

## Head Start Monthly Report January 2015

### 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:

- January 2015 – no charges for January billing cycle

#### B. Program Information Summary

Received official Overview of Findings closing out the investigation of a supervision incident that occurred on 10/29/14. (official letter attached). Director has been contacted by the Regional office to establish T/TA assistance to new Director. New Director scheduled to participate in *New Director* training provided by OHSAL.

Director has been investigating possibilities of serving more children in the Mendon area. In-service training was provided to staff on January 4, 2016 focusing on active supervision of children and Program Goals.

Governance training is scheduled for February. This training is a requirement per the Head Start Act. Attendees include the governing board (Celina Schools Board of Education) and the Head Start Policy Council. The Superintendent, Business Manager, and Treasurer of Celina City Schools are included in those invitations.

Director is asking for Board approval of (2) two policies. First, a policy providing guidance and oversight of Individual Professional Development Plans (see attached). Secondly, a policy providing guidance and oversight of Physical Health Exam Requirement per ODE licensing and Head Start performance standards (see attached).

Head Start hosted the first meeting of the new Early Childhood Education Task Force for Mercer County. The focus of this task force is the sharing of resources and to improve the quality of early childhood education for all children in Mercer County ensuring all children are ready for school success. The Task Force is meeting again in February in the Head Start building.

C.

Head Start	Funded Enrollment	<b>158</b>	Actual Enrollment	153
Celina Preschool	Funded Enrollment	<b>12</b>	Actual Enrollment	<b>12</b>
Sliding Fee	Available Enrollment	<b>22</b>	Actual Enrollment	<b>21</b>

**Head Start remains under enrolled as of January 19, 2016. Active recruitment efforts continue. Director has been notified that the grantee will be on an under enrollment plan with the Regional Office.**

**Enrollment by Program Option:**

Home Base	2
Half Day PY Head Start	132
Full Day School Year (6 hour day)	19

**Attendance by Program Option:**

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

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

	MONTH SERVED	OCT	NOV	DEC
	TOTAL DAYS ATT.	17	14- MCHS/ 13-Rock	12
<b>GRAND TOTALS FOR 2014-15 SCHOOL YEAR</b>	TOTAL BREAKFAST	1091	939	795
	TOTAL SNACKS	1278	1121	648
	TOTAL LUNCHES	2027	1703	1442

**E. Financial Audit – N/A**

**F. Annual Self-Assessment**

- Scheduled to begin February 2016
- Board members will be asked to participate

**G. Community Assessment**

- Management team is currently working on community assessment
- Board members will receive a survey for completion

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

- None to report

Dec-15

REVENUE

Federal Revenue	69,500.00
CACFP Revenue	0.00
Other Local	0.00
Refund prior year exp	0.00
Board advance	0.00
Total	<u>69,500.00</u>

EXPENDITURE

Salary	40,351.39
Fringe Benefits	479.57
Programming USAS (400's & 800's)	4,445.68
Supplies USAS (500)	27,235.10
Capital Outlay	0.00
Other Expenditures	0.00
<b>PA22 subtotal</b>	<u>72,511.74</u>
<b>Training &amp; Technical Services (job code 400)</b>	
Training & technical serv (OBJ 419)	773.49
Staff out of town travel (OBJ 439)	0.00
Subtotal Purch Service	<u>773.49</u>
<b>Training &amp; Technical Supplies</b>	
Training & Tech Supplies	50.78
Subtotal Supplies	<u>50.78</u>
T&TA -PA20	824.27
Return of Board Advance	
TOTALS	<u><u>73,336.01</u></u>

**From:** "Connie Rose" <Connie.Rose@celinaschools.org>  
**To:** "Amy Esser" <Amy.Esser@celinaschools.org>, "Karen Uhlenhake" <Karen.Uhlenhake@celinaschools.org>  
**Date:** 01/04/2016 10:05 AM  
**Subject:** credit card statement

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Hi Amy and Karen,  
Head Start had no charges on our most recent credit card statement. Thanks! Connie

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**Attachments:**

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File: [ATT00003.html](#) (Shown Inline) Size: 1k Content Type: text/html

Mercer County Head Start  
In-Kind Tracking Form  
December 2015

In-Kind	Hours	Amount per hour	Total
<b>Support Personnel</b>			
Itinerant Teachers	46.5	\$37.21	\$1,730.27
Custodian Monthly & Uniform	Monthly \$5002.36	Uniform \$23.40	\$5,025.76
OT			
PT			
ELL	5	\$27.70	\$138.50
Speech-Shelly Grothause		Monthly \$6339.75	\$6,339.75
Speech	4.5	\$52.00	\$234.00
		<b>Sub Total</b>	<b>\$13,468.28</b>
<b>Building Usage</b>			
Franklin Utilities	electric, sewage, trash, snow/mow, phone		\$3,062.76
Maintenance		\$519.13 per month	\$519.13
Treasurer's Office Personnel		1131.29 per month	\$1,131.29
		<b>Sub Total</b>	<b>\$4,713.18</b>
<b>Volunteer</b>			
Cafeteria Assistants	25	\$15.82	\$395.50
Tri Star / WSU Volunteers	238.5	\$15.82	\$3,773.07
Community/ Other		\$15.82	\$0.00
		<b>Sub Total</b>	<b>\$4,168.57</b>
<b>Goods &amp; Services</b>			
Goods & Services		<b>Total</b>	
<b>Family Activities</b>			
At Home Activities	197.75	\$15.82	\$3,128.41
Parent Classroom Volunteer	7.5	\$15.82	\$118.65
Parent Committee Meeting		\$15.82	\$0.00
Policy Council / HEAC	6	\$61.54	\$369.24
		<b>Sub Total</b>	<b>\$3,616.30</b>
		<b>Amount Per Mile</b>	
<b>Mileage</b>	<b>Total Miles</b>		
Total Miles		0.555	\$0.00
<b>Total This Month</b>			<b>\$25,966.32</b>
In-Kind Needed Each Month: \$22,639			
		Annual required inkind	\$271,657.00
		Inkind needed to date	<b>\$245,690.68</b>

# Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Professional Development Plans	<b>P/P #:</b>	
<b>Part:</b>		<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>Training</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>		<b>Implementation Responsibility:</b>	Supervisors
<b>Related Performance Standard(s):</b>	<i>Improving Head Start for School Readiness Act of 2007, Section 648(f)</i>	<b>Monitoring Responsibility:</b>	Executive Director

<b>(A) Policy</b>	Head Start employees shall create, in consultation with their direct supervisor, a professional development plan and shall ensure that such plans are regularly evaluated for impact and effectiveness.
<b>(B) Responsibility</b>	Supervisors / Executive Director
<b>(C) Procedure</b>	<ol style="list-style-type: none"> <li>1. Within 60 days of the employee's hire date, an individualized professional development plan shall be written by the employee with the assistance of the direct supervisor.</li> <li>2. At a minimum, twice each program year, Head Start employees will review their professional development plan with their direct supervisor to review the plan for impact and effectiveness. One of these reviews will occur during the employee's annual evaluation.</li> <li>3. Each Head Start employee is responsible for attending training(s) or professional development opportunities as set forth in the individualized professional development plan.</li> <li>4. Each Head Start employee will provide documentation of trainings attended to fulfill expectations listed on individualized professional development plan.</li> <li>5. Individual Professional Development Plans will be placed in each employee's personnel file. Annually, personnel files will be audited to ensure required documents are complete.</li> </ol>

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Physical Health Exam Requirement	<b>P/P #:</b>	007
<b>Part:</b>	1304	<b>PC Approval Date:</b>	11-19-2015
<b>Subpart:</b>	Early Childhood Development and Health Services	<b>Last Reviewed Date:</b>	11-19-2015
<b>Section Title(s):</b>	Child Health and Safety	<b>Implementation Responsibility:</b>	HCSM
<b>Related Performance Standard(s):</b>	1304.20(a)(1)(ii)(iii)(iv) 1304.20(a)(2) ODE: 3301-37-08(A)(2)	<b>Monitoring Responsibility:</b>	HCSM, Program Director

<b>(A) Policy</b>	Per Ohio Department of Education Licensing Regulation 3301-37-08 A, B-2 a completed physical exam and current immunization record/signed waiver must be obtained within 30 days of entry into the program. This is required of <i>all Head Start and Celina Public Preschool student</i> .
<b>(B) Responsibility</b>	Health and Community Services Manager
<b>(C) Procedure</b>	<ul style="list-style-type: none"> <li>• Every attempt will be made to obtain a completed physical from a physician, physician assistant, or certified nurse practitioner within 30 days from the date of entry into the Program.</li> <li>• Notices of this requirement are given at several points, but not limited to: enrollment, summer reminder, orientation, Home Visits, written reminders and communications as well as individual communications.</li> <li>• A letter will be sent home to non-compliant families on the 31 day to gather information regarding the barriers for that family.</li> <li>• Families will be instructed to speak with their Family Advocate or the Health and Community Services Manager to let the agency know when an appointment is scheduled outside the deadline date. A case note will be entered in the child's record in the data management system.</li> <li>• The Health and Community Services Manager will monitor and track physical exams received utilizing a data management system and provide updated information to the Family Advocate staff to assist with parent and</li> </ul>

	<p>guardian support.</p> <ul style="list-style-type: none"><li>• Appropriate referral forms to be completed by medical provider will be given to parent.</li><li>• The Health and Community Services Manager, along with the Family Advocate staff will utilize various means of communication to obtain the exams, and complete referrals and follow-ups for each family (i.e. Case Notes and Reports, Head Start Referral and Follow-Up forms, Family Partnership Agreements, Home Visit, child's folder and mailed correspondence).</li><li>• Communication with families will continue on an ongoing basis until initial exam or follow-up treatment/evaluation is completed.</li></ul>
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