

Head Start Monthly Report April 2016

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;

A. Monthly Financial Statements including credit card expenditures:

- April 2016 – Credit Card statement
- 2/23/16 – Thermoworks - cafeteria
- 3/17/16 – Doubletree Hilton – Social Worker Conference
- 3/17/16 – Doubletree Hilton – Social Worker conference
- 3/17/16 - Brooke's Publishing – ASQ-3
- 3/17/16 – Discount School Supply – Classroom Supplies
- 3/18/16 – Plak Smacker - Toothpaste

B. Program Information Summary

Executive Director attended several meeting throughout the month of March. Mercer County Head Start received a significant amount of training and technical assistance. The Education Specialist visited the program twice this month focusing on School Readiness planning and CLASS training. Our grantee Specialist spent two days with the Executive director conducting a new director assessment and providing guidance for a continuous improvement plan. Executive Director and Family Engagement Services Manager participated in a risk management phone call with Michael Butler, Regional office. The program recruitment plan was provided and approved. The program will participate in quarterly phone calls to the regional office providing updates on enrollment. The Executive Director supported the Health & Community Services Manager host the Health Services Advisory Committee on March 30th. In addition the Executive Director supported the ECE Task Force with *No Wrong Door* implementation.

From March 21st thru March 23rd, the program participated in the *comprehensive Services and School Readiness* federal review. Two federal reviewers conducted the review examining 60 child files, observing all Head Start classrooms, and interviewing all key staff. Early communication with the review team indicated a good review with no concerns presented to Executive Director.

Executive Director received notice of an upcoming Health & Safety federal review to occur on April 26th. The management team participated in a planning phone call with Joe Segura, DANYA corp.

Conscious Discipline training continues for management, education, and social service staff. *Conscious Discipline* is an evidence-based social emotional approach to behavior management.

The program self-assessment process was completed. The self-plan and narrative are included in this report.

Family Engagement Services Manager and Family Advocates attended the 2 ½ day Social Work conference at OHSAL.

C.

Head Start	Funded Enrollment	158	Actual Enrollment	148
Celina Preschool	Funded Enrollment	12	Actual Enrollment	12
Sliding Fee	Available Enrollment	22	Actual Enrollment	22

Head Start reached full enrollment for the month of March.

Enrollment by Program Option:

Home Base	1
Half Day PY Head Start	126
Full Day School Year (6 hour day)	17

Attendance by Program Option:

Home Base	Not reportable
Half Day PY Head Start	83%
Full Day School Year	78%

D. CACFP report - February CACFP claimed meals

Month Served	March 2016
Total Days Attendance	Rockford - 16 Franklin - 16
Total Breakfast	1023
Total Lunches	2011
Total Snacks	1156
Total Meals	4190

E. Financial Audit - N/A

F. Annual Self-Assessment

- Completed March 2016
- See attachment

G. Community Assessment

- Completed - sent to printer

H. Communication and guidance from the Secretary

- None to report

Executive Director is asking for review and approval of Mercer County Head Start's Child Abuse and Neglect Reporting Policy. Please see attached. Once approved, the policy will be provided to staff and added to the personnel policy book.

Respectfully submitted,

Amy Esser
Executive Director

REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,086,627.00	0.00	1,086,627.00	285,500.00	821,127.00
CACFP Revenue	0.00	63,000.00	63,000.00	30,900.56	32,099.44
Other Local	0.00	2,000.00	2,000.00	0.00	2,000.00
Refund prior year exp	0.00	2,000.00	2,000.00	0.00	2,000.00
Board advance	0.00	100,000.00	100,000.00	0.00	100,000.00
Total	1,086,627.00	167,000.00	1,253,627.00	296,400.56	957,226.44

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE	ANTICIPATED ACCRUAL
Salary	535,759.00	0.00	535,759.00	168,407.90	367,351.10		367,351.10	
Fringe Benefits	324,061.00	0.00	324,061.00	105,498.62	218,562.38	2,395.10	216,167.28	
Programming	45,476.00	4,000.00	49,476.00	13,464.11	36,011.89	18,715.45	17,296.44	
Supplies	78,099.00	63,000.00	141,099.00	24,214.85	116,884.15	27,403.15	89,481.00	
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Expenditures	84,000.00	0.00	84,000.00	1,086.50	82,913.50	2,800.00	80,113.50	
PA22 subtotal	1,067,395.00	67,000.00	1,134,395.00	312,671.98	821,723.02	51,313.70	770,409.32	
Training & Technical Services								
Training & technical serv (job code 400)	12,000.00	0.00	12,000.00	3,115.87	8,884.13	2,257.00	6,627.13	
Staff out of town travel	7,232.00	0.00	7,232.00	0.00	7,232.00	924.92	6,307.08	
Subtotal Purch Service	19,232.00	0.00	19,232.00	3,115.87	16,116.13	3,181.92	12,934.21	
Training & Tech Supplies	0.00	0.00	0.00	1,106.18	-1,106.18	871.09	-1,977.27	
Subtotal Supplies	0.00	0.00	0.00	1,106.18	-1,106.18	871.09	-1,977.27	
T&TA -PA20	19,232.00	0.00	19,232.00	4,222.05	15,009.95	4,053.01	10,956.94	
Return of Board Advance	0.00	100,000.00	100,000.00	0.00	100,000.00	0.00	100,000.00	
TOTALS	1,086,627.00	167,000.00	1,253,627.00	316,894.03	936,732.97	55,366.71	881,366.26	

108,772.79	0.25	27,193
54,987.57	0.25	13,747

7
12
0.583333
25
14.58333

105
0.25
26.25
261.193
6921.61 6856.316 65.29375
4
261.175

Mercer County Head Start Policies and Procedures

P/P Topic:	Child Abuse Reporting	P/P #:	ADM #3
Part:	1304	PC Approval Date:	
Subpart:	Early Childhood Development and Health Services	Last Reviewed Date:	11/13/2014
Section Title(s):	Child Health and Safety	Implementation Responsibility:	All Employees
Related Performance Standard(s):	1304.22(a)(5)	Monitoring Responsibility:	Management Team

(A) Policy	As required by the Ohio Revised Code 2151.421 employees are to report any suspected instances of child abuse and/or neglect to the proper authorities
(B) Responsibility	All Employees
	<p>If a child comes to school with signs or indications of possible neglect or abuse, or reports an incident of concern to you, follow the steps outlined below:</p> <ol style="list-style-type: none"> 1. Contact the FESM (or alternate manager) immediately 2. If the staff person observing the possible CA/N is a teacher, the management team will make arrangements for the teacher to exit the classroom to make the report to Mercer County Department of Job & Family Services. 3. The staff person making the report will have access to the COPA database to provide Mercer County Department of Job & Family Services with identifying information: child's name, address, date of birth, who child resides with, session of attendance. 4. Mercer County Head Start will comply with all informative requests of Mercer County Department of Job & Family Services during the investigation. 5. The staff person who observed the possible CA/N is responsible to document the observation, the report, and the mandated reporter information in case notes, in a file separate from the child's file in a locked file cabinet. 6. Per Ohio Revised Code, all mandated reporters have the right to specific information about the CA/N report made. 7. After 5 business days, the reporter is to contact Mercer County Department of Job & Family Services and request the mandated Reporter letter. The letter is to be placed in the file with the case notes documenting the initial report. 8. Staff will adhere to the program's Confidentiality Policy. <ul style="list-style-type: none"> ▪ At no time, is a Head Start employee to conduct any type

of investigation. This includes but is not limited to:
questioning the child, taking photographs, contacting
another person for additional information.

9. Any staff member in need of debriefing from a reportable incident may ask to speak with their direct supervisor. EAP services will be made available to any staff requesting additional services.

.

.