

Head Start Monthly Report April 2022

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: \$220.78

Credit Card

3/28/22	\$187.78	Webstaurant	Office
3/31/22	\$33.00	Council for Professional	CDA

B. Program Information Summary

District affiliated events Director participated in include: Board meeting, Admin mtg, Preschool Discussions

External committees / meetings affiliated with Head Start – Weekly Directors meetings, OHSAI Executive Board, OHSAI REDI, OHSAI Futures Group, Visit to Coldwater School District to discuss possible class opening in their district, H2K planning team, Ohio KAN,

Internal committees / meetings – Policy Council meetings, Administrative meetings, Recruitment, NHSA, Discussion with Union President about employee issue, Discussion with Treasurer regarding OHS reports, Recruitment, prep staff for court hearing, evaluations, TTA with grantee specialist for Fiscal (D Jenkins), CDAT, Monthly call with Regional Office (OHS)

Trainings provided – PIR – Disabilities, PIR – Family Services

Training received – CPR

Met with individual staff addressing data and classroom management issues. Reviewed recruitment plan and budget for plan with FESM. Updated and approved enrollment packet for 22/23 PY. Attended Wellness Day, recognized staff for years of service. Met with Pastor ken at Rockford to discuss construction and playground location. Attended court with staff on Head Start family. Completed & submitted NHSA Program of Excellence Indicators.

Head Start Director investigating possibility of assigning Head Start slots to a Coldwater classroom. Head Start Director is investigating potential Change in Scope amendment to modify slots to Home Base programming.

Education – Education staff completed the Pets Study during the month of March.

Mental Health – 42 children referred, 26 closed, 6 new in the last 30 days

Disabilities – 25 enrolled students have received IEP services thus far this year

Health – 70 children have had dental screenings, 32 have not

ERSEA – Beginning sibling & new child apps, An app cannot be taken more than 30 days before the child's 3rd birthday.

Family Engagement – Program continues to offer POPs events, but there is little to no attendance.

C. Enrollment / Attendance

Enrollment by Program Option:

Half Day PY Head Start	57
Full Day School Year Ed Complex	39
Full Day School Year Rockford	6

Attendance by Program Option:

Half Day PY Head Start	86.48%
Full Day School Year Ed Complex	88.82%
Full Day School Year Rockford	91.23%

D. CACFP report – CACFP claimed meals

Month Served	March 2022
Total Days Attendance	RF & PD = 19, FD = 21
Total Breakfast	1430

Total Lunches	1766
Total Snacks	1356
Total Meals	4552

E. Financial Audit – Completed

F. Annual Self-Assessment - Coming May 2022

G. Community Assessment – Update summer 2021

H. Communication and guidance from the Secretary – ACF-PI-HS-22-02

Head Start Director is requesting permission to investigate / interview possible architects for probable 1303 construction project.

Head Start Director is requesting permission to investigate / interview possible companies to purchase & install playground equipment for Rockford location.

Respectfully submitted,

Amy Esser
Executive Director

INDIVIDUAL CARDHOLDER ACTIVITY

AMY ESSER 5563-7500-2990-4743	CREDITS \$0.00	PURCHASES \$220.78	CASH ADV \$0.00	TOTAL ACTIVITY \$220.78
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ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-28	03-26	02653902086600076634085	THE WEBSTaurant STORE 717-392-7472 PA P.O.S.: 73242505 SALES TAX: 0.00	187.78
03-31	03-30	55310202090206686400610	THE COUNCIL FOR PROFES 2027725540 DC	33.00
Total Purchasing Activity				\$220.78

HEAD START - ARP GRANT

[illegible]

HEAD START - 2022 GRANT

REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue					
CACFP Revenue	974,361.00	-	974,361.00	553,072.32	421,288.68
Other Local	-	-	-	14,574.00	(14,574.00)
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	974,361.00	-	974,361.00	567,646.32	406,714.68

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	448,974.00	-	448,974.00	245,051.74	203,922.26	-	203,922.26
Fringe Benefits	311,351.00	-	311,351.00	157,963.39	153,387.61	31,914.46	121,473.15
Programming	96,959.00	-	96,959.00	45,750.17	51,208.83	44,718.58	6,490.25
Supplies	93,102.00	-	93,102.00	34,554.47	58,547.53	21,235.80	37,311.73
Capital Outlay	-	-	-	-	-	-	-
Other Expenditures	5,341.00	-	5,341.00	1,500.00	3,841.00	915.00	2,926.00
PA22 subtotal	955,727.00	-	955,727.00	484,819.77	470,907.23	98,783.84	372,123.39
Training & Technical Services							
Training & technical serv (job code 400)	5,389.00	-	5,389.00	-	5,389.00	824.25	4,564.75
Staff out of town travel	3,629.00	-	3,629.00	-	3,629.00	1,800.00	1,829.00
Subtotal Purch Service	9,018.00	-	9,018.00	-	9,018.00	2,624.25	6,393.75
Training & Tech Supplies	9,616.00	-	9,616.00	-	9,616.00	-	9,616.00
Subtotal Supplies	9,616.00	-	9,616.00	-	9,616.00	-	9,616.00
T&TA -PA20	18,634.00	-	18,634.00	-	18,634.00	2,624.25	16,009.75
Return of Board Advance	-	-	-	-	-	-	-
TOTALS	974,361.00	-	974,361.00	484,819.77	489,541.23	101,408.09	388,133.14

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

82,826.55

Beginning in program year 2019-2020, Mercer County Head Start began a staff wellness day to promote healthy habits, such as exercise, nutrition, and relationship building. It has since grown with each program year and now includes a mental health day as well as the introduction of the Staff Wellness Action Plan or SWAP.

SWAP commenced on November 13, 2021, with a staff wellness letter that included topics about physical wellness, mental well-being, healthy recipes, upcoming days of celebration, area news, and a staff member to spotlight. This newsletter, known as "Be Well Be You" is sent to staff on the first of each month electronically. The monthly newsletter is also accompanied by monthly incentives and gestures of appreciation to staff.

SWAP offered Yoga classes in November and December after work twice a week. There were 10 staff who participated in this event. Beginning this month, self-directed cardio-drumming is available to staff twice a week after work. Currently 17 staff members are signed up to participate.

The staff break room has been transformed into a place that is welcoming and inspiring. The break room now includes Conscious Discipline structures such as a kindness tree, community news area, a We Care Center, Friends and Family Board, and a Celebration Board. The break room also has words of inspiration throughout the space. This area is now more suited for taking a break and relaxing while eating lunch, reading a book, or enjoying the structures.

Another Conscious Discipline structure added for staff to utilize is a safe place. This space allows for a mental break and refocusing. It provides tools to help de-stress and an environment with decreased stimuli.

Program year 2019-2020 put in place program goals for student health. The program set a goal of immunization completion to increase by 15%. Each year, the percentage of completion goal increases. In PY 2020-2021, the goal was 25% and the outcome achieved was 36%. For the current program year, the goal is 35% increase. The program is currently sitting at 9% increase from the beginning of the year. The program has increased its partnership with WIC in promoting immunizations.

In program year 2019-2020 74% of our students going to kindergarten were current with kindergarten required immunizations. PY 2020-2021 it was 75% as of today, PY 2021-2022, we have 62%.

Program Year 2021-2022 implemented the use of a PRONTO non-invasive electronic device to screen hemoglobin levels. This screening requires a consent form to be signed by the parent/guardian. This implementation has increased the completion of this screening by 32%.

Kindergarten Transitions Report 21/22

MCHS has 63 children who are age eligible to transition to kindergarten. Of those, 53 will go to Celina, 5 to Coldwater, 3 to Parkway, and 2 to St. Marys. Please note this report is determined by the child's legal residence and does not reflect open enrollment decisions.

In April transition activities include visits to the primary building to see kindergarten spaces. Discussions between giving and receiving teachers. Parent meeting at primary building to discuss kindergarten transition with parents of incoming students.

Head Start Family Advocates have supported families with kindergarten screening and kindergarten registration.

Historically, kindergarten staff have visited Head Start classrooms. Unfortunately, that activity is not happening this year.

Within Head Start classrooms children are working on carrying tray and opening milk cartons just to name a few self help skills needed in kindergarten.

[External Message] Prior Approval Waiver Requirements extension for requests related to COVID-19

1 message

HSES Announcements <notice@hsesannouncements.org>
Reply-To: HSES Announcements <notice@hsesannouncements.org>
To: amy.esser@mercerheadstart.org

Tue, Mar 29, 2022 at 12:35 PM



Grant Recipients,

The Office of Head Start (OHS) remains committed to responding thoughtfully to recipient concerns and providing the administrative relief necessary to complete grant-related activities. One such response included the fiscal and administrative flexibilities outlined in [ACF-IM-HS-21-01](#). While there are several flexibilities still in place, a number have expired. Albeit we cannot extend every previous fiscal and administrative flexibility afforded to our Head Start community, OHS recognizes the impact on recipients and is extending all the provisions that are within our authority. Therefore, OHS is immediately extending the prior approval waiver requirements for requests related to COVID-19 as specified below.

Prior approval waiver requirements. [45 CFR § 75.407](#); [2 CFR § 200.407](#). Recipients may use funds from their current operating awards to respond to and recover from the impacts of COVID-19. All costs charged to federal awards must be consistent with federal cost policy guidelines and the terms of the award, except where specified in this IM. For expenses necessary to respond to COVID-19, OHS recipients may utilize the following waivers of prior approval requirements. These waivers are in effect until OMB memorandum [M-21-20](#) expires and/or is rescinded.

1. *Prior approval for the purchase of equipment* ([45 CFR §75.308\(c\)\(1\)\(xi\)](#)). Recipients may purchase equipment needed to respond to COVID-19 with a value of up to \$25,000 without prior ACF approval.
2. *Budget modifications* ([45 CFR §75.308\(e\)](#)). To allow recipients more flexibility to spend funds as needed to respond to COVID-19 and, when possible, quickly move to reopen closed centers, prior approval is waived for budget transfers between direct cost categories for an aggregate amount not to exceed \$1 million.
3. *Procurement by noncompetitive proposals* ([45 CFR §75.329\(f\)\(2\)](#)). OHS recognizes that COVID-19 has created a public emergency for all recipients. Competitive solicitations may result in delays that impair a recipient's ability to respond to or recover from COVID-19. OHS is authorizing recipients to engage in sole-source purchasing to obtain goods and services needed for COVID-19 response and recovery.

OHS intends to revise [ACF-IM-HS-21-01](#) to address the extension of these previously expired prior approval waiver requirements.

Our recipients have shown an extraordinary amount of resilience. It's our hope that these provisions provide some respite as programs continue to recover and work toward full in-person comprehensive services.

Thank you for your work on behalf of children and families as we continue to navigate the COVID-19 pandemic.

/ Dr. Bernadine Futrell /
Dr. Bernadine Futrell
Director
Office of Head Start

HSES Help Desk

Head Start Enterprise System

Email: help@hsesinfo.org

Toll Free: 866-771-4737 Local: 571-429-4858

Hours of Operation:

Monday–Friday 8:00 AM–7:00 PM ET

Excluding federal holidays and
weather-related federal office closures

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