

Head Start Monthly Report June 2024

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)(e) 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: \$3791.41

5/3/24	\$90.00	Floral Reflections	S Stachler*
5/8/24	\$40.00	Cakes By Design	S Stachler*
5/9/24	\$3550.50	Austin Air	Facilities
5/17/24	\$110.91	Subway	Policy Council

*denotes paid for with non-Head Start funds

District affiliated events Director participated in include: Board meeting, custodians

External committees / meetings affiliated with Head Start – Weekly Directors meetings, OHSAI Executive Board, OHSAI Futures, (4)Preschool services discussion with ESC, Mtgs w/ county CPS, NHSA weekly meetings, NHSA Executive Leadership, HFS Advisory Board

Internal committees / meetings – Policy Council meetings, Administrative meetings, Recruitment, Monthly call w/ OHS, Personnel meetings w/ staff, Updates mtg w/ Board

Liaison Julie Sommer, MH Framework, Onboarding new HR Mgr, Follow up mtg w/ Dr. Kuhn, Self Assessment. Fiscal Discussions related to FEI, (5) mtgs for Fence at Rockford, CACFP software discussion, Intakes

Trainings provided –Code of Conduct

Training received –2024 Uniform Guidance, Groundwork Listening Session

The Director and FE team completed 4th round intake, accepting new children for PY 24/25. Director conducted multiple meetings with leadership and fiscal consultant for future planning for Full Enrollment Initiative. As part of the FEI and upcoming requirements in NPRM, multiple meetings with leadership (Superintendent & Fiscal Consultant) planning for upcoming school calendar year and service delivery models.

Executive Director and Early Childhood Services Director met with ESC Superintendent and Preschool Supervisor to discuss screenings, referrals, and service delivery to children with special needs. Executive Director conducted 5 meetings to finish quoting process for Rockford Playground Fence. Executive Director completed new employee focus group meeting to complete self assessment and program goal objective. Executive Director involved in multiple employee relations meetings.

Celebrated all staff the first week of May. ECSD attended and featured at Marshallese Day.

B. Program Information Summary

Education – Celebrated children moving on to kindergarten next year.

Mental Health – Updated framework and conducted another review with Dr. Kuhn.

Disabilities – New SLP hired by district.

Health –

ERSEA – Staff attending various community recruitment events.

Family Engagement –Spring Fling event

C. Enrollment / Attendance – Cumulative enrollment = 133 reported

Enrollment by Program Option:

Half Day PY Head Start	43+1
Full Day School Year Ed Complex	70+1
Full Day School Year Rockford	13+1

Attendance by Program Option:

Half Day PY Head Start	74%
Full Day School Year Ed Complex	81%
Full Day School Year Rockford	84%

D. CACFP report – CACFP claimed meals

Month Served	May 2024
Total Days Attendance	Rockford - 10 Part Day programming - 10 Ed Complex Full day Programming - 13
Total Breakfast	942
Total Lunches	1092
Total Snacks	888
Total Meals	2922

E. Financial Audit – Completed

F. Annual Self-Assessment - Completed

G. Community Assessment - Completed

H. Communication and guidance from the Secretary

Attachments to report:

Respectfully submitted,

Amy Esser
Executive Director

PIR Snapshot EOY 23/24

Indicator	# of children at enrollment	# of children at end of enrollment year
Number of children with health insurance	90	146
Number of children with no health insurance	61	5
Number of children with an ongoing source of continuous accessible health care	136	151
Number of children diagnosed with any chronic health condition	30	30
Number of children who have been determined to be up-to-date on all immunizations appropriate for their age	114	136
Number of children who received oral health care during the program year		88
Total number of children served in PY 23/24		151
Total number of families served in PY 23/24		130
At least 1 parent / guardian is employed, in job training, or in school	112	111
Total number of families receiving WIC		60
Total number of families receiving SNAP		46
# of Fathers involved in child's Head Start child development experience		78

Family services defined for tracking purposes:

Emergency Crisis intervention services	Housing Assistance
Asset building services	Mental Health Services
Substance misuse prevention	Substance misuse treatment
English as a second language	Assistance in enrolling into education / job training
Research-based parenting	Involvement in child screening / assessment
Supporting transitions to kindergarten	Education on preventative medical / oral health
Education on tobacco use consequences	Education on nutrition
Education on postpartum care	Education on marriage / relationships
Assistance to families of incarcerated individuals	

115 of our 130 enrolled families received at least 1 of the above-mentioned services

HEAD START - 2024 GRANT

525-9924

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	2,158,505.00	-	2,158,505.00	609,467.28	1,549,037.72
CACFP Revenue	-	100,000.00	100,000.00	63,566.42	36,433.58
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	2,158,505.00	100,000.00	2,258,505.00	673,033.70	1,585,471.30

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	As of 05/31/2024 ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	976,269.00	-	976,269.00	432,033.97	544,235.03	-	544,235.03
Fringe Benefits	746,023.00	-	746,023.00	259,208.85	486,814.15	2,670.00	484,144.15
Programming	223,486.00	-	223,486.00	38,764.33	184,721.67	25,337.51	159,384.16
Supplies	159,912.00	58,687.00	218,599.00	46,456.53	172,142.47	17,645.61	154,496.86
Capital Outlay	-	-	-	-	-	-	-
Other Expenditures	5,270.00	-	5,270.00	4,179.00	1,091.00	-	1,091.00
PA22 subtotal	2,110,960.00	58,687.00	2,169,647.00	780,642.68	1,389,004.32	45,653.12	1,343,351.20

Training & Technical Services

Training & technical serv (job code 400)	419	-	22,835.00	11,625.30	11,209.70	1,374.00	9,835.70
Staff out of town travel	439	-	22,068.00	8,888.42	13,179.58	6,064.36	7,115.22
Subtotal Purch Service		-	44,903.00	20,513.72	24,389.28	7,438.36	16,950.92

Training & Tech Supplies

Subtotal Supplies		-	2,642.00	1,323.64	1,318.36	82.00	1,236.36
		-	2,642.00	1,323.64	1,318.36	82.00	1,236.36

T&TA -PA20

Return of Board Advance

Federal Grant
Expenditures
738,913.62

TOTALS

2,158,505.00	58,687.00	2,217,192.00	802,480.04	1,414,711.96	53,173.48	1,361,538.48
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TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

(129,446.34)

AMY ESSER
5563-7580-0004-9768

CREDITS
\$0.00

PURCHASES
\$3,791.41

CASH ADV
\$0.00

TOTAL ACTIVITY
\$3,791.41

ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-03	05-02	55432864123208227541812	SQ *FLORAL REFLECTIONS CELINA OH P.O.S.: 00011529215139653 SALES TAX: 6.51	90.00
05-08	05-07	55506294128400980000120	CAKES BY DESIGN CELINA OH	40.00
05-09	05-08	02653904129300319855986	AUSTIN AIR INC DOVER DE	3,550.50
05-17	05-16	55429504137743700395899	EZCATERSUBWAY 8004881803 MA	110.91
Total Purchasing Activity				\$3,791.41

MCHS FY 23/24

CATEGORY	RATE	HOURS	AMOUNT	COMMENT
				rates based on 2.35% COLA 6/17/24
Policy Council	48	3	144	
Board	67.7			
At-Home Activities				
Anchors Away	20.64	19.75	407.64	
Captain's Crew	20.64	82.25	1697.64	
Lighthouse	20.64	8.25	170.28	
Lakeside	20.64	32.25	665.64	
Turtle	20.64	4	82.56	
Starboard	20.64	59.5	1228.08	
Rockford	20.64	2.25	46.44	
Total			4298.28	
Parent Volunteers	20.64			
				4.5 hrs kitchen help + classroom
Community Volunteers				744.5 volunteers 32.5 hours
Total				
Four U				
Utilities			2142	
Total				
ECE Funding			8145.84	
MHC			475	
Total				
CCS Personnel Support				
SLP			5239.59	
IT Support			1163.73	
Asst. Treasurer I			506.34	
Asst. Treasurer II			373.09	
Superintendent Sec			444.17	
Custodial Services			4949.54	
Maintenance Services			1368.04	
Treasurer			657.37	
CCS Fringe			433.71	
CCS benefits				
Total				
Page Total			31,085.20	

MERCER COUNTY SELF-ASSESSMENT 2023-2024

Methodology

Mercer County Head Start completed the self-assessment process in May 2024. The Executive Director utilized tools and processes provided by the Office of Head Start and the recently completed Focus Area 2. Internally, these resources include the quarterly data reports, program goals, program training plan, community needs assessment, individual professional development plans, budget, and Head Start Program Performance Standards. Additionally, the grantee employed the data resources available to the grantee through the use of reports (TSGOLD, COPA, EDECA, Parent Gauge) and interviews with stakeholders. The Executive Director identified (4) four teams and team leaders. These individuals included: Executive Director, Early Childhood Services Director, Health & Safety Manager, and Mental Health Manager.

Discussion on the self-assessment process and tool began in March with follow-up meetings provided to individual team leaders throughout the month of May. Policy Council reviewed the self-assessment process during the March meeting. The Board of Education was informed of the process in March.

Team leaders were assigned areas of focus. The assignment of areas of focus was very intentional; assuring that management staff and direct service staff were responsible to review areas that they directly supervise or work. Current staff, community members, Policy Council members, Board of Education members and parents were asked to participate. At all times, confidentiality of children, family, and personnel information were safeguarded to protect their rights to privacy in accordance with state and federal mandates as well as the OAPSE #457 contract.

Interviews and data were collected and analyzed under the SWOT analysis framework. Meaning Strengths, Weaknesses, Opportunities, and Threats. Strengths are defined by the areas in which the program consistently exceeds expectations and regulations. Weaknesses are defined as those areas in which the program needs to focus attention to meet or exceed regulations and expectations. Opportunities are defined as areas to reach out to internal and external partners to better improve service delivery and or create a new opportunity for those we serve. Threats are systematic issues which could threaten the viability of the grant immediately and long term.

Self-Assessment activities were conducted on May 20, 2024. By May 31st, the self-assessment leadership team submitted overall reports to the Executive Director for review. At that time areas of strength, weaknesses, opportunities, and threats were determined.

Areas of Strength

The 12 Systems	Comments / Evidence
Human Resources	<ul style="list-style-type: none"> • Required training expectations met • Incentive payments • Wellness Days & School Family Environment • Added HR Manager
Program Planning & Service System Design	<ul style="list-style-type: none"> • Mental Health services to children • FE staffing for families • Finished Parent Ambassador
Data & Evaluation	<ul style="list-style-type: none"> • Parent Gauge • Individualized Data Dialogue process
Fiscal Management	<ul style="list-style-type: none"> • Budget supports needs of program operations • 1303 application
Community & Self-Assessment	<ul style="list-style-type: none"> • Self-Assessment process and participants • Admin staff support multiple community needs assessment (i.e. CHIP) • No Wrong Door
Facilities & Learning Environments	<ul style="list-style-type: none"> • Budget allows classrooms to purchase any items needed. • CLASS scores increased in Concept Development
Transportation	<ul style="list-style-type: none"> • Transitioning out
Technology & Information Systems	<ul style="list-style-type: none"> • COPA • Vast technology resources for the program • Parent Gauge • EDECA • Propio • Support from District IT Dept.
Training & Professional Development	<ul style="list-style-type: none"> • Ample professional development opportunities for staff • Professional development aligns with program goals and IPDPS in most areas
Communication	<ul style="list-style-type: none"> • Staff receive communication through various modalities including face to face meetings, email, newsletters • Parents report communication happens frequently and in various methods
Record Keeping & Reporting	<ul style="list-style-type: none"> • Improvements in data collection in Human Resources, Health, Education
Ongoing Monitoring & Continuous Improvement	<ul style="list-style-type: none"> • Monitoring tools • Strict adherence to federal mandates • Data Dialogue process

Areas of Weakness

The 12 Systems	Comments / Evidence
Human Resources	<ul style="list-style-type: none"> • Current structure does not allow for succession planning / promoting from within • Vacancies were longer this year, some positions not filled • No operations manual for critical positions
Program Planning & Service System Design	<ul style="list-style-type: none"> • Adherence to policy & procedure

	<ul style="list-style-type: none"> Serving those in the southern part of county
Data & Evaluation	<ul style="list-style-type: none"> Understanding the use of data while respecting developmentally appropriate practices MATH
Fiscal Management	<ul style="list-style-type: none"> Policy for budget development process
Community & Self - Assessment	<ul style="list-style-type: none"> Increased needs, unavailable resources
Facilities & Learning Environments	<ul style="list-style-type: none"> 1303 application
Transportation	<ul style="list-style-type: none"> Couldn't fill positions
Technology & Information Systems	
Training & Professional Development	<ul style="list-style-type: none"> No specific training identified for DLLs
Communication	
Recordkeeping & Reporting	<ul style="list-style-type: none"> Not fully enrolled Attendance was low
Ongoing Monitoring & Continuous Improvement	<ul style="list-style-type: none"> Monitoring reports don't reflect observations

Areas of Opportunity

The 12 Systems	Comments / Evidence
Human Resources	<ul style="list-style-type: none"> NPRM – Adding a FA NPRM- Improving wage structure
Program Planning & Service System Design	<ul style="list-style-type: none"> NPRM – Improve MH Framework
Data & Evaluation	<ul style="list-style-type: none"> Parent Gauge
Fiscal Management	<ul style="list-style-type: none"> New staff new operations
Community & Self - Assessment	<ul style="list-style-type: none"> New Marshallese Group
Facilities & Learning Environments	<ul style="list-style-type: none"> FEI – classroom moved to Coldwater
Transportation	
Technology & Information Systems	<ul style="list-style-type: none"> Moving to Microsoft
Training & Professional Development	
Communication	
Recordkeeping & Reporting	
Ongoing Monitoring & Continuous Improvement	<ul style="list-style-type: none"> Develop innovative programming combining services responding to Parenting needs, mental health, & Conscious Discipline

Areas of Threat

The 12 Systems	Comments / Evidence
Human Resources	<ul style="list-style-type: none"> Long-term vacant positions
Program Planning & Service System Design	<ul style="list-style-type: none"> Lack of revenue sources to meet needs Changes in ESC identification for children with special needs
Data & Evaluation	
Fiscal Management	<ul style="list-style-type: none"> Errors made by previous staff
Community & Self - Assessment	<ul style="list-style-type: none"> Lack of dental services
Facilities & Learning Environments	<ul style="list-style-type: none"> Safety of Education Complex / unlocked facility
Transportation	
Technology & Information Systems	
Training & Professional Development	

Communication	
Recordkeeping & Reporting	<ul style="list-style-type: none"> • Enrollment • Attendance
Ongoing Monitoring & Continuous Improvement	<ul style="list-style-type: none"> • Lack of adherence to policy, procedure, practice

Analysis and Conclusion

The Self-Assessment Leadership team provided reports on all the data and findings. Each team leader was able to provide a synopsis of their review and share specific items that were of significant strength or opportunities to improve. The team synthesized data with the intention of determining what areas of growth would be supported by the areas of strength, and which areas of growth directly impacted each other.

Recommendation from participants was to have more time to review data.

Items in Need of Immediate Planning

1. Human Resources – Staffing
2. Recordkeeping & Recording - Enrollment
3. Recordkeeping & Recording - Attendance
4. Ongoing Monitoring & Continuous Improvement - Monitoring

Items to be addressed in Long-Term Planning

1. Human Resources – NPRM staffing patterns
2. Human Resources – Framework / Structure
3. Fiscal Management – 1303 Project
4. Ongoing Monitoring & Continuous Improvement – Innovative program development to address family needs, service coordination mechanism to address special needs of children

Review of Previous Year's Progress

PY 23/24 served more children and families that were homeless, experiencing mental health issues, and abhorrent behavior than in the past 8 years. All resources from every position were focused on keeping children safe and identifying resources to support families. Multiple positions in the program were vacant throughout the year. Staff experiencing medical and personal issues forced the program to rely heavily on substitutes to maintain classroom ratios.

Marcy Jett, a MCHS parent, represented our program in OHSAL's parent ambassador program and advocated on behalf of our children and families in Washington D.C. Marcy worked for the program as a substitute and has gone on to work for the Ohio Department of Children and Youth Services as a Parent Ambassador. Other parents in the program have contributed by

volunteering and attending parent meetings and events. Our DOGS (Dads of Great Students) group continues to grow.

One staff member obtained a CDA this year.

Due to underenrollment, the program is part of the Full Enrollment Initiative (FEI) that has led leadership to make critical decisions about the future program design. The NPRM proposed by the Biden Administration has led to some programmatic design changes and also long-term future planning for staff wages.

