

Head Start Monthly Report January 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: \$945.71

11/28/18	Teachstone	\$335.34
11/29/18	Amazon (Marshallese dictionary)	\$30.40
12/4/18	Plak Smacker	\$125.23
12/13/18	Doubletree (Amy Esser)	\$303.16
12/13/18	Doubletree (Parent Ambassador)	\$151.58

B. Program Information Summary

The Director and administrators attended OHSAI in Columbus. With the new administration in the Governor's office there may be positive change in the future for early childhood education. The grantee has been in contact with the regional office regarding the submission of the extended Duration grant. The proposal is now in its second reading and early indications are promising. The grantee was notified that a 1.77% COLA is available. The grantee is awaiting the funding guidance letter.

Education – Classrooms finished their studies on trees and participated in caroling at local nursing homes in the community.

Mental Health – 10 children are currently being seen / observed by the Mental Health Consultant. The program continues to serve children with extreme behaviors. Referrals have been made to local ESC to identify any possible services to support their placement in the Head Start program.

Disabilities – The program is currently serving 31 children on IEPS with 13 additional children suspected to need specialized services. Director & Education Manager would like to meet with ESC administration about developing another combined classroom to meet the growing demands of special needs children.

Health – There remains to be a significant number of children who are in need of dental follow up care. However, there are no local providers available to meet the need.

Family Engagement – Completed data dialogue with Family Advocates to discuss progress on program and family goals. Jim Harris was the speaker at our annual Holiday dinner and event. Jim spoke to parents and staff about the role of stress in our lives and the importance of parenting our children.

C. Enrollment / Attendance

158 children are currently enrolled in Head Start and 13 enrolled in ECE

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	88.21%
Full Day School Year Ed Complex	90.55%
Full Day School Year Rockford	92.5%
CPPS	85.46%

D. CACFP report – CACFP claimed meals

Month Served	December 2018
Total Days Attendance	Rockford & Part Day programming - 12 Ed Complex Full day Programming - 14
Total Breakfast	1063
Total Lunches	1816
Total Snacks	1076
Total Meals	3955

E. Financial Audit – Began in December

F. Annual Self-Assessment

- Planning begins February 2019

G. Community Assessment

- Will be completed with new 5 year grant cycle

H. Communication and guidance from the Secretary

Attachments to report:

Required Health Screenings report

Recruitment Plan

Parent Engagement

Disabilities Report

Respectfully submitted,

Amy Esser

Executive Director



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ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
12/13	Payment Thank You - Web THOMAS S SOMMER TRANSACTIONS THIS CYCLE (CARD 0928) \$23012.88- INCLUDING PAYMENTS RECEIVED	-23,012.88
11/22	MULTI-HEALTH SYSTEMS 800-4563003 NY	293.76
11/27	HUDL HTTPSWWW.HUDL.NE	750.00
11/27	HUDL HTTPSWWW.HUDL.NE	750.00
11/28	APL* ITUNES COM/BILL 866-712-7753 CA	149.99
11/28	WATCHMINDER.COM 800-9610023 CA	78.00
12/14	CARDINAL BUS SALES AND SE 419-2255552 OH	321.30
12/14	DAVIS AND NEWCOMER DAVISANDNEWCO OH	385.63
12/19	AUTO JET MUFFLER CORPORAT 515-2240460 IA	1,010.00
12/18	TEACHING STRATEGIES 301-6340818 MD CONNIE ROSE TRANSACTIONS THIS CYCLE (CARD 0944) \$30787.03	27,048.35
11/21	WAL-MART #1433 CELINA OH	13.49
11/27	ALDI 61031 CELINA OH	24.90
12/05	WAL-MART #1433 CELINA OH	21.94
12/17	WAL-MART #1433 CELINA OH	12.96
12/18	CELINA WINE STORE CELINA OH KENNETH SCHMIESING TRANSACTIONS THIS CYCLE (CARD 0969) \$134.88	61.59
12/13	TEACHSTONE TRAINING 8669988352 VA	-24.32
11/28	TEACHSTONE TRAINING WWW.TEACHSTON.VA	359.66
11/29	AMZN Mktg US*M05MP70H0 Amzn.com/bill WA	30.40
12/04	PLAK SMACKER 951-898-7600 CA	125.23
12/13	DOUBLETREE BY HILTON C/W COLUMBUS OH	303.16
12/13	DOUBLETREE BY HILTON C/W COLUMBUS OH AMY ESSER TRANSACTIONS THIS CYCLE (CARD 0977) \$945.71	151.58

2018 Totals Year-to-Date	
Total fees charged in 2018	\$0.00
Total interest charged in 2018	\$0.00

Year-to-date totals do not reflect any fee or interest refunds you may have received.

INTEREST CHARGES

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
PURCHASES			
Purchases	15.24%(v)(d)	- 0 -	- 0 -
CASH ADVANCES			
Cash Advances	21.24%(v)(d)	- 0 -	- 0 -
BALANCE TRANSFERS			
Balance Transfer	15.24%(v)(d)	- 0 -	- 0 -
30 Days in Billing Period			

(v) = Variable Rate
(d) = Daily Balance Method (including new transactions)
(a) = Average Daily Balance Method (including new transactions)

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.

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	-	1,428,826.00		
CACFP Revenue	-	88,230.00	88,230.00	-	88,230.00		
Other Local	-	-	-	-	-		
Refund prior year exp	-	-	-	-	-		
Board advance	-	-	-	-	-		
Total	1,428,826.00	88,230.00	1,517,056.00	-	1,517,056.00		
EXPENSES							
	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE	ANTICIPATED ACCRUAL
Salary	675,670.00	50,400.00	726,070.00	23,115.79	-	702,954.21	
Fringe Benefits	472,424.00	9,100.00	481,524.00	12,025.37	2,458.74	467,039.89	
Programming	149,513.00	4,230.00	153,743.00	2,210.72	44,148.10	107,384.18	
Supplies	68,159.00	24,500.00	92,659.00	353.04	38,016.04	54,289.92	
Capital Outlay	-	-	-	-	-	-	
Other Expenditures	12,125.00	-	12,125.00	-	-	12,125.00	
PA22 subtotal	1,377,891.00	88,230.00	1,466,121.00	37,704.92	84,622.88	1,343,793.20	
Training & Technical Services							
Training & technical serv (job code 400)	22,319.00	-	22,319.00	-	485.00	21,834.00	
Staff out of town travel	24,966.00	-	24,966.00	-	1,964.12	23,001.88	
Subtotal Purch Service	47,285.00	-	47,285.00	-	2,449.12	44,835.88	
Training & Tech Supplies	3,650.00	-	3,650.00	-	250.00	3,400.00	
Subtotal Supplies	3,650.00	-	3,650.00	-	250.00	3,400.00	
T&TA -PA20	50,935.00	-	50,935.00	-	2,699.12	48,235.88	
Return of Board Advance	-	-	-	-	-	-	
TOTALS	1,428,826.00	88,230.00	1,517,056.00	37,704.92	87,322.00	1,392,029.08	

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES (37,704.92)

HEAD START - 2018 GRANT

REVENUE						
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING	ANTICIPATED ACCRUAL
Federal Revenue	1,428,826.00	-	1,428,826.00	1,159,000.00	269,826.00	
CACFP Revenue	-	88,230.00	88,230.00	69,153.70	19,076.30	
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	1,229,433.37	287,622.63	

BUS / MC Rebate

EXPENSES						
	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	619,496.00	50,400.00	669,896.00	648,879.47	-	21,016.53
Fringe Benefits	410,063.00	9,100.00	419,163.00	394,098.28	-	25,064.72
Programming	156,825.00	4,230.00	161,055.00	101,082.66	7,946.94	52,025.40
Supplies	97,090.00	24,500.00	121,590.00	114,452.79	34,725.67	(27,588.46)
Capital Outlay	90,339.00	-	90,339.00	-	90,339.00	-
Other Expenditures	10,325.00	-	10,325.00	3,710.10	-	6,614.90
PA22 subtotal	1,384,138.00	88,230.00	1,472,368.00	1,262,223.30	133,011.61	77,133.09

Training & Technical Services

Training & technical serv (job code 400)	419	22,936.00	22,936.00	14,712.50	817.50	7,406.00
Staff out of town travel	439	20,752.00	20,752.00	14,484.98	1,203.00	5,064.02
Subtotal Purch Service		43,688.00	43,688.00	29,197.48	2,020.50	12,470.02
Training & Tech Supplies		1,000.00	1,000.00	624.57	375.43	(3,380.83)
Subtotal Supplies		1,000.00	1,000.00	624.57	375.43	(3,380.83)
T&TA -PA20		44,688.00	44,688.00	29,822.05	5,776.76	9,089.19
Return of Board Advance		-	-	-	-	-
TOTALS		1,428,826.00	1,517,056.00	1,292,045.35	138,788.37	86,222.28

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES (62,611.98) Funds requested on 12/31/2018

439 Early Childhood							
	Salaries	Fringes	Purchased	Supplies	Capital	Other	Total
	100	200	Services	500	Outlay	800	
			400		600		
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							-
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	11,775.00	7,207.55	-	-	-	-	18,982.55
CCIP Budget							
Remaining	19,625.00	13,392.45	-	-	-	-	33,017.45
CAN SPEND UP TO	34,540.00	22,660.00					
BUDGET PLUS 10%							

FINAL October 2018

In-Kind	Hours	Amount per hour
<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)		
A. Abromavich	31.5	\$27.74
L. Michael	33.25	\$35.91
D. Dammeyer	27.75	\$46.20
		Sub Total
<u>Building Usage</u>		
Utilities-\$17,136 year		
Custodian-\$65,328 per year		
Maintenance-\$13,575 year		
		Sub Total
<u>Volunteer</u>		
Cafeteria Helpers	65.75	\$11.37
Tri-Star Students	171.5	\$16.83
College Students	141.75	\$16.83
At Home Activities	149.25	\$16.83
Parent Classroom / Parent Volunteers	5	\$16.83
Community Partners		\$16.83
		Sub Total
<u>Goods & Services</u>		
CJ Highmarks for PC-20% discount	Did not go to CJ Highmarks	
Conscious Discipline \$11,490 divided over 9 mo		
Policy Council / HSAC	4	38.01
		Sub Total
<u>Mileage</u>		
Miles		0.545
Total This Month		
In-Kind Needed Each Month: \$26,804.75		
	Annual required inkind	
	Inkind needed to date	

Total
\$699.83
\$1,259.08
\$324.17
\$6,379.11
\$906.50
\$205.33
\$6,470.45
\$873.81
\$1,194.01
\$1,282.05
\$19,594.34
\$1,428.00
\$5,444.00
\$1,131.25
\$8,003.25
\$ 747.58
\$ 2,886.35
\$ 2,385.65
\$ 2,511.88
\$ 84.15
\$ -
\$ 8,615.60
\$1,276.67
\$152.04
\$1,428.71
\$ -
\$37,641.90
\$321,657.00
\$69,795.99

Agency: Mercer County Head Start

Site: All

Currently Enrolled= 157

406 - EPSDT status Report

	Up-To-Date	Not Up-To-Date
Dental	<u>128</u>	<u>29</u>
Growth Assessment	<u>155</u>	<u>2</u>
HCT or HGB	<u>133</u>	<u>24</u>
Hearing	<u>152</u>	<u>5</u>
Lead Screening (Mandated)	<u>132</u>	<u>25</u>
Vision	<u>156</u>	<u>1</u>

Up-to-Date / Not Up-to-Date on ALL Mandated Exams

Up-To-Date	Not Up-To-Date
<u>132</u>	<u>25</u>

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2 students currently enrolled with expired physicals.

MERCER COUNTY HEAD START RECRUITMENT PLAN

Month	Internal Strategy	External Strategy	Position Responsible	Costs	Objective	Outcome	Comments
December	Recruitment meeting		Director, FESM, FAs	Neutral	Inform staff of expectations, identify benchmarks, identify potential places to recruit for target audiences	Staff are informed of expectations.	Completed meetings with both FAs.
	Review required forms		Director, FESM, FAs	Copying / \$20	Make necessary changes	Updated expectations for the enrollment paperwork completion. Updated enrollment forms to reflect licensing requirements.	
	Update required forms		HS Secretary	Neutral	Keep things up to date	Completed.	
	Review marketing materials		Director, FESM, FAs, Secretaries, Parents	Neutral	Make necessary changes & updates		FA requested more magnets and less door hangers. Add word FREE, remove Mercer County Resident verbiage.
	Update marketing materials		Director, FESM, HS Secretary	\$125	Marketing materials to be appealing to target audiences		Moved to January
	Order Marketing materials		HS Secretary	\$1500	Have materials ready for 1 st quarter distribution		Moved to January
	Run returning eligible student & sibling report in COPA		IT Secretary	Neutral	Provide updated list of children eligible for upcoming program year	IT Secretary ran report.	In addition to eligible returning students and siblings, program requires additional 30 students to be full.

MERCER COUNTY HEAD START RECRUITMENT PLAN

Month	Copy ITR forms	HS Secretary	\$5	Prepare for distribution	Changing this form to be a "refer a friends form".	No longer needed. Utilizing the COPA report.
January	Recruitment Meeting	Director, FESM, FAs	Neutral	Distribute marketing materials and list of places for distribution		
	Distribute and collect ITRs	FAs, HS secretary	Neutral	ITRs distributes as children return from winter break, must be returned within 10 days.		
		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		
		Director	Neutral	Provide agency directors with information about the program.		
Month	Internal Strategy	Position Responsible	Costs	Objective	Outcome	Comments
	Comparison report of ITRs with COPA eligibility & sibling list	IT Secretary	Neutral	Identify new children and children in program who did not complete an ITR		
February	Begin applications for returning children and siblings	FAs	Neutral	Reach 50% enrollment with returning children, Reach 60% enrollment with siblings		

MERCER COUNTY HEAD START RECRUITMENT PLAN

	Target mailing through VPP for low income families in Mercer County	Director, FESM, HS Secretary	\$350	Identify children throughout entire county	
	Val Pak advertising	Director, FESM, HS Secretary	\$500	Identify children throughout entire county	
	Recruitment presentations to WIC, JFS, Foundations	Director, FESM, FAs	\$50	Educate social service agencies on program	
	Attend & present at No Wrong Door	Director, FESM, FAs	\$25	Provide materials to other non-profits	
All ITR information completed and followed up		FAs	Neutral	Close out referrals on existing children	
Recruitment meeting		Director, FESM, FAs, Secretaries	Neutral	Share information, discuss strategy, modify plan if needed	
Start PO for yard signs		Director / HS Secretary	\$750	Marketing materials	
March	Begin applications on new referrals	FAs	Neutral	Reach 70% enrollment	
	Provide school districts with flyers to be sent home with elementary students	HS Secretary	\$50	Identify younger siblings of school aged students throughout the county	
	Support ESC with Child Find Activities	FAs	Neutral	Identify potential eligible children through screening	

MERCER COUNTY HEAD START RECRUITMENT PLAN

Month	Internal Strategy	External Strategy	Position Responsible	Costs	Objective	Outcome	Comments
		Support local districts with kindergarten screens	FAs	Neutral	Identify potential enrollees/ students not yet ready to enter kindergarten		
		Order yard signs to be in by end of the month	HS Secretary	Neutral	Meet deadlines		
		Post flyers throughout the community.	FAs	\$250	Saturate the area with visual flyers with tags		
April	Continue to complete applications on new applicants		FAs	Neutral	75% of enrollment complete		
	Staff Recruitment Day		All Staff	Neutral	Door to door canvassing to recruit new applicants, distribute yard signs		
	Week of the Young Child		All Staff	\$250	Bring awareness to local Head Start program		
	Parent flyers		Parents	\$50	Provide parents with flyers and info sheets to distribute among friends		
		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		
		Elementary school flyers	FESM	\$50	Provide elementary schools with half sheet flyers for upcoming preschool year		
May	Continue to complete applications on new applicants		FAs	Neutral	78% of enrollment complete		
		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		

MERCER COUNTY HEAD START RECRUITMENT PLAN

Month	Internal Strategy	External Strategy	Position Responsible	Costs	Objective	Outcomes	Comments
		Information table set up at Health Department & JFS	FAs, FESM	Neutral	Reach qualified applicants		
	Meeting with ESC to discuss referral process for the summer months		Director, FESM	Neutral	Obtain names of possible applicants		
June	Contact local kindergarten principals for children not ready for kindergarten		FESM	Neutral	Obtain names of possible applicants		
	Facebook boosts 4 weeks		HS Secretary	\$75	Reach qualified candidates via social media		
	Health Screening Day		HCSM	\$250	Complete screenings on children enrolled in program & encourage families to bring eligible friends		
	Continue completing applications and enrollments		FAS	Neutral	85% full 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		
	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 applications and enrollments		FAS	Neutral	92% full enrollment		
August		Replenish flyers and posters at local social service agencies	FAS	\$50	Keep information available & current		

MERCER COUNTY HEAD START RECRUITMENT PLAN

	Contact local JFS for foster care children	FAs	Neutral	Locate children in foster care placement	
Continue completing applications and enrollments		FAs	Neutral	100% full enrollment	

Agency: All

Currently Enrolled= 170

411S - Disability Statistics Report

Current Status

Certified IEP	Certified IFSP	Suspected	No Disability Status w/Condition
<u>31</u>	<u>0</u>	<u>13</u>	<u>1</u>

Plans and Transitions

	Completed	In Progress (Not Expired)	Not Completed	Expired	Total # of Plans
IEP Plans	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>	<u>4</u>
IFSP Plans	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Imp Plans	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Occupational Therapy Plans	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
Plan 504 Plans	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Case Management Plans	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Speech Therapy Plans	<u>0</u>	<u>6</u>	<u>0</u>	<u>0</u>	<u>6</u>
Educational Therapy Plans	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Physical Therapy Plans	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total # of Plans:	0	10	0	1	11
Total Unique Children:	<u>0</u>	<u>6</u>	<u>0</u>	<u>1</u>	7

Total # of plans displayed at the end of each column represents the sum of ALL plans with matching status and could differ from # of children displayed in the sub-report.

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