

## Head Start Monthly Report February 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:

- February 2015 – no charges for February billing cycle

#### B. Program Information Summary

Office of Head Start released CLASS national averages. Mercer County Head Start exceeded the bottom 10% threshold with scores closer to the mean. While there is always room for improvement, the CLASS scores were positive news for our program. Received notification that Mercer County will be receiving the *Comprehensive Services and School Readiness* review the week of March 21<sup>st</sup>.

Director has spoken with Parkway Superintendent, Greg Puthoff, in regards to possibly servicing more Head Start children in the Mendon / Rockford area. Superintendent Puthoff was very helpful and has extended his services to meet with the Mendon City Council on Head Start's behalf as well as distribute interest surveys to his elementary students to take home.

Director is completing the contract for mental health services with Foundations. The contract will be for the remainder of this program year, ending November 31, 2016. Foundations will be providing classroom observations and mental health consultative services to our families. This type of collaboration is mandated by Head Start standards.

Education staff has received Teaching Strategies GOLD (assessment database system) training, and Family Advocates continue to receive COPA (informational database system) training. The implementation of *I am Moving, I am Learning* began this month in the classrooms as a part of Mercer County Head Start's initiative to combat obesity in the community.

Community Needs Assessment is underway and will be completed by March. The annual Self- Assessment process has begun and will be completed by May 1<sup>st</sup>.

Director is asking for Board approval of (1) one policy. A policy providing guidance and oversight of Physical Health Exam Requirement per ODE licensing and Head Start performance standards (see attached, revision from last month).

**C.**

Head Start	Funded Enrollment	<b>158</b>	Actual Enrollment	156
Celina Preschool	Funded Enrollment	<b>12</b>	Actual Enrollment	<b>11</b>
Sliding Fee	Available Enrollment	<b>22</b>	Actual Enrollment	<b>21</b>

**Head Start remains under enrolled as of February , 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	3
Half Day PY Head Start	135
Full Day School Year (6 hour day)	19

**Attendance by Program Option:**

Home Base	Not reportable
Half Day PY Head Start	88%
Full Day School Year	73%

**D. CACFP report - January CACFP claimed meals**

	MONTH SERVED	OCT	NOV	DEC	JAN
	TOTAL DAYS ATT.	17	14- MCHS/ 13-Rock	12	14
<b>GRAND TOTALS FOR 2014-15 SCHOOL YEAR</b>	<b>TOTAL BREAKFAST</b>	1091	939	795	727
	<b>TOTAL SNACKS</b>	1278	1121	648	1675
	<b>TOTAL LUNCHES</b>	2027	1703	1442	592

**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

## 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, Family Advocates
<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. Family Advocates will create an FPA at this time regarding completion of a physical.</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</li> </ul>

	<p>the Family Advocate staff to assist with parent and guardian support.</p> <ul style="list-style-type: none"><li>• Appropriate referral forms to be completed by medical provider will be given to parent and the referral will be documented appropriately in the data management system.</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><li>• If a completed physical has not been received by 90 days of entry into the program the child will be placed back on the waiting list.</li></ul>
--	---

**From:** "Connie Rose" <Connie.Rose@celinaschools.org>  
**To:** "Amy Esser" <Amy.Esser@celinaschools.org>, "Karen Uhlenhake" <Karen.Uhlenhake@celinaschools.org>  
**Date:** 02/01/2016 02:52 PM  
**Subject:** credit cart statement

---

Hi Amy and Karen,

Head Start had no charges on our most recent credit card statement.  
Thanks! Connie

CONFIDENTIALITY NOTICE: This message may contain confidential information, including, but not limited to, student personally identifiable information. Such information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, printing, distribution, or the taking of any action in reliance on the contents of the information contained herein is strictly prohibited. If you receive this e-mail message in error, please immediately notify me by telephone at the school to arrange for the return of the original document to me. Please also delete the message from your computer. Thank you



Mercer County Head Start  
In-Kind Tracking Form  
January 2016

In-Kind	Hours	Amount per hour	Total
<b>Support Personnel</b>			
Itinerant Teachers	73	\$37.21	\$2,716.33
Custodian Monthly & Uniform	Monthly \$5002.36	Uniform \$23.40	\$5,025.76
OT		\$40.10	\$0.00
PT		\$61.60	\$0.00
ELL	5.5	\$27.70	\$152.35
Speech-Shelly Grothouse		Monthly \$6339.75	\$6,339.75
Speech	6.25	\$52.00	\$325.00
		<b>Sub Total</b>	<b>\$14,559.19</b>
<b>Building Usage</b>			
Franklin Utilities	electric, sewage, trash, snow/mow, phone		\$3,859.68
Maintenance		\$519.13 per month	\$519.13
Treasurer's Office Personnel		1131.29 per month	\$1,131.29
		<b>Sub Total</b>	<b>\$5,510.10</b>
<b>Volunteer</b>			
Cafeteria Assistants	11.5	\$15.82	\$181.93
Tri Star / WSU Volunteers	142	\$15.82	\$2,246.44
Community/ Other		\$15.82	\$0.00
		<b>Sub Total</b>	<b>\$2,428.37</b>
<b>Goods &amp; Services</b>			
Goods & Services		<b>Total</b>	
<b>Family Activities</b>			
At Home Activities	237.5	\$15.82	\$3,757.25
Parent Classroom Volunteer	15.5	\$15.82	\$245.21
Parent Committee Meeting		\$15.82	\$0.00
Policy Council / HEAC	6	\$61.54	\$369.24
		<b>Sub Total</b>	<b>\$4,371.70</b>
		<b>Amount Per Mile</b>	
<b>Mileage</b>	<b>Total Miles</b>		
Total Miles	60	0.555	\$33.30
<b>Total This Month</b>			<b>\$26,902.66</b>
In-Kind Needed Each Month: \$22,639			
		Annual required inkind	\$271,657.00
		Inkind needed to date	<b>\$244,754.34</b>

REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,086,627.00	0.00	1,086,627.00	73,500.00	1,013,127.00
CACFP Revenue	0.00	63,000.00	63,000.00	17,018.80	45,981.20
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
<b>Total</b>	<b>1,086,627.00</b>	<b>167,000.00</b>	<b>1,253,627.00</b>	<b>90,518.80</b>	<b>1,163,108.20</b>

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	535,759.00	0.00	535,759.00	59,635.11	476,123.89		476,123.89
Fringe Benefits	324,061.00	0.00	324,061.00	50,511.05	273,549.95	3,114.99	270,434.96
Programming	45,476.00	4,000.00	49,476.00	11,115.10	38,360.90	13,869.40	24,491.50
Supplies	78,099.00	63,000.00	141,099.00	9,906.74	131,192.26	34,341.70	96,850.56
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	950.00	83,050.00	2,264.00	80,786.00
<b>PA22 subtotal</b>	<b>1,067,395.00</b>	<b>67,000.00</b>	<b>1,134,395.00</b>	<b>132,118.00</b>	<b>1,002,277.00</b>	<b>53,590.09</b>	<b>948,686.91</b>
<b>Training &amp; Technical Services</b>							
Training & technical serv (job code 400)	12,000.00	0.00	12,000.00	0.00	12,000.00	4,687.00	7,313.00
Staff out of town travel	7,232.00	0.00	7,232.00	0.00	7,232.00	800.00	6,432.00
<b>Subtotal Purch Service</b>	<b>19,232.00</b>	<b>0.00</b>	<b>19,232.00</b>	<b>0.00</b>	<b>19,232.00</b>	<b>5,487.00</b>	<b>13,745.00</b>
<b>Training &amp; Tech Supplies</b>							
Subtotal Supplies	0.00	0.00	0.00	149.32	-149.32	1,485.18	-1,634.50
	0.00	0.00	0.00	149.32	-149.32	1,485.18	-1,634.50



T&TA -PA20	19,232.00	0.00	19,232.00	149.32	19,082.68	6,972.18	12,110.50
Return of Board Advance	0.00	100,000.00	100,000.00	0.00	100,000.00	0.00	100,000.00
<b>TOTALS</b>	<b>1,086,627.00</b>	<b>167,000.00</b>	<b>1,253,627.00</b>	<b>132,267.32</b>	<b>1,121,359.68</b>	<b>60,562.27</b>	<b>1,060,797.41</b>