

Head Start Monthly Report November 2021

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: \$2,566.26

10/11/21	Facebook	\$17.95	Recruitment
10/20/21	Floral & Friends	\$100	Staff Acct.
10/27/21	Webstaurant	\$1,887.25	Kitchen Supply
10/21/21	Great Wolf Lodge	\$143.99	K. Kramer
10/21/21	Great Wolf Lodge	\$143.99	S. Stammen
10/21/21	Great Wolf Lodge	\$147.06	A. Esser
10/27/21	Credit GWL	\$16.66	
10/27/21	Credit GWL	\$16.66	
10/27/21	Credit GWL	\$16.66	
10/28/21	Columbus E Hampton	\$176.00	A. Esser

B. Program Information Summary

October was Head Start awareness month. Representative Susan Manchester and District Director for Congressman Jordan, Cameron Warner visited the program.

The program welcomed new staff in October. Megan Ballinger, Kirsten Cook, Shawna Groves, and Ashley Searight. We continue to have vacancies for Teacher Assistants, Aides, and Secretary positions. Interviews for the IT Secretary and Family Advocate were completed in October. The Director and FESM participated in the Tri Star Career Fair Day.

Internal meetings consisted of the Superintendent’s monthly admin mtg, Child behaviors and family concerns with administration, multiple trainings with FE staff on federal review, referrals, and PIR. Orientation meetings with Mental Health manager. Recruitment, enrollment, HSPPS for all admin on Family Services, ARP budget, Health Services under new IM, PBC meeting with Coach and Education manager, SWAP, and monthly admin meeting.

External meetings directly related to MCHS include FCFC service coordination and Discussion with Foundations about future of services for enrolled families.

External meetings attended OHSAI H,D,MH,N community of Learners, Directors weekly call, Futures discussion on the BBB Plan, and REDI meeting.

Presentations for the month include OHSAI Directors Community of Learners and OHSAI Board of Directors, co-presentation with CCS Curriculum Director at OAAFSEP conference. Policy Council was conducted and new members elected.

Projects currently working on: Teacher Assistant position modifying required credentials for applicants. Spoke with Union Leadership regarding mandated vaccine executive order and the possibility of an incentive payment to staff.

Education – ECERS reviews almost completed

Social Services – The program held it’s first Parent Engagement Event since the pandemic started. Roughly 30% of enrolled families attended and gave positive feedback.

Health – Children have obtained physicals as necessary. 1 homeless child does not have a physical to date. Reported 1 positive COVID case in October.

Mental Health – 22 referrals made to MHC

Disabilities – 10 children currently enrolled receive IEP services. 30% of them also receive mental health services.

C. Enrollment / Attendance

Anchors Away won the class attendance award for the month of October!

101 reported for cumulative enrollment.

Enrollment by Program Option:

Half Day PY Head Start	37
Full Day School Year Ed Complex	56
Full Day School Year Rockford	8

Attendance by Program Option:

Half Day PY Head Start	85.56
------------------------	-------

Full Day School Year Ed Complex	89.71
Full Day School Year Rockford	88.29

D. CACFP report – CACFP claimed meals

Month Served	October 2021
Total Days Attendance	Rockford - 16 Ed Complex / PD - 15 Ed Complex / FD - 18
Total Breakfast	1195
Total Lunches	1462
Total Snacks	1233
Total Meals	3890

E. Financial Audit - 2019 Completed

F. Annual Self-Assessment

- Completed May 2021

G. Community Assessment

- Completed

H. Communication and guidance from the Secretary

- PIs, IMs

Request the reallocation of \$20,000 from (100) Budget Category to (400) Budget category to support employee stipends.

Attachments to report:

Head Start Employee Incentive Policy
Wage Study

Respectfully submitted,

Amy Esser
Executive Director

HEAD START - 2021 GRANT

REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,925,465.00	-	1,925,465.00	1,551,000.00	374,465.00
CACFP Revenue	-	30,696.00	30,696.00	50,762.32	(20,066.32)
Other Local	-	-	-	1,500.00	(1,500.00)
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	1,925,465.00	30,696.00	1,956,161.00	1,603,262.32	352,898.68

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	936,721.00	-	936,721.00	817,122.57	-	119,598.43
Fringe Benefits	629,679.00	-	629,679.00	504,594.33	4,200.00	120,884.67
Programming	158,103.00	793.00	158,896.00	114,547.04	37,931.99	6,416.97
Supplies	158,860.00	29,903.00	188,763.00	134,046.80	29,587.28	25,128.92
Capital Outlay	-	-	-	-	-	-
Other Expenditures	13,589.00	-	13,589.00	6,194.00	541.80	6,853.20
PA22 subtotal	1,896,952.00	30,696.00	1,927,648.00	1,576,504.74	72,261.07	278,882.19
Training & Technical Services						
Training & technical serv (job code 400)	28,652.00	-	28,652.00	20,716.13	1,077.39	6,858.48
Staff out of town travel	7,798.00	-	7,798.00	2,246.31	1,939.76	3,611.93
Subtotal Purch Service	36,450.00	-	36,450.00	22,962.44	3,017.15	10,470.41
Training & Tech Supplies						
Training & Tech Supplies	12,014.00	-	12,014.00	3,375.46	128.76	8,509.78
Subtotal Supplies	12,014.00	-	12,014.00	3,375.46	128.76	8,509.78
T&TA -PA20	48,464.00	-	48,464.00	26,337.90	3,145.91	18,980.19
Return of Board Advance	-	-	-	-	-	-
TOTALS	1,945,416.00	30,696.00	1,976,112.00	1,602,842.64	75,406.98	297,862.38

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

419.68

439 Early Childhood							
439-9922	Salaries 100	Fringes 200	Purchased Services 400	Supplies 500	Capital Outlay 600	Other 800	Total
Original CCIP Budget	41,900.00	30,100.00	-	-	-	-	72,000.00
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Adjusted CCIP Budget	41,900.00	30,100.00	-	-	-	-	72,000.00
Exp thru 9/30	2,350.00	1,822.12					4,172.12
Exp thru 10/31							-
Exp thru 11/30							-
Exp thru 12/31							-
Exp thru 01/31							-
Exp thru 02/28							-
Exp thru 03/31							-
Exp thru 04/30							-
Exp thru 05/31							-
Exp thru 06/30							-
Exp thru 07/31							-
Exp thru 08/31							-
Total Expenditures	2,350.00	1,822.12	-	-	-	-	4,172.12
CCIP Budget							
Remaining	39,550.00	28,277.88	-	-	-	-	67,827.88
CAN SPEND UP TO	46,090.00	33,110.00					
BUDGET PLUS 10%							

INDIVIDUAL CARDHOLDER ACTIVITY

AMY ESSER 5563-7500-2990-4743	CREDITS \$49.98	PURCHASES \$2,616.24	CASH ADV \$0.00	TOTAL ACTIVITY \$2,566.26
---	---------------------------	--------------------------------	---------------------------	-------------------------------------

ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-11	10-10	15270211283000050496837	FACEBK SJPRT7KDG2 MENLO PARK CA	17.85 ✓
10-20	10-18	75140511292900010400031	FLORAL & FRIENDS CELINA OH	100.00 ✓
10-27	10-26	02653901300600076200285	THE WEBSTAUANT STORE 717-392-7472 PA P.O.S.: 69818578 SALES TAX: 0.00	1,887.25 ✓
Total Purchasing Activity				\$2,005.20

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-21	10-19	65180131293051600045162	GREAT WOLF LODGE MASON MASON OH 003992253 ARRIVAL: 10-18-21	143.99 ✓
10-21	10-19	65180131293051600045238	GREAT WOLF LODGE MASON MASON OH 003992287 ARRIVAL: 10-18-21	143.99 ✓
10-21	10-19	65180131293051600045550	GREAT WOLF LODGE MASON MASON OH 003992472 ARRIVAL: 10-18-21	147.06 ✓
10-27	10-21	45180131299051600013133	GREAT WOLF LODGE MASON MASON OH	16.66 CR ✓
10-27	10-21	45180131299051600013570	GREAT WOLF LODGE MASON MASON OH	16.66 CR ✓
10-27	10-21	45180131299051600019239	GREAT WOLF LODGE MASON MASON OH	16.66 CR ✓
10-28	10-26	52704871300036004217977	COLUMBUS EASTON HAMPTO 6144739911 OH 421797 ARRIVAL: 10-25-21	176.00 ~
Total Travel Activity				\$561.06

Mercer County Head Start Wage Study 2021

In accordance with the Head Start Program Performance Standards, MCHS has completed a wage study to review the compensation for all employees.

Methodology: The Head Start Executive Director participated in a data collection effort to review compensation rates for all Head Start program in the state of Ohio. From that data, the Executive Director then aggregated and analyzed data from Head Start programs that met one of three criteria, 1).geographic location, 2). number of staff, 3). size of program. From 58 grantees, the Executive Director was now utilizing data from seven similar Head Start program in Ohio.

To support a comprehensive study, the Executive Director sent wage study surveys to eight various agencies and programs in the Mercer County area. These agencies / programs were selected based upon the similarity in services provided. These include Celina City Schools, Mercer County Board of Developmental Disabilities, Mercer County Education Services Center, Foundations Behavioral Services, Mercer County Department of Jobs & Family Services, Mercer County Health District, Mercer Health, and WIC. Four agencies responded to the survey.

The Executive Director utilized the information from the 10 independent agencies to complete the wage study. The study is designed to review whether the program provides competitive wages and benefits. Mercer County business and agencies are currently facing the same workforce shortage crisis as the entire nation. Unfortunately, programs in early education and care have been suffering from a workforce shortage long before the rest of the nation. Critical analysis and creative program design will be key in solving the work force issue while ensuring the highest quality and care for the most vulnerable children and families in Mercer County.

Currently, the unemployment rate for the United States is 4.6%. In Ohio, the unemployment rate is a little higher at 5.4%. Mercer County unemployment rate is 3.1%. When multiple businesses are looking to employ a highly qualified workforce, low unemployment rates mean there is not much availability in the area. This makes hiring high quality individuals more difficult; especially federally funded programs that rely heavily on COLA for yearly salary increases and little room for additional wage increases.

Historically, benefit packages that offered good insurance coverage, similar to MCHS (92% paid by employer with 8% the employee's responsibility) have lost their luster in the age of high deductible plans. Retirement plans that offered security in our golden years are not always the enticement for a younger generation who have lived in a world of immediate gratification. With the increased costs of goods and stagnant wages (inflation), employees are finding it more difficult to remain with MCHS rather than entering other fields with less stress and higher pay.

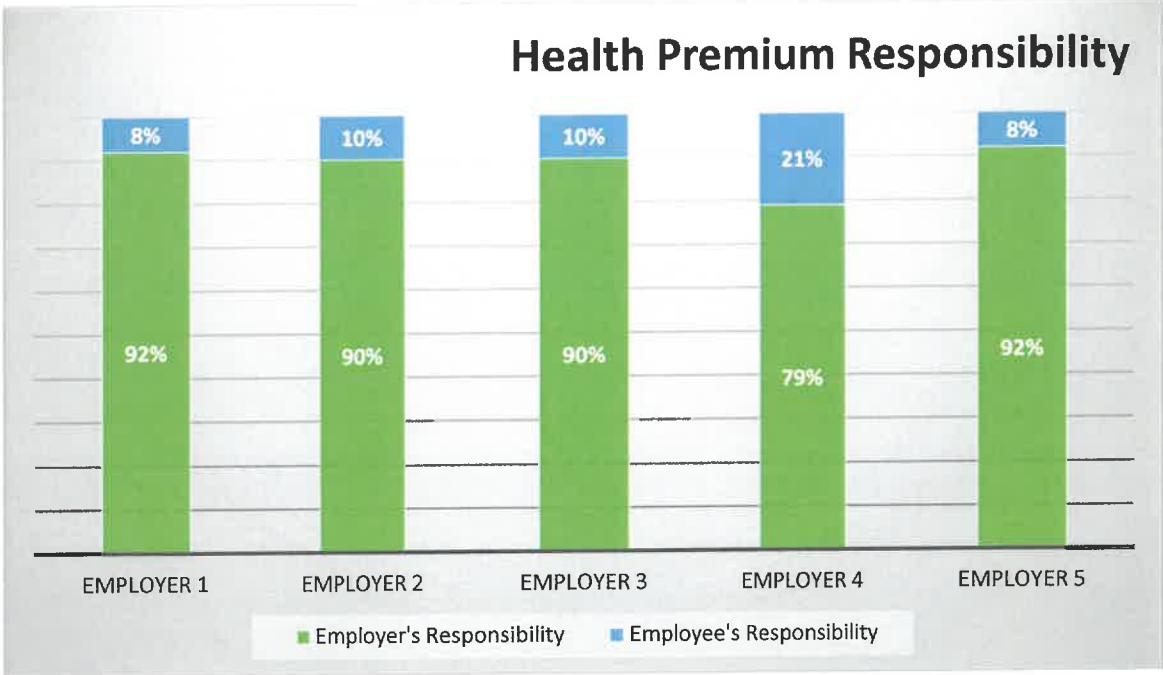
General Data Information

All respondents indicated they were in rural areas of the state. The number of employees ranged from the smallest program with (8) employees to the largest program with (370) employees. Program budgets ranged from \$400,000 to \$33 million.

When comparing wages for “like” positions, the Executive Director included a brief job description for respondents to identify similar position in their programs. Most respondents did NOT have multiple similar positions or chose not to respond to that question. The comparison provided in this report or from direct comparisons provided by the respondents.

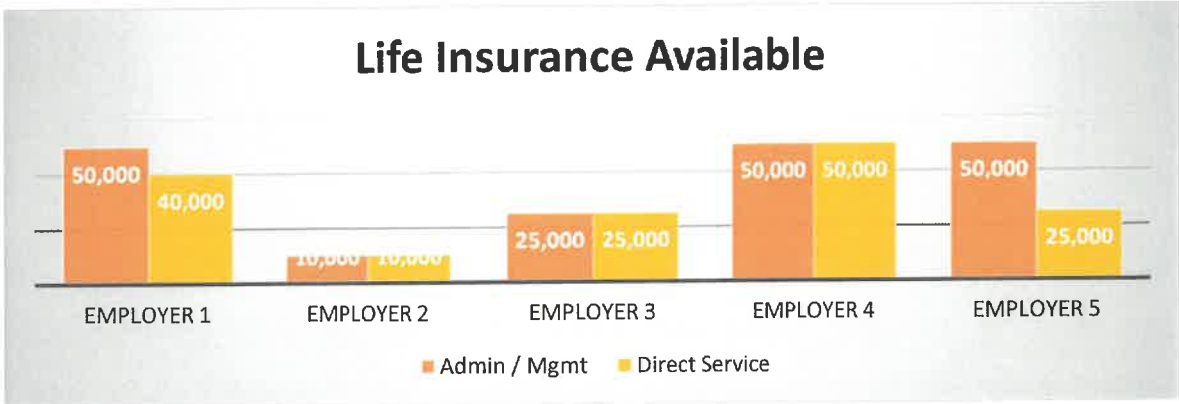
Benefits

Mercer County respondents indicated that health insurance is available. Availability for 2 respondents was determined by full-time or part-time status.



Not all employers have dental insurance available. For those where dental insurance is available the premium responsibility percentage is the same as medical premium responsibility percentages.

Life Insurance was available from all Mercer County respondents.



Annual leave, sick time, and paid holidays are available to Mercer County respondents. Average sick time accrual is 11-15 days annually.

Wage comparability by positions¹

Executive Director – comparability was completed both locally and targeted with other Head Start directors in the state.

Local Directors with similar job descriptions / years of experience = \$90,500 / annually
Head Start Directors in Ohio serving similar populations and comparable years of experience = \$82,306

Current Executive Director Salary = \$75,323

Education Manager – Average wage comparison including like positions both local and within the Head Start community = \$50,949

Current Education Manager Salary = \$48,048

Health & Community Services Manager – Average wage comparison including both local and within the Head Start community = \$45,767.45

Current Health & Community Services Manager Salary = \$48,048

Family Engagement Services Manager – Average wage comparison including both local and within the Head Start community = \$54,932

Current Family Engagement Manager salary = \$38,605

Mental Health Manager – Average wage comparison including both local and with the Head Start community = \$54,932

Current Mental Health Manager salary = \$38,605

Head Teachers (Bachelor Degree)² = \$35,643 / 1,770.34 hrs = \$20.14 / hr

Current Head Teacher hourly rate = \$19.98

Teacher Assistant (Assoc Degree) = \$21,040 / 1,566 hrs = \$13.44 / hr

Current Teacher Assistant hourly rate = \$15.56

¹ Positions were compared by respondents with given job descriptions. Not all respondents replied to each position. Where information was lacking, the preparer used Indeed's latest hourly wage available for the job description.

² Averages are based on average salary & average hours worked. Salaries & annual hours varied in all communities.

Family Advocates = \$30,129 / 1,845 hrs = \$16.33 / hr

Current Family Advocate hourly rate = \$15.56

Drivers³ = \$19,871 / 1,268 = \$15.68 / hr

Current Driver hourly rate = \$14.69

Secretary = \$22,693 / 1,624 hrs = \$13.98 / hr

Current Secretary hourly rate = \$13.43

Cook = \$17,750 / 1,480 hrs = \$12 / hr

Current Cook hourly rate = \$14.43

The teacher position receives attention due to the necessity of the position, the required degree / credentials for the position, and the shortage of educators PreK – 12. Comparing annual salaries specifically between Mercer County Head Start and entry level Kindergarten teacher positions see the following.

	Preschool	Kindergarten
Class size (max)	20	25
Class hours (required)	1,020	910
Contracted Days	186	195
IEP population / class	13%	17%
Required assessments per student	Yes	Yes
Annual salary	\$31,169	\$36,849

Review of the wage comparisons indicates numerous positions are not aligned to meet competition standards in our local communities or within the general Head Start community. A few positions appear to receive higher compensation than similar / like positions in both the local and Head Start communities. Identifying where to begin problem solving wage disparities / discrepancies a few indicators must be considered. First, what positions have the highest turnover rate and why. Second, which positions have the highest responsibility factor and the hardest to replace in the event of a vacancy. Finally, which positions fit into the future strategic plan of the program.

³ School District bus drivers receive compensation on varied formulas. Compensation is not solely based upon hourly rates, but also include mileage incentives and the ability to take on additional trips outside of normal duties. These duties are not applicable to Head Start programming.

Mercer County Head Start Policies and Procedures

P/P Topic:	Incentive Payment	P/P #:	
Part:		PC Approval Date:	
Subpart:		Last Reviewed Date:	
Section Title(s):		Implementation Responsibility:	Board of Education
Related Performance Standard(s):		Monitoring Responsibility:	CCS Treasurer

(A) Policy	<p>When grant funds are made available the grantee may provide employees with incentives. Incentives may take on the form of monetary payments, benefits, or other items deemed appropriate for the workforce. For grant allocations to be used the allocation must be reasonable and appropriate for the purpose and support the workforce of the program.</p>
(B) Responsibility	Board of Education
(C) Procedure	<p>Grant funds must be available to allocate for employee incentive(s).</p> <p>The Director must propose to Policy Council and the Board of Education an incentive plan comprised of purpose for incentive and budget for incentive.</p> <p>The Director must ensure funding allocations are budgeted.</p> <p>The Board of Education and Policy Council must approve all incentive plans.</p>