

Head Start Monthly Report February 2019

Conduct of Responsibilities –

Each Head Start agency shall ensure the sharing of accurate and regular information for use by the **Governing Body and Policy Council**, about program planning, policies, and Head Start agency operations, including:

- (A) Monthly financial statements, including credit card expenditures;
- (B) Monthly program information summaries
- (C) Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- (D) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- (E) The financial audit;
- (F) The annual self-assessment, including any findings related to such assessment;
- (G) The communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- (H) Communication and guidance from the Secretary;

In accordance with the New Head Start Performance Standards that went into effect on November 7, 2016:

1301.2 (b) Duties & Responsibilities of the Governing Body -

(1) The governing body is responsible for activities specified at section 642©(1)€ of the Head Start Act.

(2) The governing body must use ongoing monitoring results, data on school readiness goals, and other information described in 1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities.

Please see Program Information Summary & attachments to this monthly report for monitoring reports.

A. Monthly Financial Statements including credit card expenditures:

B. Program Information Summary

Winter visited Mercer County with a vengeance this month causing several delays and cancellations to school. Director Esser has contacted the Head Start regional office to discuss contingency plans to ensure that the program is able to provide the required services hours as deemed by the Head Start Program Performance Standards. Currently, make-up days are scheduled throughout the remaining school year.

In January, MC Head Start held the annual School Readiness Summit with all county kindergarten teachers with the exception of Parkway Schools. The Director and Education Manager spoke with kindergarten principals regarding kindergarten readiness expectations. Also, in the conversation was clarity regarding child privacy rights and the information that can be shared during the transition process. The information received from the kindergarten principals will be used to develop the program's School Readiness goals in the upcoming 5-year grant.

During the week of January 28 – 31, the Director and Parent Ambassador attended the National Head Start Winter Leadership Institute. The team attended various trainings and meetings. Additionally, the team along with other Ohio grantees met with Senator Brown's office staff. Mercer County staff met privately with Congressman Latta's and Congressman Jordan's staffs to discuss the importance of Head Start in the community. Head Start enjoys bi-partisan support in Congress. The Director was able to share data regarding local impact including school readiness gains, impact on the local economy, and how our program serves working families.

The Administration for Children and Families (ACF) conducted a session speaking specifically to the requirements of the CCDBG and the newly awarded Preschool Grants to State. These requirements and awards directly impact MC Head Start through the background check policies and possible additional child care funds for families. Similarly, Ohio was awarded one of the state preschool grants. While the dollars will be administered through ODJFS, Head Start has input on the administration of funds in the state. The director will be attending a meeting next month regarding that topic.

The Office of Head Start conducted a session. Dr. Bergeron, the OHS Director, has expressed her vision for Head Start's across the nation. Her message is very clear, Head Starts and Public Schools are to work together for the needs of the most vulnerable children and families in each community. Because of our (Celina & Mercer County Head Start) unique relationship, our program should be a model for others to follow.

Unfortunately, the program sustained the resignation of a Head Teacher mid-way through the year. The Education Manager has posted and interviewed for the position. As an administrative team we are looking for high-quality individuals to fill the position. We are not the only program experiencing this issue. The Office of Head Start as well as OHSAI acknowledges that there is a shortage of individuals entering the early childhood education field. As a program, we will continue to seek the best and most-qualified individuals to fill vacancies.

The Director conducted the annual Shared Governance training with the Board of Education and Policy Council.

Education – Head Start is recognizing the week of February 18th as Dual Language Learners Celebration week.

Mental Health –

Disabilities – We are currently serving 35 children on IEPs with 25 more in the process of screening and referral. The program has contacted the ESC regarding the possibility of adding an additional itinerant to an afternoon session.

Health –

Family Engagement – OHS TTA visited the program and worked with the Director and FESM on a plan to train and build a highly effective family engagement program reflective of the Head Start parent, Family, Community Engagement Framework as well as train Family Advocates on the Relationship Based Competencies.

C. Enrollment / Attendance

158 children are currently enrolled in Head Start and 13 enrolled in ECE. After a discussion with the Regional Office, the Board should expect to receive a letter from the Office of Head Start formally removing Mercer County Head Start from a risk management plan! The program has been able to achieve full enrollment and maintain it as well as hold a wait list.

Enrollment by Program Option:

Half Day PY Head Start	118
Full Day School Year Ed Complex	20
Full Day School Year Rockford	20
ECE - State - funded (CPPS)	13

Attendance by Program Option:

Half Day PY Head Start	86.05%
Full Day School Year Ed Complex	89.07%
Full Day School Year Rockford	79.62%
CPPS	82.25%

D. CACFP report - CACFP claimed meals

Month Served	January 2019
Total Days Attendance	Rockford - 13 , Part Day programming - 13 Ed Complex Full day Programming - 16
Total Breakfast	910
Total Lunches	1916
Total Snacks	998
Total Meals	3824

E. Financial Audit - Began in January 2019

F. Annual Self-Assessment

- Begins February - 2019
- Expect an invitation from the Director to participate in the process

G. Community Assessment

- Due summer 2019

H. Communication and guidance from the Secretary

Attachments to report:

Self - Assessment plan (requires approval)

COLA 1.77% submission request (requires approval)

Family Advocate Home Visit Report

Family Partnership Agreement Report

Parent Teacher Conference Report

Respectfully submitted,

Amy Esser

Executive Director

HEAD START - 2019 GRANT

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

EXPENSES								
	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE	ANTICIPATED ACCRUAL
Salary	675,670.00	50,400.00	726,070.00	80,258.20	645,811.80	-	645,811.80	
Fringe Benefits	472,424.00	9,100.00	481,524.00	53,648.96	427,875.04	20,666.17	407,208.87	
Programming	149,513.00	4,230.00	153,743.00	8,101.54	145,641.46	57,478.75	88,162.71	
Supplies	68,159.00	24,500.00	92,659.00	6,580.28	86,078.72	33,724.69	52,354.03	
Capital Outlay	-	-	-	-	-	-	-	
Other Expenditures	12,125.00	-	12,125.00	1,000.00	11,125.00	-	11,125.00	
PA22 subtotal	1,377,891.00	88,230.00	1,466,121.00	149,588.98	1,316,532.02	111,869.61	1,204,662.41	

Training & Technical Services								
Training & technical serv (job code 400)	22,319.00	-	22,319.00	-	22,319.00	485.00	21,834.00	
Staff out of town travel	24,966.00	-	24,966.00	-	24,966.00	2,197.12	22,768.88	
Subtotal Purch Service	47,285.00	-	47,285.00	-	47,285.00	2,682.12	44,602.88	
Training & Tech Supplies	3,650.00	-	3,650.00	-	3,650.00	250.00	3,400.00	
Subtotal Supplies	3,650.00	-	3,650.00	-	3,650.00	250.00	3,400.00	
T & TA -PA20	50,935.00	-	50,935.00	-	50,935.00	2,932.12	48,002.88	
Return of Board Advance	-	-	-	-	-	-	-	

TOTALS	1,428,826.00	88,230.00	1,517,056.00	149,588.98	1,367,467.02	114,801.73	1,252,665.29	
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TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES 1,730.67

HEAD START - 2018 GRANT

REVENUE					
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,428,826.00	-	1,428,826.00	1,246,000.00	182,826.00
CACFP Revenue	-	88,230.00	88,230.00	83,563.36	4,666.64
Other Local	-	-	-	1,279.67	(1,279.67)
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	1,428,826.00	88,230.00	1,517,056.00	1,330,843.03	186,212.97

BUS / MC Rebate

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE	ANTICIPATED ACCRUAL
Salary	619,496.00	50,400.00	669,896.00	648,879.47	21,016.53	-	21,016.53	
Fringe Benefits	410,063.00	9,100.00	419,163.00	394,098.28	25,064.72	-	25,064.72	
Programming	156,825.00	4,230.00	161,055.00	103,242.39	57,812.61	733.00	57,079.61	
Supplies	97,090.00	24,500.00	121,590.00	146,422.33	(24,832.33)	-	(24,832.33)	
Capital Outlay	90,339.00	-	90,339.00	-	90,339.00	90,339.00	-	
Other Expenditures	10,325.00	-	10,325.00	3,710.10	6,614.90	-	6,614.90	
PA22 subtotal	1,384,138.00	88,230.00	1,472,368.00	1,296,352.57	176,015.43	91,072.00	84,943.43	
Training & Technical Services								
Training & technical serv (job code 400)	22,936.00	-	22,936.00	14,880.17	8,055.83	335.00	7,720.83	
Staff out of town travel	20,752.00	-	20,752.00	14,712.35	6,039.65	-	6,039.65	
Subtotal Purch Service	43,688.00	-	43,688.00	29,592.52	14,095.48	335.00	13,760.48	
Training & Tech Supplies	1,000.00	-	1,000.00	4,194.57	(3,194.57)	-	(3,194.57)	
Subtotal Supplies	1,000.00	-	1,000.00	4,194.57	(3,194.57)	-	(3,194.57)	
T&TA -PA20	44,688.00	-	44,688.00	33,787.09	10,900.91	335.00	10,565.91	
Return of Board Advance	-	-	-	-	-	-	-	
TOTALS	1,428,826.00	88,230.00	1,517,056.00	1,330,139.66	186,916.34	91,407.00	95,509.34	

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES 703.37 Funds requested on 1/30/2019

439 Early Childhood

	Salaries 100	Fringes 200	Purchased Services 400	Supplies 500	Capital Outlay 600	Other 800	Total
Original CCIP Budget	31,400.00	20,600.00	-	-	-	-	52,000.00
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Adjusted CCIP Budget	31,400.00	20,600.00	-	-	-	-	52,000.00
Exp thru 9/30							-
Exp thru 10/31	3,925.00	2,468.24					6,393.24
Exp thru 11/30	3,925.00	2,548.80					6,473.80
Exp thru 12/31	3,925.00	2,190.51					6,115.51
Exp thru 01/31	3,925.00	3,822.56					7,747.56
Exp thru 02/28							-
Exp thru 03/31							-
Exp thru 04/30							-
Exp thru 05/31							-
Exp thru 06/30							-
Exp thru 07/31							-
ADJ Entry 5/31/18							-
Exp thru 08/31							-
Total Expenditures	15,700.00	11,030.11	-	-	-	-	26,730.11

CCIP Budget							
Remaining	15,700.00	9,569.89	-	-	-	-	25,269.89

CAN SPEND UP TO BUDGET PLUS 10%	34,540.00	22,660.00					
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***FINAL* November 2018**

<u>In-Kind</u>	<u>Hours</u>	<u>Rate</u>
<u>Support Personnel</u>		
District Superintendent-\$8398 per year		
Treasurer's Office -3 employees/\$15109 year		
Fringe \$3890 per year		
Speech Therapist-\$57,412 per year (Sept-May)		
Technology Support-\$10,878 per year		
ELL \$1,848 per year		
Itinerant Teachers 58,234.04 (Sept-May) (2)		
BOE (includes 2017-2018 retro)	494.64	\$56.92
V. Scott	30	\$58.80
S. Gibson	4	\$34.35
T. Noll	1	\$68.78
A. Abromavich	26.5	\$27.74
L. Michael	28.25	\$35.91
D. Dammeyer	21.75	\$46.20
		Sub Total
<u>Building Usage</u>		
Utilities-\$17,136 year		
Custodian-\$65,328 per year		
Summer Custodian Duration Retro from increase		
Maintenance-\$13,575 year		
		Sub Total
<u>Volunteer</u>		
Cafeteria Helpers	28.5	\$11.37
Tri-Star Students	96.25	\$16.83
College Students	143	\$16.83
At Home Activities	123.5	\$16.83
Parent Classroom	8.5	\$16.83
Community Partners / Volunteers	9.25	\$16.83
		Sub Total
<u>Goods & Services</u>		
CJ Highmarks for PC-20% discount		
Car Seat Discount		
St Henry Nite Club Discount		
Conscious Discipline \$11,490 divided over 9 mo		
Foundations Behavioral Health-Kinship	4	\$100.00
Foundations Behavioral Health	88	\$15.00
Mileage		\$0.545
Policy Council / HSAC	8.5	38.01
		Sub Total
Total This Month		
In-Kind Needed Each Month: \$26,804.75		

Total
\$699.83
\$1,259.08
\$324.17
\$6,379.11
\$906.50
\$205.33
\$6,470.45
\$28,154.91
\$1,764.00
\$137.40
\$68.78
\$735.11
\$1,014.46
\$1,004.85
\$49,123.98
\$1,428.00
\$5,444.00
\$2,675.00
\$1,131.25
\$10,678.25
\$ 324.05
\$ 1,619.89
\$ 2,406.69
\$ 2,078.51
\$ 143.06
\$ 155.68
\$ 6,727.86
\$16.20
\$270.00
\$400.00
\$1,276.67
\$ 400.00
\$ 1,320.00
\$ -
\$323.09
\$4,005.96
\$70,536.04

Agency: All

Currently Enrolled= 170

1009S - Family Goals Statistics Report

No.	Goal Category	Complete	Declined	Expected To Achieve	In Progress	New	Not Accomplished	On-going	TOTAL GOALS	UNIQUE # OF FAMILIES
1	Already working with Another Agency	0	4	0	0	0	1	0	5	5
2	Families as Advocates & Leaders	0	1	0	0	0	0	0	1	1
3	Families as Learners	6	1	0	11	0	1	0	19	19
4	Families as Lifelong Educators	4	0	0	1	0	0	1	6	6
5	Family Connections to Peers & Community	0	0	0	1	0	0	0	1	1
6	Family Engagement in Transitions	3	0	0	3	0	0	0	6	6
7	Family Well Being	28	1	0	35	0	0	4	68	65
8	Positive Parent Child Relationships	1	0	0	1	0	0	1	3	3
9	NO Goal Category	0	0	0	0	0	0	0	0	0
	TOTAL GOALS	42	7	0	52	0	2	6	109	
	UNIQUE # OF FAMILIES	42	7	0	52	0	2	6		103

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Agency: All

Receiving Services= 147

1007S - Family Visits Statistics

Visit Type	Cancelled by Family	Cancelled by Staff	Completed/Received	No Show	Planned Visit	Total	Required Visits
Center Visit	0	0	1	0	0	1	0
CFE/FSW Home Visit	0	0	106	3	0	109	105
Disabilities	0	0	0	0	0	0	0
Family Contact Visit	0	0	13	9	0	22	20
Health	0	0	0	2	0	2	2
Mental Health	0	0	0	1	0	1	1
Nutrition	0	0	0	0	0	0	0
Parent Conference	0	0	0	0	0	0	0
Pregnancy Health Visit	0	0	0	0	0	0	0
Pregnancy Nutrition Visit	0	0	0	0	0	0	0
Teacher Home Visit	0	0	0	0	0	0	0
Total	0	0	120	15	0	135	128
Total UNIQUE Number of Visits	0	0	119	11	0	130	123

* Note: Since multiple visit types can be indicated for each visit, Total Visit Types is not necessarily the total number of visits.

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Filtering Additional Filtering

All Agencies All Sites All Classes

Agency: All

Currently Enrolled= 170

705S - Child Visits Statistics

Visit Type	No Status	Cancelled by Family	Cancelled by Staff	Completed/Received	No Show	Planned Visit	Total	Required Visits
Center Visit	0	1	0	49	3	0	53	49
CFE/FSW Home Visit	0	0	0	25	0	0	25	0
Disabilities	0	0	0	0	0	0	0	0
Family Contact Visit	0	0	0	0	0	1	1	0
Health	0	0	0	0	0	0	0	0
Mental Health	0	0	0	0	0	0	0	0
Nutrition	0	0	0	0	0	0	0	0
Parent Conference	0	2	3	103	23	16	147	106
Pregnancy Health Visit	0	0	0	0	0	0	0	0
Pregnancy Nutrition Visit	0	0	0	0	0	0	0	0
Teacher Home Visit	0	0	1	124	1	18	144	120
Total	0	3	4	301	27	35	370	275
Total UNIQUE Number of Visits	0	3	4	295	27	35	364	269

* Note: Since multiple visit types can be indicated for each visit, Total Visit Types is not necessarily the total number of visits.

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Celina City Schools Mercer County Head Start

Self-Assessment Plan 2018-2019

<u>February 4, 2019 -</u>	Self-Assessment Training for Managers
<u>February 7, 2019 -</u>	Self-Assessment Plan approval by Policy Council – volunteer for teams
<u>February 11, 2019 -</u>	Board approves Self-Assessment Plan, team leads to have complete Self-Assessment teams
<u>February 25, 2019 -</u>	Self-Assessment begins
<u>March 18, 2019 -</u>	Self-Assessment ends
<u>April 1, 2019 -</u>	Self-Assessment reports due to Director
<u>April 1, 2019 -</u>	Team leads meeting / summarize findings
<u>April 8, 2019 -</u>	Self-Assessment report of findings & Program Improvement Plan delivered to management team
<u>April 11, 2019 -</u>	Self –Assessment report approved by Policy Council
<u>April 15, 2019 -</u>	Self-Assessment report approved by Board



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region V | 233 North Michigan Avenue, Suite 400, Chicago, IL 60601 | www.eclkc.ohs.acf.hhs.gov

January 9, 2019

Matt Gilmore, Board President
Celina City Schools
585 East Livingston Street
Celina, OH 45822

Re: Grant No. 05CH8467

Dear Mr. Gilmore:

The Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019, contains an increase of approximately \$200 million for programs under the Head Start Act for Fiscal Year (FY) 2019. A portion of the increase provides a cost-of-living adjustment (COLA) of 1.77 percent to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs.

The following table reflects the increase(s) for FY 2019.

Funding Type	Amount
Head Start COLA	\$24,950
Early Head Start COLA	
TOTAL	\$24,950

Submission Requirements

Program Instruction ACF-PI-HS-18-06, dated November 30, 2018, informed Head Start and Early Head Start grantees and delegate agencies of the intended uses of these funds and announced the opportunity for grantees to apply for the funds. Please review the Program Instruction carefully to ensure your supplemental application meets the requirements for funding and contains all of the necessary information.

The supplemental application is due March 1, 2019 and must be submitted in the Head Start Enterprise System (HSES) at <https://hses.ohs.acf.hhs.gov/hsprograms>. Please select the Financials tab, Application tab, Fiscal Year 2019 and the budget period to add the **'Supplement - COLA'** amendment type. For technical assistance in preparing the application, please contact the HSES Help Desk at help@hsesinfo.org or 1-866-771-4737.

Please ensure the program narrative, budget and detailed budget justification submitted in the application documents demonstrate:

- An increase of 1.77 percent in the hourly rate of pay for each Head Start/Early Head Start employee and the pay scale subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The rationale if employees are receiving less than the 1.77 percent COLA or differential COLA increases;
- The provision of the 1.77 percent increase to all delegate agencies and partners or justification if the full percentage is not provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds to offset higher operating costs;
- Each source of non-federal match, including the estimated amount per source and the valuation methodology; and
- A detailed justification that conforms with the criteria under Section 640(b)(1)-(5) of the Head Start Act if the application proposes a waiver of any portion of the non-federal match requirement.

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the supplemental application must be provided. The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Michael Butler, Head Start Program Specialist, at (312) 886-5359 or michael.butler@acf.hhs.gov or Leniseal Wadley, Grants Support Specialist, at (312) 980-3402 or leniseal.wadley@acf.hhs.gov. Thank you for your cooperation and timely submission of the grant application.

Sincerely,



Heather Wanderski
Regional Program Manager
Office of Head Start

cc: Ken Schmiesing, Superintendent
Amy Esser, Head Start Director