

Head Start Governing Board and Policy Council Monthly Report
September 28, 2015

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.

The first day for student service was September 8th, with an expectation that the program be at full enrollment on that day.

| Program Name | Funded Enrollment | Current Enrollment |
|----------------------------------|--------------------------|---------------------------|
| Head Start | 158 | 145 |
| Celina Preschool | 12 – grant funded | 12 |
| Celina Preschool Local funded | 22 | 18 |

At this time the program is significantly under enrolled. Recruitment efforts are underway to locate eligible children and complete the enrollment process. Recruitment efforts include: collaboration with WIC, DJFS,

Credit Card Expenditures: no charges July and August

Program Information:

Data Management Software System: The process of transitioning to new software system is underway.
<http://mycopa.com>

Audit Finding Response: See attached correspondence to Regional Office regarding reoccurring audit finding due to Ohio Adm. Code 117-2-03 (B) Requires the District to prepare its annual financial report in accordance with generally accepted accounting principles (GAAP) Celina City Schools prepares its financial statements for the fiscal year following the cash accounting basis.

See attached correspondence “ACF Overview of Findings” formal notification of non-compliance as a result of inappropriate release of a student from the bus On October 29, 2014. An onsite visit is planned with Michael Butler, Region V Program Specialist in the near future.

See attached correspondence Danya International Monitoring Review Schedule for 5-year grant. The onsite CLASS review is scheduled October 6th-8th.

See attached ACF-IM-HS-14-02 Federal Oversight, Project Periods; Five Year Grant Applications; Designation Renewal- this Memorandum provides clear details regarding the five year grant periods and monitoring processes.

See attached correspondence from the Ohio Head Start Association on behalf of the entire Head Start community in Ohio, in response to the Notice of Proposed Rule Making (NPRM) and the comprehensive update of Head Start and Early Head Start program performance standards.

Celina City Schools Head Start
6731 State Route 219
Celina, Ohio 45822

July 23, 2015

Nina Bassole
Grants Support Contractor – Booz Allen Hamilton
Office of Head Start – Region V
Administration for Children and Families
U.S. Department of Health and Human Services
233 North Michigan Avenue, Suite 400
Chicago, IL 60601

Re: Report Number A-05-27866

Recommendation Codes: 209922100 (page 47-48)

Ohio Adm. Code 117-2-03 (B) Requires the District to prepare its annual financial report in accordance with generally accepted accounting principles (GAAP) Celina City Schools prepares its financial statements for the fiscal year following the cash accounting basis. This is a comprehensive accounting basis other the generally accepted accounting principles. The accompanying financial statements omit assets, liabilities, fund equities, and disclosures that, while material, cannot be determined at this time. Pursuant to Ohio Revised Code Section 117.38 the School District may be fined and subject to various other administrative remedies for its failure to file the required financial report.

The School District meets the alternative requirements of financial reporting by the compilation, completion and filing of the OCBOA (other comprehensive basis of accounting). Celina City Schools believes the cost associated with generating and auditing the reports on the GAAP basis far outweigh any benefits the School District may obtain from its filing of a GAAP based report. At this time the District will not be implementing GAAP.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 8th Floor Portals Building, 1250 Maryland Ave. SW, Washington DC 20024 | acllc.ohs.acf.hhs.gov

To: Board Chairperson

Mrs. Connie Paulus
Board Chairperson
Celina City Schools
6731 State Route 219
Celina, OH 45822

From: Responsible HHS Official

Dr. Blanca Enriquez
Director, Office of Head Start

Blanca E. Enriquez 7/12/15
Date

Overview of Findings

On 5/21/2015, the Administration for Children and Families (ACF) conducted a monitoring review event for the Celina City Schools Head Start program. We wish to thank the governing body, Policy Council, staff, and parents of your programs for their cooperation and assistance during the review event. This Head Start Review Event Report has been issued to Mrs. Connie Paulus, Board Chairperson, as legal notice to your agency of the results of the on-site review event.

Based on the information gathered during this review event, your Head Start program was found to be out of compliance with one or more applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. The report provides you with detailed information in each area where program performance did not meet applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. Each area of noncompliance identified in this report should be corrected within 120 days following receipt of this report.

Please contact your ACF Regional Office with any questions or concerns you may have about this report.

Distribution of the Head Start Review Report

Copies of this report will be distributed to the following recipients:

Ms. Kay Willmoth, Regional Program Manager
Mrs. Debra Bontempt, Policy Council Chairperson
Mr. Jesse Steiner, Superintendent
Ms. Carol Schroyer, Head Start Director

Overview Information

| | |
|------------------------|----------------------------|
| Review Type: | <i>Other-Offsite</i> |
| Organization: | <i>Celina City Schools</i> |
| Program Type: | <i>Head Start</i> |
| Field Lead: | <i>Michael Butler</i> |
| Funded Enrollment HS: | <i>158</i> |
| Funded Enrollment EHS: | <i>N/A</i> |

Glossary

A glossary of terms has been included to explain the various terms used throughout this report.

| Term | Definition |
|--------------------------------|--|
| Compliance Measure (CM) | The specific statements that collectively assess the level of program performance for each Key Indicator, focusing on one or more Federal regulations critical to the delivery of quality services and the development of strong management systems. |
| Strength | A new and/or unique way of reaching the community. |
| Compliant | No findings. Meets requirements of Compliance Measure. |
| Concern | An area or areas of performance which need improvement or technical assistance. These items should be discussed with the Regional Office and do not include a timeframe for correction. |
| Noncompliance | A finding that indicates the agency is out of compliance with Federal requirements (including, but not limited to, the Head Start Act or one or more of the performance standards) in an area or areas of program performance, but does not constitute a deficiency. Noncompliances require a written timeline of correction and possible technical assistance (TA) or guidance from their program specialist, and if not corrected within the specified timeline, can become a deficiency. |
| Deficiency | <p>An area or areas of performance in which an Early Head Start or Head Start grantee agency is not in compliance with State or Federal requirements (including but not limited to, the Head Start Act or one or more of the regulations) and which involves:</p> <p>(A) A threat to the health, safety, or civil rights of children or staff;</p> <p>(B) A denial to parents of the exercise of their full roles and responsibilities related to program governance;</p> <p>(C) A failure to perform substantially the requirements related to Early Childhood Development and Health Services, Family and Community Partnerships, or Program Design and Management; or</p> <p>(D) The misuse of Head Start grant funds.</p> <p>(ii) The loss of legal status or financial viability, as defined in part 1302 of this title, loss of permits, debarment from receiving Federal grants or contracts or the improper use of Federal funds; or</p> <p>(iii) Any other violation of Federal or State requirements including, but not limited to, the Head Start Act or one or more of the performance standards of this title, and which the grantee has shown an unwillingness or inability to correct within the period specified by the responsible HHS official, of which the responsible HHS official has given the grantee written notice of pursuant to section 1304.61.</p> |

Summary of Findings

| Finding Type | Applicable Standards | Program Type | Grant | Timeframe | Status |
|--|----------------------|--------------|----------|-----------|---------------|
| Safe Learning Environments and Supervision | 1310.10(g) | HS | 05CH8467 | 120 days | Noncompliance |

New Area of Noncompliance Determination

| Finding | Status |
|--|--|
| <p>PART 1310 1310.10 General. (g) Each agency must ensure that children are only released to a parent or legal guardian, or other individual identified in writing by the parent or legal guardian. This regulation applies when children are not transported and are picked up from the classroom, as well as when they are dropped off by a vehicle. Agencies must maintain lists of the persons, including alternates in case of emergency, and up-to-date child rosters must be maintained at all times to ensure that no child is left behind, either at the classroom or on the vehicle at the end of the route.</p> | <p>Noncompliance 1310.10(g)</p> |

EnvHS (5/21/2015)

The grantee did not ensure children were released only to a parent or legal guardian or other individual identified in writing by the parent or legal guardian. A review of an Incident Report submitted to the Regional Office November 3, 2014 found the Head Start Director reported a bus aide released a 3-year-old child without ensuring the adult to whom the child was released was authorized.

On October 29, 2014, a child was released from a bus without ensuring the adult to whom the child was released was a parent or legal guardian or other individual identified in writing by the parent or legal guardian. The child was released with other children at a central bus stop. While other children were met by and released to authorized adults, the child in question was released without an adult present to receive him. The child was alone for approximately 5 minutes, at which time a neighbor noticed him attempting to enter his apartment alone.

A review of the grantee's Incident Report found on the day of the incident, the child's mother arranged to have his aunt meet him at the bus stop; however, the aunt was running late and missed the arrival and departure of the bus. Instead of returning the child to the center as required by agency policies and procedures, the bus aide released him from the bus without a receiver present and with no supervision. The child's neighbor noticed he was alone and notified apartment management staff, who in turn attempted to contact the child's family members.

A review of the grantee's Transportation Policy found it stated: "If a designated adult is not available to meet the child at the bus, the driver will: Wait one (1) minute, then radio into the office to inform the transportation secretary that the route will be resumed with the child on the bus."

The policy further stated: "Office staff will continue to attempt to contact an identified release person for the child. When contact is made, the secretary will inform the release person when to pick the child up at the bus garage unless other arrangements can be made."

Finally, the policy stated: "AT NO TIME WILL A CHILD BE RELEASED TO ANYONE OTHER THAN THE DESIGNATED ADULT WITHOUT EITHER WRITTEN OR VERBAL CONSENT FROM THE PARENT/GUARDIAN."

On the day of the incident, the bus driver and bus aide did not follow established policies and procedures. An investigation and a review of the policies resulted in the resignation of both staff. The grantee notified the child's mother, the Regional Office, the Board of Education, and the District Superintendent the day the incident occurred.

The grantee did not ensure children were released only to a parent or legal guardian or other individual identified in writing by the parent or legal guardian; therefore, it was not in compliance with the regulation.

Timeframe for correction: 120 days

— END OF REPORT —

August 14, 2015

TO: BOARD CHAIRPERSON

Mrs. Connie Paulus
 Celina City Schools / 05CH8467
 Celina City Schools/Mercer County Head Start
 6731 State Route 219
 Celina, OH 45822

Dear Mrs. Paulus,

Congratulations on receiving your 5-year grant last year and welcome to the Office of Head Start (OHS) Aligned Monitoring System! Danya International, Inc., the OHS Monitoring Support contractor, has been charged to oversee the monitoring of your program over your 5-year cycle. Based on the criteria outlined in the Aligned Monitoring System, your program has been placed on the Comprehensive Monitoring Path.

Your Assigned Monitoring Event Coordinator, **Camille Pratt**, will be your partner and primary point of contact throughout your 5-year cycle and can be reached at Cpratt@danya.com.

Monitoring Review Schedule

Based on your 5-year grant start date, the Comprehensive monitoring schedule for your program is indicated below. Please be mindful of the following: (1) Early Head Start programs will not receive a CLASS® review event; (2) If multiple review events (or topic) fall within the same fiscal year, each review event will be scheduled during different weeks; and (3) After the completion of each review event you will receive a report of the review results.

Monitoring Review Schedule for 05CH8467*

| | |
|---------|--|
| FY 2016 | Environmental Health & Safety CLASS® Comprehensive Services and School Readiness |
| FY 2017 | Fiscal Integrity/ERSEA Leadership, Governance, Management Systems |
| FY 2018 | Evaluation & Determination |

*The proposed schedule is subject to change at the discretion of the Office of Head Start.

45-Day Notice

Forty-five days prior to each review event (unless the event is unannounced), Danya International will send you written notification of the review dates. The dates are selected based on the weeks you provided in your Availability Calendar, therefore please be sure to keep your calendar up-to-date by sending any changes to your program availability to OHSMonitoring2016@danya.com.

HSES Data

The OHS monitoring system uses the information you upload into the Head Start Enterprise System (HSES) for centers, classes, groups, and program options to develop accurate samples and planning for many of the monitoring events. It is critical that you accurately report and update all of your information in HSES. As a reminder, enter each class or group once in HSES.

If you need technical assistance, please contact the HSES Help Desk at help@hsesinfo.org or call (toll-free) 1-866-771-4737, Monday-Friday, 8:00 a.m.-7:00 p.m. EST, except weekends and Federal holidays.

Pre-Review Documents

Pre-review documents are required prior to your onsite visit and will be requested in the 45-Day Notice.

Additional Resources

The Office of Head Start has provided a resource for grantees to better understand the Aligned Monitoring System. Please visit the Virtual Expo:
<https://vts.inxpo.com/Launch/Event.htm?ShowKey=21103>

Additional materials on the Aligned Monitoring System can be found at:
<http://eclkc.ohs.acf.hhs.gov/hslc/grants/monitoring>

Please feel free to contact Danya International with questions or comments at OHSMonitoring2016@Danya.com or (800) 518-1932 (Option 2).

The Office of Head Start looks forward to visiting your program during your 5-year grant cycle.

cc: Ms. Carol Schroyer

| | | |
|---|--|-------------------------------------|
| ACF Administration For Children and Families | U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES | |
| | 1. Log No. ACF-IM-HS-14-02 | 2. Issuance Date: 03/19/2014 |
| | 3. Originating Office: Office of Head Start | |
| | 4. Key Words: Federal Oversight; Project Periods; Five Year Grant Applications; Designation Renewal | |

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: Federal Oversight of Five Year Head Start Grants

INFORMATION

The Office of Head Start (OHS) is transitioning grants to provide Head Start and Early Head Start services from indefinite project periods to five year project periods in accordance with Section 641 of the Improving Head Start for School Readiness Act of 2007.

Information Memorandum (IM) ACF-IM-HS-13-02 described changes to funding practices and provided guidance on key elements of the five year award and post-award conditions. The purpose of this IM is to provide more detailed information on the system of federal oversight to assess performance, compliance, continuous improvement, and progress of grantees during the five year project period.

Federal oversight involves the review and analysis of data, program services, and management systems to ensure grantees establish and implement:

- Program goals, including goals for school readiness;
- Effective management systems, including data management and analysis, ongoing monitoring, and fiscal oversight; and
- Methods to assess progress on anticipated outcomes for children, families, and the community throughout the five year project period.

The implementation of this system of oversight includes ongoing communication and joint analysis of the grantee's plans and progress, and effective provision of targeted training and technical assistance (T/TA) and other supports. Key elements include:

- Five year grant applications
- Effective governance and leadership
- Program goals, activities, progress, and impacts, including school readiness and family engagement
- Program data and continuous quality improvement
- Program communication
- Training and technical assistance

The success of the five year oversight approach depends on the active involvement of grantees; Office of Head Start regional and central offices, including program and grants staff, and T/TA partners.

Five Year Grant Application

The baseline, initial grant application establishes the foundation for the Head Start and Early Head Start programs in providing high-quality, comprehensive services to children and families. The intent of the baseline grant application is to provide a comprehensive description of the program design and plan each grantee intends to implement within its community. The baseline application also specifies the measurable impacts on children, families, and the community the grantee expects to achieve throughout the five year project period.

All grantees entering into a five year project period are expected to establish program goals, including goals for school readiness and fiscal operations; describe governance, organizational, and management structures and systems, including those for ongoing oversight; project anticipated impacts and outcomes for children, families, and the community as a whole; and define measures of program, child, and family progress throughout the five year project period.

Grantees are expected to measure and report progress on achieving the long-range goals, objectives, and impacts in each continuation application, including changes when applicable. The application criteria will be available in the Head Start Enterprise System (HSES).

Effective Governance and Leadership

Effective governance and leadership are key elements of program quality and risk mitigation. These elements are evidenced in governing bodies that are engaged in and knowledgeable of the

program's services and operations, make well-informed decisions for the program, and exercise their legal and fiscal responsibilities.

Federal staff priority will be to engage each grantee's governing body through site visits to programs, including meeting with members of the agency's governing body and Policy Council, and to understand oversight procedures, assess management systems, and discuss fiscal procedures and internal controls.

Program Goals, Activities, Progress, and Impacts, Including School Readiness and Family Engagement

Grantees are required to develop long-range program goals and short-term program and financial objectives that provide the foundation and resources to support the grantee's establishment and implementation of their school readiness goals. Attainment of all of these goals will ensure high-quality, comprehensive services for children and families. Grantee's tracking and ongoing assessment of progress made towards meeting goals are integral to their annual planning process over the five year period in order to measure and report their impact on children, families, and the community.

Throughout the five year project period, federal staff will maintain ongoing oversight of the grantee's establishment and implementation of school readiness goals, including the collection, aggregation, and analysis of child assessment and related data (e.g., teacher-child interaction, professional development, environment, curriculum fidelity); progress toward achieving these goals; and ensuring that the implementation of responsive program improvements occur.

In addition, grantees are required to track progress on established parent, family, and community engagement goals.

Federal staff will use information from ongoing communications with grantees and other data sources, such as grant applications and reports, to stay abreast of the grantee's progress in achieving its goals.

Program Data and Continuous Quality Improvement

Program-level data provides a platform for determining national, regional, state, and grantee performance; informing policy; establishing priorities; and coordinating efforts to support grantees. Ongoing analysis of available data sources by federal staff provides critical information on grantee progress, success, and risk. Federal staff, T/TA partners, and grantees are responsible for utilizing available data to ensure continuous delivery of high-quality services and progress towards program goals.

Program Communication

The purpose of ongoing program communication is to build and strengthen relationships among and across agency leaders, staff, and parents, and to gain greater insights into how the program operates. Ongoing communication between federal staff and grantees is also critical. Intentional planning between grantees and federal staff will ensure that accurate and relevant information is shared. Federal staff, to the extent possible, will conduct annual visits to hear firsthand from leadership, staff, and families about the program, and federal staff will also maintain, at a minimum, monthly contacts with each grantee.

Training and Technical Assistance

Grantees are expected to provide high-quality, comprehensive services to children and families that result in children's readiness for school. Grantees are encouraged to make effective use of the three components of the T/TA system. Each Head Start grantee receives funds for direct T/TA. These funds are complemented by the state-based T/TA system of early childhood education specialists, grantee specialists, and the National T/TA Centers. Refer to <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system> for a more detailed understanding of available T/TA resources.

There is growing recognition of the critical role early childhood education plays in setting the stage for children's success in school and in life. The five year system of oversight and communication focuses on ensuring the services delivered by Head Start and Early Head Start grantees are of high-quality and comprehensive and allow Head Start to accomplish its mission.

Please direct questions to your OHS Regional Office.

/ Ann Linehan /

Ann Linehan
Acting Director
Office of Head Start