

Head Start Monthly Report May 2018

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:

Credit Card: \$1,922.39

4/9/18	Dune Park	\$17.00	Esser & Kessler
4/9/18	Taxi	\$9.25	Esser & Kessler
4/9/18	Shell	\$34.22	Gas - Van
4/11/18	Doubletree	\$128.08	Shannon - Parent Ambassador
4/12/18	Millennium Station	\$17.00	Esser & Kessler
4/12/18	The James	\$595.23	Esser
4/12/18	The James	\$595.23	Kessler
4/12/18	Doubletree	\$128.08	Stammen
4/12/18	Doubletree	\$151.58*	Shannon - Parent Ambassador
4/12/18	Doubletree	\$128.08	Stephenson
4/13/18	American Red Cross	\$109.64	Parent Engagement

*Cost of room differs because reserved blocking prices was no longer available at the time of reservation.

B. Program Information Summary

April is a month full of celebrations of children. The NAEYC designates a week each April as the Week of the Young Child. During that week, Mercer County Head Start classrooms engage in a wide variety of activities to celebrate their profession and the children they serve. The Director met with ESC staff to discuss referrals and transitions. All the Head Teachers attended the OAEYC conference at Kalahari Resort in Sandusky. The Director and Family Engagement Services Manager attended the PFCE Institute in Chicago sponsored by the Office of Head Start. Mercer County Head Start conducted the ECE Task Force meeting and No Wrong Door Committee meeting. The management team reviewed PIR and noted discrepancies in reporting to be corrected. Mercer County Head Start staff attended ALICE training with Celina City Schools.

Education –Kindergarten age – eligible children and their families participated in various transition activities throughout the month. Head Start teachers met with Celina city School teachers to discuss children transitioning to public education in the fall.

Mental Health –Mental Health services were provided to a family during the month of April.

Disabilities – 29 current IEPs. During meeting with ESC, Head Start director explained that the Head Start program enrolls year-round and that referrals for concerns or possible delays will continue as children are enrolled.

Health –see attached report

ERSEA – So far this year we have served 168 children in the Head Start program. For program year 18/19, we have accepted 74 children.

Family Engagement –Staff participated in Head Start recruitment day, canvassing the county ensuring families were aware of Head Start services.

C. Enrollment / Attendance

148 children are currently enrolled.

Enrollment by Program Option:

Half Day PY Head Start	118
Full Day School Year Ed Complex	20
Full Day School Year Rockford	18
ECE – State – funded (CPPS)	13

Attendance by Program Option:

Half Day PY Head Start	83.96%
Full Day School Year Ed Complex	93.75%
Full Day School Year Rockford	88%
CPPS	94%

D. CACFP report – CACFP claimed meals

Month Served	April 2018
Total Days Attendance	Rockford - 17, Part Day programming - 16 Ed Complex Full day Programming - 20

Total Breakfast	1302
Total Lunches	2259
Total Snacks	1452
Total Meals	5013

E. Self-Assessment

- Completed March 2018

F. Community Assessment

- Completed December 2017

G. Communication and guidance from the Secretary

PI - Additional Funding Available - ACF - PI - HS - 18-03

Attachments to report:

Required Health Screening Report

Approvals Needed

COLA funding - Permission to apply for the 2.6% COLA grant available through the Office of Head Start (See PI)

Increase in rent expenditure at New Horizons Church (MOU attached)

Respectfully submitted,

Amy Esser
Executive Director

HEAD START - 2018 GRANT

REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,393,105.00	-	1,393,105.00	428,000.00	965,105.00
CACFP Revenue	-	88,230.00	88,230.00	36,144.72	52,085.28
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	1,393,105.00	88,230.00	1,481,335.00	464,144.72	1,017,190.28

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE	ANTICIPATED ACCRUAL
Salary	648,869.00	50,400.00	699,269.00	230,955.75	-	468,313.25	
Fringe Benefits	441,333.00	9,100.00	450,433.00	151,765.37	350.00	298,317.63	
Programming	175,256.00	4,230.00	179,486.00	33,390.09	12,810.56	133,285.35	
Supplies	97,090.00	24,500.00	121,590.00	35,377.71	15,657.29	70,555.00	
Capital Outlay	-	-	-	-	-	-	
Other Expenditures	10,325.00	-	10,325.00	-	-	10,325.00	
PA22 subtotal	1,372,873.00	88,230.00	1,461,103.00	451,488.92	28,817.85	980,796.23	
Training & Technical Services							
Training & technical serv (job code 400)	10,480.00	-	10,480.00	5,496.00	4,309.00	675.00	
Staff out of town travel	8,752.00	-	8,752.00	4,026.83	3,933.68	791.49	
Subtotal Purch Service	19,232.00	-	19,232.00	9,522.83	8,242.68	1,466.49	
Training & Tech Supplies	1,000.00	-	1,000.00	137.07	86.26	776.67	
Subtotal Supplies	1,000.00	-	1,000.00	137.07	86.26	776.67	
T&TA -PA20	20,232.00	-	20,232.00	9,659.90	8,328.94	2,243.16	
Return of Board Advance	-	-	-	-	-	-	
TOTALS	1,393,105.00	88,230.00	1,481,335.00	461,148.82	37,146.79	983,039.39	

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

2,995.90

ACCOUNT ACTIVITY (CONTINUED)

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
04/06	POWELL COMPANY LTD LIMA OH	3,388.28
04/11	OED EDUCATOR LICENSURE 614-644-2636 OH	100.00
04/11	OED EDUCATOR LICENSURE 614-644-2636 OH	100.00
04/11	OED EDUCATOR LICENSURE 614-644-2636 OH	100.00
04/11	OED EDUCATOR LICENSURE 614-644-2636 OH	100.00
04/12	TRANSPORTATION ACCESSORIE 740-9672522 OH	391.32
04/13	IN *TEACHSTONE TRAINING L 434-2933909 VA	100.00
04/17	WPS 800-648-8857 CA CONNIE ROSE TRANSACTIONS THIS CYCLE (CARD 0944) \$20,337.43	302.50
03/19	SUBWAY 03062031 CELINA OH	38.00
04/18	WAL-MART #1433 CELINA OH KENNETH SCHMIESING TRANSACTIONS THIS CYCLE (CARD 0969) \$55.50	17.50
04/09	DUNE PARK STATION CHESTERTON IN	17.00
04/09	TAXI SVC CHICAGO CHICAGO IL	9.25
04/09	SHELL OIL 57446374704 FORT WAYNE IN	34.22
04/11	DOUBLETREE BY HILTON C/W COLUMBUS OH	128.08
04/12	MILLENNIUM STATION TER CHICAGO IL	17.00
04/12	TAXI SVC NEW ORLEANS LONG ISLAND C NY	9.00
04/12	THE JAMES CHICAGO CHICAGO IL	595.23
04/12	THE JAMES CHICAGO CHICAGO IL	595.23
04/12	DOUBLETREE BY HILTON C/W COLUMBUS OH	128.08
04/12	DOUBLETREE BY HILTON C/W COLUMBUS OH	151.58
04/12	DOUBLETREE BY HILTON C/W COLUMBUS OH	128.08
04/13	AMERICAN RED CROSS 800-733-2767 DC AMY ESSER TRANSACTIONS THIS CYCLE (CARD 0977) \$1,922.39	109.64

1,922.39
Head Start

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	14.74%(v)(d)	-0-	-0-
CASH ADVANCES			
Cash Advances	20.74%(v)(d)	-0-	-0-
BALANCE TRANSFERS			
Balance Transfer	14.74%(v)(d)	-0-	-0-

(v) = Variable Rate

(d) = Daily Balance Method (including new transactions)

(a) = Average Daily Balance Method (including new transactions)

31 Days in Billing Period

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.

March

In-Kind	Hours	Amount per hour	Total
Support Personnel			
District Superintendent-\$8166 per year			\$680.50
Treasure's Office -3 employees/\$14,753 year			\$1,229.42
Speech Therapist-\$58,070 per year			\$4,839.17
Technology Support-\$10,537 per year			\$878.08
PT/OT		\$62.20	\$0.00
PT/OT Assistant		\$40.50	\$0.00
ELL	9	\$27.84	\$250.56
Beth Smalley	30.25	\$51.00	\$1,542.75
		Sub Total	\$9,420.48

Building Usage			
Utilities-\$17,136 year			\$1,428.00
Custodian-\$67,094per year			\$5,591.17
Maintenance-\$13,575 year			\$1,131.25
		Sub Total	\$8,150.42

Volunteer			
Cafeteria Assistants	107.5	\$10.97 \$	1,179.28
Tri Star Volunteers	75.75	\$16.40	\$1,242.30
Librarian	2	\$19.75	\$39.50
College Interns	71.75	\$16.40	\$1,176.70
At Home Activities	66.25	\$16.40	\$1,086.50
Community Partners	1.75	\$16.40	\$28.70
		Sub Total	\$ 4,752.98

Goods & Services			
CJ Highmarks for PC-20% discount			\$15.30
rug and helping buddie donation			\$249.95
Parent Classroom Volunteer/POP's	5	\$16.40	\$82.00
Policy Council / HSAC	18	36.19	\$651.42
		Sub Total	\$998.67

Mileage			
	Total Miles	Amount Per Mile	
PC members		0.545 \$	-

Total This Month **\$23,322.55**
 In-Kind Needed Each Month:
 \$26,804.75

Annual required inkind \$321,657.00
 Inkind needed to date \$228,608.97

Agency: Mercer County Head Start

Site: All

Currently Enrolled= 145

406 - EPSDT status Report

	Up-To-Date	Not Up-To-Date
Dental	<u>132</u>	<u>13</u>
Growth Assessment	<u>145</u>	<u>0</u>
HCT or HGB	<u>132</u>	<u>13</u>
Hearing	<u>136</u>	<u>9</u>
Lead Screening (Mandated)	<u>126</u>	<u>19</u>
Vision	<u>145</u>	<u>0</u>

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

Up-To-Date	126	Not Up-To-Date	19
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Memorandum of Understanding Between
Celina City Schools Head Start
And
New Horizons Community Church

Celina City Schools Head Start (CCSHS) and New Horizons Community Church (NHCC) will collaborate to positively impact children and families within the community through sponsoring a Head Start classroom on site. CCSHS program administration and NHCC Board will collaborate to assure ongoing success of the program site. This agreement will guide this collaboration. All areas of collaborating will be in accordance with local, state, and federal policies.

Celina City School Head Start (CCSHS) and New Horizons Community Church (NHCC) agree to the following:

- Cooperate in planning, implementing, monitoring, and evaluating the provisions of services under this agreement.
- CCSHS will have access to space as defined in the fellowship hall, kitchen, and lavatories. Classroom will remain set-up Monday through Wednesday. Classroom furnishings will be organized and stored neatly in the fellowship hall in support of NHCC evening activities. Classroom furnishings will be organized and stores Friday through Monday morning.
- Celina City Schools Head Start will compensate New Horizon Community Church for expenses incurred as a result of securing inspections required for Ohio Department of Education licensure, such as Fire and Health Department.
- Celina City Schools will pay building usage fee in the amount of \$6000 for the nine month (38 weeks beginning last week of August, 2018 and ending on May 17, 2019).
- Celina City Schools Head Start will provide New Horizons Community Church with a program calendar complete with classroom times.
- Celina City Schools Head Start will make two payments of \$3000 each. The first payment will be made on November 30, 2018, and the second payment June 1, 2019.
- Celina City Schools Head Start will compensate New Horizons Community Church for custodial expenses at the rate of \$12.00 per hour / 1.5 hours per day.
- New Horizons Community Church will notify Celina City Schools Administrative staff of any scheduling conflicts with the space designated as Head Start classroom space.
- Celina City Schools program staff will provide (upon request) programming reports to NHCC Board. Reports will include at a minimum enrollment / attendance, meals served, program highlights, any specific strength or area of concern, and additional items as identified / requested.
- New Horizons Community Church will support the Head Start program through recruitment activities in the community.
- Celina City Schools Head Start Administration will remain in regular contact with the New Horizons Community Church Administration through meetings and email correspondence.

This agreement will be reviewed annually or at the request of either party.

Amy J. Esser Director, CCS Head Start

Date

Pastor Dave Souers New Horizons Community Church

Date

FY 2018 Head Start Funding Increase

 eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-18-03

Invalid Date

Instruction:

President Trump signed Public Law 115-141, the Consolidated Appropriations Act, 2018, on March 23, 2018. Included is \$9,863,095,000 for programs under the Head Start Act, an increase of \$610 million over the fiscal year (FY) 2017 funding level.

Of this increase, \$216 million provides grantees a 2.6 percent cost-of-living adjustment (COLA), \$260 million to support grantees increasing their hours of program operations, and \$115 million for Early Head Start-Child Care Partnerships (EHS-CCP) and Early Head Start (EHS) Expansion, which includes a 2.6 percent COLA (cost-of-living adjustment) for existing EHS-CCP (Early Head Start-Child Care Partnerships) and EHS (Early Head Start) Expansion grantees. Information will be provided in the coming weeks about how to apply for these funds.

This Program Instruction provides information about the COLA (cost-of-living adjustment) funds that are available to grantees in FY (fiscal year) 2018 and describes the requirements for applying for these funds.

All Head Start and Early Head Start grantees, and Early Head Start-Child Care Partnerships/Expansion grantees, and grantees subject to competition for continued funding through the Designation Renewal System are eligible to receive the COLA (cost-of-living adjustment).

State Collaboration grants are not eligible for the COLA (cost-of-living adjustment) due to the statutory cap on their funding in the Head Start Act.

FY (fiscal year) 2018 COLA (cost-of-living adjustment)

Each grantee may apply for a COLA (cost-of-living adjustment) increase of 2.6 percent of the FY (fiscal year) 2017 base funding level. Base funding excludes training and technical assistance funds, and any one-time funding grantees may have received in FY (fiscal year) 2017. COLA (cost-of-living adjustment) funds are to be used to increase staff salaries and fringe benefits and to pay for higher operating costs.

Programs that use COLA (cost-of-living adjustment) funds to increase staff salaries must increase the hourly rate of pay and permanently increase the Head Start pay scale rather than only increase the salaries of current employees.

Sections 653 and 640(j) of the Head Start Act provide further guidance on the uses and limitations of the COLA (cost-of-living adjustment) funds. Section 653 of the Act restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. Section

653 also prohibits any Head Start employee from being compensated at a rate higher than that of an Executive Schedule Level II position, including employees being paid through indirect costs. Section 640(j) of the Act requires that the compensation of Head Start employees must be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services.

Any grantee proposing differential COLA (cost-of-living adjustment) increases to staff, delegates, or partners must justify its rationale in its budget narrative.

As specified in Personnel Policies, 45 CFR § 1302.90, each grantee is required to establish written personnel policies and procedures that are approved by the governing body and Policy Council or policy committee and that are available to all staff. Review your personnel policies and procedures since they may contain information relevant to this COLA (cost-of-living adjustment).

Funds may also be used to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel and maintenance, supplies, and equipment.

Application Requirements

Grantees are required to request COLA (cost-of-living adjustment) funds through a grant application. Your Regional Office will provide a Funding Guidance Letter specifying the amount of funds available to your agency. Grantees whose annual applications have been submitted may request their applications be returned to add the COLA (cost-of-living adjustment).

Grantees must submit their application in the Head Start Enterprise System (HSES).

Grantees encountering program improvement needs should contact their Regional Office and submit supplemental applications throughout the year as needs emerge. Requests are addressed by priority and subject to availability of funds.

Please direct any questions regarding this Program Instruction to your Regional Office. Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start

Recruitment Plan Update

May 2018

Recruitment for PY 18/19 began several months ago. Mercer County Head Start utilizes the local newspaper, *The Daily Standard*, to provide articles to the community at large about the events happening at Mercer County Head Start and the impact the program has on children and families. In addition to articles, Mercer County Head Start utilizes the local periodical for advertising and promotion of the program.

Flyers and yard signs have been posted throughout the community. Last year, the program purchased billboard space to advertise and found that it was not productive. Pull-tab flyers appear to be the most commonly requested promotional item.

Staff have attended various community events. These include Healthy Kids Day, Mercer County Health Fair, and community picnics and festivals. Each summer Celina's Lakefest draws huge crowds. Last year staff and parents rode the Head Start bus in the parade. We plan to participate in the parade again this year.

The administrative team reviewed the program's website and Facebook page and found both entities to be outdated and not helpful when searching for information about the program. As a result, the Head Start Secretary has been working with Celina City School's technology staff to make the website more useful and keep Facebook posts up to date.

To date, Mercer County Head Start has accepted 74 children to attend in Program Year 18/19. Our Program Specialist from the Regional Office in Chicago was steadfast in instructing the program to be at full enrollment for the beginning of the year. As a result, the Director and administrative team had to reevaluate future plans for collaborations.

Word of mouth remains a primary source of referrals. Partnered with an updated Facebook page and connections between families and community service providers, we believe we will reach full enrollment for Program Year 18/19.