

## Head Start Monthly Report December 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.

November marks the end of our first quarter of service delivery in the program year. Data collection results in analysis and continuous improvement planning. The education team reviewed school readiness data, ECERS, and CLASS data to make plans for the remaining part of the school year. The administrative team reviewed data throughout the program to feed the self- assessment system and make course corrections for the remaining part of the year.

New staff added to our school family include Kelly Ewing as the IT Secretary and Tracy Franzer as the new Family Advocate. Open positions include Teacher Assistant, Driver, Family Advocate and Aides.

District affiliated events Director participated in include: Board Presentation, Admin mtg, Strategic Planning with Board Liaison.

Community affiliated events Director participated in include: None

External committees / meetings affiliated with Head Start – Weekly Directors meetings, OHSAI Executive Board, OHSAI Futures Group, Ohio KAN, OHSAI quarterly meeting

Internal committees / meetings – Policy Council meetings, Administrative meetings, Momentum, Quarterly Data meeting, DOGS, POPs

Trainings provided – Onboarding / Orientation – Family Advocates, Federal Review prep w/ Education staff

Coaching provided – MHM –Monitoring systems

Training received –

**A. Monthly Financial Statements including credit card expenditures: \$865.17**

11/7/22	\$230.00	Cbus Marriott	A Esser
11/7/22	\$115.00	Cbus Marriott	A Searight
11/7/22	\$230.00	Cbus Marriott	J Bell
11/7/22	\$230.00	Cbus Marriott	J Poeppelman
11/18/22	\$60.17	Domino's	Policy Council

**B. Program Information Summary**

**Education** –Conducted first Data Dialogue day with education staff. Reviewed school readiness goals with education staff through first data checkpoint.

**Mental Health** – 30 students received some form of MH Consultation in November. 6 students were referred for MHC. 3 adults were referred for MH Services

**Health** – 20 dental referrals, 4 referrals for immunizations, 2 referrals for medical needs

**Disabilities** – 15 students receiving IEP services (14%)

**Family Engagement** – POPs focus group conversation, DOGS event

**C. Enrollment / Attendance**

**November cumulative enrollment was reported at 113.**

**Enrollment by Program Option:**

Half Day PY Head Start	49
Full Day School Year Ed Complex	51
Full Day School Year Rockford	13

**Attendance by Program Option:**

Half Day PY Head Start	76%
Full Day School Year Ed Complex	87%
Full Day School Year Rockford	90%

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

<b>Month Served</b>	<b>November 2022</b>
<b>Total Days Attendance</b>	<b>Rockford - 15 Part Day - 16 Full Day - EC - 17</b>
<b>Total Breakfast</b>	<b>1140</b>
<b>Total Lunches</b>	<b>1418</b>
<b>Total Snacks</b>	<b>1035</b>
<b>Total Meals</b>	<b>3593</b>

**E. Financial Audit - Underway**

**F. Annual Self-Assessment**

- Completed May 2022

**G. Community Assessment**

**H. Communication and guidance from the Secretary – see attached**

**Attachments to report: NOA**

**School Readiness**

**Health Report**

Respectfully submitted,

Amy Esser

Executive Director

HEAD START - 2022 GRANT

REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	2,002,713.00	-	2,002,713.00	1,663,536.16	339,176.84
CACFP Revenue	-	30,696.00	30,696.00	64,170.72	(33,474.72)
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
<b>Total</b>	<b>2,002,713.00</b>	<b>30,696.00</b>	<b>2,033,409.00</b>	<b>1,727,706.88</b>	<b>305,702.12</b>

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	As of 11/30/2022 ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	940,036.00	-	940,036.00	878,969.12	61,066.88	-	61,066.88
Fringe Benefits	627,205.00	-	627,205.00	576,765.83	50,439.17	-	50,439.17
Programming	195,425.00	-	195,425.00	117,382.48	78,042.52	1,769.32	76,273.20
Supplies	188,306.00	793.00	189,099.00	108,877.87	80,221.13	7,393.11	72,828.02
Capital Outlay	-	29,903.00	29,903.00	-	29,903.00	-	29,903.00
Other Expenditures	10,682.00	-	10,682.00	5,291.80	5,390.20	-	5,390.20
<b>PA22 subtotal</b>	<b>1,961,654.00</b>	<b>30,696.00</b>	<b>1,992,350.00</b>	<b>1,687,287.10</b>	<b>305,062.90</b>	<b>9,162.43</b>	<b>295,900.47</b>

Training & Technical Services

Training & technical serv (job code 400)	419	27,605.00	27,605.00	24,005.06	3,599.94	-	3,599.94
Staff out of town travel	439	12,258.00	12,258.00	8,493.88	3,764.12	-	3,764.12
<b>Subtotal Purch Service</b>		<b>39,863.00</b>	<b>39,863.00</b>	<b>32,498.94</b>	<b>7,364.06</b>	<b>-</b>	<b>7,364.06</b>

Training & Tech Supplies

		1,196.00	1,196.00	174.54	1,021.46	-	1,021.46
<b>Subtotal Supplies</b>		<b>1,196.00</b>	<b>1,196.00</b>	<b>174.54</b>	<b>1,021.46</b>	<b>-</b>	<b>1,021.46</b>

T&TA -PA20

		41,059.00	41,059.00	32,673.48	8,385.52	-	8,385.52
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Return of Board Advance

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TOTALS

		2,002,713.00	30,696.00	2,033,409.00	1,719,960.58	313,448.42	9,162.43	304,285.99
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TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

7,746.30

## Snapshot By Dimension

Please Note: The Snapshot by Dimension report is refreshed every three hours to reflect updated data.

Checkpoint Period: Fall 2022/2023

Table 1: Social-Emotional

Objectives / Dimensions	Age or Class/Grade	Not Yet	1	2	3	4	5	6	7	8	9	10	11	12	13
1a. Manages feelings	Preschool 3 class/grade			1 5.26%	11 57.89%	6 31.58%									
	Pre-K 4 class/grade	1 1.16%	1 1.16%	4 4.65%	25 29.07%	32 37.21%	16 18.6%	6 6.98%							

Table 2: Physical

Objectives / Dimensions	Not Yet	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
6. Demonstrates gross motor manipulative skills	Preschool 3 class/grade		4	21.05%	4	10.53%	7	36.84%	6	31.58%						
	Pre-K 4 class/grade		11	12.79%	10	11.63%	17	19.77%	34	39.53%	11	12.79%	2	2.33%	1	1.16%
7b. Uses writing and drawing tools	Preschool 3 class/grade					9	47.37%	8	42.11%	2	10.53%					
	Pre-K 4 class/grade	1	1.16%			22	25.58%	28	32.56%	25	29.07%	8	9.3%	1	1.16%	

Table 3: Language

Objectives / Dimensions	Not Yet	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
9a. Uses an expanding expressive vocabulary	Preschool 3 class/grade		2	10.53%	5	26.32%	9	47.37%	3	15.79%						
	Pre-K 4 class/grade	1	1.16%	5	5.81%	15	17.44%	29	33.72%	27	31.4%	8	9.3%	1	1.16%	

Table 4: Cognitive

Objectives / Dimensions	Not Yet	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
12b. Makes connections	Preschool 3 class/grade		2	10.53%	7	36.84%	9	47.37%	1	5.26%						
	Pre-K 4 class/grade		14	16.28%	17	19.77%	30	34.88%	24	27.91%	1	1.16%				

Table 5: Literacy

Objectives / Dimensions	Age or Class/Grade	Not Yet	1	2	3	4	5	6	7	8	9	10	11
17b. Uses print concepts	Preschool 3 class/grade		5 26.32%	7 36.84%	7 36.84%								
	Pre-K 4 class/grade	6 6.98%	17 19.77%	17 19.77%	25 29.07%	15 17.44%	4 4.65%	2 2.33%					

Table 6: Mathematics

Objectives / Dimensions	Age or Class/Grade	Not Yet	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
20c. Connects numerals with their quantities	Preschool 3 class/grade	4 21.05%	6 31.58%	5 26.32%	2 10.53%	1 5.26%											
	Pre-K 4 class/grade	5 5.81%	19 22.09%	25 29.07%	8 9.3%	11 12.79%	7 8.14%	5 5.81%	4 4.65%	1 1.16%	1 1.16%						





Additional Filtering

Currently Enrolled ▼

Filter

View All

All Agencies ▼

All Sites ▼

All Classes ▼

Agency: All Currently Enrolled= 111

**406 - EPSDT status Report**

	Up-To-Date	Not Up-To-Date
<b>Anemia (HCT/HGB) (Mandated)</b>	<a href="#">76</a>	<a href="#">35</a>
<b>Blood Pressure (Mandated)</b>	<a href="#">92</a>	<a href="#">19</a>
<b>Dental</b>	<a href="#">66</a>	<a href="#">45</a>
<b>Growth (Mandated)</b>	<a href="#">101</a>	<a href="#">10</a>
<b>Hearing (Mandated)</b>	<a href="#">102</a>	<a href="#">9</a>
<b>Lead Screening (Mandated)</b>	<a href="#">71</a>	<a href="#">40</a>
<b>Physical (Mandated)</b>	<a href="#">104</a>	<a href="#">7</a>
<b>Vision (Mandated)</b>	<a href="#">109</a>	<a href="#">2</a>

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

Up-To-Date	Not Up-To-Date
<a href="#">54</a>	<a href="#">57</a>

**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.

**INDIVIDUAL CARDHOLDER ACTIVITY**

**AMY ESSER**  
5563-7500-2990-4743

**CREDITS**  
\$0.00

**PURCHASES**  
\$865.17

**CASH ADV**  
\$0.00

**TOTAL ACTIVITY**  
\$865.17

**ACCOUNTING CODE:**

**Travel Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-07	11-04	55432862308208582110113	COLUMBUS MARRIOTT NW DUBLIN OH 005240 ARRIVAL: 11-01-22	230.00~
11-07	11-04	55432862308208582110311	COLUMBUS MARRIOTT NW DUBLIN OH 005369 ARRIVAL: 11-02-22	115.00 -
11-07	11-04	55432862308208582110352	COLUMBUS MARRIOTT NW DUBLIN OH 005258 ARRIVAL: 11-01-22	230.00~
11-07	11-04	55432862308208582110360	COLUMBUS MARRIOTT NW DUBLIN OH 005304 ARRIVAL: 11-01-22	230.00~
11-18	11-17	05436842322000380116151	DOMINO'S 2258 937-339-8007 OH	60.17~
<b>Total Travel Activity</b>				<b>\$865.17</b>