

Head Start Monthly Report March 2023

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)(e) 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:

Credit Card: (January 23) \$1348.63		(February 23)	
1/6/23	\$176.40	Subway	Policy Council
1/13/23	\$134.06	Teachstone	CLASS SS
1/16/23	\$9.06 CR	Teachstone	Credit
1/23/23	\$30	American	Baggage AE
1/26/23	\$27.79	Taxi DC	Taxi AE
1/27/23	\$30	American	Baggage AE
1/30/23	\$50	Dayton Intl	Parking AE
1/30/23	\$909.44	Hyatt Regency DC	Hotel AE
2/9/23	\$125.00	FSP Council	
2/16/23	\$80.44	Floral Reflections	* HT
2/16/23	\$295.00	OAEYC	Training AS
2/20/23	\$61.95	Celina Wine Store	PC Lunch
2/13/23	\$222.08	Marriott	Hotel AE
2/13/23	\$136.30	Marriott	Hotel AE
2/23/23	\$33.08 CR	Marriott	Credit

District affiliated events Director participated in include: Board meeting, Admin mtg, Preschool Discussions, Eval completed with Dr. Ken

External committees / meetings affiliated with Head Start – Weekly Directors meetings, OHSAI Executive Board, Parent Gauge Mtg w/ NHSA, Mtg w/ Jeff Diver discussing Bridges training for staff, ARP Homeless Grant Webinar, Ohio Kan mtg, ZOOM call w/ Wilson Temple from I Heart Radio, Mtg w/ Garman Miller – conceptual phase discussion, Mtg w/ ESC Superintendent, Mtg w/ JFS to discuss potential grant opportunity, Higher Education Summit mtg, Mtg w/ Lewis Modic discuss potential grant opportunity

Internal committees / meetings – Policy Council meetings, Administrative meetings, Recruitment, 1303 ZOOM mtgs w/ Chicago Staff & Tom Sommer, 1303 mtg w/ Karen Director of Chicago office, Mtg w/ CORS CACFP discussion, Monthly call w/ OHS, Quarterly Data, Interviews conducted for HS Secretary, Discussions regarding contracted work for Program communication, PBC discussions w/ PBC Coach, Draw w/ Director brainstorming session for new building, Personnel meetings w/ staff, Updates mtg w/ Board Liaison Deb Guingrich, Admin discussion about high needs child, Representative Angie King visited the Ed Complex

Trainings provided – FE Monitoring w/ A Searight, Mtg w/ Ed Staff Expectations & Federal Review, PIR training w/ FAs

Training received – OHS webinar – COVID 19 grants, ELC class w/ NHSA

The Director and FE team completed 1st round intake, accepting returning children for PY 23/24.

B. Program Information Summary

Education –Data Dialogue was conducted with education staff to work on classroom implementation plans to meet school readiness goals and objectives.

Mental Health –

Disabilities – 23 IEP students have been served thus far this year.

Health – 64 students have received dental care (initial screening), 29 need follow up care, 13 actually received follow up care needed.

ERSEA – students are age eligible to return next year, 11% of current enrollment is Marshallese

Family Engagement –6 families came into the program as HOMELESS, 3 of those families have acquired housing.

C. Enrollment / Attendance – Cumulative enrollment = 122

Enrollment by Program Option:

Half Day PY Head Start	50
Full Day School Year Ed Complex	58
Full Day School Year Rockford	14

Attendance by Program Option:

Half Day PY Head Start	80%
Full Day School Year Ed Complex	87%
Full Day School Year Rockford	82%

D. CACFP report – CACFP claimed meals

Month Served	February 2023
Total Days Attendance	Rockford - 17 Part Day programming - 16 Ed Complex Full day Programming - 20
Total Breakfast	1436
Total Lunches	1734
Total Snacks	1356
Total Meals	4256

E. Financial Audit –

F. Annual Self-Assessment - Scheduled for May

G. Community Assessment

H. Communication and guidance from the Secretary – see attached

Attachments to report:

Required Health Screening Report

Respectfully submitted,

Amy Esser
Executive Director

HEAD START - 2023 GRANT

525-9923

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,001,357.00	-	1,001,357.00	311,000.00	690,357.00
CACFP Revenue	-	-	-	17,763.20	(17,763.20)
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	1,001,357.00	-	1,001,357.00	328,763.20	672,593.80

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	As of 01/31/2023 ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	918,812.00	-	918,812.00	219,937.26	698,874.74	-	698,874.74
Fringe Benefits	707,924.00	-	707,924.00	165,323.53	542,600.47	-	542,600.47
Programming	153,382.00	-	153,382.00	23,550.59	129,831.41	21,166.25	108,665.16
Supplies	177,985.00	-	177,985.00	20,439.08	157,545.92	11,163.65	146,382.27
Capital Outlay	-	-	-	-	-	-	-
Other Expenditures	11,186.00	-	11,186.00	2,238.00	8,948.00	75.00	8,873.00
PA22 subtotal	1,969,289.00	-	1,969,289.00	431,488.46	1,537,800.54	32,404.90	1,505,395.64
Training & Technical Services							
Training & technical serv (job code 400)	11,863.00	-	11,863.00	3,916.00	7,947.00	1,119.70	6,827.30
Staff out of town travel	19,552.00	-	19,552.00	2,044.72	17,507.28	2,836.38	14,670.90
Subtotal Purch Service	31,415.00	-	31,415.00	5,960.72	25,454.28	3,956.08	21,498.20
Training & Tech Supplies	2,009.00	-	2,009.00	-	2,009.00	754.65	1,254.35
Subtotal Supplies	2,009.00	-	2,009.00	-	2,009.00	754.65	1,254.35
T&TA -PA20	33,424.00	-	33,424.00	5,960.72	27,463.28	4,710.73	22,752.55
Return of Board Advance	-	-	-	-	-	-	-
TOTALS	2,002,713.00	-	2,002,713.00	437,449.18	1,565,263.82	37,115.63	1,528,148.19

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES (108,685.98)

HEAD START - 2022 GRANT

REVENUE						
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING	
Federal Revenue	2,002,713.00	-	2,002,713.00	1,737,855.67	264,857.33	
CACFP Revenue	-	30,696.00	30,696.00	79,622.67	(48,926.67)	
Other Local	-	-	-	-	-	
Refund prior year exp	-	-	-	-	-	
Board advance	-	-	-	-	-	
Total	2,002,713.00	30,696.00	2,033,409.00	1,817,478.34	215,930.66	

EXPENSES						
	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	REMAINING BALANCE
Salary	940,036.00	-	940,036.00	961,027.16	(20,991.16)	(20,991.16)
Fringe Benefits	627,205.00	-	627,205.00	579,194.36	48,010.64	48,010.64
Programming	195,425.00	-	195,425.00	121,618.58	73,806.42	73,806.42
Supplies	188,306.00	793.00	189,099.00	116,015.10	73,083.90	73,083.90
Capital Outlay	-	29,903.00	29,903.00	-	29,903.00	29,903.00
Other Expenditures	10,682.00	-	10,682.00	5,291.80	5,390.20	5,390.20
PA22 subtotal	1,961,654.00	30,696.00	1,992,350.00	1,783,147.00	209,203.00	209,203.00
Training & Technical Services						
Training & technical serv (job code 400)	27,605.00	-	27,605.00	24,037.06	3,567.94	3,567.94
Staff out of town travel	12,258.00	-	12,258.00	10,119.74	2,138.26	2,138.26
Subtotal Purch Service	39,863.00	-	39,863.00	34,156.80	5,706.20	5,706.20
Training & Tech Supplies	1,196.00	-	1,196.00	174.54	1,021.46	1,021.46
Subtotal Supplies	1,196.00	-	1,196.00	174.54	1,021.46	1,021.46
T&TA -PA20	41,059.00	-	41,059.00	34,331.34	6,727.66	6,727.66
Return of Board Advance	-	-	-	-	-	-
TOTALS	2,002,713.00	30,696.00	2,033,409.00	1,817,478.34	215,930.66	215,930.66

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES	215,930.66
---------------------------------------------	------------

REVENUE					
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue - C-6	189,047.00	-	189,047.00	42,365.92	146,681.08
Federal Revenue - C-5	47,553.00	-	47,553.00	15,220.31	32,332.69
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	236,600.00	-	236,600.00	57,586.23	179,013.77

EXPENSES						
	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	109,771.00	-	109,771.00	45,962.16	-	63,808.84
Fringe Benefits	18,520.00	-	18,520.00	6,685.13	-	11,834.87
Programming	19,335.00	-	19,335.00	1,294.96	17,340.00	700.04
Supplies	88,974.00	-	88,974.00	7,710.05	79,548.00	1,715.95
Capital Outlay	-	-	-	-	-	-
Other Expenditures	-	-	-	-	-	-
PAZZ subtotal	236,600.00	-	236,600.00	61,652.30	96,888.00	78,059.70
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	61,652.30	96,888.00	78,059.70

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES (4,066.07)

MCHS NFM January 2023

Category	Amount	Hours	Rate
Policy Council	325.28	7.5	43.37
At-Home Activities			
Anchors Away	4.66	0.75	13.99
Captain's Crew	834.59	44.75	18.65
Lakeside Learners	512.88	27.5	18.65
Lighthouse Leaders	345.03	18.5	18.65
Rockford	326.38	7.5	18.65
Starboard SeaCaptain	237.79	12.75	18.65
Turtle Troop	308.1	16.52	18.65
Total	\$2,569.43		
Volunteers			
Community Volunteer	1371.71	73.55	18.65
Kitchen Volunteers	228.42	16.6	13.76
Nursing Students	99.58	4.25	23.43
	\$1,699.71		
Other			
Four U	431.68		Discounted price State ECE funds Covered by CCS
ECE Funding	\$4,333.34		
Utilities	\$2,142		
	\$6,907.02		
Board			
Board	406.2	6	67.7
CCS Personnel			
Superintendent	135.4	2	67.7
IT Director	737.34		
Treasurer	135.4	2	67.7
Asst. Treasurer I	506.34		
Asst. Treasurer II	373.09		
Superintendent Sec.	444.17		
Custodial Svcs	2,520.25		
Maintenance	1,261.00		
Total	\$6,112.99		
CCS Fringe			
CCS Fringe	524.17		
CCS Benefits	6,395.59		
Total	6,919.76		
H Thomas			
D Donovan			Speech Itinerant
Momentum			
	\$425		MH Discount \$25 / hr

INDIVIDUAL CARDHOLDER ACTIVITY

AMY ESSER 5563-7500-2990-4743	CREDITS \$9.06	PURCHASES \$1,357.69	CASH ADV \$0.00	TOTAL ACTIVITY \$1,348.63
----------------------------------	-------------------	-------------------------	--------------------	------------------------------

ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-06	01-06	55429503006719495412313	EZCATERSUBWAY 8004881803 MA P.O.S.: 01C08XHN SALES TAX: 0.00	176.40 -
01-13	01-12	82711163012000012468765	TEACHSTONE TRAINING CHARLOTTESVIL VA	134.06 -
01-16	01-13	82711163014000007510918	TEACHSTONE TRAINING CHARLOTTESVIL VA	9.06 CR -
Total Purchasing Activity				\$301.40

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-23	01-22	55417343023870231830138	AMERICAN 0010281896120 DAYTON OH ESSER/AMY DEPART: 01-22-23 P.O.S.: SALES TAX: \$0.00 EBC AA Y FEE	30.00 -
01-26	01-25	55500363026046546329487	CURB SVC TAXI WASHI QUEENS NY	27.79 -
01-27	01-26	55417343027870271889644	AMERICAN 0010282121805 WASHINGTON NA DC ESSER/AMY DEPART: 01-26-23 P.O.S.: SALES TAX: \$0.00 EBC AA Y FEE	30.00 -
01-30	01-26	22303793027002040697891	99938 - DAYTON INTERNA VANDALIA OH P.O.S.: P57008817 SALES TAX: 1.50	50.00 -
01-30	01-26	52704873027722425553979	HYATT REGENCY CRYSTAL ARLINGTON VA ARRIVAL: 01-22-23 28087980	909.44 -
Total Travel Activity				\$1,047.23

INDIVIDUAL CARDHOLDER ACTIVITY

AMY ESSER 5563-7500-2990-4743	CREDITS \$33.08	PURCHASES \$920.77	CASH ADV \$0.00	TOTAL ACTIVITY \$887.69
----------------------------------	--------------------	-----------------------	--------------------	----------------------------

ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-09	02-08	05438843039300244766478	FSP*COUNCIL FOR PROFES 800-424-4310 DC P.O.S.: 2448977 SALES TAX: 0.00	125.00
02-16	02-15	55432863046202656582435	SQ *FLORAL REFLECTIONS SAINT HENRY OH P.O.S.: 00023058430170593 SALES TAX: 5.44	80.44
02-16	02-15	82711163046000014524573	OHIO AEYC MOUNT GILEAD OH	295.00 -
02-20	02-16	85134253048900011118619	CELINA WINE STORE CELINA OH	61.95 -
Total Purchasing Activity				\$562.39

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-13	02-10	55432863041100837751613	COLUMBUS MARRIOTT NW DUBLIN OH 013218 ARRIVAL: 02-08-23	222.08 -
02-13	02-11	55432863042100914324000	COLUMBUS MARRIOTT NW DUBLIN OH 013313 ARRIVAL: 02-09-23	136.30 -
02-23	02-22	55432863053204655325162	COLUMBUS MARRIOTT NW 614-791-1000 OH M05485 ARRIVAL: 02-22-23	33.08 CR -
Total Travel Activity				\$325.30

Additional Filtering

Currently Enrolled ▼

Filter

View All

All Agencies ▼

All Sites ▼

All Classes ▼

Agency: All

Currently Enrolled= 119

406 - EPSDT status Report

	Up-To-Date	Not Up-To-Date
Anemia (HCT/HGB) (Mandated)	<u>102</u>	<u>17</u>
Blood Pressure (Mandated)	<u>108</u>	<u>11</u>
Dental	<u>68</u>	<u>51</u>
Growth (Mandated)	<u>116</u>	<u>3</u>
Hearing (Mandated)	<u>115</u>	<u>4</u>
Lead Screening (Mandated)	<u>81</u>	<u>38</u>
Physical (Mandated)	<u>119</u>	<u>0</u>
Vision (Mandated)	<u>117</u>	<u>2</u>

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

Up-To-Date	Not Up-To-Date
<u>69</u>	<u>50</u>

Notes:

- 1- Numbers do not include unborn children
- 2- For Currently Terminated children, Up To Date status is calculated based on Termination Date (instead of Today's date). These children are marked with a RED asterisk in sub-reports.
- 3- If Class End Date is prior to Today's date, Up To Date status is calculated based on Class End Date (instead of Today's date). These children are marked with two RED asterisks in sub-reports.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

March 01, 2023

Ms. Amy Esser, Head Start Director
Celina City Board of Education
Re: Grant No. 05CH011273

Dear Ms. Esser,

The Office of Head Start (OHS) will conduct a Focus Area 2 (FA2) monitoring review of Celina City Board of Education (05CH011273), during the week of 04/17/2023. Please note: Review dates are firm, and the OHS will not authorize date changes.

Your review will be led by Ms. Jennifer Spencer, who will be in touch with you in the next several weeks to discuss your upcoming FA2 review. During the initial call, you will also have an opportunity to share the service delivery options your program is currently providing and any changes as a result of the COVID-19 pandemic.

In preparation for the review, please ensure program data entered into the Head Start Enterprise System is accurate and up to date. You are also requested to provide a Program Enrollment Roster (without Personal Identifiable Information), which will be used for Eligibility File Sampling. Whenever possible, rosters should be submitted in an editable Microsoft Excel spreadsheet and only include currently enrolled federal Head Start/Early Head Start children and expectant families (do not include wait-listed/withdrawn participants). Rosters must be submitted to DLH Danya at ohsmonitoring@dlhcorp.com within 30 days of your review (see attached instructions).

In addition, the following are examples of documentation that may be requested by the Review Team:

- Eligibility Files and Supporting Documentation
- Criminal Records Check Document (see attached)
- Lead Teacher Qualifications Tracking Document (see attached)
- Detailed General Ledger –Previous Program Year and Current Program Year
- Fiscal Policy and Procedures
- Evidence of Lead-Free Facilities
- Copies of External Inspections (e.g., licensing reports)
- Current Organizational Chart
- Program Data (child assessments, health data) –Previous Program Year and Current Program Year

Please note: The Review Team may ask for additional documents during the review week.

The OHS has provided monitoring resources for Grant Recipients on the Early Childhood Learning and Knowledge Center (ECLKC) at <https://eclkc.ohs.acf.hhs.gov/federal-monitoring> and on the Aligned Monitoring System Virtual Expo at <https://onlinexperiences.com/Launch/Event.htm?ShowKey=177031>.

The OHS is committed to safeguarding the health and well-being of DLH Danya consultants and staff, Head Start recipients, and the children they serve from the spread of COVID-19. All Review Team members will be fully vaccinated, masked, and will follow current Center for Disease Control and Prevention (CDC) COVID-19 guidelines.

We ask that you notify DLH Danya if your program has a positive COVID-19 case within ten business days before or after your review. Notification should be sent to DLH Danya at ohsmonitoring@dlhcorp.com.

If there is a positive COVID-19 case during the review week, please notify your Review Lead immediately.

Sincerely,

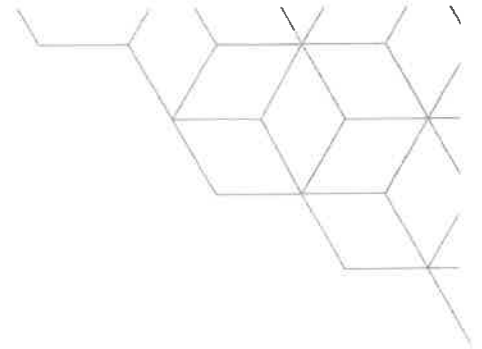
OHS Monitoring Team

Mercer County Head Start Policies and Procedures

P/P Topic:	Verifying eligibility - Income	P/P #:	
Part:	1302 Program operations	PC Approval Date:	3/9/23
Subpart:	<i>A Eligibility, Recruitment, Selection, Enrollment, and Attendance</i>	Last Reviewed Date:	5/12/2022
Section Title(s):	<i>Determining, verifying, and documenting eligibility</i>	Implementation Responsibility:	Family Advocates
Related Performance Standard(s):	1302.12 (c), (i)(1)(2)(3)(4)	Monitoring Responsibility:	FESM

(A) Policy	<p>(1) A pregnant woman or a child is eligible if:</p> <ul style="list-style-type: none"> (i) the family’s income is equal to or below the poverty line; or, (ii) The family is eligible for or in the absence of childcare would be potentially eligible for public assistance; including TANF child only payments; or, (iii) The child is homeless as defined in part 1305; or (iv) The child is in foster care <p>(2) If the family does not meet a criterion under paragraph (c)(1) of this section, a program may enroll a child who would benefit from services, provided that these participants only make up to 10 percent of a program’s enrollment in accordance with paragraph (d) of this section.</p> <p>ACF-IM-HS-22-03 – The Administration for Children and Families (ACF) strives to ensure that programs minimize the burden on families seeking public assistance and to coordinate benefit programs in such a way that families who are eligible for one benefit program can more easily participate in other services for which they are eligible. ACF issues the Information memorandum (IM) to set forth its interpretation of the phrase “public assistance” in Sec. 645 of the Head Start Act to include the Supplemental Nutrition Assistance Program (SNAP).</p>
(B) Responsibility	Family Advocates

<p>(C) Procedure</p>	<p>The family advocate will assist the parent / guardian in completing the income verification document.</p> <p>If the family is eligible for or is receiving child care benefits or other benefits deemed TANF (including SSI and SNAP), the appropriate box will be marked on the income verification form.</p> <p>Each family will complete a residency document. This document outlines the parameters of the <i>McKinney Vento</i> definition of homeless. If the family indicates that they are homeless the appropriate box will be marked on the income verification form.</p> <p>During the application, if the parent / guardian indicate that the child is in foster care or an out of home placement based on court order, the Family Advocate will obtain a release of information to obtain the legal documentation to verify placement. In the event that the child's placement meets the definition of foster care, the appropriate box will be marked on the income verification for.</p> <p>It is the responsibility of the Family Advocate to help secure this documentation once the child is enrolled in the program.</p> <p>During the application process the parent / guardian must provide documentation to prove the family's income or lack thereof. Documentation accepted includes: tax forms, pay stubs, written statements from employers, self-employment disclosures for the relevant time period (12 months either immediately previous to the application date or the previous calendar year tax forms), SNAP eligibility confirmation and a copy of the family's SNAP card are sufficient.</p> <p>*Per federal guidance, COVID (pandemic) unemployment compensation / insurance and stimulus payments are not to be counted in income. Staff are to note unemployment on the income verification document and that it is NOT counted in income.</p> <p>If the family reports that a significant change has happened in the relevant time period, family advocates may calculate income based on <i>current circumstances</i>.</p> <p>The Family Advocate will calculate the family's total income. If the total income falls at or below the federal poverty guidelines the family is deemed eligible for services. If the family's income is above the federal poverty guidelines, the family can be considered for services but is deemed ineligible.</p> <p>The income verification form must be reviewed and signed by a parent / guardian, and staff member completing the form. The form is then reviewed for accuracy by the Family Engagement Services Manager and Director.</p>
----------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



March 6, 2023

Mercer County Head Start
585 East Livingston Street
Celina, Ohio 45822

Ms. Amy Esser
Executive Director

Re: Architectural / Engineering Services for Programming and Master Planning of your Proposed Mercer County Head Start Building

Dear Amy,

On behalf of Garmann Miller, thank you for the potential opportunity to serve Mercer County Head Start on programming and master planning of your proposed Head Start building project. In meeting with you on Thursday, February 23rd, Eric Baltzell, Jim Turissini, and I were able to get a preliminary understanding of what you are looking for with the programming and master planning of your proposed building project.

Garmann Miller is pleased to submit this proposal to you for architectural and engineering programming and master planning services.

SCOPE OF WORK

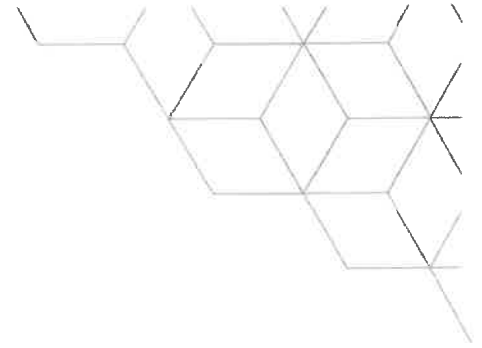
We recommend that this proposed Head Start building programming and master planning project be divided into three phases: Phase I – Visioning / Programming, Phase II – Preliminary Design, and Phase III – Implementation of Design:

Phase I – Visioning / Programming

Visioning / Programming – Garmann Miller will meet with you and various stakeholders to discuss and establish the goals and aspirations of the proposed building project. The vision for your project extends beyond the educational aspects to the aspiring goals of the community. Based on our meeting on February 23rd, we understand the

@ creategm.com

📍 Minster, OH | Columbus, OH | Indianapolis, IN



importance of this proposed building project serving not only the immediate needs today, but also serving the needs of the future. We will then develop a Program of Requirements (POR), delineating all the necessary spaces, and defining the required sizes of those spaces, in close coordination with you and the various stakeholders.

Phase II - Preliminary Design, and Preliminary Opinion of Probable Cost Budget

Preliminary Design – Garmann Miller will create a preliminary bubble diagram of the proposed building project necessary based on the design requirements. These bubble diagrams will provide spatial and general size needs, prioritize adjacencies between spaces, and help you conceptualize the overall design and function the proposed building project.

Our design team will also create preliminary site plans that incorporates the proposed building and that helps us evaluate its impact on the proposed and/or existing sites. We can assist you in evaluating various sites based on the needs of your overall program. We can utilize existing site surveys and/or aerial imagery to evaluate the existing site conditions. It would be beneficial for us to better understand the site conditions, infrastructure and grading that will impact the overall design of any proposed building.

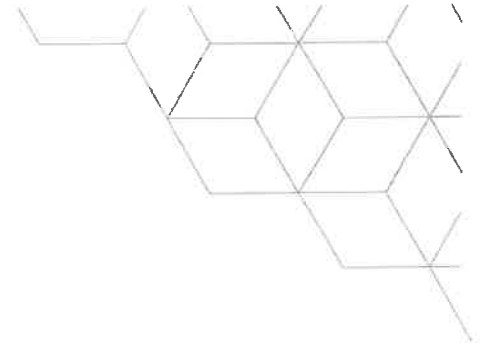
Opinion of Probable Cost Budget – Garmann Miller will create a preliminary opinion of probable cost budget for you to understand the associated hard and soft costs with the new building project.

Additional Services to consider in Phase II: To better assist you in your community engagement and/or fundraising efforts, we can provide 3-D animations, 3-D renderings, and Graphic Design services for your use in promoting the proposed building project.

Phase III – Implementation of Design

Final Design and Engineering - Based on the results of Phase I and Phase II, project funding is in place, and approval by you, Garmann Miller will complete the final design and engineering documents that are required for plan approval and bidding within the single-prime contractor or construction manager at risk project delivery method.

In most cases with our clients, the most important component to the success of a building project is Quality. Understanding this component, preparing technically sound, detailed, and clearly-communicated documents are extremely important for your



project's success. Based on our extensive experience across the State of Ohio and designing spaces that incorporate flexible environments, we believe the final product our team will provide you will exceed your expectations.

Bidding and Award – Depending on the project delivery method chosen, Garmann Miller can administer the bidding process for you. We can secure a printing service to distribute plans to prospective bidders. Also, we will answer contractor questions and prepare addendums during the bidding period. Garmann Miller will coordinate the bid opening with you, and we will prepare a recommendation to the Board of Education for award. Once you have approved the bid and the associated Contractor, Garmann Miller will develop the AIA contract agreement between you and the Contractor on your behalf.

Construction Administration – As an advocate for you, Garmann Miller can provide construction administration services that evaluate the progress and quality of the portion of the work completed, and to determine in general, if the work observed is being performed in a manner indicating that the work, when fully completed, will be in accordance with the criteria documents. Garmann Miller will review contractor certificates for payment, review changes in work and determine project substantial completion.

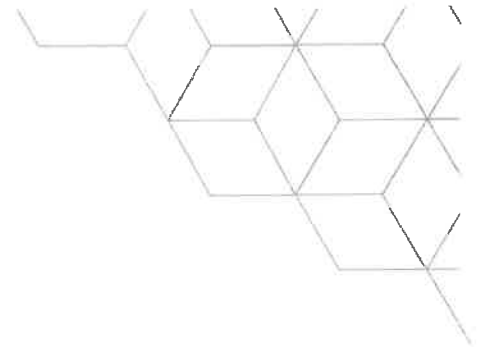
SCHEDULE

Garmann Miller will coordinate the schedule with you to align stakeholder milestones for the recommended Phase I programming and master planning study. We anticipate getting started on this project as soon as possible, as we have the capacity to complete the Phase I scope of work this spring (1 to 2 months). Depending on the number of site and building various in Phase II, we anticipate completing the Phase II scope of work this summer (2 to 3 months).

COMPENSATION

Phase I – Visioning / Programming: The cost of the preliminary programming will be a lump sum cost of \$3,000.00.

Phase II – Preliminary Design and Preliminary Opinion of Probable Cost Budget: The cost of the preliminary design and opinion of probable cost budget will be a lump sum cost of \$4,500.00.



If you would like 3-D renderings and/or animations of the proposed building project, we can provide examples of various options that we have provided for past projects for you to better evaluate and decide what you would need for your programming and master planning project.

In addition, we can also provide community engagement and/or fundraising services to you on an hourly basis per our hourly rate schedule if you would like. These community engagement and/or fundraising efforts include, but are not limited to graphic design, development of brochures and marketing material, website development, etc. beyond what is already included in the Phase I and Phase II scopes of work.

Phase III – Implementation of Design: Based on the scope of work and in compliance with AIA contract B104, our fee for services will be either a percentage of the construction cost or a negotiated lump sum contract based on the results of Phase I and Phase II. The fee structure can be determined at that time as we define more of the project details.

We look forward to working with you on this exciting programming and master planning project! If you have any questions or require any additional information, please contact me. If you find this proposal acceptable, we will then prepare a contract for your review and approval.

Respectfully,

A handwritten signature in black ink, appearing to read 'Matthew R. Hibner'.

Matthew R. Hibner AIA, LEED AP | Principal
(c) 419.305.2280



Mercer County Head Start Policies and Procedures

P/P Topic:	COVID-19 Mitigation Strategy	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	
Subpart:	D-Health Services	Last Reviewed Date:	
Section Title(s):	Safety Procedures	Implementation Responsibility:	HSM
Related Performance Standard(s):	1302.47(b)(9) 1302.40(b)	Monitoring Responsibility:	HSM

(A) Policy	<p>To comply with the ACF-PI-HS-23-01 Final Rule; Mercer County Head Start will maintain an evidence-based COVID-19 mitigation policy that is developed in consultation with the Health Services Advisory Committee (HSAC) as well as the local health district to help support safe in-person learning while reducing the spread of COVID-19. The evidence-based sources utilized are from the Center for Disease Control and Prevention (CDC), and the Ohio Department of Health (ODH).</p> <p>A program must establish and maintain a Health Services Advisory Committee that includes Head Start parents, professionals, and other volunteers from the community.</p>
(B) Responsibility	All Staff
(C) Procedure	<p>Current Standard Practices:</p> <ul style="list-style-type: none"> • If child becomes ill while at school, parent will be notified for pick-up. • Parents are encouraged to keep child(ren) home per guidelines in parent handbook. • Staff are encouraged to use masks when not feeling well and to follow same keep at home guidelines as for children. • Staff and visitors check in each day with a daily temperature. • Ventilation Air Filtration purifiers are to be used in classrooms, office spaces, and meeting/conference areas. • Cleaning and sanitizing schedules of classrooms spaces and items are utilized including the use of the ZONO machine. Sanitizing products are approved with the local health district to provide broad spectrum coverage including the killing of COVID-19. • Staff and children follow a vigorous hand hygiene routine of hand-washing and use of hand sanitizing wipes. • Staff are to self-monitor and report positive COVID-19 case to immediate supervisor and the HSM. • Staff who test positive or have been exposed follow guidelines set forth by the local health district. • Parents are encouraged to report positive or exposed cases to

	<p>HSM.</p> <ul style="list-style-type: none"> ● Children who are positive for COVID-19 or have been exposed follow the guidelines set forth by the local health district. ● All staff and student cases are reported to the local health district by the HSM. ● 2 or more positive children or staff cases in a classroom may result in the classroom being closed. ● Staff are encouraged to receive the COVID-19 vaccine. Currently the State of Ohio is an injunction status. <p>High Community Levels:</p> <ul style="list-style-type: none"> ● COVID-19 Health Check for children prior to entering the classroom. ● Visitors/volunteers will be restricted. ● Staff will resume mask-wearing and maintain 3-6 ft social distancing to include use of breakroom space, meetings/trainings. ● Children will be offered masks, but will not be forced to wear masks. ● Family Style Dining and toothbrushing will stop during high community spread. ● Classrooms will not be permitted to share communal spaces such as the gym or auditorium. ● Outdoor spaces to be utilized when possible for classroom time. ● Opening of classroom windows to increase fresh air circulation. ● Community meetings, parent-teacher conferences, home visits are to be conducted in outdoor areas or by ZOOM. ● Staff meetings to be conducted by ZOOM if unable to mask and maintain social distancing. ● Follow guidance of the local health district and ODH. ● HSM to keep in constant communication with the local health district during high community levels.

Reduction in Force Proposal

MCHS intends to reduce the transportation staff by (1) Driver and (1) Bus Aide.

Rationale: Over the past several years, MCHS has seen a decline in the number of students utilizing transportation services. Additionally, MCHS has encountered difficulty with the hiring of drivers. This trend has been seen statewide for bus drivers in public schools as well as in Head Start programs.

Cost savings: FY 23 Driver salary = \$10,684.48 + FY 23 Bus Aide salary = \$6,000.

Future planning for transportation services: PY 23 / 24 will have 1 bus transporting children in full day programming and 1 bus transporting children in part day programming.

Celina City Schools – Mercer County Head Start

Job Description

Phone: (419)268-0301 Fax: (419)268-0017 www.mercerheadstart.org

Job Title: Human Resources Manager	Supervisor: Executive Director
Starting Salary:	
Position Summary:	
<p>To ensure compliance with federal, state, local, and Head Start personnel requirements by developing, planning, coordinating, and maintaining all human resources procedures and documents and by advising all employees regarding personnel matters. Each child and all members of the child's family, both related and not related, will be treated with respect, and confidentiality will be maintained at all times by the person in this position.</p>	
Qualifications and Requirements:	
Education/Certifications:	
<ul style="list-style-type: none">• Bachelor Degree Business / Human Resources• Experience in supervision, human resources, and administration• Possess a valid Ohio Driver's License and liability insurance	
Knowledge/Skills:	
<ul style="list-style-type: none">• Principles and practices of personnel management.• Principles and practices of supervision.• Principles of Conscious Discipline (preferred)• Head Start Program Performance Standards (preferred)• Mandatory reporting requirements in suspected cases of child abuse and neglect.• Using a personal computer with various Microsoft Office software packages.• Perform the physical requirements of the job: sitting, keyboarding, writing, talking, listening, and seeing.• Perform the mental requirements of the job: interpreting, analyzing, coordinating, persuading / selling, and independent judgment.• Be physically capable of safely and appropriately lifting and managing preschool and special needs children.• Cope with stressful situations as related to preschool and special needs children.	
Employment Conditional upon Results of the Following:	
<ul style="list-style-type: none">• Complete and pass (5) background checks prescribed by ODJFS• Three Personal References• Successful Physical Capacities Examination and TB screening results.• Policy Council and Board of Education Approval	
Essential Job Responsibilities:	
<ul style="list-style-type: none">• Fully understand and implement the Mission Statement of Mercer County Head Start ensuring compliance with Head Start Performance Standards, and local and state licensing standards.• Responsible for implementation of agency policy and procedures, outcomes, reports, and other documentation.• Establish and oversee personnel records and reports (hard copy and electronic).• Ensures all evaluations are conducted in a timely manner.• Manages the talent acquisition process, which may include retirement, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with	

departmental managers to understand skills and competencies required for openings.

- Recruit and screen qualified applicants, to include in participating in interviews throughout the year.
- Ensure that lists are maintained of eligible qualified applicants for agency positions.
- Administer, interpret and explain established human resources related policies, procedures, regulations and fringe benefit plans to employees and applicants.
- Provides support and guidance to management and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Assist the fiscal department in answering payroll questions related to company policies, procedures, regulations and fringe benefit plans to employees and applicants.
- Complete all staff's New Employee orientation.
- Communicate annual and day to day changes of all CCS and MCHS benefits.
- Provide benefit deduction information to Fiscal / Payroll Clerk as new employees are enrolled.
- Supports the Treasurer's office with reports, documentation, and investigations related to Bureau of Workman's Compensation claims.
- Coordinate the scheduling of required trainings in the areas of health and safety in compliance with the Bureau of Workman's Compensation, OSHA, Head Start Program Performance Standards, Ohio Department of Education, and Ohio Administrative Code Childcare Center Rules.
- Oversee the tracking, planning and coordinating of all pre-service training programs.
- Supervise and oversee the work of the Head Start Secretary.
- Submits quarterly Human Resources status reports.
- Directs and oversee annual Dispute Resolution and Grievance Procedures.
- Give direction to Managers in counseling employees on any problems affecting the workplace.
- Actively seek and secure non-federal match contributions for the program as well as recruit volunteers for the program.
- Participate in the annual agency self-assessment and the Federal Review.
- Demonstrate on-going professionalism, work as a team, have a positive and professional attitude toward fellow staff and families by attending trainings (15 hours minimum, annually), workshops, conferences, and meetings as requested by supervisor and as necessary for successful implementation of program, and to meet requirements of Professional Development Plan
- Regular and prompt attendance to provide quality supportive services to children, families, and community partners
- Perform other duties as assigned by supervisor to ensure compliance with federal, state and local regulations.

The statements indicated on this job description describe the general purpose and responsibilities assigned to this job and are not an inclusive list of all responsibilities and duties that may be assigned or skills that may be required. All employees are expected to participate in ongoing professional development as indicated by changing roles and responsibilities.

Human Resources Manager Signature

Date

Executive Director Signature

Date