Summary**

Celina City Board of Education encouraged parents to participate in their children's learning and development. The program provided parent training on how to enjoy playtime and effectively communicate with children. Families were also invited to visit classrooms to observe teachers and engage in learning activities with children. Other engagement events, including Fathers and Fishing, a Valentine's Day dance, and a Fall Festival, allowed parents to share experiences with other families while having fun with their children. Efforts made by the program helped parents practice and improve their skills and support children's school readiness.



## Monitoring and Implementing Fiscal Infrastructure

### **Budget Planning and Development**

The grant recipient develops and implements its budget to sustain management, staffing structures, and the delivery of services that support the needs of enrolled children and families.

### **Ongoing Fiscal Capacity**

The grant recipient plans and implements a fiscal management system that supports the organization's ongoing capacity to execute its budget over time and meet the needs of its organization.

### **Budget Execution**

The grant recipient's financial management system provides for effective control over and accountability for all funds, property, and other assets.

### **Facilities and Equipment**

The grant recipient complies with application, prior approval, and reporting requirements for facilities purchased, constructed, or renovated with Head Start funds.

## Fiscal Infrastructure Summary

Celina City Board of Education worked with the governing bodies to safeguard and allocate Federal funds. Program staff presented and reviewed financial reports and community and program data during policy council and school board meetings. This information allowed governing body members to identify concerns and make informed spending decisions. For instance, the governing bodies actively engaged in discussions about the plans and costs for a new building. This collaborative budget development and oversight approach ensured funds addressed program needs and objectives.



## **Monitoring ERSEA: Eligibility, Recruitment, Selection, Enrollment, and Attendance**

### **Determining, Verifying, and Documenting Eligibility**

The grant recipient enrolls children or expectant mothers who are categorically eligible or who meet defined income-eligibility requirements.

### **Enrollment Verification**

The grant recipient maintains and tracks enrollment.

## **ERSEA Summary**

Celina City Board of Education collaborated with community partners to identify and enroll eligible children. The recipient shared Head Start information with local agencies serving families with young children. In turn, the program referred families to these community partners to help build partnerships and ensure families had access to all local resources. These reciprocal relationships benefitted families and helped the program move toward full enrollment.

----- End of Report -----