

Head Start Monthly Report October 2020

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: \$2443.89

9/14/20	\$29.99	Adobe Stock	Annual Report
9/15/20	\$499	OAEYC	A. Esser
9/17/20	\$1715	4U	supply
9/21/20	\$199.90	ZOOM	technology

B. Program Information Summary

Full-day programming began 9/1/20. One classroom transitioned to virtual on 9/3/20 and the remaining full-day classrooms at Ed Complex transitioned to virtual beginning 9/4/20 related to COVID. One classroom was closed due to quarantine. Part-day classrooms began the school year 9/8/20 in a virtual mode. Rockford provided in-person services throughout. Ed Complex returned to in-person services 9/14/20.

The Director submitted 4 serious incident reports to OCLQS as prescribed by regulation as (4) staff tested positive for COVID.

The Director submitted a Funding Request for Early Head Start programming on September 21. Per the FOA, a response should be indicated in December 2020.

The Office of Head Start provided webinars on the updates to the new Designated Renewal System guidance specifically addressing CLASS, Deficiencies, and Fiscal concerns. Also, the Office of Head Start released information regarding the new federal monitoring tools.

Services to children enrolled in the program continue to take place as prescribed by the HSPPS.

The Office of Head Start released information regarding the continued payment of staff after September 30th as related to COVID operations (see attached).

Director continues to participate in weekly meetings with OHSAI and other Head Start Directors across the state.

The Rockford class won the highest attendance award for the month of September.

The Administrative team met to discuss the possibility of adding more students to classrooms as allowed by ODE / ODJFS and Governor's orders. Under the current circumstances, the Admin team has decided to wait until after the holidays to see the status of the county and designation under the Governor's system.

Education – Education staff are creating and implementing virtual learning for children.
Social Services – All parent engagement activities are planned to be virtual. Policy Council elections are under way.

Health – see attached report

Mental Health – 9 referrals have been made to the MHC for children in the program.

Disabilities – 15 children on IEPs are currently being served

C. Enrollment / Attendance

Cumulative enrollment reported is 101

Enrollment by Program Option:

Half Day PY Head Start	60
Full Day School Year Ed Complex	15
Virtual Ed Complex	14
Full Day School Year Rockford	7
Virtual Rockford	1

Attendance by Program Option:

Half Day PY Head Start	86.52
Full Day School Year Ed Complex	94.12
Virtual Ed Complex	100
Full Day School Year Rockford	98.99

Virtual Rockford	93.75
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D. CACFP report – CACFP claimed meals

Month Served	September 2020
Total Days Attendance	Rockford - 15 Part Day programming - 14 Ed Complex Full day Programming - 17
Total Breakfast	544 / 308*
Total Lunches	838 / 308*
Total Snacks	565
Total Meals	1924*

Meals are served to our virtual families, indicated with asterisk. Total includes virtual meals.

- E. Financial Audit – 2019 Completed, 2020 underway**
- F. Annual Self-Assessment**
 - Completed May 2020
- G. Community Assessment**
 - Completed
- H. Communication and guidance from the Secretary**
 - PIs, IMs

***Director is requesting the transfer of allocated funds from the Training & Technical 419 line item to the Training Supply line item.**

Attachments to report:
Health Statistics Report

Respectfully submitted,

Amy Esser
Executive Director

HEAD START - 2020 GRANT

		REVENUE					EXPENSES					
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Federal Revenue	2,064,317.00	-	2,064,317.00	1,344,500.00	719,817.00	947,636.00	20,505.00	968,141.00	722,601.96	245,539.04	-	245,539.04
CACFP Revenue	-	41,583.00	41,583.00	36,203.15	3,379.85	708,774.00	-	708,774.00	469,433.66	240,340.34	3,319.46	237,020.88
Other Local	-	-	-	-	-	160,226.00	793.00	161,019.00	85,564.76	75,454.24	66,560.12	8,894.12
Refund prior year exp	-	-	-	1,500.00	(1,500.00)	196,943.00	29,903.00	226,846.00	86,363.85	140,482.15	69,699.02	70,783.13
Board advance	-	-	-	-	-	9,476.00	-	9,476.00	4,570.00	4,906.00	-	4,906.00
Total	2,064,317.00	41,583.00	2,105,900.00	1,384,203.15	721,696.85	2,023,055.00	51,201.00	2,074,256.00	1,367,534.23	706,721.77	139,578.60	567,143.17
Salary	-	-	-	-	-	19,232.00	-	19,232.00	12,230.50	7,001.50	-	7,001.50
Fringe Benefits	-	-	-	-	-	22,030.00	-	22,030.00	3,292.93	18,737.07	630.00	18,107.07
Programming	-	-	-	-	-	41,262.00	-	41,262.00	15,523.43	25,738.57	630.00	25,108.57
Staff out of town travel	-	-	-	-	-	-	-	-	960.93	(960.93)	141.50	(1,102.43)
Subtotal Purch Service	-	-	-	-	-	-	-	-	960.93	(960.93)	141.50	(1,102.43)
Training & Technical Services	-	-	-	-	-	41,262.00	-	41,262.00	16,484.36	24,777.64	771.50	24,006.14
Training & technical serv (job code 400)	419	-	-	-	-	-	-	-	-	-	-	-
Staff out of town travel	439	-	-	-	-	-	-	-	-	-	-	-
Subtotal Supplies	-	-	-	-	-	-	-	-	-	-	-	-
T&TA -PA20	-	-	-	-	-	-	-	-	-	-	-	-
Return of Board Advance	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	2,064,317.00	51,201.00	2,115,518.00	1,384,018.59	731,499.41	140,350.10	591,149.31	184.56				

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

184.56

439 Early Childhood							
439-9921	Salaries 100	Fringes 200	Purchased Services 400	Supplies 500	Capital Outlay 600	Other 800	Total
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	4,924.10	2,737.25					7,661.35
Exp thru 10/31							-
Exp thru 11/30							-
Exp thru 12/31							-
Exp thru 01/31							-
Exp thru 02/28							-
Exp thru 03/31							-
Exp thru 04/30							-
Exp thru 05/31							-
Exp thru 06/30	-	-					-
Exp thru 07/31							-
Exp thru 08/31							-
Total Expenditures	4,924.10	2,737.25	-	-	-	-	7,661.35
CCIP Budget							
Remaining	26,475.90	17,862.75	-	-	-	-	44,338.65
CAN SPEND UP TO BUDGET PLUS 10%	34,540.00	22,660.00					

Non-Federal Match					
FINAL July 2020					
In-Kind	Hou rs	Rate / hour	Total		
<u>Celina City Schools--Administrative / Support Personnel</u>					
Superintendent - \$11,065.60 / year			\$922.13	New 5.12.20	
Treasurer's Office - Treasurer (TS) \$6323.20 / year			\$526.93	New 5.12.20	
Treasurer's Office - Asst Treasurer (CR) \$3952.00 / year			\$329.33	New 5.12.20	
Treasurer's Office - Admin Asst (SB) \$5532.00 / year			\$461.00	New 5.12.20	
Fringe for All(Supt, Treas Office, IT, Speech, ELL, Jen&Jeff) - \$2391.00/yr			\$199.25	New 5.13.20	
Technology Support - (CH) \$7,113.60 / year			\$592.80	New 5.12.20	
Technology Support - (CS) \$2,371.20 / year			\$197.60	New 5.12.20	
Benefits for Speech Therapist & Custodian - \$56,150.00/yr			\$4,679.17	New 5.13.20	
Speech Therapist - \$42,416.00 / (Sept-May)				New 5.13.20	
ELL Tutor - \$1,848 / year (Sept-May)					
Itinerant Teachers - \$58,234.04 / (Sept-May) (Classroom) (2)					
Board of Education		\$57.07		New 5.12.20	
ESC Staff-VS		\$58.80			
ESC Staff-TN		\$68.78			
L.K Itinerant		\$30.28			
A. A. Itinerant		\$27.74			
D. D. Itinerant		\$46.20			
Special Ed-Tracey D		\$49.77		New 4.30.20	
Special Ed-Andre W		51.95		New 4.30.20	
Transportation					
		Sub Total	\$7,908.21		
<u>Building Usage</u>					
Utilities - \$17,136 / year			\$1,428.00		
Custodian - \$65,328 / year + retro amount			\$5,666.92		
Maintenance - \$13,575 / year			\$1,131.25		
Summer Custodian - July		\$9.75	\$0.00		
Custodian / Paper Supplies					
		Sub Total	\$8,226.17		
<u>Volunteers (from In-Kind Sheets)</u>					
Cafeteria Helpers		\$11.91	\$0.00	New 11.30.19	

Tri-Star Students		\$17.65	\$0.00	New 11.30.19
College Students / Interns		\$17.65	\$0.00	New 11.30.19
Classroom - Parent / Community		\$17.65	\$0.00	New 11.30.19
At Home Activities		\$17.65	\$0.00	New 11.30.19
FA Assistant - Parent / Community		\$17.65	\$0.00	New 11.30.19
Office Helpers		\$15.23	\$0.00	New 11.30.19
Bus Aide		\$12.48	\$0.00	New 11.30.19
Policy Council	6	\$40.95	\$245.70	New 5.12.20
Mileage		\$0.580	\$0.00	New 11.30.19
Miscellaneous Meetings				
		Sub Total	\$245.70	
Goods & Services				
CJ's Highmarks for Policy Council - 20% discount (Do this calculation for regular price (Amt Pd /.80=Reg Price)		20.0%	\$0.00	
Monetary Donation				
Goods & Services Donation (Screening Day Services)			\$308.42	
Conscious Discipline \$10,800 / (8 months Sept 2019-Apr 2020)				
Conscious Discipline \$ / (8 months Sept 2020- Apr 2021)			\$0.00	
Foundations Behavioral Health-Discount on MHC fees		\$25.00	\$0.00	New 4.30.20
Foundations Behavioral Health-Kinship / Speaker		\$100.00	\$0.00	
Four-U Office--Discount			\$532.74	
Misc. Discount on Goods / Services				
		Sub Total	\$841.16	
Total This Month			\$17,221.24	
In-Kind Needed Each Month: \$37,811.17		Annual required inkind	\$453,734. 00	
		Inkind needed to date	\$216,991. 25	

+ Additional Filtering

Currently Enrolled Filter

View All

All Agencies All Sites All Classes

Agency: All

Currently Enrolled= 95

406 - EPSDT status Report

	Up-To-Date	Not Up-To-Date
Anemia (HCT/HGB) (Mandated)	<u>56</u>	<u>39</u>
Dental (Mandated)	<u>45</u>	<u>50</u>
Growth (Mandated)	<u>63</u>	<u>32</u>
Hearing (Mandated)	<u>54</u>	<u>41</u>
Lead Screening (Mandated)	<u>62</u>	<u>33</u>
Physical (Mandated)	<u>81</u>	<u>14</u>
Vision (Mandated)	<u>83</u>	<u>12</u>

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

Up-To-Date	Not Up-To-Date
<u>34</u>	<u>61</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.

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ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-20-05	2. Issuance Date: 8/27/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Designation Renewal System (DRS); Head Start Program Performance Standards (HSPPS); Revision; Final Rule; Regulation; Head Start; Competition; Classroom Assessment Scoring System (CLASS®); Monitoring; Deficiency; Fiscal; Audit	

PROGRAM INSTRUCTION

SUBJECT: Final Rule on Designation Renewal System Changes

INSTRUCTION:

The Office of Head Start (OHS) announced in the Federal Register a final rule updating the Designation Renewal System (DRS). In the Improving Head Start for School Readiness Act of 2007, Congress required the U.S. Department of Health and Human Services (HHS) to both establish a DRS and to periodically review the system. HHS first established the DRS through a final rule in 2011, and has been regularly analyzing data on the implementation of the system and on the grantees required to compete. OHS is confident the DRS has driven increases in the quality of Head Start and Early Head Start services, but believes improvements can be made to the system.

This final rule includes revisions to three of the seven conditions of the DRS: the deficiency condition, the condition related to the Classroom Assessment Scoring System (CLASS®), and the fiscal condition related to audit findings. These changes will ensure OHS identifies those grantees where competition is the most warranted and more effectively holds grantees accountable, while also making the DRS more transparent.

Key Changes from the Prior DRS Rule

Deficiency Condition

Under this final rule, the DRS no longer requires competition for grantees with a single deficiency during their project period. While all deficiencies are serious and substantial or systemic, changing the condition to require competition if a grantee receives two deficiencies during the project period better reflects significant quality failures of an agency. Additionally, the change will appropriately put the focus on grantees having systems in place to ensure health and safety incidents do not occur or are quickly identified and rectified and on financial and human resource systems that support ongoing, high-quality operations.

CLASS® Condition

For the CLASS® condition, the final rule facilitates the use of CLASS® as a quality improvement tool and promotes greater transparency for grantees. To achieve this, the final rule removes the lowest 10% criterion while simultaneously establishing quality thresholds and raising the competitive thresholds (formerly minimum thresholds) for each domain of the CLASS®.

The quality thresholds are as follows: 6 for Emotional Support, 6 for Classroom Organization, and 3 for Instructional Support. These new thresholds represent the expectations of OHS for the quality of the learning environment in every Head Start program. These thresholds do not relate to competition, but instead reflect a quality improvement focus in teacher-child interactions, with support from OHS. For any grantee with a score below one or more of the quality thresholds, OHS will provide support for quality improvement. OHS will help ensure the grantee's coordinated approach to training and professional development is targeting those areas of teaching practices and teacher-child interactions that most need improvements. The establishment of quality thresholds is intended to build on existing program quality improvement efforts to enhance classroom interactions beyond any set floor and will include more intentional OHS support for such efforts through training and technical assistance supports across a variety of platforms.

The final rule also sets more rigorous competitive thresholds for all three CLASS® domains and represents the floor for quality in terms of teacher-child interactions. Any grantee with a CLASS® score below one or more of the competitive thresholds will be designated for competition. Specifically, the competitive threshold for Classroom Organization is raised from 3 to 5 and Emotional Support is raised from 4 to 5. These competitive thresholds increase the minimum standard of quality and set the expectation for programs to work toward moving into the high-quality range. Because Instructional Support is a domain in which grantees tend to score lower, but is nonetheless important for ensuring high-quality teacher-child interactions, we take a graduated approach to increasing the threshold for this domain. More specifically, the competitive threshold for Instructional Support is initially raised from 2 to an interim threshold of 2.3 for all CLASS® reviews conducted through July 31, 2025. For all CLASS® reviews conducted on or after August 1, 2025, the competitive threshold for this domain raises to 2.5. This approach recognizes where most grantees currently score in this domain and will allow sufficient time for grantees to make necessary quality improvements and gradually move to higher quality.

Fiscal Condition

For the fiscal condition, the final rule retains the requirement to compete if a going concern is identified in an audit report. It also adds a second criterion that requires competition if a grantee has a total of two or more audit findings of material weakness or questioned costs related to their Head Start funds in audit reports for a financial period within the current project period. This change results in a fiscal condition that better detects risks to fiscal management and oversight.

Effective Date

The new DRS conditions will be effective October 27, 2020. The prior DRS conditions will apply to all programs until the effective date of this final rule. In general, grantee performance before the effective date of the final rule is subject to the prior DRS conditions and grantee performance after the effective date is subject to the revised DRS conditions. There will be no retroactive implementation of the revised conditions to ensure grantees are not designated for competition based a condition on which they did not know they would be judged.

For all grantees that have been designated for competition under the prior conditions and a funding opportunity announcement (FOA) has not been posted, OHS will reexamine the existing data to determine if they also meet the revised conditions. The new second criterion added to the fiscal condition will not be considered. These grantees will be required to compete if they would also be required to compete under the revised conditions. OHS will send redetermination letters to this group of grantees either reconfirming their competitive status or notifying them of preliminary eligibility for non-competitive funding.

Preliminary non-competitive decisions made prior to the effective date of this final rule will not be revisited under the revised DRS conditions; these grantees will continue to be eligible for a noncompetitive new grant. Only in the rare case that such a grantee receives two or more deficiencies, a license revocation, suspension, debarment from any federal or state funds, disqualification from the Child and Adult Care Food Program, or an audit finding of a going concern before receiving their non-competitive five-year grant award would the grantee be required to compete. This would also have happened under the prior regulation, with the only difference being the number of deficiencies requiring competition.

Next Steps

Programs are urged to take the time to read the final rule in its entirety, including the preamble and the text of the regulation. OHS will continue to provide direction, guidance, and resources that support our mission to prepare Head Start children and families for school and beyond.

Thank you for the work you do on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development