



**Jefferson County Early Childhood Program
Policy Council Meeting
Agenda for Thursday, March 8, 2018, 10:30 am
Dawson Orman Room 247**

11:30 am Meeting begins

- I. Roll Call
- II. Recommendation for Approval of Minutes of Previous Meeting
- III. Director's Report
 - A. Acceptance of Enrollment Report
 - B. Acceptance of Attendance Report
 - C. Acceptance of USDA Report
 - D. Acceptance of Corrective Action Plan Update
- IV. Information items
 - A. Acceptance of Comprehensive Services Report
 - B. Acceptance of Family Engagement Activities
 - C. Acceptance of Human Resources Report
- V. Consent Items
 - A. Acceptance of the Early Childhood monthly Grant Budget
- VI. Closed Session
- VII. 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
Agenda for Thursday, February 8, 2017, 10:30 am
Dawson Orman Room 247**

Summary Minutes:

I. Roll Call

Recommendation for Approval of Minutes of Previous Meeting on January 11, 2018
Chairperson, Kinshasta Reed, called for a motion to approve meeting minutes.

Motion: Lisa Rice

Second: Ahmed Eltanboly

Motion Carried

II. Director's Report

A. Acceptance of Enrollment Report

Enrollment	December
Head Start	1319
Early Head Start	158
Total	1477
ECE Enrollment	December
Head Start	168
Early Head Start	3
Total	171

B. Acceptance of Attendance Report

Month	Present	Absent	Attendance %
January	23,875	4,591	83.71%

C. Acceptance of USDA Report

January	Breakfast	Lunch	Total
Head Start	14,771	15,941	30,712
Early Head Start	1,530	1,741	3,271

Chairperson, Kinshasta Reed, called for a motion to accept the Directors Report.

Motion: Kristie Adams

Second: Tammie McDaniel

Motion Carried

D. Acceptance of Corrective Action Plan Update

Chairperson, Kinshasta Reed, called for an amended motion to accept Directors Report.

Motion: Jill Jacobi-Vessels

Second: Ahmed Eltanboly

Motion Carried

III. Action Items

A. Review and Approval of Bylaw Committee Updates

Chairperson, Kinshasta Reed, called for a motion to approve the Section 3 by-law change and the Section 5 by-law change and to table the section 8 by-law for further discussion.

Motion: Tammie McDaniel

Second: Lisa Rice

Motion Carried

IV. Information items

A. Acceptance of Report on Comprehensive Services

Children up to date on EPSDT	93.2%
Families with Family Engagement Contract	86.41%
Families with completed Family Success Roadmap	76.6% (Last Month 67.83%)

B. Acceptance of Report on Family Engagement Activities

C. Acceptance of Report on Human Resources-

CAN Checks	Sent off 647	2 (on hold)
TB test	% as of 1/31/18	99% (9 needed)
Physicals	% as of 1/31/18	98% (12 needed)
CBC	% as of 1/31/18	99%
Staff needing Orientation	As of 1/31/18	24
Staff needing Bus Monitor Training	As of 1/1/18	9

Month	Absences	No Sub Needed	Sub needed	Filled	Unfilled	Fill Rate
December	985	105	880	444	436	50.45%
January	848	86	762	367	395	48%

Vacancies

Certified	Instructor II/III	Lead IA	IA
6	1	3	7

Chairperson, Kinshasta Reed, called for a motion to accept the Comprehensive Services, Family Engagement, and Human Resources report.

Motion: Kristie Adams

Second: Jill Vessel-Jacobi

Motion Carried

V. Consent Items

A. Acceptance of Report on Early Childhood monthly Grant Budget

Grant	% Spent	Encumbrances
Head Start Basic	55%	\$802,496.77
Early Head Start	57%	\$215,459.12
Head Start Training and Technical Assistance	43%	\$7,487.02
Early Head Start Training and Technical Assist.	57%	\$18,166.68
Administrative Cost	4.49%	

B. Acceptance of ERSEA Plan for school year 2018-19

C. Acceptance of Self-Assessment Plan 2017-18

Chairperson, Kinshasta Reed, called for a motion to accept the Head Start Budget, ERSEA Plan for 2018-19, and the Self-Assessment Plan for 2017-18.

Motion: Ahmed Eltanboly

Second: Lisa Rice

Motion Carried

VI. Closed Session

Chairperson, Kinshasta Reed, called for a motion to go into closed session.

Motion: Lisa Rice

Second: Ahmed Eltanboly

Motion Carried

Chairperson, Kinshasta Reed, called for a motion to accept closed session information

Motion: Tammie McDaniel

Second: Lisa Rice

Motion Carried

Chairperson, Kinshasta Reed, called for a motion to return to open session

Motion: Tammie McDaniel

Second: Kristie Adams

Motion Carried

VII. Adjournment

Chairperson, Kinshasta Reed, called for a motion to adjourn meeting at 12:45 PM

Motion: Lisa Rice

Second: Ahmed Eltanboly

Motion Carried

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 March

Enrollment Report

Enrollment	February
Head Start	1319
Early Head Start	155
Total	1474

ECE Enrollment

Enrollment	February
Early Head Start	2
Head Start	176

Student Attendance

Month	Present	Absent	Attendance %
February	23,209	4204	84.66%

USDA Report

Breakfast	February
Early Head Start Breakfast	1,979
Early Head Start Lunch	2,154
Head Start Breakfast	18,422
Head Start Lunch	18,629

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 – 84.43% (This is the time of year where physicals are expiring and we are working to obtain updated information prior to the end of the year)
- Children without Medical Home – 8 (slight increase due to new enrollments)
- Children without Dental Home – 31 (see above)
- Children without Health Insurance - 19
- Families who have entered into a Family Engagement Contract – 89.47%
- Families who have completed a Family Success Roadmap – 82% (last report was 76.6%)
- Children past due on 45 day screenings – 0
- Children with blank dates of determination – 1

90 Day requirements past due:

1. Dental Exam – 224 (last report 264)
2. Hemoglobin-Hematocrit: 3
3. Growth Assessment: 8

Family Engagement Network meetings for March are as follows:

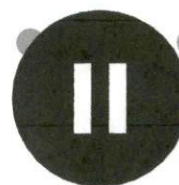
- Tuesday, March 27th at DuValle
- Wednesday, March 28th at Dawson
- Thursday, March 29th at Unseld.

We added 3 new advocates in February, which makes Shine fully staffed.

We are currently in Achievement Gap Workshops at Unseld that run from February 27th – March 27th. These sessions are taking place at Unseld at 9:45 am. Participants who complete all five sessions will be entered into a drawing for a Wal-Mart gift card.



SHINE EARLY LEARNING



FAMILY ENGAGEMENT NETWORK MEETING



Learn how to PAUSE

Please join us for our F.E.N. and learn to create a space where parents have "aha moments" about what the 'Pause parent- child interaction' means and why it is important through hands-on activities and reflective conversations. See times and dates below:

Du Valle Education Center

Tuesday, March 27th

10am-11am

Dawson Orman Education Center

Wednesday, March 28th

10am-11am

George Unseld Education Center

Thursday, March 29th

9:45am-10:45am





FAMILY ENGAGEMENT NETWORK MEETING



January 10, 2013

Dr. John F. Johnson, President
George Mason University
1000 University Avenue
Arlington, VA 22204
703/341-5000
jjohnson@gmu.edu



Policy Council HR Report: February

Open Session

CAN Check Report:

<u>Completed</u>
84%

TB/Physical Report:

<u>Requirement</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
TB	98%				
Physical	97%				

Criminal Background Report:

<u>Requirement</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
Completed CBC	99%				

Orientation:

<u>Requirement</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
Orientation	93%				

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	848	86	762	367	395	48%
February	961	101	860	360	500	42%

Vacancies

- Certified : **6** Alex Kennedy, DuValle, Hite, Jaeger, Unseld, and Hawthorne
- Instructor II/III: **1** at Riverport
- Lead IA: **2** DuValle and Okolona
- IA: **9** Alex Kennedy, DuValle (2), Hazelwood, McFerran, Okolona, Shacklette(2), Wheatley

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 64% spent thru February 26, 2018. With purchase order encumbrances of \$650,254.13, the Head Start Basic grant is 65% spent year to date.

The Early Head Start Basic salaries and fringe benefits are 66% spent thru February 26, 2018. With purchase order encumbrances of \$173,988.25, the Early Head Start Basic grant is 69% spent year to date.

Head Start Training and Technical Assistance is 49% spent year to date with \$6,125.15 in purchase order encumbrances.

The Early Head Start Training and Technical Assistance is 61% spent year to date, with purchase order encumbrances of \$2,053.35.

The administrative cost percentage thru February 27, 2018 is 4.58%. This is below the allowable maximum rate of 15%.

Budget reports were generated on February 26 and 27, 2018, therefore the final budget amounts for February 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 February 26, 2018
Salaries Thru February 26, 2018
Federal Fringes Thru February 26, 2018

Head Start Basic								
Fiscal Year 2017 - 2018 Financial Summary								
Budget MUNIS Description	MUNIS Object	Person Responsible	Budget Amount	Encumbered Amount	YTD Actual Expensed	Available Balance	YTD %	Line #
PA-22 Head Start - Basic - FYE 6-30-2018 - Project # 655DJ								
Salaries - Positions	001 - 01*	Tronzo	6,103,389.51	0.00	4,071,668.57	2,031,720.94	67%	1
" - Substitutes	001 - 015*	Tronzo	92,464.07	0.00	42,164.15	50,299.92	46%	2
" - Extended Time	001 - 013195	Tronzo	148,214.18	0.00	68,160.39	80,053.79	46%	3
Sub-Total - Salaries			6,344,067.76	0.00	4,181,993.11	2,162,074.65	66%	
Fringe Benefits	200's	Tronzo	2,618,109.87	0.00	1,515,502.58	1,102,607.29	58%	4
Sub-Total - Salaries, Extended Time, Fringes			8,962,177.63	0.00	5,697,495.69	3,264,681.94	64%	
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	554,998.49	20,131.20	25,341.80	509,525.49	8%	10
Contractual - Shine plus Other	219 - 0349	Young	1,836,384.00	595,294.48	1,241,089.52	0.00	100%	11
Sub-Total - Professional Services			2,441,440.49	626,225.68	1,280,829.62	534,385.19	78%	
Equipment/Machinery/Repairs & Maint	842 - 0432/0433	Young	6,800.00	2,304.00	694.00	3,802.00	44%	12
Equipment - Rental	842 - 0449	Young	10,152.00	3,090.49	7,061.51	0.00	100%	13
Sub-Total - Purchased Property Services			16,952.00	5,394.49	7,755.51	3,802.00	78%	
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	4,000.00	2,000.00	500.00	1,500.00	63%	16
Telephone - Long Dist	842 - 0532	Tronzo	100.00	62.11	37.89	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	3,835.96	1,164.04	77%	20
Sub-Total - Other Purchased Services			56,002.83	2,062.11	6,872.59	47,068.13	16%	
Supplies - Teaching (0610,0643,0645,0648,0650)	001 - XXXX	Wathen	100,898.00	288.51	81,876.56	18,732.93	81%	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	13,195.37	13,373.54	4,221.00	86%	24
Adult Meals & Children Snacks	219 - 0616	Tronzo	314,448.12	0.00	40,150.39	274,297.73	13%	25
Health Tests	037 - 0646	Johnson	500.00	0.00	56.00	444.00	11%	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	1,636.50	8,324.63	10,138.87	50%	28
Sub-Total - Supplies			468,860.55	15,120.38	144,046.64	309,693.53	34%	
Equipment (0733, 0734, 0738, 0739)	219 - XXXX	Young	41,300.00	1,451.47	28,407.98	11,440.55	72%	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	300.00	10.00	97%	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
Sub-Total - Other Objects			49,797.50	1,451.47	34,171.48	14,174.55	72%	
Indirect Cost @ 3.15%	406 - 0913	Tronzo	390,139.00	0.00	195,968.86	194,170.14	50%	34
Total Head Start - Basic	FY 17-18	Budget	12,385,370.00	650,254.13	7,367,140.39	4,367,975.48	65%	

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

Updated As of February 26, 2018
Salaries Thru February 26, 2018
Federal Fringes Thru February 26, 2018

Early Head Start Basic								
Fiscal Year 2017 - 2018 Financial Summary								
	MUINS	Person	Budget	Encumbered	Actual	Available	YTD	Line
	Object	Responsible	Amount	Amount	Expensed	Balance	%	#
PA-25 Early Head Start - Basic - FYE 6-30-2018 Project # 655DL								
Salaries - Positions		Tronzo	1,589,929.89	0.00	1,065,681.10	524,248.79	67%	1
" - Substitutes	131 - 1170	Tronzo	24,350.14	0.00	18,243.81	6,106.33	75%	2
" - Extended Time	195 - 2228	Tronzo	7,919.78	0.00	5,372.77	2,547.01	68%	3
Sub-Total - Salaries			1,622,199.81	0.00	1,089,297.68	532,902.13	67%	
Fringe Benefits	200's	Tronzo	583,056.54	0.00	372,218.73	210,837.81	64%	4
Sub-Total - Salaries, Extended Time, Fringes			2,205,256.35	0.00	1,461,516.41	743,739.94	66%	
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 (211)	030 - 0349	Tronzo	648,767.82	164,497.22	347,397.78	136,872.82	79%	8
Contractual - Background/CAN Checks (229)	219 - 0349	Johnson	400.00	0.00	0.00	400.00	0%	9
Sub-Total - Professional Services			653,046.32	166,897.22	348,376.28	137,772.82	53%	
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
Sub-Total - Purchased Property Services			2,890.48	276.00	2,243.88	370.60	87%	
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	2,533.58	1,745.42	59%	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
Sub-Total - Other Purchased Services			6,279.00	200.00	3,473.50	2,605.50	59%	
Supplies-Teaching (610,642,643,645,650) (110)	001 - XXXX	Wathen	43,106.20	4,142.67	31,093.30	7,870.23	82%	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	5,011.05	1,825.26	1,384.74	1,801.05	64%	22
Children Snacks	219 - 0616	Tronzo	2,039.60	0.00	1,141.83	897.77	56%	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	647.10	807.68	4,545.22	24%	26
Sub-Total - Supplies			56,256.85	6,615.03	34,427.55	15,214.27	73%	
Equipment (0733,0734,0735,0738, 0739)	001 - XXXX	Young	51,100.00	0.00	46,398.70	4,701.30	91%	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
Sub-Total - Other Objects			51,100.00	0.00	46,398.70	4,701.30	91%	
Indirect Cost @ 3.15%	113 - 0913	Tronzo	96,756.00	0.00	50,584.91	46,171.09	52%	30
Total Early Head Start - Basic FY 17-18		Budget	3,071,585.00	173,988.25	1,947,021.23	950,575.52	69%	

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

Updated As of February 26, 2018
Salaries Thru February 26, 2018
Federal Fringes Thru February 26, 2018

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 #
PA-20 Head Start-Training & Tech Assist - FYE 6-30-2017 Project # 655DK								
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	7,337.63	362.37	95%	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	6,079.07	7,723.51	44%	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	16,054.50	20,258.87	44%	12
Travel - Out of District	219 - 0580	Tronzo	17,000.00	0.00	10,308.60	6,691.40	61%	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	2,390.22	2,131.28	57%	15
Dues & Fees	053 - 0810	Tronzo	12,500.00	5,646.65	2,753.35	4,100.00	67%	16
Indirect Cost @ 3.15%	113 - 0913	Tronzo	3,778.05	0.00	1,435.00	2,343.05	38%	17
Total Head Start - T&TA	FY 17-18	Budget	127,637.00	6,125.15	56,920.66	64,591.19	49%	
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 #
PA-1126 Early Head Start - Training & Tech Assist - FYE 6-30-2018- Project # 655DM								
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	2,465.57	0.00	2,465.57	0.00	100%	7
Other Educational Consultant	053 - 0322	Tronzo	16,000.00	0.00	16,000.00	0.00	100%	8
Registration Fees	053 - 0338	Tronzo	22,039.93	0.00	8,333.00	13,706.93	38%	9
Otr Prof Training and Dev. Svcs	053 - 0339	Tronzo	3,400.00	0.00	1,860.00	1,540.00	55%	10
Tuition - Other	053 - 0569	Tronzo	3,034.43	0.00	2,466.50	567.93	81%	11
Travel - Out of District	053 - 0580	Tronzo	12,000.00	0.00	7,115.05	4,884.95	59%	12
Travel - In District	053 - 0581	Tronzo	500.00	0.00	0.00	500.00	0%	13
Supplemental Books/Study Guides	053 - 0643	Tronzo	1,800.00	0.00	376.77	1,423.23	21%	14
Other Supplies & Materials/ Other Rental	053 - 0610	Tronzo	400.00	0.00	0.00	400.00	0%	15
Dues & Fees	053 - 0810	Tronzo	4,500.00	2,053.35	946.65	1,500.00	67%	16
Indirect Cost @ 3.15%	113 - 0913	Tronzo	2,115.07	0.00	692.39	1,422.68	33%	17
Total Early Head Start - T&TA	FY 17-18	Budget	71,455.00	2,053.35	41,840.33	27,561.32	61%	
Head Start and Early Head Start Financial Summary Totals								
Total Head Start			12,385,370.00	650,254.13	7,367,140.39	4,367,975.48	65%	
Total Head Start T&TA			127,637.00	6,125.15	56,920.66	64,591.19	49%	
Sub-total Head Start Program			12,513,007.00	656,379.28	7,424,061.05	4,432,566.67	65%	
Total Early Head Start			3,071,585.00	173,988.25	1,947,021.23	950,575.52	69%	
Total Early Head Start T&TA			71,455.00	2,053.35	41,840.33	27,561.32	61%	
Sub-total Early Head Start Program			3,143,040.00	176,041.60	1,988,861.56	978,136.84	69%	
FEDERAL GRAND TOTAL	FY 17-18	Budget	15,656,047.00	832,420.88	9,412,922.61	5,410,703.51	65%	
Non Federal (In kind @ 25%)			3,914,011.75					
In kind Needed					2,353,230.65			
In kind Recorded					2,274,712.62			
In kind Required						78,518.03	3%	

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

Line		HEAD START - BASIC Explanations
#	Encumb Amt	
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	20,131.20	Transportation Charges reimbured to the district/Commerical Works
11	595,294.48	Shine Contract
12	2,304.00	Balance of Blanket Purchase Order Issued To Affordable Appliances For Washer and Dryer Repairs and Maintenance
13	3,090.49	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	2,000.00	Balance of Blanket Purchase Order Issued for Postage
17	62.11	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	288.51	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	13,195.37	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	1,636.50	Health Supplies, Rubber Gloves, Dental Supplies, Toothbrushes, special cleaning solutions, wipes, diapers, ear scopes, thermometers etc...
29	1,451.47	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
	650,254.13	
Line		EARLY HEAD START - BASIC Explanations
#	Encumb Amt	
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	164,497.22	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	4,142.67	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	1,825.26	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	647.10	Health Supplies, Rubber Gloves, Dental Supplies, Toothbrushes, special cleaning solutions, wipes, diapers, ear scopes, thermometers etc...
27	-	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
	173,988.25	

Line		<u>HEAD START - TRAINING AND TECHNICAL ASSISTANCE Explanations</u>	
#	Encumb Amt		
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	5,646.65	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>6,125.15</u>		

Line		<u>EARLY HEAD START - TRAINING AND TECHNICAL ASSISTANCE Explanations</u>	
#	Encumb Amt		
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... PITS Conference	
13	-	Travel - In District	
14	-	Instructional Books & Training Materials	
15	-	Other Supplies and Materials	
16	2,053.35	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>2,053.35</u>		

HEAD START AND EARLY HEAD START ENCUMBERED TOTALS

650,254.13	Amount Encumbered by Purchase Orders For Head Start
6,125.15	Amount Encumbered by Purchase Orders For HS Training and Technical Asst
<u>656,379.28</u>	Total Head Start
173,988.25	Amount Encumbered by Purchase Orders For Early Head Start
2,053.35	Amount Encumbered by Purchase Orders For EHS Training and Technical Asst
<u>176,041.60</u>	Total Early Head Start
<u>832,420.88</u>	Amount Encumbered by Purchase Orders for Head Start and Early Head Start Grants

Year to Date February 27, 2018

				FYTD COST HS	FYTD COST EHS	PERCENT OF ADMIN COST	ADMINISTRATIVE COST
CATEGORY	DESCRIPTION	ORG	OBJ				
SALARIES	DIRECTOR	EA12842	011006	36,139.42	9,034.88	100%	45,174.30
	SPECIALIST	EA12842	013096	30,894.72	7,723.68	100%	38,618.40
	MANAGERS	EA12842	013089	72,511.80	18,127.90	100%	90,639.70
	SECRETARY & CLERKS	EA12842	013014	66,238.60	16,559.70	100%	82,798.30
	CLERICAL O/T	EA12842	0140	2,707.24	676.84	100%	3,384.08
	SUB-TOTALS			177,597.06	52,123.00		260,614.78
FRINGES	FRINGES	842	0200	76,801.83	50,499.65	100%	127,301.48
INDIRECT COST	CHARGED TO PROGRAMS	113	0933	195,968.86	50,584.91	100%	246,553.77
INDIRECT COST	CHARGED TO TRAINING	113	0933	1,435.00	692.39	100%	2,127.39
EQUIPMENT	MAINTENANCE	842	0433	0.00	0.00	5%	0.00
EQUIPMENT	RENTAL	842	0449	5,909.51	0.00	10%	590.95
POSTAGE	POSTAGE	842	0531	500.00	0.00	100%	500.00
TELEPHONE	LONG DISTANCE	842	0532	37.89	0.00	5%	1.89
PRINTING	PRINTING	842	0559	63.00	11.92	5%	3.75
TRAVEL	IN DISTRICT	842	0580	1,033.10	0.00	5%	51.66
TRAVEL	OUT OF DISTRICT Charged to trng	053	0581	0.00	377.55	5%	18.88
SUPPLIES	OFFICE	842	0610	4,838.64	0.00	100%	4,838.64
UTILITIES	UTILITIES(GT)	087	0622	0.00	0.00	5%	0.00
SOFTWARE	SOFTWARE OFFICE	842	0648	0.00	0.00	100%	0.00
SUPPLIES	TECH RELATED OFFICE	842	0650	0.00	0.00	100%	0.00
SUPPLIES	TRANSPORTATION	842	0669	265.52	0.00	100%	265.52
FURNITURE	OFFICE FURNITURE	842	0733/0739	148.50	0.00	100%	148.50
EQUIPMENT	COPY MACHINE	842	0736	0.00	0.00	100%	0.00
	SUB-TOTALS			210,200.02	51,666.77		255,100.94
	TOTALS			464,598.91	154,289.42		643,017.20
IN-KIND	POLICY COUNCIL MEETINGS			0.00		100%	0.00
IN-KIND	INDIRECT COST DIFFERENTIAL			0.00		100%	0.00
	TOTAL ADMINISTRATIVE COSTS FYTD						\$ 643,017.20
	TOTAL PROGRAM COST						
	Per Project Budget Report dated 2/27/2018					ALLOWABLE	
		FYTD REQUIRED		TOTAL		AND ACTUAL	
	FYTD ACTUAL COST	IN-KIND		COST		ADMIN. COST	
PA-22 (655DJ)	\$ 7,367,140	\$ 2,353,231		\$ 9,720,371			
PA-20 (655DK)	56,921			56,921			
PA-25 (655DL)	1,947,021			1,947,021			
PA-26 (655DM)	41,840			41,840			
TOTALS	\$ 9,412,923	\$ 2,353,231		\$ 11,766,153		\$ 1,764,923	15.00%
	FYTD In-Kind Recorded			\$ 2,274,712.62			
	TOTAL ADMIN. COST FOR FYTD 2017-2018					\$ 643,017	4.58%
	TOTAL PROGRAM COST FYTD 2017-18			\$ 14,040,866			
	DIFFERENCE BETWEEN ALLOWABLE AND ACTUAL					\$ 1,121,906	10.42%
WITH 4.58% ADMINISTRATIVE COST, HEAD START PROGRAM PROJECTS 655DJ, 655DK, 655DL & 655DM ARE IN COMPLIANCE WITH THE REQUIRMENT TO BE LESS THAN THE 15% ALLOWABLE COST.							

CLOSED SESSION



Vision:

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