



**Jefferson County Early Childhood Program  
Policy Council Meeting  
Agenda for Thursday, January 11, 2018, 10:30 am  
Dawson Orman Room 247**

10:30 am Work Session: Discussion of Policies and Procedures.

11:15 am 15 minute break

11:30 am Meeting begins

- I. Roll Call
- II. Recommendation for Approval of Meeting Agenda
- III. Recommendation for Acceptance of Minutes of Previous Meeting
- IV. Director's Report
  - A. Acceptance of Enrollment Report
  - B. Acceptance of Attendance Report
  - C. Acceptance of USDA Report
  - D. Acceptance of the Corrective Action Plan Update Report
- V. Information items
  - A. Acceptance of Comprehensive Services Report
  - B. Acceptance of Family Engagement Activities
  - C. Acceptance of Human Resources Report
  - D. Acceptance of Notice of Award
- VI. Consent Items
  - A. Acceptance of the Early Childhood monthly Grant Budget
  - B. Acceptance of the Memorandum of Agreement with Crocus Academy
- VII. Closed Session
- VIII. Adjournment

**Vision**

Cultivate classrooms of excellence, empower families, prepare students for kindergarten, and improve our community.

# MEETING MINUTES



Vision:

- Cultivate classrooms of excellence, empower families, prepare students for kindergarten, and improve our community.



**Jefferson County Early Childhood Program**  
**Policy Council Meeting Minutes**  
**Thursday, December 7, 2017, 10:30 am**  
**Dawson Orman Education Center, Room 247**

10:30 AM      Work Session

- Introductions of Policy Council Members and Guests
- CAP Update and Discussion: EC Leadership is working with Head Start Region IV on Corrective Action Plan (CAP) implementation. Safety of our children is number one priority and we are constantly working on and updating the CAP with additional strategies.
- Members are Invited to attend the Joint JCBE and Policy Council Work Session on January 9, 2018
- We are on the agenda for the JCBOE Work Session on January 9, 2018 at 4:30 at VanHoose Stewart Auditorium. This is an opportunity to engage as a united group with JCBOE. You will come together to add your perspective to the work being done on the Corrective Action Plan and collaborate and discuss the Head Start program. Shannon will send an invitation to Policy Council members as a reminder. Work session is recorded and media will be present.

11:15 AM      15-Minute Break

11:30 AM      Policy Council Meeting Called to Order

- I. Roll Call by Catherine Braganza
- II. Election of Officers: The floor was opened for any other members to be nominated, and there were no additional nominations. Dreema Jackson and Andrea Brown collected the ballots and counted the votes. The newly-elected 2017-2018 Policy Council Officers were announced by Terri Davenport as follows:

Chairperson: Kinshasta Reed  
Vice-Chairperson: Alicia Yarbrough  
Parliamentarian: Katherine Braganza  
Vice-Parliamentarian: Tammie McDaniel  
Secretary: Amanda Offutt  
Assistant Secretary: Elizabeth Dietsch

Signing of Confidentiality Agreement. Each member of the Head Start Policy Council must agree to adhere to the code of ethical conduct and confidentiality by signing the agreement form. You are expected to refrain from sharing confidential information, especially information shared during closed session. This is in alignment with the Head Start standards.

- III. Recommendation for Approval of Meeting Agenda. Acting Chairperson Alicia Yarbrough requested for a motion to accept meeting agenda.  
Motion: Lisa Rice  
Second: Tammie McDaniels  
Motion Carried
- IV. Recommendation for Approval of Minutes of Previous Meeting. Acting Chairperson Alicia Yarbrough requested for a motion to accept the meeting minutes.  
Motion: Lisa Rice  
Second: Amanda Offutt  
Motion Accepted
- V. Director's Report
- Acceptance of the Policy Council Ambassador Slate for the 2017-18 Policy Council:  
Andrea Brown and Dreema Jackson  
Acting Chairperson Alicia Yarbrough requested for a motion to accept the Ambassador slate.  
Motion: Tammie McDaniel  
Second: Kristie Adams  
Motion Carried
  - Acceptance of Enrollment Report – For the month of November, we had 1319 enrolled in Head Start (HS) and 161 in Early Head Start (EHS). There is 1 ECE student enrolled in Early Head Start at this time and Head Start has 155 enrolled. Head Start requires a minimum ECE enrollment of 10%, and we are at 12%. We have struggled with this in the past, but we have new procedures and it is working much better which is reflected in our numbers. Our requests to Head Start for approval of a home-based program and a class size waiver from 8 to 10 students per classroom for Early Transition Classrooms have not received a response, hence we currently do not meet funded enrollment in EHS
  - Acceptance of Attendance Report - Head Start November attendance is 86.95%- exceeding our minimum requirement of 85%. We have family advocates that check on absences with parents and see if interventions are needed.
  - Acceptance of USDA Report -- For the month of November, there were 2,093 Early Head Start breakfasts and 2,213 lunches served. There were 19,650 Head Start breakfast and 19,623 lunches served. These numbers do not match because of late arrivals and early dismissals.
  - Acceptance of Corrective Action Plan update- The Office of Head Start Report and our resulting Corrective Action Plan have given us an opportunity to reflect on our procedures and make updates. You can access the CAP by going to the Oct. 24th Board Meeting Materials from the JCPS home page, or by going to the JCPS Early Childhood website (Parents > Early Childhood Programs > Range of Programs > [Head Start Corrective Action Plan](#)).

Highlights of the CAP:

- Behavioral and Mental Health Supports
- Training and Implementation of Standards of Conduct
- Postings of Standards of Conduct and Other Safety Procedures in the classrooms
- Tiered Differentiated Staff Coaching Support
- Behavior Support Training for Instructional Coaches, Resource Teachers and Center Counselors
- Trauma-Informed Staff Self-Care Training in January
  - Requested Behavior Specialist positions
  - Adverse Childhood Experiences training for families
  - Additional support for ESL Families, including family support and interpreters



This is a living document and updates will continue to be shared with you..

Acting Chairperson Alicia Yarbrough requested for a motion to accept the Directors Report.

Motion: Lisa Rice

Second: Ahmed Eltanboly

Motion Carried

VI. Action Items - NONE

VII. Information items

- A. Acceptance of Comprehensive Services Report- Wonderful news --despite challenges in ensuring compliance with health records we are at 85% compliance. Out of our 1,300 only 14 do not have insurance, and 76 without dental insurance. Family advocates have worked with families, and we only have a small number not up to date with initial screenings due within first 45 days. We are working on setting up dental clinics and mobile dental labs to get dental exams for the 45 children that are not up to date. We have worked with doctors' offices on getting required lead testing documented on physical forms and we are down to 25 students. Growth assessments not completed are down to 12 students. As part of the family engagement efforts, family advocates are continuing to work with families on kindergarten applications. Currently, 44% of Head Start families have applied for kindergarten. December 15, 2017 is the deadline.

Acceptance of Family Engagement Activities Report - Next session of the Achievement Gap Workshop Meetings will be held possibly at three centers -- Duvalle, Dawson, and Unseld.

Acting Chairperson Alicia Yarbrough requested for a motion to accept the Comprehensive Services Report and Family Engagement Activities.

Motion: Catherine Braganza

Second: Lisa Rice

Motion Carried

- B. Acceptance of Human Resources Report - We have sent out 661 Child Abuse and Neglect (CAN) checks and have received 596 back with only 4 CAN checks with substantiated findings. Only 3 were discharged from employment due to substantiated CAN findings. TB and Physical employee information is being compiled into one database. The Human Resources department will keep this data secure and up to date by notifying staff by email when they need to update. We are at 98% up to date on TB's with only 13 missing, these are new hires. We are at 95% up to date on Physicals with 35 missing (new hires). We are at 99% completion on criminal background checks for all early childhood staff. The Early Childhood program does a new staff orientation bi-weekly and we have 30 staff to schedule. We have 90 days to get this accomplished. November absence fill rate was at 47%. Staff Vacancies: 1 certified position at Jaeger, 1 instructor II/III for Riverport, and 7 Lead IA's and 5 IA's.

Acting Chairperson Alicia Yarbrough requested for a motion to accept Human Resources Report.

Motion: Ahmed Eltanboly

Second: Tammie McDaniel

Motion Carried

VIII. Consent Items

Acceptance of the Head Start Monthly Grant Budget Report --Head Start Basic grant is 34% spent through November, with encumbrances of \$1,269,883.15 and is 41% spent year-to-date. The Early Head Start basic grant is 35% spent through November, with encumbrances of \$338,781.44 and is 45% spent year to date. The Head Start Training and Technical Assistance grant is 33% spent year to date with \$7,278.33 in encumbrances. The Early Head Start Training and Technical Assistance grant is at 30% spent year to date with encumbrances of \$3,213.34.

The administrative cost percentage thru November 27, 2017 is 4.40%. This is well below the allowable maximum rate of 15%.

Acting Chairperson Alicia Yarbrough requested for a motion to accept the Head Start Grant Budget.

Motion: Amanda Offutt

Second: Michelle Jones

Motion Carried

IX. Closed Session.

Acting Chairperson Alicia Yarbrough requested for a motion to move into closed session.

Motion: Tammie McDaniel

Second: Amanda Offutt

Motion Carried

Acting Chairperson Alicia Yarbrough requested for a motion to accept closed session information.

Motion: Lisa Rice

Second: Michelle Jones

Motion Carried

Acting Chairperson Alicia Yarbrough requested for a motion to return to open session

Motion: Catherine Braganza

Second: Kristie Adams

Motion Carried

X. Adjournment of Meeting.

Acting Chairperson Alicia Yarbrough requested for a motion to adjourn

Motion: Amanda Offutt

Second: Kristie Adams

Motion Carried

12:46 PM Meeting Adjourned

*Vision:*

*Cultivate classrooms of excellence, empower families, prepare students for kindergarten, and improve our community.*

# DIRECTORS REPORT



Vision:

- Cultivate classrooms of excellence, empower families, prepare students for kindergarten, and improve our community.



## Directors Report for the Month of January

### Enrollment Report

<b>Enrollment</b>	<b>December</b>
Head Start	1319
Early Head Start	159
<b>Total</b>	<b>1478</b>

### ECE Enrollment

<b>Enrollment</b>	<b>December</b>
Early Head Start	1
Head Start	155

### Student Attendance

<b>December</b>	<b>Present</b>	<b>Absent</b>	<b>Attendance %</b>
<b>13 days</b>	17,074	2586	<b>86.85%</b>

### USDA Report

	<b>December</b>
Early Head Start Breakfast	185
Early Head Start Lunch	207
Head Start Breakfast	15,272
Head Start Lunch	15,448



JCBOE Head Start CAP Quarterly Board Update  
September - December 2017  
January 9, 2018

Professional Development

Deficiency SC = Standards of Conduct; AS = Active Supervision; R = Reporting	Strategy	Date Implemented	Audience	# Participants
SC, AS, R	OHS Standards of Conduct, Active Supervision, Staff Management	9.8.17	EC Associate Principals; EC Counselors; EC Leadership Team	20
SC, AS, R	Mandatory Head Start Standards of Conduct Training by EC Director; Update and Review all Safety Procedures	9.22.17 10.9.17 10.27.17	Instructional Coaches, EC Leadership Team, Teachers, Instructors, Instructional Assistants	720
SC, AS, R	Child Abuse and Neglect Reporting Expectations, Head Start Standards of Conduct, supervision of EC classrooms	10.16.17	Superintendent, Chief Academic Officer, Assistant Supts., Elementary Principals, Center Associate Principals	75
SC, AS	Head Start Leadership Training by OHS T/TA	11.1.17	Superintendent, Chief Academic Officer, Assistant Supt. Elementary Principals, Center Associate Principals, EC Central Office Leadership	80
SC, AS	Positive Teacher-Child Interactions, Active Supervision Trg by OHS T/TA	11.2.17	EC Leadership, Center Associate Principals, Teachers,	750

			Instructors, Instructional Assistants, Instructional Coaches, Resource Teachers	
SC, AS	Head Start Governance Training by OHS T/TA	11.8.17	JC Board Members, Policy Council Members, Asst. Supt, Superintendent, EC Leadership Team, KDE	23
SC,AS	Positive Behavior Interventions and Supports Training by Behavior Specialist Dr. Marcia Lemon	11.17.17	EC Leadership, EC Counselors, Instructional Coaches, Resource Teachers	46
SC, AS	Behavior Strategies: Working with Students with Autism; Lisa Reid, Psychologist, Lorraine Leet, Psychologist and Dr. Marcia Lemon	01.02.18	Instructional Coaches, Resource Teachers	46
SC	OHS Effective Mental Health Consultation Systems	01.08.18 - 01.10.18	Mental Health Coordinator, Mental Health Consultant and PBIS Specialist	3
SC, AS	Trauma-Informed Self Care for Staff by district Socio-Emotional Learning specialist	1.19.18	EC Leadership, Center Associate Principals, EC Counselors, Instructional Coaches, Resource Teachers	60
SC, AS	Trauma-Informed Self Care and Tap Out System for Staff: EC Center Staff Meetings, Elem School Embedded PDs by Instructional Coaches and Resource Teachers	1.22.18 to 2.2.18	All Teachers, Instructors, Instructional Assistants, School Administrators	675
SC, AS	SEL Curriculum Update	1.26.18	EC Leadership,	750

	and PBIS Behavior Data System		Center Associate Principals, EC Counselors, Instructional Coaches, Resource Teachers, Teachers, Instructors, Instructional Assistants	
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Other Significant Strategies Implemented

Deficiency	Strategy	Date Implemented
SC, AS	Procedures/Flowchart for Reassignment of Early Childhood Staff to Non Instructional Duty	9.1.17
SC, AS	Head Start Standards of Conduct embedded into employee disciplinary procedures	12.11.18
SC, AS	New Hire Standards of Conduct Agreement	12.11.18
SC, AS	No Return Procedures for Early Childhood Substitutes	12.11.18
SC	Contracting Behavior Specialist Services (retired specialist) to provide PBIS training	11.17.19
SC, AS	Early Childhood Standards of Conduct and Active Supervision Remediation and Training Courses (online)	10.26.17
SC, AS	Collaboration to Provide On-site Therapeutic Support Services for Students	12.05.17

# INFORMATION ITEMS



Vision:

- Cultivate classrooms of excellence, empower families, prepare students for kindergarten, and improve our community.





**Current Summary Data:**

- Children Up to Date on EPSDT – 86.39%
- Children without Medical Home – 4 (last report was 14)
- Children without Dental Home – 34 (last report was 76)
- Children without Health Insurance - 11 (last report was 22)
- Families who have entered into a Family Engagement Contract – 80.34%
- Families who have completed a Family Success Roadmap – 67.83%
- Children past due on 45 day screenings – 3
- Children with blank dates of determination - 3

The first Management by Information report of 2018 on 90 Day requirements show that we have 324 children past due on requirements, however 90% of those are Dental Exams. Other measures include:

1. Lead Test -24 Months: 8 (this number is slightly skewed due to the requirement being 24 months for Early Head Start, but with transitional 3 year olds, they may not be required to complete based on their age while attending).
2. Hemoglobin-Hematocrit: 13
3. Growth Assessment: 2
4. Nutrition Assessment: 2

A flyer for our Family Engagement Network meetings for January is attached. Dates and locations are as follows:

- Tuesday, January 23<sup>rd</sup> at DuValle
- Wednesday, January 24<sup>th</sup> at Dawson
- Thursday, January 25<sup>th</sup> at Unseld.

We are currently working on a project focused on Mental Health that will be piloted at McFerran during January and February. The activities will incorporate family engagement activities to help parents engage in conversations related to adverse childhood experiences (ACES).

# family engagement network meeting

Please join us for one of our monthly family engagement network meetings! We will create a space for families to reflect on their engagement around Promoting Language and Literacy, celebrate successes and help each other with challenges. Locations and times below:

## **TUESDAY JAN. 23RD 10AM-11AM**

- DUVALLE EDUCATION CENTER, ROOM 209

## **WEDNESDAY JAN. 24TH 10AM-11AM**

- DAWSON ORMAN, CAFETERIA

## **THURSDAY JAN. 25TH 9:45AM-10:45AM**

- GEORGE UNSELD EDUCATION CENTER

**HOSTED BY SHINE EARLY LEARNING**

**\*SNACKS AND DRINKS PROVIDED\***

IF YOU HAVE ADDITIONAL QUESTIONS,  
**PLEASE ASK YOUR FAMILY ADVOCATE**



## Monthly Policy Council Report 1/11/18

### December 2017 Report

#### CAN Check Report:

- A system is needed to store employee CANCheck information that includes reporting features

<u>CAN</u>	<u>Sent off</u>	<u>Return ed</u>	<u>Bad CAN's</u>
10/18/17	574	200	4
10/24/17	628	375	0
11/9/17	641	511	0
11/22/17	647	581	0
11/29/17	647	581	0
12/6/17	661	596	0
1/10/18	590	499	0

#### TB/Physical Report:

- A system is needed to store employee TB/Physical information that includes reporting features

<u>Requirem ent</u>	<u>% as of 10/18/1 7</u>	<u>% as of 10/2 4/17</u>	<u>% as of 11/09/ 17</u>	<u>% as of 11/22/ 17</u>	<u>% as of 11/29/ 17</u>	<u>% as of 12/6/1 7</u>	<u>% as of 1/10/1 8</u>
TB	78%	89%	96% (28)	98% (18)	98% (18)	98% (13)	93% (45)
Physical	76%	88%	91% (58)	94% (42)	94% (42)	95% (35)	92% (56)

#### Criminal Background Report:

- A system is needed to store employee TB/Physical information that includes reporting features

<u>Requirem ent</u>	<u>% as of 10/18/ 17</u>	<u>% as of 10/24/ 17</u>	<u>% as of 11/09/ 17</u>	<u>% as of 11/22/ 17</u>	<u>% as of 11/29/ 17</u>	<u>% as of 12/6/1 7</u>	<u>% as of 1/10/1 8</u>
CBC		98%	96%	94%	94%	99%	96%

**Orientation:**

- 30 staff members are missing orientation
- We will be exploring the opportunity of holding orientation in a virtual format using Blackboard Collaborate

**Absence Management:**

<u>Month</u>	<u>Absences</u>	<u>No Sub Needed</u>	<u>Sub Needed</u>	<u>Filled</u>	<u>Unfilled</u>	<u>Fill Rate</u>
August	52	19	33	20	13	61%
September	529	18	511	186	324	36%
October	774	80	694	314	379	45%
November	776	47	729	341	386	47%
December	985	105	880	444	436	50.45%
January						

**Staffing Report: Vacancies**

- Certified : 3 Jaeger, Unseld, and Hawthorne
- Instructor II/III: 1 at Riverport
- Lead IA: 6 Byck, DuValle, Jacob, Okolona, Shacklette, Wilt
- IA: 7 DuValle (3), Hazelwood, Jaeger, Shacklette (2)

**Reassignments:**

- McFerran
- Dawson Orman
- Byck
- Layne
- Trunnell
- Stopher
- Hazelwood
- Wellington





ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | Region IV | 61 Forsyth Street, Suite 4M60, Atlanta, GA 30303 | [www.eclkc.ohs.acf.hhs.gov](http://www.eclkc.ohs.acf.hhs.gov)

January 4, 2018

Chris Brady, Board Chairperson  
Jefferson County Board of Education  
900 S Floyd St, Early Childhood Office  
Louisville, KY 40203

Re: Grant No. 04CH010368

Dear Mr. Brady:

A grant application must be completed for the upcoming budget period. Please consult the grant application instructions to determine the type of application required. The application for the Head Start grant is due 04/01/2018.

The following table reflects the projected funding and enrollment levels for the 07/01/2018 – 06/30/2019 budget period.

Funding Type	Funding Level	Funded Federal Enrollment
Head Start Program Operations	\$12,385,370	1319
Head Start Training and Technical Assistance	\$127,637	
Early Head Start Program Operations	\$3,071,585	232
Early Head Start Training and Technical Assistance	\$71,455	
<b>TOTAL</b>	<b>\$15,656,047</b>	<b>1551</b>

### Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)*. It must be submitted on behalf of the Authorizing Official registered in the HSES.

Incomplete applications will not be processed.

The *Application Instructions* are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the "Instructions" section of the HSES.

Mr. Brady

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Please contact Loren Jackson, Head Start Program Specialist, at (404) 562-2856 or [loren.jackson@acf.hhs.gov](mailto:loren.jackson@acf.hhs.gov) or Natasha Jones, Grants Management Specialist, at (404) 562-2837 or [Natasha.Jones@acf.hhs.gov](mailto:Natasha.Jones@acf.hhs.gov) with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact [help@hsesinfo.org](mailto:help@hsesinfo.org) or 1-866-771-4737.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start grant in the current budget period.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,



Robert Bialas  
Regional Program Manager  
Office of Head Start

cc:

Marty Pollio, Executive Director  
Rina Gratz, Head Start Director

# CONSENT ITEMS



Vision:

- Cultivate classrooms of excellence, empower families, prepare students for kindergarten, and improve our community.

**Head Start and Early Head Start  
Basic and Training/Technical Assistance Grants  
Fiscal Year 2017-18 Budget Review**

The grant year runs July 1, 2017 through June 30, 2018. Head Start Basic salaries and fringe benefits are 47% spent thru December 29, 2017. With purchase order encumbrances of \$945,466.47, the Head Start Basic grant is 51% spent year to date.

The Early Head Start Basic salaries and fringe benefits are 49% spent thru December 29, 2017. With purchase order encumbrances of \$255,486.87, the Early Head Start Basic grant is 55% spent year to date.

Head Start Training and Technical Assistance is 37% spent year to date with \$7,023.49 in purchase order encumbrances.

The Early Head Start Training and Technical Assistance is 33% spent year to date, with purchase order encumbrances of \$2,380.01.

The administrative cost percentage thru December 29, 2017 is 4.44%. This is below the allowable maximum rate of 15%.

Budget reports were generated on December 29, 2017, therefore the final budget amounts for December are not reflected in the financial statements.



**Early and Head Start Basic, Training and Technical Service  
2017-2018 Year to Date Financials**

Updated As of December 29, 2017  
Salaries Thru December 29, 2017  
Federal Fringes Thru December 29, 2017

<b>Head Start Basic</b>								
<b>Fiscal Year 2017 - 2018 Financial Summary</b>								
Budget MUNIS Description	MUNIS Object	Person Responsible	Budget Amount	Encumbered Amount	YTD Actual Expensed	Available Balance	YTD %	Line #
<b>PA-22 Head Start - Basic - FYE 6-30-2018 - Project # 655DJ</b>								
Salaries - Positions	001 - 01*	Tronzo	6,078,270.05	0.00	3,037,737.34	3,040,532.71	50%	1
" - Substitutes	001 - 015*	Tronzo	98,986.70	0.00	30,037.94	68,948.76	30%	2
" - Extended Time	001 - 013195	Tronzo	145,778.74	0.00	78,355.14	67,423.60	54%	3
<b>Sub-Total - Salaries</b>			<b>6,323,035.49</b>	<b>0.00</b>	<b>3,146,130.42</b>	<b>3,176,905.07</b>	<b>50%</b>	
Fringe Benefits	200's	Tronzo	2,605,642.14	0.00	1,022,370.57	1,583,271.57	39%	4
<b>Sub-Total - Salaries, Extended Time, Fringes</b>			<b>8,928,677.63</b>	<b>0.00</b>	<b>4,168,500.99</b>	<b>4,760,176.64</b>	<b>47%</b>	
Contractual - Health Services (2130)	037 - 0339	Blount	39,438.00	10,800.00	4,413.25	24,224.75	39%	5
Contractual - First Aid Training	037 - 0339	Young	0.00	0.00	0.00	0.00	0%	6
Contractual - Freda Carter - Playgrounds	001 - 0339	Young	0.00	0.00	0.00	0.00	0%	7
Contractual - Language Line (1100)	001 - 0339	Tronzo	1,000.00	0.00	365.05	634.95	37%	8
Contractual - Background Checks/Can Ck	219 - 0349	Johnson	9,620.00	0.00	9,620.00	0.00	100%	9
Contractual - Transportation Svc/Com Wk	219 - 0349	Tronzo	593,498.49	0.00	6,035.00	587,463.49	1%	10
Contractual - Shine plus Other	219 - 0349	Young	1,836,384.00	904,419.12	931,964.88	0.00	100%	11
<b>Sub-Total - Professional Services</b>			<b>2,479,940.49</b>	<b>915,219.12</b>	<b>952,398.18</b>	<b>612,323.19</b>	<b>75%</b>	
Equipment/Machinery/Repairs & Maint	842 - 0432/0433	Young	6,800.00	2,304.00	296.00	4,200.00	38%	12
Equipment - Rental	842 - 0449	Young	7,152.00	726.49	6,425.51	0.00	100%	13
<b>Sub-Total - Purchased Property Services</b>			<b>13,952.00</b>	<b>3,030.49</b>	<b>6,721.51</b>	<b>4,200.00</b>	<b>70%</b>	
Bus Tokens	095 - 0513	Young	0.00	0.00	0.00	0.00	0%	14
Contract Bus Service	095 - 0514	Tronzo	28,952.83	0.00	1,110.00	27,842.83	4%	15
Postage	842 - 0531	Young	2,000.00	0.00	0.00	2,000.00	0%	16
Telephone - Long Dist	842 - 0532	Tronzo	100.00	72.75	27.25	0.00	100%	17
Printing & Publishing	842 - 0549/0559	Young	5,050.00	0.00	355.64	4,694.36	7%	18
Travel - In District	842 - 0580	Tronzo	12,900.00	0.00	1,033.10	11,866.90	8%	19
Travel - Out of District	842 - 0581	Tronzo	5,000.00	0.00	2,987.00	2,013.00	60%	20
<b>Sub-Total - Other Purchased Services</b>			<b>54,002.83</b>	<b>72.75</b>	<b>5,512.99</b>	<b>48,417.09</b>	<b>10%</b>	
Supplies - Teaching (0610,0643,0645,0648,0650)	001 - XXXX	Wathen	100,898.00	1,247.76	79,389.84	20,260.40	80%	21
Supplies - ECE (0610, 0643, 0645, 0648)	121 - XXXX	Murphy	0.00	0.00	0.00	0.00	0%	22
Supplies - Transition (0610,0616,0650)	170 - XXXX	Moore	0.00	0.00	0.00	0.00	0%	23
Supplies - Office (0610,0650) (2211/2610)	842 - XXXX	Young	30,789.91	16,845.84	4,866.52	9,077.55	71%	24
Adult Meals & Children Snacks	219 - 0616	Tronzo	314,448.12	0.00	23,035.32	291,412.80	7%	25
Health Tests	037 - 0646	Johnson	500.00	0.00	28.00	472.00	6%	26
Vehicle Maintenance & Supplies	842 - 0669	Tronzo	2,124.52	0.00	265.52	1,859.00	12%	27
Supplies - Health (0692, 0697)	037 - XXX	Blount	20,100.00	0.00	8,324.63	11,775.37	41%	28
<b>Sub-Total - Supplies</b>			<b>468,860.55</b>	<b>18,093.60</b>	<b>115,909.83</b>	<b>334,857.12</b>	<b>29%</b>	
Equipment (0733, 0734, 0738, 0739)	219 - XXXX	Young	41,300.00	9,050.51	18,193.21	14,056.28	66%	29
Dues & Registrations (0810, 0338)	219 - XXXX	Tronzo	8,187.50	0.00	5,463.50	2,724.00	67%	30
Policy Council Reimbursements	219 - 0699	Tronzo	310.00	0.00	210.00	100.00	68%	31
Parent Activities (0610, 0616,0642,0650,0892)	150 - XXXX	Tronzo	0.00	0.00	0.00	0.00	0%	32
Other Misc Expense/Prof Serv (0349,0899)	219 - XXXX	Tronzo	0.00	0.00	0.00	0.00	0%	33
<b>Sub-Total - Other Objects</b>			<b>49,797.50</b>	<b>9,050.51</b>	<b>23,866.71</b>	<b>16,880.28</b>	<b>66%</b>	
Indirect Cost @ 3.15%	406 - 0913	Tronzo	390,139.00	0.00	118,251.57	271,887.43	30%	34
<b>Total Head Start - Basic</b>	<b>FY 17-18</b>	<b>Budget</b>	<b>12,385,370.00</b>	<b>945,466.47</b>	<b>5,391,161.78</b>	<b>6,048,741.75</b>	<b>51%</b>	



**Early and Head Start Basic, Training and Technical Service**  
**2017-2018 Year to Date Financials**

Updated As of December 29, 2017  
 Salaries Thru December 29, 2017  
 Federal Fringes Thru December 29, 2017

Early Head Start Basic								
Fiscal Year 2017 - 2018 Financial Summary								
	MUINS Object	Person Responsible	Budget Amount	Encumbered Amount	Actual Expensed	Available Balance	YTD %	Line #
<b>PA-25 Early Head Start - Basic - FYE 6-30-2018 Project # 655DL</b>								
Salaries - Positions		Tronzo	1,559,994.96	0.00	799,940.36	760,054.60	51%	1
" - Substitutes	131 - 1170	Tronzo	19,789.09	0.00	11,791.98	7,997.11	60%	2
" - Extended Time	195 - 2228	Tronzo	16,005.81	0.00	9,476.97	6,528.84	59%	3
<b>Sub-Total - Salaries</b>			<b>1,595,789.86</b>	<b>0.00</b>	<b>821,209.31</b>	<b>774,580.55</b>	<b>51%</b>	
Fringe Benefits	200's	Tronzo	582,466.49	0.00	248,375.09	334,091.40	43%	4
<b>Sub-Total - Salaries, Extended Time, Fringes</b>			<b>2,178,256.35</b>	<b>0.00</b>	<b>1,069,584.40</b>	<b>1,108,671.95</b>	<b>49%</b>	
Contractual - Language Line	001 - 0339	Blount	0.00	0.00	0.00	0.00	0%	5
Contractual - Freda Carter - Room Eval	001 - 0339	Young	0.00	0.00	0.00	0.00	0%	6
Contractual - First Aid Training/Mental Health	037 - 0339	Johnson	3,878.50	2,400.00	978.50	500.00	87%	7
Contractual - Shine & Crocus Learning	030 - 0349	Tronzo	675,767.82	243,704.78	258,031.22	174,031.82	74%	8
Contractual - Background/CAN Checks	219 - 0349	Johnson	400.00	0.00	0.00	400.00	0%	9
<b>Sub-Total - Professional Services</b>			<b>680,046.32</b>	<b>246,104.78</b>	<b>259,009.72</b>	<b>174,931.82</b>	<b>38%</b>	
Equipment/Machinery/Repairs & Maint	842 - 0432/0434/	Young	2,890.48	276.00	2,243.88	370.60	87%	10
Equipment - Rental	842 - 0449	Young	0.00	0.00	0.00	0.00	0%	11
<b>Sub-Total - Purchased Property Services</b>			<b>2,890.48</b>	<b>276.00</b>	<b>2,243.88</b>	<b>370.60</b>	<b>87%</b>	
Postage	842 - 0531	Young	0.00	0.00	0.00	0.00	0%	12
Telephone - Long Dist	842 - 0532	Tronzo	0.00	0.00	0.00	0.00	0%	13
Printing & Publishing	842 - 0559	Young	500.00	0.00	11.92	488.08	2%	14
Travel - In District	842 - 0581	Tronzo	4,279.00	0.00	2,464.94	1,814.06	58%	15
Travel - Out of District	204 - 0582	Tronzo	0.00	0.00	0.00	0.00	0%	16
Contract Bus Services	095 - 0514	Tronzo	0.00	0.00	0.00	0.00	0%	17
Registration Dues and Fees	219 - 0810	Johnson	1,500.00	200.00	928.00	372.00	75%	18
<b>Sub-Total - Other Purchased Services</b>			<b>6,279.00</b>	<b>200.00</b>	<b>3,404.86</b>	<b>2,674.14</b>	<b>57%</b>	
Supplies-Teaching (610,642,643,645,650) (1100)	001 - XXXX	Wathen	40,506.20	6,075.64	24,474.25	9,956.31	75%	19
Supplies - ECE (610,643,645,648)	121 - XXXX	Murphy	0.00	0.00	0.00	0.00	0%	20
Miscellaneous Supplies	219 - 0610	Wathen	0.00	0.00	0.00	0.00	0%	21
Supplies - Office (2211/2290/2610)	842 - 0610	Young	5,511.05	2,403.89	607.16	2,500.00	55%	22
Children Snacks	219 - 0616	Tronzo	2,039.60	0.00	926.59	1,113.01	45%	23
Periodicals & Newspapers	219 - 0642	Tronzo	0.00	0.00	0.00	0.00	0%	24
Health Tests	037 - 0646	Young	100.00	0.00	0.00	100.00	0%	25
Supplies - Health	037 - 0692,0697	Blount	6,000.00	0.00	807.68	5,192.32	13%	26
<b>Sub-Total - Supplies</b>			<b>54,156.85</b>	<b>8,479.53</b>	<b>26,815.68</b>	<b>18,861.64</b>	<b>65%</b>	
Equipment (0733,0734,0735,0738, 0739)	001 - XXXX	Young	53,200.00	426.56	46,092.82	6,680.62	87%	27
Other - Misc	219 - 0899	Tronzo	0.00	0.00	0.00	0.00	0%	28
Parent Activities (616,643,892,894)	150 - 0616	Tronzo	0.00	0.00	0.00	0.00	0%	29
<b>Sub-Total - Other Objects</b>			<b>53,200.00</b>	<b>426.56</b>	<b>46,092.82</b>	<b>6,680.62</b>	<b>87%</b>	
Indirect Cost @ 3.15%	113 - 0913	Tronzo	96,756.00	0.00	30,624.44	66,131.56	32%	30
<b>Total Early Head Start - Basic FY 17-18</b>		<b>Budget</b>	<b>3,071,585.00</b>	<b>255,486.87</b>	<b>1,437,775.80</b>	<b>1,378,322.33</b>	<b>55%</b>	



# Early and Head Start Basic, Training and Technical Service 2017-2018 Year to Date Financials

Updated As of December 29, 2017  
Salaries Thru December 29, 2017  
Federal Fringes Thru December 29, 2017

Head Start Training and Technical Assistance Fiscal Year 2016 - 2017 Financial Summary								
Budget MUNIS Description	MUNIS Object	Person Responsible	Budget Amount	Encumbered Amount	Actual Expensed	Available Balance	YTD %	Line #
<b>PA-20 Head Start-Training &amp; Tech Assist - FYE 6-30-2017 Project # 655DK</b>								
Extended Day	053 - 0111	Tronzo	0.00	0.00	0.00	0.00	0%	1
Other Classified-Ext Time	053 - 013195	Tronzo	0.00	0.00	0.00	0.00	0%	2
Employer FICA Contribution	053 - 0221	Tronzo	0.00	0.00	0.00	0.00	0%	3
Employer Medicare Contribution	053 - 0222	Tronzo	0.00	0.00	0.00	0.00	0%	4
KTRS Employer Contribution	053 - 0231	Tronzo	0.00	0.00	0.00	0.00	0%	5
CERS Employer Contribution	053 - 0232	Tronzo	0.00	0.00	0.00	0.00	0%	6
Other Rentals	219 - 0449	Tronzo	7,700.00	0.00	6,337.63	1,362.37	82%	7
Food Non Instr Non Food SVC	219 - 0616	Tronzo	15,000.00	0.00	9,862.29	5,137.71	66%	8
Other Educational Consultant	053 - 0322	Tronzo	6,400.00	0.00	0.00	6,400.00	0%	9
Registration Fees	053 - 0338	Tronzo	13,802.58	0.00	3,730.07	10,072.51	27%	10
Other Prof Training & Developmental Svc	053 - 0339	Tronzo	10,143.00	0.00	700.00	9,443.00	7%	11
Tuition - Other	053 - 0569	Tronzo	36,313.37	0.00	9,346.50	26,966.87	26%	12
Travel - Out of District	219 - 0580	Tronzo	17,000.00	0.00	5,971.46	11,028.54	35%	13
General Supplies	053 - 0610	Tronzo	0.00	0.00	0.00	0.00	0%	14
Supplemental Books/Study Guides	219 - 0642,0643	Tronzo	5,000.00	478.50	1,755.07	2,766.43	45%	15
Dues & Fees	053 - 0810	Tronzo	12,500.00	6,544.99	1,855.01	4,100.00	67%	16
Indirect Cost @ 3.15%	113 - 0913	Tronzo	3,778.05	0.00	1,088.88	2,689.17	29%	17
<b>Total Head Start - T&amp;TA FY 17-18</b>		<b>Budget</b>	<b>127,637.00</b>	<b>7,023.49</b>	<b>40,646.91</b>	<b>79,966.60</b>	<b>37%</b>	
Early Head Start Training and Technical Assistance Fiscal Year 2017 - 2018 Financial Summary								
Budget MUNIS Description	MUNIS Object	Person Responsible	Budget Amount	Encumbered Amount	YTD Actual Expensed	Available Balance	YTD %	Line #
<b>PA-1126 Early Head Start - Training &amp; Tech Assist - FYE 6-30-2018- Project # 655DM</b>								
Other Classified-EXT Time	053 - 013195	Tronzo	0.00	0.00	0.00	0.00	0%	1
Classified Overtime	053 - 0140	Tronzo	0.00	0.00	0.00	0.00	0%	2
Employer FICA Contribution	053 - 0221	Tronzo	0.00	0.00	0.00	0.00	0%	3
Employer Medicare Contribution	053 - 0222	Tronzo	0.00	0.00	0.00	0.00	0%	4
CERS Employer Contribution	053 - 0232	Tronzo	0.00	0.00	0.00	0.00	0%	5
Other Rentals	219 - 0449	Tronzo	3,200.00	0.00	1,584.40	1,615.60	50%	6
Food Non Instr Non Food Svc	219 - 0616	Tronzo	3,900.00	0.00	2,465.57	1,434.43	63%	7
Other Educational Consultant	053 - 0322	Tronzo	9,500.00	0.00	0.00	9,500.00	0%	8
Registration Fees	053 - 0338	Tronzo	22,039.93	0.00	7,883.00	14,156.93	36%	9
Otr Prof Training and Dev. Svcs	053 - 0339	Tronzo	6,000.00	0.00	1,860.00	4,140.00	31%	10
Tuition - Other	053 - 0569	Tronzo	4,500.00	0.00	72.50	4,427.50	2%	11
Travel - Out of District	053 - 0580	Tronzo	12,000.00	0.00	6,203.57	5,796.43	52%	12
Travel - In District	053 - 0581	Tronzo	500.00	0.00	0.00	500.00	0%	13
Supplemental Books/Study Guides	053 - 0643	Tronzo	300.00	0.00	166.67	133.33	56%	14
Other Supplies & Materials/ Other Rental	053 - 0610	Tronzo	1,400.00	0.00	0.00	1,400.00	0%	15
Dues & Fees	053 - 0810	Tronzo	6,000.00	2,380.01	619.99	3,000.00	50%	16
Indirect Cost @ 3.15%	113 - 0913	Tronzo	2,115.07	0.00	553.56	1,561.51	26%	17
<b>Total Early Head Start - T&amp;TA FY 17-18</b>		<b>Budget</b>	<b>71,455.00</b>	<b>2,380.01</b>	<b>21,409.26</b>	<b>47,665.73</b>	<b>33%</b>	
Head Start and Early Head Start Financial Summary Totals								
<b>Total Head Start</b>			12,385,370.00	945,466.47	5,391,161.78	6,048,741.75	51%	
<b>Total Head Start T&amp;TA</b>			127,637.00	7,023.49	40,646.91	79,966.60	37%	
<b>Sub-total Head Start Program</b>			<b>12,513,007.00</b>	<b>952,489.96</b>	<b>5,431,808.69</b>	<b>6,128,708.35</b>	<b>51%</b>	
<b>Total Early Head Start</b>			3,071,585.00	255,486.87	1,437,775.80	1,378,322.33	55%	
<b>Total Early Head Start T&amp;TA</b>			71,455.00	2,380.01	21,409.26	47,665.73	33%	
<b>Sub-total Early Head Start Program</b>			<b>3,143,040.00</b>	<b>257,866.88</b>	<b>1,459,185.06</b>	<b>1,425,988.06</b>	<b>55%</b>	
<b>FEDERAL GRAND TOTAL</b>	<b>FY 17-18</b>	<b>Budget</b>	<b>15,656,047.00</b>	<b>1,210,356.84</b>	<b>6,890,993.75</b>	<b>7,554,696.41</b>	<b>52%</b>	
<b>Non Federal (In kind @ 25%)</b>			3,914,011.75					
<b>In kind Needed</b>					1,722,748.44			
<b>In kind Recorded</b>					1,280,097.50			
<b>In kind Required</b>						442,650.94	74%	



**A Purchase Order has been issued encumbering the required amount from the current budget**

<b>Line #</b>		<b>Encumb Amt</b>	<b><u>HEAD START - BASIC Explanations</u></b>
1	-		Instructional Staff and Administrative Salaries
2	-		Classroom Substitute payments (Instructors, Assistants and Bus Monitors)
3	-		Extra Service Payments for Instructional Staff and Bus Monitors
4	-		FICA, Medicare, Retirement, Healthcare, Workers Comp other Employee Benefits
5	10,800.00		Spalding University Health Services Contract
6	-		First Aid Training
7	-		Freda Carter - Playgrounds
8	-		Language Line Purchase Order
9	-		Background Checks/CAN Checks
10	-		Transportation Charges reimbured to the district/Commerical Works
11	904,419.12		Shine Contract
12	2,304.00		Balance of Blanket Purchase Order Issued To Affordable Appliances For Washer and Dryer Repairs and Maintenance
13	726.49		Balance of Blanket Purchase Order Issued To Pitney Bowes for Postage Meter Equipment Rental
14	-		TARC Tickets for Parents needing transportation to attend School, Child and Parent Activity Meetings
15	-		Buses for Staff Transportation to Training
16	-		Balance of Blanket Purchase Order Issued for Postage
17	72.75		Charges for Long Distance Phone Calls
18	-		Calendars, Parent Correspondence, Letterhead, Envelopes, etc...
19	-		Employee In District Travel Mileage Reimbursement
20	-		Employee Out of District Travel Mileage Reimbursement
21	1,247.76		Classroom Instructional Supplies, Teaching Aids, Manipulates, Paper, Curriculum, Sheets, Blankets, Detergent, Wipes, Gloves, etc...
22	-		ECE Classroom Instructional Supplies, Teaching Aids, Manipulates, Paper, Curriculum, Sheets, Blankets, Detergent, Wipes, Gloves, etc...
23	-		Supplies Required for Student Transition into Kindergarten, Assessments and Scoring Sheets
24	16,845.84		Copier Paper, toner, ink cartridges, office supplies, etc...
25	-		Nutritional Services - Food provided to students, instructional staff and Children Snacks
26	-		Health Screening Test for Staff
27	-		Gas, Repairs and Maintenance for the Three Head Start Vans
28	-		Health Supplies, Rubber Gloves, Dental Supplies, Toothbrushes, special cleaning solutions, wipes, diapers, ear scopes, thermometers etc...
29	9,050.51		Equipment - Copiers, printers, computers, classroom furniture
30	-		Conference Registration Fees, Head Start Association and Certification Dues
31	-		Parental Reimburse for Childcare and Transportation to Attend Policy Council Meetings
32	-		Parent, Grand Parent and Policy Council Meetings, Room Rentals, Food, Speakers
33	-		Misc Expenses, ID Badges, Notary Fees, Etc...
34	-		State of Kentucky Allowable District Expense for Indirect Cost Recovery
		<b>945,466.47</b>	
<b>Line #</b>		<b>Encumb Amt</b>	<b><u>EARLY HEAD START - BASIC Explanations</u></b>
1	-		Instructional Staff and Administrative Salaries
2	-		Classroom Substitute payments (Instructors, Assistants and Bus Monitors)
3	-		Extra Service Payments for Instructional Staff and Bus Monitors
4	-		FICA, Medicare, Retirement, Healthcare, Workers Comp other Employee Benefits
5	-		Language Line Purchase Order
6	-		Freda Carter - Room Evaluations
7	2,400.00		First Aid Training/Mental Health
8	243,704.78		Shine Contract/Crocus Contract
9	-		Background Checks/CAN Checks
10	276.00		Repairs and Maintenance
11	-		Balance Available for Postage Meter Equipment Rental
12	-		Balance of Blanket Purchase Order Issued for Postage.
13	-		Telephone for Long Distance Charges Only
14	-		Calendars, Parent Correspondence, Letterhead, Envelopes, etc...
15	-		Employee In District Travel Mileage Reimbursement
16	-		Out of District Travel
17	-		Buses for Staff Transportation to Training
18	200.00		Balance of Blanket Purchase Order Issued for State Licensing and Accreditation Fees
19	6,075.64		Classroom Instructional Supplies, Teaching Aids, Manipulates, Paper, Curriculum, Sheets, Blankets, Detergent, Wipes, Gloves, etc...
20	-		ECE Classroom Instructional Supplies, Teaching Aids, Manipulates, Paper, Curriculum, Sheets, Blankets, Detergent, Wipes, Gloves, etc...
21	-		Miscellaneous Supplies
22	2,403.89		Supplies Office for Early Head Start
23	-		Nutritional Services - Food provided to students and instructional staff and Children snacks
24	-		Periodicals, Newspapers and Ads
25	-		Health Screening Test for Staff
26	-		Health Supplies, Rubber Gloves, Dental Supplies, Toothbrushes, special cleaning solutions, wipes, diapers, ear scopes, thermometers etc...
27	426.56		Equipment - Copiers, printers, computers, classroom furniture
28	-		Other Misc
29	-		Parent, Grand Parent and Policy Council Meetings, Room Rentals, Food, Speakers
30	-		State of Kentucky Allowable District Expense for Indirect Cost Recovery
		<b>255,486.87</b>	



Line #	Encumb Amt	HEAD START - TRAINING AND TECHNICAL ASSISTANCE Explanations
7	-	Other Rentals
8	-	Food Non Instr Non Food Svc
9	-	Other Educational Consultant
10	-	Conference and Training Registration Fees - Purchase Order Issued for NHSA Parent Conference - Dallas TX
11	-	Professional Development In-Service - Trainers and Consultants
12	-	Instructional Tuition & Fees
13	-	Out of District Travel for staff and Parents for Lodging, Airfare, Per Diem, Shuttle Services, Mileage, etc...
14	-	General Supplies needed for workshops and training
15	478.50	Instructional Books & Training Materials
16	6,544.99	Balance of Blanket Purchase Order issued for the Yearly Dues & Fees - Council for Professional Recognition (CDA Renewals)
17	-	State of Kentucky Allowable District Expense for Indirect Cost Recovery
	<u>7,023.49</u>	

Line #	Encumb Amt	EARLY HEAD START - TRAINING AND TECHNICAL ASSISTANCE Explanations
6	-	Other Rentals
7	-	Food Non Instr Non Food Svc
8	-	Other Educational Consultant
9	-	Conference and Training Registration Fees - Purchase Order Issued for NHSA Parent Conference - Dallas TX
10	-	Other Professional Training Services
11	-	Instructional Tuition & Fees
12	-	Out of District Travel for staff and Parents for Lodging, Airfare, Per Diem, Shuttle Services, Mileage, etc... PTC Conference
13	-	Travel - In District
14	-	Instructional Books & Training Materials
15	-	Other Supplies and Materials
16	2,380.01	Balance of Blanket Purchase Order issued for the Yearly Dues & Fees - Council for Professional Recognition (CDA Renewals)
17	-	State of Kentucky Allowable District Expense for Indirect Cost Recovery
	<u>2,380.01</u>	

**HEAD START AND EARLY HEAD START ENCUMBERED TOTALS**

945,466.47	Amount Encumbered by Purchase Orders For Head Start
<u>7,023.49</u>	Amount Encumbered by Purchase Orders For HS Training and Technical Asst
<u>952,489.96</u>	Total Head Start
255,486.87	Amount Encumbered by Purchase Orders For Early Head Start
<u>2,380.01</u>	Amount Encumbered by Purchase Orders For EHS Training and Technical Asst
<u>257,866.88</u>	Total Early Head Start
<u><u>1,210,356.84</u></u>	Amount Encumbered by Purchase Orders for Head Start and Early Head Start Grants

**EARLY and HEAD START - Basic, Training Technical Asst.  
Grants - 655DJ, 655DK, 655DL and 655DM  
Year to Date December 29, 2017**

[illegible]



## MEMORANDUM OF AGREEMENT

**THIS MEMORANDUM OF AGREEMENT** ("Agreement") is entered into this 25th day of January 2018 by and between Crocus Learning Center, LLC, doing business as Crocus Academy Fegenbush (the "Provider") and the Jefferson County Board of Education (the "Board").

**WHEREAS**, the Provider and the Board desire to enter into this Agreement to establish the terms and conditions of the relationship between the Provider and the Board pertaining to the Early Head Start("EHS")-Child Care Partnership grant award.

**NOW, THEREFORE**, in consideration of the premises and the mutual agreements set forth herein, the Provider and the Board mutually agree as follows:

1. **Duties of the Board:** The Board hereby agrees as follows:
  - a. The Board will remit contractual funds to the Provider for delivery of full-day (7:30 a.m. until 5:30 p.m.), full-year (50 weeks) services to all EHS - income eligible children that are assigned to Provider by the Board under the Board's approved Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) plan. The remittances described in this section 1(a) will be subject to change by the Board in each fiscal school year during the term of this Agreement (including any extensions of the term as described in Section 3) in accordance with changes in child care costs. In addition, Provider acknowledges and agrees that the payment by the Board of the remittances described in this section 1(a) is subject to the availability of funds awarded to the Board, as indicated in award notifications from the US Department of Health and Human Services. Subject to the foregoing, the contractual funds will be remitted to the Provider by the Board in accordance with the following guidelines:
    - i. **Transition premium** - For each infant or toddler room that the Provider transitions from the State of Kentucky licensing ratio (10 children per room) to the EHS ratio (8 children per room), the Provider will receive from the Board a transition premium in the amount of \$30.00 per-child per-week for these 8 children, not to exceed total transition premium payments \$12,000 in any one fiscal school year during the term of this Agreement (including any extensions of the term as described in Section 3). The transition premiums earned by the Provider, if any, will be included in the per-child reimbursement paid to the Provider as described in section 1(a) (ii) below.
    - ii. **Per-child reimbursement** - For each EHS-enrolled infant and/or toddler that is assigned to the Provider by the Board and that the Provider serves for a minimum of 50 weeks of services, the Provider will receive from the Board a per-child reimbursement of \$100.00 per week (this amount includes any transition premium amount earned by the Provider as described in section 1(a)(i) above) over and above the amount of any Child Care Provider Assistance (CCAP) subsidy received by the Provider from the State of Kentucky for such children.

- iii. **Subsidy adjustment** - The Provider will assist all income eligible families in registering with the State of Kentucky for a CCAP subsidy. For any/all EHS-enrolled infant or toddler who receives a CCAP subsidy, the per-child CCAP subsidy allotment will be retained by the Provider. The per-child reimbursement amount described in section 1(a)(i) above and the CCAP subsidy amount described in this section 1(a)(iii) will be used to guarantee placement of the EHS income eligible student in the Provider's program throughout the fiscal school year.
- b. The Board provided funds during fiscal year 1, and will provide funds during fiscal year 2, to address the following identified out of compliance issues with the building and classroom(s) to be used by the Provider based on the Head Start Program Performance Standards (HSPPS) or the Infant/Toddler Environment Rating Scale (ITERS):
  - i. The Board provided funds during fiscal year 1 to pay the cost to install a new or to modify the existing classroom sink and commode to meet the required height level for compliance with HSPPS.
  - ii. The Board provided funds during fiscal year 1 to pay the cost to install a new classroom door to meet the compliance requirement for the HSPPS.
  - iii. The Board provided funds during fiscal year 1 to pay the cost for a playground and its installation suitable for EHS infant and toddlers to meet the compliance requirement for the HSPPS.
  - iv. During fiscal year 2, the Board will provide the required gross motor skills equipment to meet the compliance requirement for the HSPPS
  - v. During fiscal year 2, the Board will provide and maintain all classroom furniture and fixture equipment to meet the compliance requirement for the HSPPS.
  - vi. The costs of all modifications, installations and equipment paid by the Board during fiscal year 1 as described in sections 1(b)(i) through 1(b)(iii) above and to be paid by the Board during fiscal year 2 as described in section 1(b)(iv) and 1(b)(v) above will be depreciated on a five-year schedule based on the fiscal school year of payment by the Board. The Provider agrees to reimburse the Board for all such modifications, installations and equipment paid by the Board, except for the costs of any items removed by the Board as provided in this section 1(b)(vi). Upon termination of this Agreement by either party or for any reason at any time, the Provider may elect either to reimburse the Board based on the following cost recovery schedule or allow the Board to remove and return these items back to the Board, in aggregate or by item. Completion of the fiscal school year 1 has reduced the cost reimbursement by 20%, completion of year 2 will reduce the cost reimbursement by 40%, completion of year 3 by 60%, completion of year 4 by 80%, and completion of year 5 by 100%. If this Agreement is terminated during any fiscal school year, the above cost recovery schedule will be prorated during such fiscal school year.
  - vii. After fiscal school year 1, any new modifications, installations or equipment provided and paid for by the Board will receive its own 5-year cost reimbursement cycle during the term of this Agreement, including any extensions of the term as described in section 3.
- c. The Board will provide regular professional development training opportunities and support materials to the Provider's staff, including
  - i. HSPPS for owners, directors, and teaching staff;



- ii. All Curriculum and Assessments and the Ounce Scale for directors and teaching staff;
  - iii. Infant Toddler Environmental Rating Scale (ITERS)-identified areas of need for directors and teaching staff;
  - iv. Locally-delivered opportunities for obtaining the Child Development Associate Credential;
  - v. Use of an early childhood screener (e.g., BRIGANCE);
  - vi. Cardiopulmonary resuscitation (CPR) and use of defibrillators; and
  - vii. In-classroom modelling of strategies.
- d. The Board will monitor and support the Provider in meeting the HSPPS and achieving a high-quality rating on the STARS system, as follows:
- i. Conduct weekly monitoring visits during the fiscal school year months and monthly monitoring visits during the non-fiscal school year months, beginning with the date on which this Agreement has been signed by both parties. Visitation may or may not occur without advance notice.
  - ii. Conduct regular support visits that focus on education, disabilities, health, and other EHS services in collaboration with the Board's designated comprehensive services provider. The Board will place EHS income eligible students based on ERSEA Plan assigned priority points. The Board will maintain the required wait list to fill any spots that become vacant due to withdrawals from the program or for students transitioning upon turning 3 years of age to the Board's Head Start Program or to another Provider's classroom.
- e. Coordinate with service-providers for the delivery of comprehensive services, including dental, health, and mental health services.

2. **Duties of the Provider:** The Provider hereby agrees to:

- a. Accept all EHS students assigned to Provider by the Board with no tuition charged to families.
- b. Comply with the HSPPS in all infant and toddler classrooms and areas of common access (e.g., playground, kitchen, bathrooms).
- c. Use Board provided curriculum as the Provider's developmental appropriate curriculum, and use the Ounce Scale to assess and monitor children's learning.
- d. Provide the Board's authorized staff access to the building and classrooms for the following purposes:
  - i. Monitoring visits, as described; and
  - ii. Ongoing support visits.
- e. Conduct home visits as required by the HSPPS.
- f. Participate in the STARS for KIDS NOW program (or any future iterations of the program) and submit documentation from STARS for KIDS NOW participation, including the Rating Summary, Observation Feedback and Written Improvement Plan (or any future iterations of these documents).
- g. Participate in the US Department of Agriculture's Child and Family Food Program or provide meals of comparable nutritional quality (e.g., Partnership for a Healthier America).
- h. Require all infant/toddler teaching staff must hold a Child Development Associate Credential by the date this Agreement has been signed by both parties unless a waiver has been approved by the Office of Head Start.

- i. Assist in efforts to recruit children for EHS enrollment in the following ways:
  - i. Distributing information to parents and guardians of current center enrollees;
  - ii. Maintaining contact information of interested families for the enrollment waitlist; and
  - iii. Actively recruiting to fill unenrolled slots with 30 days of vacancy.
- j. Provide information to parents on opportunities for involvement in the program.
- k. Provider agrees that there shall be no religious symbols in the classroom in which the teaching session is conducted.

3. **Term**: This Agreement shall be effective for a term of one (1) year commencing on the project start date stipulated to the Board by the US Department of Health and Human Services. This Agreement may be extended annually by the mutual written agreement of the Board and the Provider.

4. **Termination**: Either party may terminate this Agreement with thirty (30) days prior written notice to the other party. In addition, the Board may terminate this Agreement for negligence in fulfilling the duties of this Agreement on part of the Provider. Upon notice of termination, both parties will develop a transition plan for EHS-enrolled children. Upon the termination of this Agreement for any reason, including the expiration of the term of this Agreement without an extension, supplies (defined by the US Department of Health and Human Services as tangible personal property with a per-unit cost of less than \$5,000) will be removed by the Board from the Provider's facilities.

5. **Indemnification**: The Provider agrees to hold harmless, indemnify, and defend the Board and its members, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation, including the Provider itself, in connection with the performance of this Agreement. This section 5 will survive the termination of this Contract.

6. **Insurance**: Unless waived in writing by the Director of the Board's Early Childhood Program, the Provider shall maintain during the term of this Agreement policies of primary insurance covering the following risks and in at least the following amounts: commercial general liability, including bodily injury, property damage, personal injury, products and completed operations, and contractual, \$1,000,000; and automobile liability, \$1,000,000. Additionally, the Provider shall maintain workers compensation coverage with limits required by law. The Provider shall furnish to the Board certificates of insurance evidencing this coverage and naming the Board as an additional insured.

7. **Equal Opportunity**: During the performance of this Agreement, the Provider agrees that the Provider shall not discriminate against any employee or any child enrolled in the program because of age, color, creed, disability, marital or parental status, national origin, race, sex, veteran status, religion, or political opinion or affiliation.

8. **FERPA**: The Provider acknowledges that the education records of children in the Board's educational programs are protected by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. sec. 1232g ("FERPA"). The Provider agrees to comply with the requirements of FERPA and to protect the privacy of education records concerning the children assigned by the Board to the Provider under this Agreement.

9. **Amendment**: This Agreement may be modified or amended only by a written



agreement signed by the Board and the Provider.

10. **Independent Parties:** The Board and the Provider shall be considered to be independent parties and neither shall be construed to be an agent or representative of the other party, and therefore have no liability for the acts or omissions of the other party. The Provider shall be responsible for the payment of all federal, state and local payroll taxes and providing unemployment insurance and workers compensation coverage to the Provider's employees.

11. **Captions:** Section titles or captions contained in this Agreement are inserted only as a matter of convenience and reference and in no way define, limit, extend or describe the scope of this Agreement or the intent of any provisions hereof.

12. **Entire Agreement:** This Agreement contains the entire agreement between the Board and the Provider and supersedes any and all prior agreements, either written or oral; provided, however, that any written agreements executed contemporaneously with the execution of this Agreement and incorporated herein by reference shall remain in full force and effect.

13. **Severability:** If any court of competent jurisdiction holds any provision of this Agreement unenforceable, such provision shall be modified to the extent required to make it enforceable, consistent with the spirit and intent of this Agreement. If such a provision cannot be so modified, the provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect any other provision of this Agreement.

14. **Counterparts:** This Agreement may be executed in counterparts, in which case each executed counterpart shall be deemed an original and all executed counterparts shall constitute one and the same instrument.

15. **Applicable Law:** This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky.

16. **Notices:** Notices permitted or required to be given under this Agreement shall be in writing and shall either be hand delivered, sent by certified mail, return receipt requested, or delivered by overnight courier to the address of the parties as set forth below, or to other such person or to other such address as the parties hereto may specify by written notice to the other:

**The Board**

**Jefferson County Board of Education  
3332 Newburg Road  
Louisville, KY 40218  
Attention: Early Childhood Program**

**The Provider:**

**Crocus Learning Center LLC, doing business as  
Academy Fegenbush  
4314 Norfolk Drive  
Louisville, Kentucky 40218**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first written above.

**Jefferson County Board of Education      Provider**

**By:** \_\_\_\_\_

Dr. Marty Pollio, Acting Superintendent

**By:** \_\_\_\_\_

Brenda Hagan, Owner Operator

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_