

Head Start Monthly Report January 2022

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: **\$5,118.31**

12/2/21	Webstaurant Store	\$5118.31	Kitchen
12/8/21	Project n95	\$267.59	Staff

B. Program Information Summary

December marked the beginning of FY 22 for MCHS. With December being a short service month and the holiday season, much focus was targeted towards wellness.

We did not have any new staff added in December. However, we did have an internal transfer, Kelly Whitacre moved to eh Head Cook position at the Education Complex. Kirsten Cook did resign right at the break. The Ed Manager did conduct interviews for TA positions. Open positions include Teacher Assistants and Aides.

MCHS held its first Mental Health Wellness Day in December. This event was added through the support of ARP funds and directive to support staff wellness. The event received positive feedback. It is our intention to maintain such an event next program year as well.

District affiliated events Director participated in include: Special Board meeting to discuss building project, Admin mtg

Community affiliated events Director participated in include: Early Childhood Task Force, County service coordination meeting, COLT, RAC

External committees / meetings affiliated with Head Start – Weekly Directors meetings, OHSAI Executive Board, OHSAI REDI, OHSAI Futures Group, H2K

Internal committees / meetings – (2) Policy Council meetings, (s) Administrative meetings, Mtg w/ Attorney, Recruitment, HSAC, NHSA comment on IFR, Fiscal Consultant 1303

Trainings provided – Onboarding / Orientation – Family Advocates / IT Secretary, On-going training on referrals and goals with FAs

Training received – OHS webinar vaccine & mask mandate, Interim Final Rule release, Fiscal Training on spending CARES & ARP \$, Trauma Informed Leadership In Times of Crisis

Education – CLASS observations were completed for the program. Please see attachments for scores. All Teacher Assistants were provided laptops.

Mental Health – 33 students received some form of MH service, 12 are completed.

Disabilities – 15 students currently receiving IEP services, there were more meetings scheduled over the break and upcoming in January.

Health – please see attached report

Family Engagement – MCHS held Christmas program at CHS.

C. Enrollment / Attendance

Cumulative Enrollment reported is 101.

Enrollment by Program Option:

Half Day PY Head Start	37
Full Day School Year Ed Complex	58
Full Day School Year Rockford	10

Attendance by Program Option:

Half Day PY Head Start	77.5%
Full Day School Year Ed Complex	86.5%
Full Day School Year Rockford	85%

D. CACFP report – CACFP claimed meals

Month Served	December 2021
Total Days Attendance	Rockford - 12 Ed Complex PD - 12 Ed Complex FD - 13
Total Breakfast	845
Total Lunches	1036
Total Snacks	837
Total Meals	2718

E. Financial Audit - Finished

F. Annual Self-Assessment

- Planning begins March 2022

G. Community Assessment - Finished Dental Needs

H. Communication and guidance from the Secretary - See attached

Attachments to report:

Recruitment Plan

Disabilities

Respectfully submitted,

Amy Esser

Executive Director

INDIVIDUAL CARDHOLDER ACTIVITY

AMY ESSER 5563-7500-2990-4743	CREDITS \$0.00	PURCHASES \$5,118.31	CASH ADV \$0.00	TOTAL ACTIVITY \$5,118.31
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ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-02	12-01	02653901336000691723282	THE WEBSTAIRANT STORE 717-392-7472 PA P.O.S.: 70044388 SALES TAX: 0.00	4,850.72-
12-08	12-07	55125031342206254002214	PROJECT N95, INC. 2028499858 VT	267.59 ✓
			Total Purchasing Activity	\$5,118.31

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	1,676,133.59	249,331.41
CACFP Revenue	-	30,696.00	30,696.00	79,584.11	(48,888.11)
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	1,757,217.70	188,943.30

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	936,721.00	-	936,721.00	890,124.01	-	46,596.99
Fringe Benefits	629,679.00	-	629,679.00	519,531.59	4,200.00	105,947.41
Programming	158,103.00	793.00	158,896.00	142,686.16	39,004.27	(22,794.43)
Supplies	158,860.00	29,903.00	188,763.00	168,569.42	13,410.83	6,782.75
Capital Outlay	-	-	-	-	-	-
Other Expenditures	13,589.00	-	13,589.00	6,735.80	-	6,853.20
PA22 subtotal	1,896,952.00	30,696.00	1,927,648.00	1,727,646.98	56,615.10	143,385.92
Training & Technical Services						
Training & technical serv (job code 400)	28,652.00	-	28,652.00	21,896.13	82.39	6,673.48
Staff out of town travel	7,798.00	-	7,798.00	4,299.13	430.44	3,068.43
Subtotal Purch Service	36,450.00	-	36,450.00	26,195.26	512.83	9,741.91
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	29,570.72	641.59	18,251.69
Return of Board Advance	-	-	-	-	-	-
TOTALS	1,945,416.00	30,696.00	1,976,112.00	1,757,217.70	57,256.69	161,637.61

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

(0.00)

HEAD START - 2022 GRANT

REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	974,361.00	-	974,361.00	134,000.00	840,361.00
CACFP Revenue	-	-	-	-	-
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	974,361.00	-	974,361.00	134,000.00	840,361.00

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	448,974.00	-	448,974.00	70,133.46	378,840.54	-	378,840.54
Fringe Benefits	311,351.00	-	311,351.00	16,484.30	294,866.70	31,914.46	262,952.24
Programming	96,959.00	-	96,959.00	8,046.00	88,913.00	44,718.58	44,194.42
Supplies	93,102.00	-	93,102.00	5,853.54	87,248.46	21,235.80	66,012.66
Capital Outlay	-	-	-	-	-	-	-
Other Expenditures	5,341.00	-	5,341.00	1,500.00	3,841.00	915.00	2,926.00
PA22 subtotal	955,727.00	-	955,727.00	102,017.30	853,709.70	98,783.84	754,925.86
Training & Technical Services							
Training & technical serv (job code 400)	5,389.00	-	5,389.00	-	5,389.00	824.25	4,564.75
Staff out of town travel	3,629.00	-	3,629.00	-	3,629.00	1,800.00	1,829.00
Subtotal Purch Service	9,018.00	-	9,018.00	-	9,018.00	2,624.25	6,393.75
Training & Tech Supplies	9,616.00	-	9,616.00	-	9,616.00	-	9,616.00
Subtotal Supplies	9,616.00	-	9,616.00	-	9,616.00	-	9,616.00
T&TA -PA20	18,634.00	-	18,634.00	-	18,634.00	2,624.25	16,009.75
Return of Board Advance	-	-	-	-	-	-	-
TOTALS	974,361.00	-	974,361.00	102,017.30	872,343.70	101,408.09	770,935.61

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

31,962.70

HEAD START - ARP GRANT

	REVENUE				
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	236,600.00	-	236,600.00	35,759.52	200,840.48
CACFP Revenue	-	-	-	-	-
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	236,600.00	-	236,600.00	35,759.52	200,840.48

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	120,296.00	-	120,296.00	29,302.76	-	90,993.24
Fringe Benefits	66,175.00	-	66,175.00	2,352.60	-	63,822.40
Programming	7,442.00	-	7,442.00	-	700.00	6,742.00
Supplies	42,687.00	-	42,687.00	4,104.16	5,301.04	33,281.80
Capital Outlay	-	-	-	-	-	-
Other Expenditures	-	-	-	-	-	-
PAZZ subtotal	236,600.00	-	236,600.00	35,759.52	6,001.04	194,839.44
Training & Technical Services						
Training & technical serv (job code 400)	-	-	-	-	-	-
Staff out of town travel	-	-	-	-	-	-
Subtotal Purch Service	-	-	-	-	-	-
Training & Tech Supplies						
Subtotal Supplies	-	-	-	-	-	-
T&TA -PA20	-	-	-	-	-	-
Return of Board Advance	-	-	-	-	-	-
TOTALS	236,600.00	-	236,600.00	35,759.52	6,001.04	194,839.44

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES -

ECE CCIP vs Actual

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	4,700.00	3,615.51					8,315.51
Exp thru 11/30	4,700.00	726.54					5,426.54
Exp thru 12/31	4,700.00	4,021.54					8,721.54
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	16,450.00	10,185.71	-	-	-	-	26,635.71
CCIP Budget							
Remaining	25,450.00	19,914.29	-	-	-	-	45,364.29
CAN SPEND UP TO	46,090.00	33,110.00					
BUDGET PLUS 10%							

MERCER COUNTY HEAD START RECRUITMENT PLAN

Month	Internal Strategy	External Strategy	Position Responsible	Costs	Objective	Outcome	Comments
January	Recruitment meeting		Director, FESM, FAS	Neutral	Take inventory of recruitment supplies		
	Review required forms		Director, FESM, FAS	Neutral	Make necessary changes		
	Update required forms		HS Secretary	Neutral	Keep things up to date		
	Review marketing materials		Director, FESM, FAS, Secretaries, Parents	Neutral	Make necessary changes & updates		
	Update marketing materials		Director, FESM, HS Secretary	\$125	Marketing materials to be appealing to target audiences		
February	Order Marketing materials		HS Secretary	\$1500	Have materials ready for 1 st quarter distribution		
	Run returning eligible student & sibling report in COPA		IT Secretary	Neutral	Provide updated list of children eligible for upcoming program year		
	Recruitment Meeting		Director, FESM, FAS	Neutral	Distribute marketing materials and list of places for distribution		
		Distribute marketing materials at local social service agencies and other entities identified.	FAS	Neutral	Saturate area with Head Start information		
	Facebook & website		HS Secretary	Neutral	Inform visitors that Head Start is taking referrals for upcoming program year		
		Distribute recruitment information to COLT members	FAS	Neutral	Provide agency directors with information about the program.		
	Begin applications for returning children and siblings		FAS	Neutral	Reach 25% enrollment with returning children		

MERCER COUNTY HEAD START RECRUITMENT PLAN

February	Begin applications for siblings	Recruitment presentations to WIC, JFS, Foundations - videos	FAs	Reach 40% enrollment with siblings	
		Attend & present at No Wrong Door - videos	Director, FESM, FAs	Educate social service agencies on program	
	Recruitment meeting		Director, FESM, FAs, Secretaries	Provide materials to other non-profits	
	Identify locations for yard signs		FAs	Share information, discuss strategy, modify plan if needed	
March	Begin applications on new referrals		FAs	Marketing materials	
	Review enrollment packet forms		Director / FESM / HS Secretary	Reach 60% enrollment	
		Provide school districts with flyers to be sent home with elementary students	HS Secretary	Have updated information ready for staff	
		Support ESC with Child Find Activities	FAs	Identify younger siblings of school aged students throughout the county	
		Support local districts with kindergarten screens	FAs	Identify potential eligible children through screening	
		Post flyers throughout the community.	FAs	Identify potential enrollees/ students not yet ready to enter kindergarten	
April	Continue to complete applications on new applicants		FAs	Saturate the area with visual flyers with tags	
	Week of the Young Child		All Staff	75% of enrollment complete	
	Parent flyers		Parents	Bring awareness to local Head Start program	
				Provide parents with flyers and info sheets to distribute among friends	

MERCER COUNTY HEAD START RECRUITMENT PLAN

		Distribute Yard Signs	FAs, FESM		Yard signs distributed to local businesses	
		Kindergarten Screens	FAs, FESM		Recruit & assist with kindergarten screens	
		Public Service announcements	Director, FESM		Provide articles to local newspapers	
May	Continue to complete applications on new applicants		FAs	Neutral	80% enrollment complete	
	Enrollment packets printed		HS Secretary	\$100	Packets ready for use	
		Replenish flyers / posters throughout county agencies	FAs	Neutral	Keep information available & current	
		Low income housing applications	FAs	Neutral	Reach families in low income housing units	
June	Contact local kindergarten principals for children not ready for kindergarten		Director	Neutral	Obtain names of possible applicants	
	Facebook boosts 4 weeks		HS Secretary	\$75	Reach qualified candidates via social media	
	Health Screening Day		HCSM	\$400		
	Complete enrollments		FAs	Neutral	100% enrollment	
	Begin filling slots of MIA		FAs	Neutral	100% enrollment	
	Class lists completed		Director, FESM, EM	Neutral	100% enrollment	
July		Staff & families participate in local parade	FESM, FAS, Driver	Salary costs	Advertise the program within the community	
		Public service announcements and paid advertising	FESM	\$300	Advertise the program in local paper	

MERCER COUNTY HEAD START RECRUITMENT PLAN

	Contact no show appointments and families with no phone at addresses provided	FAS	Neutral	Reach families with little to no contact with center	
	Continue completing enrollments & organize child files	FAS	Neutral	100% full enrollment	
	Collect physicals & dentals	FAS	Neutral	Meet requirements	
August		FESM	\$1500	Reach community at large	
		FAS	\$50	Keep information available & current	
	Billboards for advertising Replenish flyers and posters at local social service agencies	FESM	Neutral	Locate children in foster care placement	
	Contact local JFS for foster care children	FESM	Neutral	100% full enrollment	
	Continue completing enrollments	FAS	Neutral		
September, October, November	Continue taking applications	FAS	Neutral	Children turning 3 after program year starts or children late for enrollment	

1st Round Observations CLASS 21

CLASS	Emotional Support	Classroom Organization	Instructional Support
1	6.17	5.78	2.78
2	6.25	6.44	3.33
3	6.75	7.00	4.67
4	6.84	7.00	4.22
5	6.31	5.92	1.92
6	6.69	6.42	2.5
7	6.06	5.75	2.17
Avg	6.44	6.33	3.09

Office of Head Start requires grantees to maintain at least a Score of 6 in Emotional Support, 6 in Classroom Organization, and 3 in Instructional Support.