

Head Start Monthly Report June 2017

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: \$622.67

4/24/17 – B & H Photo (sound system)	262.13
5/6/17 - Holiday Inn & Suites (Sandy Stammen OAEYC)	247.96
5/14/17 – Burr Oak Resort (Amy Esser ODE)	73.03
5/14/17 – Marathon (Marysville – Gas for Van)	39.55

B. Program Information Summary

The month of May was filled with transitioning students out of the program and preparing for and working on the move to the Education Complex in Celina. Director and Managers met with staff to discuss upcoming programmatic changes due to the extended duration grant that goes into effect 8/17. Other administrative tasks completes this month include: Administrative meeting with Celina City Schools staff, parent appreciation events, staff appreciation event and Board meeting.

Mercer County Head Start received official letter from the Chicago Head Start office as a follow up in regards to the risk management plan (included with this report). Jenny Buehler, regional TTA specialist spent a day with the management team working on plans for PY 17/18, school readiness,

and PFCE goals. Director attended a 1-day ODE training to learn more about funding requirements and procedures for the State-funded ECE program.

Five staff will be “transferring” to the Celina City Schools for job opportunities. This will leave vacancies to be filled by substitutes at the beginning of the year.

The new background check requirements for staff, volunteers, and contractors goes into effect at the beginning of the school year. This will have a financial impact on the program.

Education – Teachers ended the year with updates to required training on ELA that will be released this summer. Education Manager provided additional information and technical assistance to all education staff for SUTQ and training requirements.

Mental Health – No report

Disabilities –Education Manager is working with Head Start teacher and ESC Preschool Supervisor and teacher on upcoming collaborative classroom.

Health –HCSM continues working with families to ensure immunizations are up to date under guidelines.

ERSEA –FCSM has begun the process of accepting children for PY 17-18. As in the past we are completely returning children and siblings first with targeted recruitment on new enrollees over the summer month. Recruitment is under way and we must be full on the first day.

Family Engagement - No report

C. Enrollment / Attendance

130 children are currently enrolled. CCS head Start is now officially on a risk management plan with the Office of Head Start. CCS Head Start has received an official letter from the Chicago Office (see attached).

Enrollment by Program Option:

Half Day PY Head Start	110
Full Day School Year (6 hour day)	20

Attendance by Program Option:

Half Day PY Head Start	89%
Full Day School Year	84%

D. CACFP report – CACFP claimed meals

Month Served	May 2017
Total Days Attendance	Rockford - 12 Franklin 12
Total Breakfast	676

Total Lunches	1227
Total Snacks	517
Total Meals	2420

E. Financial Audit – N/A

F. Annual Self-Assessment

- Completed March 2017

G. Community Assessment

- Completed February 2017

H. Communication and guidance from the Secretary - Head Start was notified of a 1% COLA increase. Please see attachment for approval.

Attachments to report:

Risk Management Letter from Chicago

COLA Letter

Respectfully submitted,

Amy Esser

Director

HEAD START - 2017 GRANT

REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	552,920.00	0.00	552,920.00	487,000.00	65,920.00
CACFP Revenue	0.00	88,230.00	88,230.00	26,832.61	61,397.39
Other Local	0.00	0.00	0.00	0.00	0.00
Refund prior year exp	0.00	0.00	0.00	0.00	0.00
Board advance	0.00	50,000.00	50,000.00	0.00	50,000.00
Total	552,920.00	138,230.00	691,150.00	513,832.61	177,317.39

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE	ANTICIPATED ACCRUAL
Salary	558,908.00	0.00	558,908.00	284,216.04	274,691.96		274,691.96	
Fringe Benefits	281,236.00	0.00	281,236.00	164,996.32	116,239.68		115,725.96	
Programming	49,464.00	4,230.00	53,694.00	18,051.86	35,642.14		15,578.01	20,064.13
Supplies	78,500.00	84,000.00	162,500.00	30,146.41	132,353.59		5,516.55	126,837.04
Capital Outlay	0.00	0.00	0.00	0.00	0.00		0.00	0.00
Other Expenditures	94,000.00	0.00	94,000.00	1,805.00	92,195.00		92,195.00	
PA22 subtotal	1,062,108.00	88,230.00	1,150,338.00	499,215.63	651,122.37	21,608.28	629,514.09	
Training & Technical Services								
Training & technical serv (job code 400)	419							
Staff out of town travel	439							
Subtotal Purch Service								
	12,500.00	0.00	12,500.00	10,354.84	2,145.16	7,760.50	-5,615.34	
	11,000.00	0.00	11,000.00	5,268.53	5,731.47	5,154.98	576.49	
	23,500.00	0.00	23,500.00	15,623.37	7,876.63	12,915.48	-5,038.85	
Training & Tech Supplies								
Subtotal Supplies	1,000.00	0.00	1,000.00	581.89	418.11	425.50	-7.39	
T&TA -PA20								
	1,000.00	0.00	1,000.00	581.89	418.11	425.50	-7.39	
Return of Board Advance								
	24,500.00	0.00	24,500.00	16,205.26	8,294.74	13,340.98	-5,046.24	
	0.00	50,000.00	50,000.00	0.00	50,000.00	0.00	50,000.00	
TOTALS	1,086,608.00	138,230.00	1,224,838.00	515,420.89	709,417.11	34,949.26	674,467.85	

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES \$ (1,588.28)

ACCOUNT ACTIVITY (CONTINUED)

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
05/07	YOUANBOOKME 441234245538 GBR	4.80
05/10	WM SUPERCENTER #1433 CELINA OH	107.54
05/12	WM SUPERCENTER #1433 CELINA OH	79.76
05/12	POWELL COMPANY LTD LIMA OH	5,954.22
05/15	UNITED 01686060485432 800-932-2732 TX	190.80
05/16	CHEAPAIRCOM 08002432724 CA	401.70
05/15	OED EDUCATOR LICENSURE 614-466-2000 OH	100.00
05/15	UNITED 01686060485421 800-932-2732 TX	190.80
05/17	OED EDUCATOR LICENSURE 614-466-2000 OH	100.00
05/18	WALMART.COM 800-966-6546 AR CONNIE ROSE	118.00
	TRANSACTIONS THIS CYCLE (CARD 5536) \$41,856.36	
04/27	WM SUPERCENTER #1433 CELINA OH	22.15
05/03	WM SUPERCENTER #1433 CELINA OH	53.01
05/04	WM SUPERCENTER #1433 CELINA OH KENNETH SCHMIESING	145.56
	TRANSACTIONS THIS CYCLE (CARD 4374) \$220.72	
04/24	B&H PHOTO MOTO 800-606-6969 NY	262.13
05/06	HOLIDAY INN & SUITES SANDUSKY OH	247.98
05/12	TRANSPORTATION ACCESSO 740-967-2522 OH	559.55
05/14	BURR OAK LODGE GLOUSTER OH	73.03
05/14	MARATHON PETRO MARYSVILLE OH AMY ESSER	39.55
	TRANSACTIONS THIS CYCLE (CARD 5223) \$1,182.24	
05/12	Payment Thank You - Web	-3,869.18
04/26	DRURY COLUMBUS CV CTR COLUMBUS OH	381.00
05/12	SCHOOLDUDE.COM 702-3836490 NC	2,878.44
05/12	M.A.S.A. / SPORTSADV JASPER IN	317.20
05/15	DAVIS AND NEWCOMER ARCADIA OH THOMAS S SOMMER	867.50
	TRANSACTIONS THIS CYCLE (CARD 4245) \$574.96 INCLUDING PAYMENTS RECEIVED	

2017 Totals Year-to-Date	
Total fees charged in 2017	\$0.00
Total interest charged in 2017	\$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	13.99% (v)(d)	-0-	-0-
CASH ADVANCES			
Cash Advances	19.99% (v)(d)	-0-	-0-
BALANCE TRANSFERS			
Balance Transfer	13.99% (v)(d)	-0-	-0-

(v) = Variable Rate

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

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

30 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.

In-Kind	Hours	Amount per hour	Total
Support Personnel			
Beth Smalley		\$51.00	\$0.00
Pam Dorsten		\$48.85	\$0.00
Steph Will		\$39.85	\$0.00
Andrea Hemmert		\$29.38	\$0.00
Custodian Monthly & Uniform	Monthly \$5002.36	Uniform \$23.40	\$5,025.76
OT/PT Assistant		\$40.50	\$0.00
PT/OT		\$62.20	\$0.00
ELL		\$27.70	\$0.00
Speech-Shelly Grothause		Monthly \$6339.75	\$6,339.75
Speech		\$52.00	\$0.00
		Sub Total	\$11,365.51

Building Usage

Franklin Utilities	electric, sewage, trash, snow/mow, phone		\$4,287.89
Maintenance		\$519.13 per month	\$519.13
Treasurer's Office Personnel		1131.29 per month	\$1,131.29
		Sub Total	\$5,938.31

Volunteer

Cafeteria Assistants		\$16.10	\$ -
Tri Star / WSU Volunteers		\$16.10	\$0.00
Librarian		\$19.75	\$0.00
Chief's gift card			\$ 20.00
		Sub Total	\$20.00

Goods & Services

Lefeld Welding-tank/Floral Reflections-balloons			\$78.35
Music-Fritz & Schroeder/A. Siebert-photography		\$75.00	\$0.00
At Home Activities		\$16.10	\$0.00
Parent Classroom Volunteer/POP's		\$16.10	\$0.00
Julie Hunt		\$55.93	\$0.00
Board of Education		\$53.86	\$0.00
Policy Council / HSAC		35.28	\$0.00
		Sub Total	\$78.35

Mileage

Total Miles	Amount Per Mile	Total
44	0.555	\$ 24.42

Total This Month

In-Kind Needed Each Month:
\$28,195

\$17,426.59

Annual required inkind **\$321,657.00**

Inkind needed to date **\$127,876.71**



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region V | 233 North Michigan Avenue, Suite 400, Chicago, IL 60601 | www.eclkc.ohs.acf.hhs.gov

May 31, 2017

Curt Shellabarger, Board President
Celina City Schools
6731 State Route 219
Celina, OH 45822

Re: Grant No. 05CH8467

Dear Mr. Shellabarger:

The Consolidated Appropriations Act, 2017, contains an increase of approximately \$85 million for programs under the Head Start Act for Fiscal Year (FY) 2017. A portion of the increase provides a cost-of-living adjustment (COLA) of 1.0 percent to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs.

The following table reflects the amount of the COLA for the Head Start and/or Early Head Start programs in FY 2017.

Common Accounting Number (CAN)	COLA Amount
Head Start Program Operations	\$10,866
Early Head Start Program Operations	
TOTAL	\$10,866

Submission Requirements

Program Instruction ACF-PI-HS-17-02, dated May 12, 2017, informed Head Start and Early Head Start grantees and delegate agencies of the intended uses of these funds and announced the opportunity for grantees to apply for the funds. Please review the Program Instruction carefully to ensure your supplemental application meets the requirements for funding and contains all of the necessary information.

The supplemental application is due June 30, 2017 and must be submitted in the Head Start Enterprise System (HSES) at <https://hses.ohs.acf.hhs.gov/hsprograms>. Please select the Financials tab, Application tab, Fiscal Year 2017 and the budget period to add the 'Supplement' amendment type. For technical assistance in preparing the application, please contact the HSES Help Desk at help@hsesinfo.org or 1-866-771-4737.

Please ensure the program narrative, budget and detailed budget justification submitted in the application documents demonstrate:

- An increase of 1.0 percent in the hourly rate of pay for each Head Start/Early Head Start employee and the pay scale subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The rationale if employees are receiving less than the 1.0 percent COLA or differential COLA increases;
- The provision of the 1.0 percent increase to all delegate agencies and partners or justification if the full percentage is not provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds to offset higher operating costs;
- Each source of non-federal match, including the estimated amount per source and the valuation methodology; and
- A detailed justification that conforms with the criteria under Section 640(b)(1)-(5) of the Head Start Act if the application proposes a waiver of any portion of the non-federal match requirement.

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the supplemental application must be provided. The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Michael Butler, Head Start Program Specialist, at (312) 886-5359 or michael.butler@acf.hhs.gov or Erin Wright, Grants Support Specialist, at (312) 353-2573 or erin.wright@acf.hhs.gov. Thank you for your cooperation and timely submission of the grant application.

Sincerely,



Heather Wanderski
Supervisory Program Specialist
Office of Head Start

cc: Ken Schmiesing, Superintendent
Amy Esser, Head Start Director



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region V | 233 North Michigan Avenue, Suite 400, Chicago, IL 60601 | www.eclkc.ohs.acf.hhs.gov

May 19, 2017

Bill Sell, Board President
Celina City Schools
6731 State Route 219
Celina, OH 45822

Re: Grant No. 05CH8467

Dear Mr. Sell:

Section 641A(h)(3) of the Head Start Act requires the Secretary to determine which Head Start agencies are operating with an actual enrollment that is less than full funded enrollment for not less than four consecutive months, and to develop, in collaboration with such agencies, a 12-month plan and timetable for reducing or eliminating underenrollment.

Based on the Head Start enrollment level reported by Celina City Schools, the Office of Head Start (OHS) held a meeting on February 13, 2017 to collaborate on development of a 12-month plan for reaching full funded enrollment. The 12-month period wherein Celina City Schools must eliminate or reduce under enrollment to at least 97 percent funded enrollment, as described in Section 641A(h)(5) of the Head Start Act, began on February 13, 2017.

After the 12-month period, should implementation of the plan not result in at least 97 percent enrollment, the OHS has the authority to designate your program as chronically underenrolled and to recapture, withhold, or reduce your base grant for redistribution to other programs.

This letter serves as a reminder of the importance of this 12-month period in which your agency is working to eliminate or reduce underenrollment. The OHS offers ongoing technical assistance to assist in implementation of the plan.

Your assigned Head Start Program Specialist, Michael Butler, is available at (312) 886-5359 and michael.butler@acf.hhs.gov to support you throughout the 12-month period.

Sincerely,

Karen McNamara
Supervisory Program Specialist
Office of Head Start

Enclosure

cc: Ken Schmiesing, Superintendent
Amy Esser, Head Start Director
Tom Sommer, Chief Financial Officer

Attachment A

Sec. 641A Standards; Monitoring of Head Start Agencies and Programs

...

(h) Reduction of Grants and Redistribution of Funds in Cases of Underenrollment-

(1) DEFINITIONS- In this subsection:

(A) ACTUAL ENROLLMENT- The term 'actual enrollment' means, with respect to the program of a Head Start agency, the actual number of children enrolled in such program and reported by the agency (as required in paragraph (2)) in a given month.

(B) BASE GRANT- The term 'base grant' has the meaning given the term in section 640(a)(7).

(C) FUNDED ENROLLMENT- The term 'funded enrollment' means, with respect to the program of a Head Start agency in a fiscal year, the number of children that the agency is funded to serve through a grant for the program during such fiscal year, as indicated in the grant agreement.

(2) ENROLLMENT REPORTING REQUIREMENT- Each entity carrying out a Head Start program shall report on a monthly basis to the Secretary and the relevant Head Start agency

(A) the actual enrollment in such program; and

(B) if such actual enrollment is less than the funded enrollment, any apparent reason for such enrollment shortfall.

(3) SECRETARIAL REVIEW AND PLAN- The Secretary shall

(A) on a semiannual basis, determine which Head Start agencies are operating with an actual enrollment that is less than the funded enrollment based on not less than 4 consecutive months of data;

(B) for each such Head Start agency operating a program with an actual enrollment that is less than its funded enrollment, as determined under subparagraph (A), develop, in collaboration with such agency, a plan and timetable for reducing or eliminating underenrollment taking into consideration--

(i) the quality and extent of the outreach, recruitment, and communitywide strategic planning and needs assessment conducted by such agency;

(ii) changing demographics, mobility of populations, and the identification of new underserved low-income populations;

(iii) facilities-related issues that may impact enrollment;

(iv) the ability to provide full-working-day programs, where needed, through funds made available under this subchapter or through collaboration with entities carrying out other early childhood education and development programs, or programs with other funding sources (where available);

(v) the availability and use by families of other early childhood education and development options in the community served; and

(vi) agency management procedures that may impact enrollment; and

(C) provide timely and ongoing technical assistance to each agency described in subparagraph (B) for the purpose of assisting the Head Start agency to implement the plan described in such subparagraph.

(4) IMPLEMENTATION- Upon receipt of the technical assistance described in paragraph (3)(C), a Head Start agency shall immediately implement the plan described in paragraph (3)(B). The Secretary shall, where determined appropriate, continue to provide technical assistance to such agency.

(5) SECRETARIAL REVIEW AND ADJUSTMENT FOR CHRONIC UNDERENROLLMENT-

(A) IN GENERAL- If, after receiving technical assistance and developing and implementing the plan as described in paragraphs (3) and (4) for 12-months, a Head Start agency is operating a program with an actual enrollment that is less than 97 percent of its funded enrollment, the Secretary may--

(i) designate such agency as chronically underenrolled; and

(ii) recapture, withhold, or reduce the base grant for the program by a percentage equal to the percentage difference between funded enrollment and actual enrollment for the program for the most recent year for which the agency is determined to be underenrolled under paragraph (3)(A).

(B) WAIVER OR LIMITATION OF REDUCTIONS- The Secretary may, as appropriate, waive or reduce the percentage recapturing, withholding, or reduction otherwise required by subparagraph (A), if, after the implementation of the plan described in paragraph (3)(B), the Secretary finds that--

(i) the causes of the enrollment shortfall, or a portion of the shortfall, are related to the agency's serving significant numbers of highly mobile children, or are other significant causes as determined by the Secretary;

(ii) the shortfall can reasonably be expected to be temporary; or

(iii) the number of slots allotted to the agency is small enough that underenrollment does not create a significant shortfall.

(6) REDISTRIBUTION OF FUNDS-

(A) IN GENERAL- Funds held by the Secretary as a result of recapturing, withholding, or reducing a base grant in a fiscal year shall be redistributed by the end of the following fiscal year as follows:

(i) INDIAN HEAD START PROGRAMS- If such funds are derived from an Indian Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Head Start programs.

(ii) MIGRANT AND SEASONAL HEAD START PROGRAMS- If such funds are derived from a migrant or seasonal Head Start program, then such funds shall

be redistributed to increase enrollment by the end of the following fiscal year in 1 or more programs of the type from which such funds are derived.

(iii) EARLY HEAD START PROGRAMS- If such funds are derived from an Early Head Start program in a State, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Early Head Start programs in that State. If such funds are derived from an Indian Early Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Early Head Start programs.

(iv) OTHER HEAD START PROGRAMS- If such funds are derived from a Head Start program in a State (excluding programs described in clauses (i) through (iii)), then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Head Start programs (excluding programs described in clauses (i) through (iii)) that are carried out in such State.

(B) ADJUSTMENT TO FUNDED ENROLLMENT- The Secretary shall adjust as necessary the requirements relating to funded enrollment indicated in the grant agreement of a Head Start agency receiving redistributed funds under this paragraph.