

Head Start Monthly Report January 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:

There were no credit card charges to report.

B. Program Information Summary

The Head Start Director and Family Engagement Services Manager attended the NHTA Winter Institute the week of January 23rd in Washington DC. We met with Congressman Jordan and his aides as well as Congressman Latta's aides. Other representatives of OHSAL met with Senator Portman, Senator Brown, and Congressman Davidson.

CCS Head Start received the official NOA for the extended duration grant awarded for approximately \$300,000. Due to the Continuing Resolution in Congress only partial funding has been awarded at this time.

Head Start Director and Education Manager support the No Wrong Door event coming February 15th. No Wrong Door was developed through the Early Childhood Education Task Force which is led by CCS Head Start. Head Start will be a featured speaker at the event.

Head Start Director will be on Spectrum, February 8th to discuss the event.

Head Start is collaborating with Department of Job & Family Services and Foundations to provide a kinship support group to families who are caring for children who are not their own. Approximately 11% of our population is currently residing with someone other than their biological parent.

Head Start staff is collecting items for donation to the CALL Food Pantry as a staff service project. CCS Head Start was closed on January 10th due to weather. The make up day is scheduled in February.

Education –CLASS observations were complete, please see attached report. In reviewing the report, please note areas highlighted in green are scores higher than the national average. Areas highlighted in red are scores below the national 10% threshold for DRS (designated Renewal System). Practice Based Coaching is now mandatory under the new performance standards. Currently, we have 2 teachers receiving those supportive services. The two teachers receiving this additional support are the classrooms with the lowest CLASS scores.

Mental Health –Conscious Discipline behavior coaching continues for classrooms to support children with increasing social emotional needs. Head Start intends to participate in Trauma Informed Care groups hosted by Foundations.

Disabilities – 21 current IEPs

Health – see attached Screenings report

ERSEA – CCS Head Start has been under enrolled all year. A Risk Management call is scheduled for February 13th to discuss a plan to increase enrollment. ERSEA review is scheduled for the week of March 6th.

Family Engagement – We have had to replace two members of Policy Council. In January, our parent engagement activity was focused on fatherhood involvement and we had wonderful turnout. Social service staff will be working with families to tell their Head Start story to be shared on our website, Facebook, and with legislators.

C. Enrollment / Attendance

130 children are currently enrolled. HS Director and management team participated in ERSEA risk management phone call with Chicago. CCS head Start is now officially on a risk management plan with the Office of Head Start.

Enrollment by Program Option:

Half Day PY Head Start	103
Full Day School Year (6 hour day)	19

Attendance by Program Option:

Half Day PY Head Start	86%
Full Day School Year	79%

D. CACFP report – CACFP claimed meals

Month Served	January 2017
Total Days Attendance	Rockford – 16 Franklin 16
Total Breakfast	806
Total Lunches	1603

Total Snacks	701
Total Meals	3110

E. Financial Audit - N/A

F. Annual Self-Assessment

- Planning begins February 2017

G. Community Assessment

- Update In Process

H. Communication and guidance from the Secretary

Attachments to report:

Required Screenings Report

CLASS report

Family Partnership Agreement Report

PTC / HV report

Update Community Needs Assessment

School Readiness Plan

NOA

Respectfully submitted,

Amy Esser

Executive 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	72,000.00	480,920.00
CACFP Revenue	0.00	88,230.00	88,230.00	7,332.83	80,897.17
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	79,332.83	611,817.17

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE	ANTICIPATED ACCRUAL
Salary	279,454.00	0.00	279,454.00	95,262.19	184,191.81		184,191.81	
Fringe Benefits	140,618.00	0.00	140,618.00	34,404.27	106,213.73	18,389.79	87,823.94	
Programming	30,556.00	4,230.00	34,786.00	8,786.08	25,999.92	11,579.98	14,319.94	
Supplies	39,750.00	84,000.00	123,750.00	4,402.82	119,347.18	26,350.29	92,996.89	
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Expenditures	53,250.00	0.00	53,250.00	0.00	53,250.00		53,250.00	
PA22 subtotal	543,628.00	88,230.00	631,858.00	142,855.36	489,002.64	56,420.06	432,582.58	
Training & Technical Services								
Training & technical serv (job code 400)	419	0.00	0.00	0.00	2,218.50	6,329.20	-8,547.70	
Staff out of town travel	439	0.00	0.00	1,478.95	7,813.05	1,694.05	6,119.00	
Subtotal Purch Service	9,292.00	0.00	9,292.00	3,697.45	5,594.55	8,023.25	-2,428.70	
Training & Tech Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Subtotal Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
T&TA -PA20	9,292.00	0.00	9,292.00	3,697.45	5,594.55	8,023.25	-2,428.70	
Return of Board Advance	0.00	50,000.00	50,000.00	0.00	50,000.00	0.00	50,000.00	
TOTAL S	552,920.00	138,230.00	691,150.00	146,552.81	544,597.19	64,443.31	480,153.88	

TOTAL REVENUE OVERUNDER TOTAL EXPENDITURES \$ (67,219.98)

HEAD START - 2016 GRANT

REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,086,608.00	0.00	1,086,608.00	1,015,500.00	71,108.00
CACFP Revenue	0.00	63,000.00	63,000.00	79,564.29	-16,564.29
Other Local	0.00	2,000.00	2,000.00	0.00	2,000.00
Refund prior year exp	0.00	2,000.00	2,000.00	0.00	2,000.00
Board advance	0.00	50,000.00	50,000.00	50,000.00	0.00
Total	1,086,608.00	117,000.00	1,203,608.00	1,145,064.29	58,543.71

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE	ANTICIPATED ACCRUAL
Salary	554,972.00	0.00	554,972.00	550,951.45	4,020.55	0.00	4,020.55	
Fringe Benefits	324,061.00	0.00	324,061.00	308,500.75	15,560.25	0.00	15,560.25	
Programming	45,476.00	4,000.00	49,476.00	59,808.18	-10,332.18	2,217.50	-12,549.68	
Supplies	78,099.00	63,000.00	141,099.00	138,114.89	2,984.11	3,999.34	-1,015.23	
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Expenditures	84,000.00	0.00	84,000.00	4,273.60	79,726.40	0.00	79,726.40	
PA22 subtotal	1,086,508.00	67,000.00	1,153,508.00	1,061,548.87	91,959.13	6,216.84	85,742.29	
Training & Technical Services								
Training & technical serv (job code 400)	419	0.00	12,000.00	16,794.62	-4,794.62	300.00	-5,094.62	
Staff out of town travel	439	0.00	7,232.00	6,344.00	888.00	0.00	888.00	
Subtotal Purch Service		0.00	19,232.00	23,138.62	-3,906.62	300.00	-4,206.62	
Training & Tech Supplies		0.00	0.00	3,177.61	-3,177.61	0.00	-3,177.61	
Subtotal Supplies		0.00	0.00	3,177.61	-3,177.61	0.00	-3,177.61	
T&TA -PA20		0.00	19,232.00	26,316.23	-7,084.23	300.00	-7,384.23	
Return of Board Advance		50,000.00	50,000.00	50,000.00	0.00	0.00	0.00	
TOTALS	1,105,840.00	117,000.00	1,222,840.00	1,137,965.10	84,874.90	6,516.84	78,358.06	

TOTAL REVENUE OVERUNDER TOTAL EXPENDITURES \$ 7,099.19

January 2017

In-Kind	Hours	Amount per hour	Total
Support Personnel			
Beth Smalley	26.25	\$51.00	\$1,338.75
Pam Dorsten		\$48.85	\$0.00
Steph Will		\$39.85	\$0.00
Andrea Hemmert	5.5	\$29.38	\$161.59
Custodian Monthly & Uniform	Monthly \$5002.36	Uniform \$23.40	\$5,025.76
OT/PT Assistant	1.5	\$40.50	\$60.75
PT/OT	10.25	\$62.20	\$637.55
ELL	4.5	\$27.70	\$124.65
Speech-Shelly Grothause		Monthly \$6339.75	\$6,339.75
Speech		\$52.00	\$0.00
		Sub Total	\$13,688.80
Building Usage			
Franklin Utilities	electric, sewage, trash, snow/mow, phone		\$4,438.33
Maintenance	\$519.13 per month		\$519.13
Treasurer's Office Personnel	1131.29 per month		\$1,131.29
	Sub Total		\$6,088.75
Volunteer			
Cafeteria Assistants	31	\$16.10	499.1
Tri Star / WSU Volunteers	65.25	\$16.10	\$1,050.53
Community/ Other		\$16.10	0
	Sub Total		\$1,549.63
Goods & Services			
	Grand Lake Family Dentistry	Total	\$107.00
Family Activities		\$16.10	\$0.00
At Home Activities	16.5	\$16.10	\$265.65
Parent Classroom Volunteer		\$16.10	\$0.00
Parent Committee Meeting		\$16.10	\$0.00
Policy Council / HEAC	7.5	61.54	\$461.55
	Sub Total		\$727.20
Mileage			
	Total Miles	Amount Per Mile	
	82	0.555	45.51
Total This Month			\$22,206.89
In-Kind Needed Each Month: \$22,639			
	Annual required inkind		\$271,657.00
	Inkind needed to date		\$229,198.87

EPSDT Health Screenings Report

	Up-To-Date	Not Up-To-Date
Dental	109	18
Physical	117	10
HCT / HGB	93	34
Lead Screening	88	39
Hearing	125	2
Vision	112	15

Parent Teacher Conference / Home Visit Report

67% of enrolled families have participated in at least 1 Parent Teacher conference or Educational Home Visit.

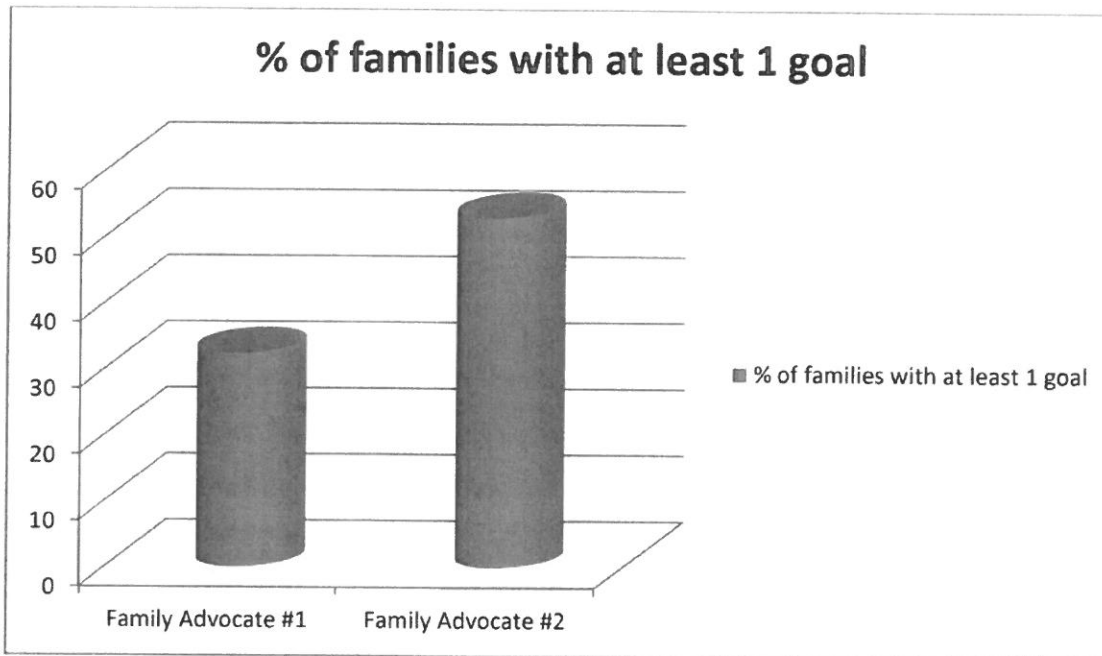
CLASS	Tur tle Tro op 20 16	201 5	Nati onal Avg	10% thres hold	Capt ain's Crew 2016	201 5	Nati onal Avg.	10% thres hold	Lighth ouse Leade rs 2016	201 5	Nati onal Avg.	10% thres hold	Rockf ord 2016	201 5	Nati onal Avg.	10% thres hold	Lake side Lear ners 2016	201 5	Nati onal Avg.	10% thres hold
Emotio nal Support	6.1 7	5.9 167	6.04	5.656 3	5.67	5.9 167	6.04	5.656 3	5.752 5	5.9 167	6.04	5.656 3	5.58	5.9 167	6.04	5.656 3	5.75	5.9 167	6.04	5.656 3
Positive Climate	6	6.0 6	5.97	4.17	6	6.0 6	5.97	4.17	6.34	6.0 6	5.97	4.17	6.33	6.0 6	5.97	4.17	6	6.0 6	5.97	4.17
Negativ e Climate	1	1.2 8	1.06	1.67	1	1.2 8	1.06	1.67	1.33	1.2 8	1.06	1.67	1.0	1.2 8	1.06	1.67	1	1.2 8	1.06	1.67
Teacher Sensitivi ty	6	5.4 4	5.86	4.63	4.67	5.4 4	5.86	4.67	5	5.4 4	5.86	4.67	5.33	5.4 4	5.86	4.67	6	5.4 4	5.86	4.67
Regard for Student Perspec tives	5.6 7	5.4 4	5.37	3.5	5	5.4 4	5.37	3.5	5	5.4 4	5.37	3.5	3.66	5.4 4	5.37	3.5	4	5.4 4	5.37	3.5
Classro om Organiz ation	5.7 8	5.6 852	5.8	4.69	4.78	5.6 852	5.8	4.69	5.336 6	5.6 852	5.8	4.69	4.99	5.6 852	5.8	4.69	6	5.6 852	5.8	4.69
Behavio r Manage ment	6	5.6 7	6.01	5.0	5.67	5.6 7	6.01	5.0	5.67	5.6 7	6.01	5.0	6	5.6 7	6.01	5.0	7	5.6 7	6.01	5.0
Product ivity	6	6.2 2	6.12	5.07	5	6.2 2	6.12	5.07	5.67	6.2 2	6.12	5.07	5.33	6.2 2	6.12	5.07	6	6.2 2	6.12	5.07
Instructi onal Learnin g Formats	5.3 4	5.1 7	5.28	3.33	3.67	5.1 7	5.28	3.33	4.67	5.1 7	5.28	3.33	3.66	5.1 7	5.28	3.33	5	5.1 7	5.28	3.33
Instruct ional	3.1 2	2.4 815	2.88	1.59	2.11	2.4 815	2.88	1.59	2.226 6	2.4 815	2.88	1.59	2.55	2.4 815	2.88	1.59	2.23	2.4 815	2.88	1.59

Celina City Schools Head Start

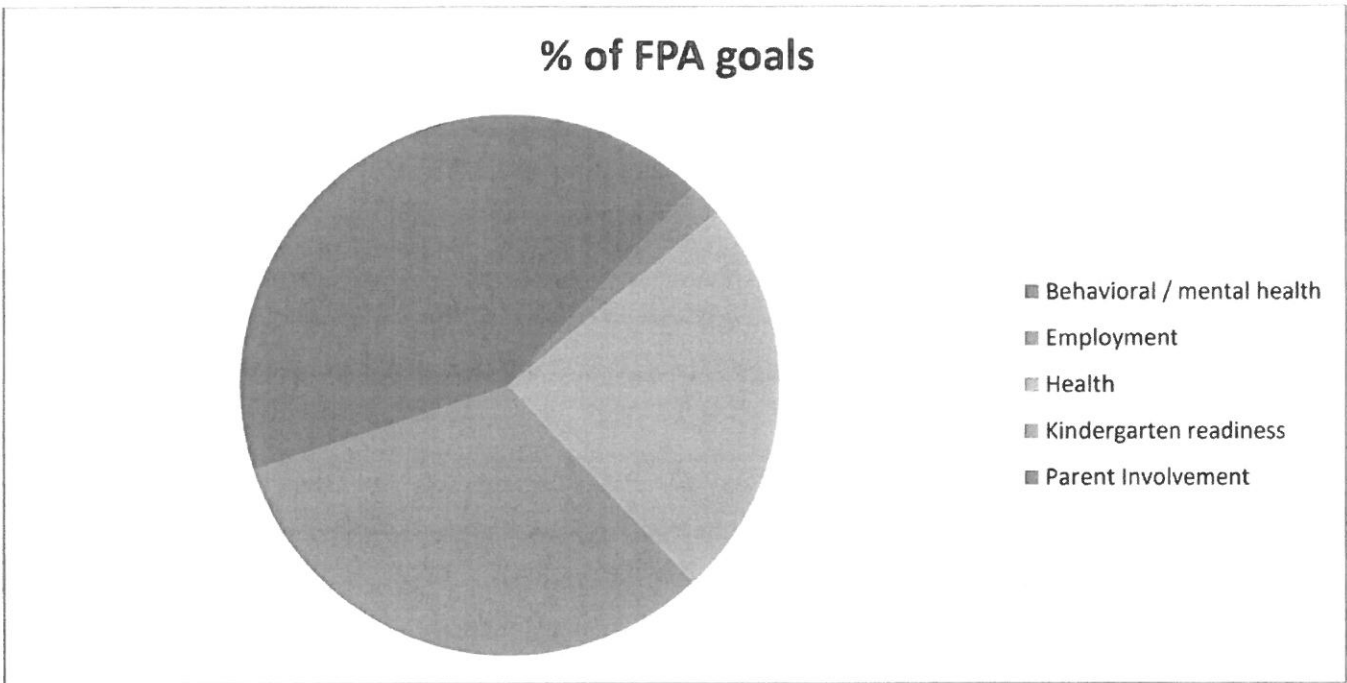
Family Engagement Reports

Family Partnership Agreements – FPAs are goal plans established with the family supported by the family advocate. FPAs are completely voluntary on the part of the parent. Family Advocates are trained to help families identify goals necessary to move their family forward.

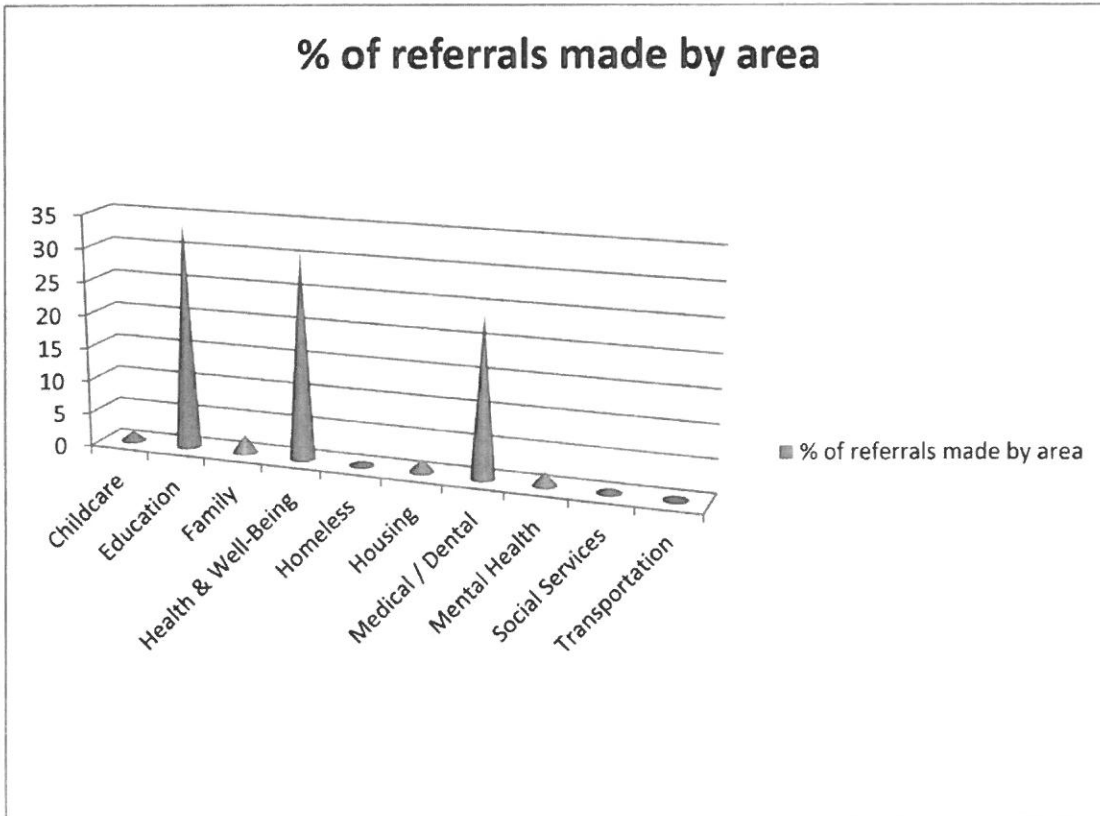
Currently, Family Advocate #1 is assigned 62 families and Family Advocate #2 is assigned 53. The discrepancy in the numbers is due to under enrollment.



Family Goals are broken down into categories of areas of interest determined by the parent coinciding with the Parent, Community, Engagement Framework (PFCE)



Referrals are made when families indicate a need.



ANALYSIS

In the first chart, there is a discrepancy in the amount of families assigned per advocate. Currently, CCS Head Start is under enrolled. Once full enrollment is achieved caseloads will balance more equitably. There was turnover in the Family Advocate #1 position this year. This turnover could account for the low number overall of families with goals, as Family Advocate #2 was providing services to all families. As a result, you will notice that Family Advocate #2 has more goals established due to increased time working with families.

The second chart identifies goals established with families. Typically, at the beginning of the program year, trends are geared more towards health and emergency services. As the year progresses, goals become more long-term and self-sustaining (i.e. employment).

The third chart reflects the supportive referrals made for families. Please note the correlation in referrals for medical / dental and health / well-being in relationship to the goals established in chart 2.

Predictions for the remainder of the year. We should see a decrease in the number of goals and referral in the health area and a possible increase in referrals and goals for education and or kindergarten readiness. The overall goal is to ensure stability for families so that they can begin goal planning for more long-term impactful goals such as employment or furthering their education.

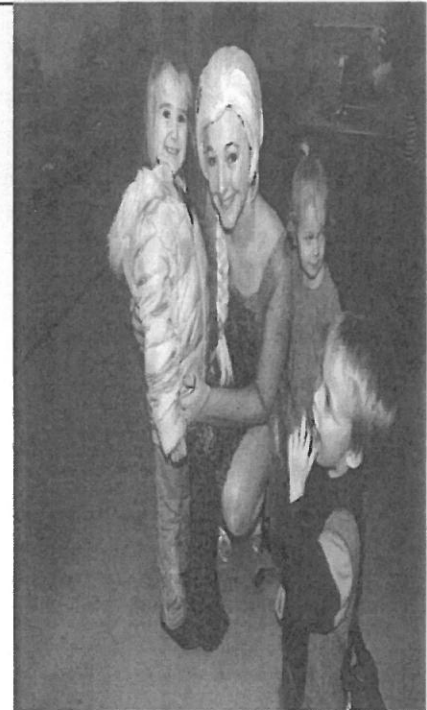
2016 Community Assessment Update

Performance Standards

A grantee is required to complete a thorough community needs assessment once every five years. Annually, the grantee must complete an update of that assessment. In this report you will find updated information to the Community Needs Assessment completed in 2015. Areas include: Number of eligible infants, toddlers, and preschool age children for Early Head Start and Head Start, reporting to child protective services, prevalent socioeconomic factors, other childcare providers, and resources within the community.

Mission Statement

Mercer County Head Start, in partnership with families and the community, significantly impacts school readiness progress by creating a high quality, comprehensive, culturally sensitive, nurturing, safe, and healthy environment in which children, families, and staff are inspired to reach their fullest potential.



Birth to Three, our most vulnerable population

Currently in Mercer County, birth to three services can only be found through Help Me Grow and the Board of DD. Four licensed childcare centers and two home providers identify they provide childcare services to children 6 weeks and older. The Ohio Department of Health reported 515 live births in 2016. Of those, 138 children would be eligible for Early Head Start services.



Employment

As of October 2016, Mercer County's unemployment rate is 3%.

Ohio Department of Job and Family Services Office of Workforce Development Bureau of Labor Market Information

Aside from agriculture related jobs, which Mercer County ranks #2 in Ohio according to the Ohio Annual Bulletin (September 2015) 87 USDA, National Agricultural Statistics Service, there are also many manufacturing jobs

available which leads to the low unemployment rate for this county.

Our area of concern is for the underemployed or another term is the working poor. Per the Poverty Report cited earlier in the report, many of the families that could benefit from Head Start services don't qualify via income because they qualify over the poverty limit due to working for minimum wage or slightly higher. Of our 119 children being served at the writing of this report, 70 of the primary caregivers have a full time job and 54 of the secondary caregivers.

Children Data

Over the last ten years, the percent of children in poverty has increased in every county in Ohio.

- Of the 40 State funded programs in the U.S., Ohio ranks among the very lowest for pre-K access for four-year olds, with a rank of 37th
- 25.9% of children were receiving free and reduced lunches in (2012)
- 2.9% of children are uninsured
- 20% are without dental coverage
- 18.6% are children in situations where food is insecure (2014)

Source: Ohio Kids County Data Book

The Ohio Poverty Report of February 2016 Table A7 shows the ratio of income to poverty level for persons by Ohio County, 2010-2014. The results for just Mercer County are below:

Total Number of persons in this study: 40,132

Under 100% Poverty	Under 125%	150%	Under 175%	Under 200%
Number 3,541	Number 4,719	Number 6,748	Number 9,715	Number 11,300
Percent 8.8%	Percent 11.8%	Percent 16.8%	Percent 24.2%	Percent 28.2%

Note: * - Estimates are based on sample data collected from January 2010 through December 2014, reflecting inflation-adjusted family and/or personal income of the preceding 12 months.

Source: U.S. Bureau of the Census - ACS (2015c).

Prepared by: Office of Research, Ohio Development Services Agency. Telephone 800/848-1300, or 614/466-2116 (DL, 1/16).

- ✚ In July 2015, Quick Facts reports Mercer County population at 40,968.
- ✚ Children 5 and under make up 6.8% of the total population.
- ✚ Persons in poverty in Mercer County are 8.9%
- ✚ City Data.com reports Mercer County mean household income as \$52,091 for 2013.
- ✚ 2015, MCDJFS received 548 calls for alleged abuse and or neglect. 292 of these calls were open for investigation.



According to the Mercer Health Community Health Needs Assessment 2016, there is 1 dentist for every 2,722 persons and 1 MD/DO for every 833 persons in the county.

Areas of Concern for Head Start families

- ✓ A significant number of families fit the definition of “working poor”. Those families who make too much money to qualify for needed benefits and services, but do not make enough to sustain housing, healthcare, transportation, and / or build financial stability. A result of this paradox is parents choosing to quit a job due to cost of childcare and not being able to afford the cost.
- ✓ Extremely limited resources for pregnant mothers and children ages birth through three years old.
- ✓ Significant increase in the amount of social emotional behaviors that require intervention services through a mental health consultant. The National Institute for Early Education (NIEER) put out a report in December 2007, Issue 16, titled *Challenging Behaviors and the role of Preschool Education* that began with saying, “Some research suggests a rise in challenging behaviors among children in early care and education. Among the findings are a high rate of removal from preschool classrooms for behavior problems, a possible link between early non-maternal care and aggressive behaviors in preschool, and concerns from teachers that too many children arrive at school without the social skills required to learn”.

Resources

Head Start Performance Standards

National Agricultural Statistics Service

Ohio Poverty Report

U.S Bureau of the Census – ACS (2015)

Quick Facts, 2015

Mercer County Health Needs Assessment 2016


CityData.com

Ohio Kids County Data Book

Mercer County Dept. of Job & Family Services

Ohio Public Health Data Warehouse

CELINA CITY SCHOOLS
SCHOOL READINESS
PLAN



review of the data indicates areas in need of growth and improvement both in the classroom and family engagement.

The Head Start Director along with the Education Manager developed the school readiness framework plan for CCS Head Start. This framework includes the establishment of school readiness goals based on the five domains: Cognition, Approaches to Learning, Perceptual, Motor & Physical Development, Social & Emotional Development, and Language & Literacy. Included in the implementation plan is the inclusion of family engagement in achieving goals. Timelines and benchmarks were established to allow for measuring progress. (Please see attached example of agency school readiness goals and classroom school readiness implementation plans.) Education and family support staff will be provided data to analyze prior to developing their classroom implementation plan. This data includes classroom specific Teaching Strategies GOLD reports, CLASS, ECERS, and demographic information on enrolled children, attendance and enrollment reports, and referral to mental health consultant. Through the development of classroom school readiness plans, staff will then focus on the skills they need to improve and or develop to ensure that school readiness goals are achieved. These items will be captured through Individual Professional Development Plans.

The School Readiness Core team will present the agency's SR goals at the annual pre-service training in August. Follow-up meetings will be held three times a year referred to as *Data Dialogue Planning*. Additional trainings will be planned throughout the year to support staff in efforts to close the achievement gap.

Data Dialogue Plan team meetings are to be held in August, November, and February. These meetings will be held at the local centers with all team members present ensuring that education and family engagement components are addressed. During these meetings children's progress will be discussed as well as staff's progress towards Individual Professional Development Plan (IPDP) goals. Updated data (sources mentioned previously) will be provided


School Readiness Goals

School Readiness goals have been established by the core team. These goals are mentioned previously include the five central domains. Within each goal the sub-goals were established to reflect growth from three years old until transition to kindergarten. Each domain's goal has been written with clear expectations for role of the education team and family. Benchmarks for growth and required timelines have been established. A monitoring system which includes monthly meetings by the core school readiness team and quarterly meetings with the local education teams will ensure success.

Goals are established utilizing the objectives, dimensions, and indicators in Teaching Strategies GOLD. These developmental measurements are in alignment with the Ohio Department of Education's Early Learning and Developmental Standards. Through on-going conversations and collaborative efforts with local school districts, CCS Head Start will learn about and implement kindergarten expectations into school readiness planning. These types of strategies would be more specific to individual classrooms reflecting their local school districts.

Communication, training, and on-going planning development will be cyclical; meaning that while the planning processes maintain their fluidity the communication of all implementations will remain standardized. Planning and implementation is based on data received through various sources, both education and family engagement. Communication will be delivered through reports, meetings, and training opportunities. The core leadership team will provide training to the Board of Directors and Policy Council members annually. Parents attending orientation and open houses will also receive training at in-service trainings throughout the program year. CCS Head Start will report out school readiness goals and achievements through local community collaborations (Family and Children First Council meetings, Early Childhood Coordinating Committees, annual reports, and press releases).

In an effort to ensure that all stakeholders are aware of the school readiness goals, the plan to achieve them, and progress towards achievement, each classroom will have SR goals posted as




Health Consultant, and Education Coach will observe classrooms to ensure that teachers are providing a safe and nurturing environment in which children are inspired to thrive and learn.

Classroom environments exceed the requirements set forth by Head Start, ODE licensing, and *Step Up to Quality* standards. ECERS is the environmental tool used. This tool is approved and accepted by federal and state guidance. The mental health consultant and Education Manager review classroom environments to assure that the flow of traffic, noise level, and stimulating opportunities are developmentally appropriate for enrolled children. Items throughout the classrooms are meaningful and purposeful and as such are intentionally placed as a learning opportunity or a connection of the child to the classroom community. In addition to supporting the physical environment, CCS Head Start has adopted the Conscious Discipline approach to social emotional behavior management. Conscious Discipline is a comprehensive emotional intelligence classroom management system that integrates all domains of learning.


Lesson planning focuses on intentional teaching of skills building towards school readiness goals. Teachers review reports produced by TSGOLD that guides them to developing classroom projects. Individualization for children on IEPs or those who need additional assistance in reaching a skill are documented on weekly lesson plans. During parent teacher conferences, home visits, and parent committee meetings, parents have the opportunity to share curriculum and lesson planning ideas. Random samplings of lesson plans are reviewed quarterly by the Education Manager. On-going training and discussions are conducted during Data Dialogue Plan meetings and throughout the program year.

CCS Head Start utilizes Ages and Stages Questionnaire 3rd Edition and the Ages and Stages Questionnaire for Social Emotional development. Both questionnaires are completed by the parent at the time of enrollment. Teachers are then able to score and review the assessment prior to the child entering the program. This information is entered into the TSGOLD assessment system as the baseline. Teachers review these initial screenings / assessments at the first parent teacher conference which is held prior to the first day of school. On-going



discuss children's progress and plan for their classrooms. AS such, each classroom team is to have at a minimum 1 hour each month of protected planning time. It is up to the discretion of the teaching team (with supervisor's approval) as to when this time is to be scheduled. This time should not impact providing direct service to children and families. Supervisors will allow for the arrangement of flexible schedules and other means to ensure that this planning time occurs. Planning meetings will be documented on center team meeting minutes and submitted to the Education Manager. Classroom planning meeting sessions shall include: Head Teacher, teacher assistant, family advocate, and mental health consultant (if warranted). The management team may attend by self-invitation or by invitation of the staff.

CCS Head Start employs an Education Manager to support the educational staff. The Education Manager travels to all sites ensuring that assistance is provided when needed. CCS Head Start has a CLASS-reliable observer on staff. This ensures that all classrooms have at least one annual classroom observation that is specifically focused on child-teacher interactions. After classroom observations, results will be shared with the teaching staff and follow up supports will be put in place as needed. The compilation of observations and past data analysis will drive individual professional development plans. These plans will be written to be specific and outcome focused. Managers will establish relationship-based strategies with direct service staff to ensure that individual professional development plans at a minimum have one goal reflective of data analysis and support needed. The Education Manager will be responsible to provide effective coaching strategies. AS a result, on-going training will be provided to those individuals on a cyclical basis to ensure that they are able to provide the most up to date research-based approaches to our direct service staff.



Currently, CCS Head Start obtains KRA scores from public schools on children who attended our Head Start program.

CCS Head Start's Director analyzes information that impacts children in the classroom. Along with the IT Secretary, the Director aggregates data and builds analysis reports on the program. The IT Secretary monitors the COPA system while the Education Manager monitors the TSGOLD system. Celina City Schools provides for security in technological systems ensuring that all information is kept confidential; adhering to the FERPA and HIPAA laws.

The program has established that school readiness plans, goals, and implementation will be shared with stakeholders in a variety of ways. Parent committee meetings will be held which allow for parents to discuss school readiness goals in their children's classrooms. The core SR leadership team will meet monthly to report progress and re-evaluate the effectiveness of the current plan. The Board of Education and Policy Council will receive periodic reports stating the program's progress towards achieving school readiness goals.

As mentioned previously, CCS Head Start currently requests KRA information on children transitioning from the Head Start program and entering kindergarten. The Director and Education Manager will build relationships with local public school districts to ensure that school readiness information is communicated between CCS Head Start and the schools.

CCS Head Start has the ability to review previous years of child outcome data as well as *CLASS* scores to help determine areas of needed growth. One area identified as needing growth is Instructional Support within the *CLASS*. In support of Celina City Schools CIP plan, CCS Head Start has identified the area of mathematics or Cognition as an area to focus on. Attendance as well as healthy active living was additional initiatives adopted as a focus of the program. Together these areas of interests build the foundation of the program's five year grant goals and objectives.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:
PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 05CH8467-04-01	4. AMEND. NO.: 1
5. TYPE OF AWARD: Service		6. TYPE OF ACTION: Supplement		7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.
8. BUDGET PERIOD: 12/01/2016 THRU 11/30/2017		9. PROJECT PERIOD: 07/01/2014 THRU 06/30/2019		10. CAT NO.: 93.600
11. RECIPIENT ORGANIZATION: Celina City Schools 6731 State Route 219 Celina, OH 45822-8151 Grantee Authorizing Official: Bill Sell , Board President			12. PROJECT / PROGRAM TITLE: Head Start	
13. COUNTY: Mercer	14. CONGR. DIST.: 04	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Ken Schmiesing Superintendent		

16. APPROVED BUDGET:		17. AWARD COMPUTATION:		
Personnel.....	\$ 344,153.00	A. NON-FEDERAL SHARE.....	\$ 176,580.00	20%
Fringe Benefits.....	\$ 194,409.00	B. FEDERAL SHARE.....	\$ 706,320.00	80%
Travel.....	\$ 9,292.00	18. FEDERAL SHARE COMPUTATION:		
Equipment.....	\$ 0.00	A. TOTAL FEDERAL SHARE.....	\$ 706,320.00	
Supplies.....	\$ 62,550.00	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 127,710.00	
Contractual.....	\$ 36,541.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD...	\$ 425,210.00	
Facilities/Construction.....	\$ 0.00	19. AMOUNT AWARDED THIS ACTION:		
Other.....	\$ 59,375.00			\$ 153,400.00
Direct Costs.....	\$ 706,320.00	20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:		
Indirect Costs.....	\$ 0.00			\$ 3,180,112.00
At % of \$		21. AUTHORIZED TREATMENT OF PROGRAM INCOME:		
In Kind Contributions.....	\$ 0.00	Additional Costs		
Total Approved Budget.....	\$ 706,320.00	22. APPLICANT EIN: 346400269	23. PAYEE EIN: 1346400269A1	24. OBJECT CLASS: 41.51

25. FINANCIAL INFORMATION:						
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	DUNS	013433719
	05CH846704	75-1718-1536	7-G054124	\$153,400.00	UNOBLIG.	NONFED %

26. REMARKS: (Continued on separate sheets)

27. SIGNATURE - ACF GRANTS OFFICER Eric P Staples	DATE: 01/23/2017	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY Mr. Omar Barrett	DATE: 01/19/2017
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) Ms. Kay Willmoth - Regional Program Manager		DATE: 01/21/2017	

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

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1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 05CH8467-04-01	4. AMEND. NO. 1
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11. RECIPIENT ORGANIZATION: Celina City Schools				

STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children and Families U.S. Department of Health and Human Services Office of Grants Management ATTN: Grants Management Specialist 330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND
U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov
Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180& 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

AWARD ATTACHMENTS

Celina City Schools

05CH8467-04-01

1. Remarks

26. REMARKS (Continued from previous page)

This grant action awards funds to extend the duration of Head Start services. Where applicable, the amount awarded includes funds for start-up activities, and operations funds for the current budget period based on the approved implementation date.

The following tables specify the implementation date(s) and as applicable, annual amount of duration funds and start-up funding details.

Head Start Implementation Date: 08/24/2017

<i>Program</i>	<i>Annual Amount of Duration Funds</i>
Head Start	\$276,399

<i>Head Start</i>	
<i>Program Options</i>	<i>Total % of Enrollment</i>
Center-based slots at 1,020 hours per year	25.3%
Family Child Care slots at 1,380 hours per year	

<i>Start-up Funding</i>		
<i>Program</i>	<i>Description</i>	<i>Amount</i>
Head Start	Classroom and kitchen materials and supplies	\$15,200
Total		\$15,200

Head Start population: 158 children.

Designated Head Start service area: Mercer County.

Approved program options: Center-based, Home-based.

Mercer County Head Start Policies and Procedures

P/P Topic:	Program Operations	P/P #:	
Part:	1302	PC Approval Date:	
Subpart:	A	Last Reviewed Date:	
Section Title(s):	Enrollment	Implementation Responsibility:	Family Advocates
Related Performance Standard(s):	1302.15	Monitoring Responsibility:	FESM & HCSM

(A) Policy	State immunization requirements. A program must comply with state immunization enrollment and attendance requirements, with the exception of homeless children as described in 1302.16©(1).
(B) Responsibility	Family Advocates
(C) Procedure	<p>At the time of enrollment, parent / guardian will produce the child's most up to date immunization record.</p> <p>The Family Advocate will compare the child's record with the ODH required immunization guideline. If the child is up to date according to the ODH immunization guideline the child's file will be considered for acceptance.</p> <p>If the child's immunization record is missing required immunizations the Family Advocate will educate the parent on the need for immunizations and provide the family with a referral to their primary medical provider or Mercer County Health Department. The child MAY not be considered for acceptance until the immunization requirement is met.</p> <p>If a parent / guardian choose to waive immunizations, the Family Advocate will contact the Health & Community Services Manager.</p> <p>The Health & Community Services manager will educate the parent on the importance of immunizations. If after the consultation the parent / guardian still choose not to immunize their child, the parent / guardian may sign an immunization waiver.</p> <p>The exception to this rule is in the case of homeless children for whom the requirement may cause a hardship for entry.</p>

Mercer County Head Start Policies and Procedures

P/P Topic:	Program Operations	P/P #:	
Part:	1302	PC Approval Date:	
Subpart:	B	Last Reviewed Date:	
Section Title(s):		Implementation Responsibility:	Teaching Staff, Family Advocates
Related Performance Standard(s):	1302.17(3), 1302.45(a)(1)	Monitoring Responsibility:	Education Manager, FESM

(A) Policy	<p>(3). Before a program determines whether a temporary suspension is necessary, a program must engage with a mental health consultant, collaborate with the parents, and utilize appropriate community resources – such as behavior coaches, psychologists, other appropriate specialists, or other resources as needed, to determine no other reasonable option is available.</p> <p>(1)To support a program-wide culture that promotes children's mental health, social, and emotional well-being, and overall health, a program must:</p> <p>(1) Provide supports for effective classroom management and positive learning environments; supportive teacher practices; and strategies for supporting children with challenging behaviors and other social, emotional, and mental health concerns</p>
(B) Responsibility	Education Staff, PFCE staff, Ed Manager
(C) Procedure	<p><u>Process for Referral to Mental Health Consultant</u></p> <p>When children begin displaying behaviors of concern or who verbalize comments (threats to self or others) and cannot be redirected by typical classroom intervention strategies the following procedure will be followed:</p> <ol style="list-style-type: none"> 1. Education staff will review child's ASQ-SE for any behavioral indicators shared by the parent 2. Discuss child's behavioral concerns with assigned Family Advocate (FA); inquiring as to possible mitigating factors in child's life that may be causing behaviors. 3. Put in request for observation to Education Manager (EM) via COPA. 4. EM will observe child within 2 school days. 5. EM will meet with education staff within 2 school days following classroom observation. Notes from the conference are to be recorded in COPA. 6. EM & education staff will determine if a referral to Mental Health consultant is warranted. A DECA must be completed prior to referral to Mental Health Consultant being made. 7. The Family Advocate will schedule a case conference with the family at a time mutually agreed upon by family & staff. <ol style="list-style-type: none"> a. At the case conference the EM, Teacher, & FA will meet with the family to discuss observations.