

## Head Start Monthly Report April 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: Credit Card: \$5,524.92

3/2/20	OAEYC	\$2,226	Registration for Ed Staff
3/6/20	OAEYC	\$69	Membership fee
3/12/20	WIPFLI	\$1,525	Registration A. Esser
3/19/20	Survey Monkey	\$411.84	Program Survey Service
3/24/20	Loving Guidance	\$779.00	On-line Book Study – All
3/2/20	Kalahari X 6	\$1,038	Hotel – Ed Staff
3/13/20	Caesar’s Palace	\$187.08	Hotel – A Esser
3/16/20	C-bus Marriott	\$109.00	W. Langston
3/16/20	C-bus Marriott	\$109.00	J. Bertke
3/16/20	C-bus Marriott	\$109.00	A. Loudenslagle
3/19/20*	Kalahari	\$1,038	Hotel – Ed Staff*

- Credit for COVID 19 cancellation

## **B. Program Information Summary**

The month of March was different than any other time in the history of Head Start. With the spread of COVID-19 making its way across the United States and globally, Governor DeWine began hosting 2 pm press briefings daily. Effective March 17<sup>th</sup>, 2020 Governor DeWine closed Ohio's schools until further notice. The process of "social distancing" began. On Monday, March 16<sup>th</sup>, Head Start staff were informed that students and families would no longer be reporting to the physical classroom site. Staff were charged with creating at-home activities, packaging food, and preparing for mass distribution. Daily, Governor DeWine continued to place additional stringent guidelines on those individuals who were continuing to work and defining "essential" industries. On March 20<sup>th</sup>, direct service staff were informed that they would begin working from home March 23<sup>rd</sup> until further notice.

Education staff have been creating short videos of teachers reading book, singing fingerplays, and conducting short lessons to continue to engage families. Family Advocates have maintained frequent contact with families as they provide referrals to resources, support current plans (mental health and social services), and continue to enroll for the upcoming program year. All staff are provided ample professional development resources as more and more are being offered free of charge. Many of these professional development opportunities directly relate to program goals (mental health / trauma) as well as individual professional development planning.

The business of Head Start carries on regardless of absentee families, children, and staff. The director attended March's board meeting to update board members on operational plans. The admin team conducted the quarterly data meeting via ZOOM. The director attended the Mercer County FCFC Steering Committee meeting as well. Close connections to OHSAL, the regional office, and Office of Head Start have allowed future preparation and planning for the program and upcoming grant opportunities.

**Education** –Quarterly data revealed strengths of several teachers and weaknesses in others. Documentation and assessment collection continues to be a struggle for some teachers. EM to develop more intense IPDP plans for these staff. Due to the early closure of physical schools, MCHS has approximately 2.5 checkpoint periods worth of data.

**Mental Health** – 57 children were referred to MHC thus far this year. We anticipate that the number would increase, but due to the closure new referrals will be stagnant.

**Disabilities** – 34 IEP students have been served thus far this year, there are 10 children identified as suspected to have a disability. When looking back at data from 8/1/19 – 11/30/19 there were only 5 students screened / evaluated / determination for services made by the LEA. That means children were not identified until Christmas or thereafter leading to less time for specialized services. This process needs to move quicker.

**Health** – Quarterly data revealed that while numbers of children who are as up to date as possible for immunizations is decent, the number of children who are up to date for kindergarten remains low. Illness is the number one reason for child absences this year. More work needs to be done on the importance of preventative care and washing hands as witnessed by the COVID 19 outbreak.

**ERSEA** – We reported 96% enrollment for March. This is due to children withdrawing and due to the COVID 19 outbreak we opted to NOT enroll new children. There are eligible children on our wait list who could be enrolled. This information was provided to the regional office. I do NOT believe there will be consequences to lower enrollment at this time.

**Family Engagement** –Family Advocates as working with families right now on a new family engagement assessment called Parent Gauge. More reporting to come this summer on outcomes.

**C. Enrollment / Attendance**

**Enrollment by Program Option:**

Half Day PY Head Start	65
Full Day School Year Ed Complex	68
Full Day School Year Rockford	18

**Attendance by Program Option:**

Half Day PY Head Start	79.84%
Full Day School Year Ed Complex	85.27%
Full Day School Year Rockford	83.89%

**D. CACFP report – CACFP claimed meals**

Month Served	March 2020
Total Days Attendance	Rockford - 10 Part Day programming - 10 Ed Complex Full day Programming - 10
Total Breakfast	944
Total Lunches	1230
Total Snacks	909
Total Meals	3,083

**E. Financial Audit** – completed 1/2020

**F. Annual Self-Assessment** - coming May 2020

**G. Community Assessment** - completed

**H. Communication and guidance from the Secretary**

**Attachments to report:**

COLA policy

HSPPS 1303 Subpart D

Required Health Screening Report

Healthy Active Living Initiative Report

Kindergarten Transition Plan Report

Operational Plan for Distance Learning\*

COLA Grant\*

Quality Improvement Grant\*

Respectfully submitted,

Amy Esser  
Executive Director

ACCT. NUMBER: 5563 7579 0004 4218

CELINA CITY SCHOOLS

**COMMERCIAL ACCOUNT ACTIVITY**CELINA CITY SCHOOLS  
5563-7579-0004-4218**TOTAL COMMERCIAL ACTIVITY**  
\$15,636.77CR

ACCOUNTING CODE:

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-13	03-13		AUTO PAYMENT DEDUCTION	15,636.77 CR

**INDIVIDUAL CARDHOLDER ACTIVITY**AMY ESSER  
5563-7500-2990-4743**CREDITS**  
\$1,038.00**PURCHASES**  
\$6,562.92**CASH ADV**  
\$0.00**TOTAL ACTIVITY**  
\$5,524.92

ACCOUNTING CODE:

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-02	02-28	8230509006000000021487	OHIO AEYC MOUNT GILEAD OH	2,226.00
03-06	03-05	82305090065000000580426	OHIO AEYC MOUNT GILEAD OH	69.00
03-12	03-11	55429500071852710393582	WIPFLILLP 7158437449 WI P.O.S.: 71039358 SALES TAX: 0.00	1,525.00
03-19	03-18	75418230078090501893761	SMK*SURVEYMONKEY.COM 971-2445555 CA P.O.S.: 35817876 SALES TAX: 0.00	411.84
03-24	03-23	55429500083852184212934	PAYPAL *LOVING GUID 4029357733 FL P.O.S.: 18421293 SALES TAX: 0.00	779.00
<b>Total Purchasing Activity</b>				<b>\$5,010.84</b>

**Travel Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-02	02-27	85120710059900013787222	KALAHARI RESORT- OH - SANDUSKY OH xxxxxxxxxx ARRIVAL: 01-01-95	173.00
03-02	02-27	85120710059900013787230	KALAHARI RESORT- OH - SANDUSKY OH xxxxxxxxxx ARRIVAL: 01-01-95	173.00
03-02	02-27	85120710059900013787248	KALAHARI RESORT- OH - SANDUSKY OH xxxxxxxxxx ARRIVAL: 01-01-95	173.00
03-02	02-27	85120710059900013787263	KALAHARI RESORT- OH - SANDUSKY OH xxxxxxxxxx ARRIVAL: 01-01-95	173.00
03-02	02-27	85120710059900013787271	KALAHARI RESORT- OH - SANDUSKY OH xxxxxxxxxx ARRIVAL: 01-01-95	173.00
03-02	02-28	85120710061900013890204	KALAHARI RESORT- OH - SANDUSKY OH xxxxxxxxxx ARRIVAL: 01-01-95	173.00
03-13	03-11	55310200073006201033564	CAESARS PLACE ADV RSVN 8662094732 NV 0010425004 ARRIVAL: 03-10-20	187.08
03-16	03-13	55432860073200601665083	COLUMBUS MARRIOTT NW DUBLIN OH 050522 ARRIVAL: 03-11-20	109.00
03-16	03-13	55432860073200601665109	COLUMBUS MARRIOTT NW DUBLIN OH 050566 ARRIVAL: 03-11-20	109.00

ACCT. NUMBER: 5563 7579 0004 4218

CELINA CITY SCHOOLS

**INDIVIDUAL CARDHOLDER ACTIVITY****Travel Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-16	03-13	55432860073200601685117	COLUMBUS MARRIOTT NW DUBLIN OH 050567 ARRIVAL: 03-11-20	109.00
03-19	03-17	75120710078900015940983	KALAHARI RESORT- OH SANDUSKY OH R32MRK5F3 ARRIVAL: 04-24-20	173.00 CR
03-19	03-17	75120710078900015940991	KALAHARI RESORT- OH SANDUSKY OH R32MRK45Q ARRIVAL: 04-24-20	173.00 CR
03-19	03-17	75120710078900015941007	KALAHARI RESORT- OH SANDUSKY OH R32MRK5G4 ARRIVAL: 04-24-20	173.00 CR
03-19	03-17	75120710078900015941015	KALAHARI RESORT- OH SANDUSKY OH R32MRK474 ARRIVAL: 04-24-20	173.00 CR
03-19	03-17	75120710078900015941023	KALAHARI RESORT- OH SANDUSKY OH R32MRK47J ARRIVAL: 04-24-20	173.00 CR
03-19	03-17	75120710078900015941031	KALAHARI RESORT- OH SANDUSKY OH R32MRK46C ARRIVAL: 04-24-20	173.00 CR
<b>Total Travel Activity</b>				<b>\$514.08</b>
<b>TOTAL DISBURSED</b>				<b>CREDITS PURCHASES CASH ADV TOTAL ACTIVITY</b>

HEAD START - 2020 GRANT

REVENUE						
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING	
Federal Revenue	917,083.00	-	917,083.00	510,000.00	407,083.00	
CACFP Revenue	-	41,583.00	41,583.00	30,354.39	11,228.61	
Other Local	-	-	-	1,500.00	(1,500.00)	
Refund prior year exp	-	-	-	-	-	
Board advance	-	-	-	-	-	
Total	917,083.00	41,583.00	958,666.00	541,854.39	416,811.61	

  

EXPENSES						
	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS
Salary	420,198.00	22,902.00	443,100.00	277,013.28	166,086.72	-
Fringe Benefits	340,671.00	-	340,671.00	184,351.12	156,319.88	-
Programming	78,987.00	965.00	79,952.00	39,041.55	40,910.45	37,066.93
Supplies	51,856.00	28,650.00	80,506.00	35,465.40	45,040.60	14,486.87
Capital Outlay	-	-	-	-	-	-
Other Expenditures	4,739.00	-	4,739.00	1,550.00	3,189.00	-
PA22 subtotal	896,451.00	52,517.00	948,968.00	537,421.35	411,546.65	51,553.80
Training & Technical Services						
Training & technical serv (job code 400)	9,617.00	-	9,617.00	2,653.50	6,963.50	3,131.00
Staff out of town travel	11,015.00	-	11,015.00	2,620.93	8,394.07	7,543.38
Subtotal Purch Service	20,632.00	-	20,632.00	5,274.43	15,357.57	10,674.38
Training & Tech Supplies	-	-	-	-	-	790.00
Subtotal Supplies	-	-	-	-	-	790.00
T&TA -PA20	20,632.00	-	20,632.00	5,274.43	15,357.57	11,464.38
Return of Board Advance	-	-	-	-	-	-
TOTALS	917,083.00	52,517.00	969,600.00	542,695.78	426,904.22	63,018.18

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES (841.39)

TOTALS 917,083.00 52,517.00 969,600.00 542,695.78 426,904.22 63,018.18 363,886.04

<b>439 Early Childhood</b>							
439-9920	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	3,781.79	2,153.86					5,935.65
Exp thru 10/31	3,634.26	2,049.45					5,683.71
Exp thru 11/30	3,697.49	2,140.84					5,838.33
Exp thru 12/31	3,556.96	2,271.36					5,828.32
Exp thru 01/31	3,642.10	3,655.68					7,297.78
Exp thru 02/28	3,982.66	2,357.59					6,340.25
Exp thru 03/31	3,776.91	2,325.80					6,102.71
Exp thru 04/30							-
Exp thru 05/31							-
Exp thru 06/30							-
Exp thru 07/31							-
Exp thru 08/31							-
Total Expenditures	26,072.17	16,954.58	-	-	-	-	43,026.75
CCIP Budget							
Remaining	5,327.83	3,645.42	-	-	-	-	8,973.25
CAN SPEND UP TO BUDGET PLUS 10%	34,540.00	22,660.00					



<b>Non-Federal Match</b>			
<b>*FINAL* November 2019</b>			
<b>In-Kind</b>	<b>Hours</b>	<b>Rate per hour</b>	<b>Total</b>
<b><u>Celina City Schools--Administrative / Support Personnel</u></b>			
<b>Superintendent - \$8,398 / year</b>			\$699.83
<b>Superintendent's Secretary</b>			\$6,490.00
<b>Treasurer's Office - 3 employees / \$15,109 / year</b>			\$1,259.08
<b>Treasurer's Office Secretary</b>			\$6,794.00
<b>Fringe for All - \$3,890 / year</b>			\$324.17
<b>Technology Support - 2 employees / \$10,878 / year</b>			\$906.50
<b>Speech Therapist - \$57,412 / (Sept-May)</b>			\$6,379.11
<b>ELL Tutor - \$1,848 / year (Sept-May)</b>			\$205.33
<b>Itinerant Teachers - \$58,234.04 / (Sept-May) (Classroom) (2)</b>			\$6,470.45
Board of Education	280	\$56.92	\$15,937.60
ESC Staff-VS	5	\$58.80	\$294.00
ESC Staff-TN		\$68.78	\$0.00
ESC Staff-SG		\$34.35	\$0.00
Special Ed-Tracey Dammeyer	5	\$49.77	\$248.85
Special Ed-Andre Woeste	15	\$51.95	\$779.25
A. A. Itinerant	22.5	\$27.74	\$624.15
A. B. Itinerant	0	\$24.27	\$0.00
T. S. Itinerant	0	\$12.55	\$0.00
D. D. Itinerant	1.5	\$46.20	\$69.30
Transportation			
		<b>Sub Total</b>	<b>\$47,481.62</b>
<b><u>Building Usage</u></b>			
<b>Utilities - \$17,136 / year</b>			\$1,428.00
<b>Custodian - \$65,328 / year</b>			\$5,444.00
<b>Maintenance - \$13,575 / year</b>			\$1,131.25
Summer Custodian - July		\$9.75	\$0.00
Custodian Retro			\$222.92
Custodian increase correction			\$255.01
Custodian / Paper Supplies			\$4,469.69
		<b>Sub Total</b>	<b>\$12,950.87</b>
<b><u>Volunteers (from In-Kind Sheets)</u></b>			
Cafeteria Helpers	49.5	\$11.37	\$562.82
Tri-Star Students	65.5	\$16.83	\$1,102.37
College Students / Interns	0	\$16.83	\$0.00
Parent / Community - Teacher Assistant	52.5	\$16.83	\$883.58

At Home Activities	145.75	\$16.83	\$2,452.97
Family Advocate Assistant	52.75	\$16.83	\$887.78
Office Helpers		\$14.53	\$0.00
Bus Aide		\$11.91	\$0.00
Policy Council	10	\$38.01	\$380.10
Correction for the Policy Council Rate			\$64.09
Mileage		\$0.545	\$0.00
Correction due to COLA increase			\$1,326.54
		<b>Sub Total</b>	<b>\$7,660.24</b>
<b><u>Goods &amp; Services</u></b>			
CJ's Highmarks for Policy Council - 20% discount (Do this calculation for regular price (Amt Pd /.80=Reg Price)	\$489.06	20.0%	\$97.81
Discount on goods from Four-U Office			\$6,100.67
HSAC			
Supply Donations			\$40.00
Cooper Donation used to purchase Kaplan & Lakeshore items			\$3,897.06
Imagination Playground Discount			\$2,340.00
COPA discount on Onsite Training			\$1,250.00
OHSAI discount on meeting from October			\$120.00
<b>Conscious Discipline \$13,294 / 9 months(Dec-May, Sept-Nov)</b>			\$1,477.11
Foundations Behavioral Health (discount on A Searight)	48.25	\$25.00	\$1,206.25
Foundations Behavioral Health-Kinship		\$100.00	\$0.00
Correction to Foundations rate and retro for Dec18-May19	132	\$10.00	\$1,320.00
		<b>Sub Total</b>	<b>\$17,848.90</b>
<b>Total This Month</b>			<b>\$85,941.63</b>
In-Kind Needed Each Month: \$34,255.75			
		Annual required inkind	\$411,069.00
		Inkind needed to date	-\$789.85



# Mercer County Head Start

585 E. Livingston Street Celina, Ohio 45822  
419-268-0301 Fax 419-268-0017

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April 10, 2020

To: Celina City Schools Board of Education  
Mercer County Head Start Policy Council

From: Amy Esser, Executive Director

RE: Mercer County Head Start COVID 19 Plan of Action

Governor Mike DeWine has issued numerous orders that have directly impacted Mercer County Head Start and the course of normal business operations.

In anticipation of a possible return to school date of April 6<sup>th</sup>, Governor DeWine announced the continued closure of schools through May 1, 2020. Along with the closure, Governor DeWine enacted a "stay at home" order for non-essential workers.

As a result, the overarching plan consists of the following:

- Educational staff are posting educational activities via Facebook. Teachers maintain contact with families via email and telephone. Educational staff are receiving online professional development as well.
- Family Advocates maintain daily contact with various families. Their work includes referrals to resources, support of existing plans (Child Protective Services, Mental Health, etc), and emergency need intervention. Family Advocates are receiving online professional development as well.
- Transportation staff are supporting Celina City School district with the delivery of meals throughout the week. (Head Start families are eligible to receive meals through CCS.) Transportation staff are receiving online professional development.
- Nutrition staff are currently participating in online professional development.
- Administrative staff including secretaries, continue to conduct operational activities, such as meetings, planning, monitoring, oversight, fiscal, and human resource activities. Administrative staff are participating in online professional development.
- Packs of at-home activities were distributed by administrative staff 4/2/2020.
- Families are returning at-home activity sheets with child assessment information included.

Through a survey, administration was able to determine which staff had internet access and technological devices at home. For those with inadequate tech devices and access to internet, MCHS owned technology has / is being distributed to staff needing them.

While there is a potential for a return to work on May 4, 2020, administration is planning for the possibility of distance learning long-term.



# Mercer County Head Start

585 E. Livingston Street Celina, Ohio 45822  
419-268-0301 Fax 419-268-0017

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In the interim, the Office of Head Start has begun the process of identifying programs who may be able to implement summer PreK programs. Mercer County Head Start submitted the intent to apply for these additional dollars.

The Director intends to reallocate budget dollars to ensure adequate coverage of supplies needed to meet the extenuating circumstances due to COVID 19. Examples of reallocated dollars include postage, online professional development, paper, and technology.

The Office of Head Start has guaranteed salary and benefits until June 30, 2020. They will be revisiting this as the Pandemic situation progresses.

This plan requires approval from both entities of shared governance.

☐ Additional Filtering

Actually Enrolled



2019-20



Filter

View All

Mercer County Head Start



All Sites



All Classes



Agency: All

Currently Enrolled= 151

### 406 - EPSDT status Report

	Up-To-Date	Not Up-To-Date
Anemia (HCT/HGB) (Mandated)	<u>120</u>	<u>31</u>
Dental (Mandated)	<u>117</u>	<u>34</u>
Growth (Mandated)	<u>145</u>	<u>6</u>
Hearing (Mandated)	<u>142</u>	<u>9</u>
Lead Screening (Mandated)	<u>122</u>	<u>29</u>
Physical (Mandated)	<u>149</u>	<u>2</u>
Vision (Mandated)	<u>146</u>	<u>5</u>

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

Up-To-Date	Not Up-To-Date
<u>93</u>	<u>58</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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## Healthy Active Living Initiative

In the grant project period 2019-24, Mercer County Head Start identified mental health as the primary objective for the Healthy Active Living Initiative.

For families and children, the program increased access to the mental health consultant exponentially. In PY 18/19, 17 children were referred to the mental health consultant. In comparison, thus far in PY 19/20, 57 children have been referred to the mental health consultant. In preparation for the anticipated increase, the budget for mental health consultation services was increased by 44%.

In March, Head Start employees participated in the first annual Wellness Day for staff.

During the COVID 19 stay at home order, staff are participating in numerous professional development opportunities via online learning and book studies,

## Kindergarten Transition Report

Typically, March would mark the beginning of kindergarten transition for children and families.

However, with the COVID 19 stay at home order in place, transition activities are modified.

Releases to share information with school districts are done via mail. Transition meetings between Head Start teachers and Celina Primary teachers are done virtually. A virtual tour of Celina Primary is provided through Facebook.

Individual school districts are reaching out to parents to conduct enrollments online. Traditional kindergarten screens are delayed into the summer months.

The CARES Act provided dollars for grantees to apply to provide PreK programming over the summer. It is the intention of Mercer County Head Start to develop and implement a summer PreK program.

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Cost of Living Adjustment	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>I. Human Resources</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Personnel Policies</i>	<b>Implementation Responsibility:</b>	District Treasurer
<b>Related Performance Standard(s):</b>	1302.90(a)	<b>Monitoring Responsibility:</b>	Board of Education

<b>(A) Policy</b>	<p>(a) <i>Establishing personnel policies and procedures.</i> A program must 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 <u>staff</u>.</p> <p>COLA allocations must comply with the sections 653 and 640j of the Head Start Act.</p>
<b>(B) Responsibility</b>	District Treasurer
<b>(C) Procedure</b>	<p>Periodically, Congress allocates COLA (Cost of Living Adjustments) for Head Start employees. Guidance regarding the amount of COLA is provided in the funding guidance letter.</p> <p>Any employee paid with Head Start funds receives the COLA. Employees who leave prior to the distribution of COLA funds forfeit said COLA increases and any retroactive dollars available. Those dollars will be redistributed to other budget categories with the approval of Policy Council and Board of Education.</p> <p>COLA funds provided by the federal government <b>MUST</b> be distributed regardless of any / no increases provided to CCS employees by the CCS District.</p> <p>COLA funds cannot be distributed to any employee, if those additional funds would increase said employee's salary above Executive Schedule Level II.</p> <p>COLA funds are calculated on the base grant amount. Therefore, COLA dollars exceed the percentage increase provided in the funded guidance letter. The administrative team determines the appropriate use of funds and seeks Policy Council and Board of Education approval.</p> <p>The District Treasurer is responsible for the distribution of funds</p>



	as directed by the Office of Head Start.
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<b>1303 Subpart D— Delegation of Program Operations</b>					
<b>1303.30 Grantee responsibility and accountability</b>	A grantee is accountable for the services its delegate agencies provide. The grantee supports, oversees and ensures delegate agencies provide high-quality services to children and families and meet all applicable Head Start requirements. The grantee can only terminate a delegate agency if the grantee shows cause why termination is necessary and provides a process for delegate agencies to appeal termination decisions. The grantee retains legal responsibility and authority and bears financial accountability for the program when services are provided by delegate agencies		MCHS currently has no delegate partners and as such has no policies that reflect a delegate partnership.	Board of Education	
<b>1303.31 Determining and establishing delegate agencies.</b>	(a) If a grantee enters into an agreement with another entity to serve children, the grantee must determine whether the agreement meets the definition of "delegate agency" in section 637(3) of the Act	(3) The term "delegate agency" means a public, private nonprofit (including a community based organization, as defined in section 9101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801), or for profit organization or agency to which a grantee has delegated all or part of the responsibility of the grantee for operating a Head Start program.	MCHS currently has no delegate partners and as such has no policies that reflect a delegate partnership.	Board of Education	
	(b) A grantee must not award a delegate agency federal financial assistance unless there is a written agreement and the responsible HHS official approves the agreement before the grantee delegates program operations.		MCHS currently has no delegate partners and as such has no policies that reflect a delegate partnership.	Board of Education	
<b>1303.32 Evaluations and corrective actions for delegate agencies.</b>	A grantee must evaluate and ensure corrective action for delegate agencies according to section 641A(d) of the Act.	(d) Evaluations and Corrective Action for Delegate Agencies-  (1) PROCEDURES- Each Head Start agency shall establish, subject to paragraph (4), procedures relating to its delegate agencies, including--  (A) procedures for evaluating delegate agencies; (B) procedures for defunding delegate agencies; and	MCHS currently has no delegate partners and as such has no policies that reflect a delegate partnership.	Board of Education	

<p><b>1303.33 Termination of delegate agencies</b></p>	<p>(a) If a grantee shows cause why termination is appropriate or demonstrates cost effectiveness, the grantee may terminate a delegate agency's contract.</p> <p>(b) The grantee's decision to terminate must not be arbitrary or capricious.</p> <p>(c) The grantee must establish a process for defunding a delegate agency, including an appeal of a defunding decision and must ensure the process is fair and timely.</p> <p>(d) The grantee must notify the responsible HHS official about the appeal and its decision.</p>	<p>(C) procedures for a delegate agency to appeal a defunding decision.</p>	<p>MCHS currently has no delegate partners and as such has no policies that reflect a delegate partnership.</p>	<p>Board of Education</p>
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