



## HEAD START POLICY COUNCIL

### Notice of Meeting

Notice is hereby given that the CMCA Head Start Policy Council will conduct its next regular meeting on Thursday, December 17<sup>th</sup>, 2009 in the Central Missouri Community Action Central Office, Large Conference Room, 807-B North Providence Road, Columbia, MO.

### Tentative Agenda

#### Committee Meetings – (6:00p.m. – 6:30 p.m.)

- A. Grants/Budget
- B. Bylaws
- C. Personnel & Community Complaints

#### Regular Meeting (6:30 p.m. or immediately following the committee meetings)

1. Call to Order
2. Seating of New Members and Role Call
3. Approval of December Agenda
4. Approval of November 2009 Minutes
5. Family Development Report—Bryon White, Family and Community Partnership Administrator
6. Human Resources Report
7. Budget Report – Anita Sanderson, Finance Director
8. Director's Report – Mernell King, Early Childhood Program Director
  - A. Enrollment and Attendance Report—Melissa Chambers, Director of Early Head Start Operations
  - B. Ongoing Monitoring Report—Beth Vossler, Director of Head Start Operations
  - C. Program Instruction (PI) and Information Memorandum (IM)—what's new
    1. PI: Head Start Facilities
9. Report from Sites
10. Old Business
11. New Business
  - A. Approval of Updated Safety Policy from HSAC
12. Business from the Floor
13. Adjournment

**CMCA is committed to equal opportunity. If you are disabled and need an accommodation such as an interpreter for the hearing-impaired, please contact our office. A three-day notice is required for scheduling.**

**Representatives of the news media may obtain copies of this notice by contacting:**

**Leah Patrick**

**CMCA, 807B N. Providence Road, Columbia, MO 65203**

**Phone: (573) 443-8706 ext. 226, TTY: (800) 735-2966**

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**CENTRAL MISSOURI COMMUNITY ACTION  
HEAD START  
Policy Council Meeting  
November 19, 2009**

<b>Policy Council Members Present</b>	
Tina Couch	Mick Beyers
Chrisma Edward	Clarice Johnson
Camara Holder	Deann Gould
Rosa Stone	Cassandra Wren
Rhonda Anthony	Julie Kinneman
Brad Drew	Jamie Leeling
Brandi Berry-Fulton	Kristal Charles
Lisa Thomezcek	Tamara Sutton
Jamie Wolf	
<b>Policy Council Members Absent</b>	
Nygia Edwards	Ashley Bagby
Thilakavathy Subramanian	Brenda May Huskey
Nicole Bridgeman	Tawnya Lee
Danielle Charlton	Debby Mehmert
<b>Staff Present</b>	
Nicole Meyer	Beth Vossler
Melissa Chambers	Mernell King
Anita Sanderson	Ludi Yocum
Amy Rhodes	Tracy Pfannenstiel
Julie Kratzer	
<b>Others Present</b>	

I. Finance/Budget Training—Anita Sanderson

A. *Steps for Planning a Budget*

1. First step is to establish a program design. Whether we need full day or half day centers and where centers need to be located. For example, need is high in Glasgow so we are preparing a center there.
2. We need to determine staffing patterns which is the most time consuming step in this process.
3. Indirect Costs need to be calculated. Such as the costs to pay Human Resource staff, Accounting staff, Administrative/Executive Assistants, and so on.

- All programs of CMCA pay a set percentage to Indirect Costs to support these staff members.
4. We need to figure staff training needs. These include in-area and out-of-area travel, registration fees, webinars, etc.
  5. We need to figure costs for consultants, if needed.
  6. We need to consider the contracts made with other service providers.
  7. We look at costs of rent, utilities, lawn mowing, and so on, for our offices and sites.
    - Rents vary depending on contract with landlord.
  8. We need to consider the costs of equipment. Equipment is a tangible item that costs \$5,000 or more and has a life of over one year.
  9. We need to consider the costs of general office supplies, kitchen and classroom supplies, cleaning and maintenance supplies, and so on.
  10. What are the participant costs (i.e. medical, dental and mental health services, etc.) going to be.
  11. We need to figure in all “Other” costs. These can be general liability (automobile costs like insurance, tires, oil changes, etc.), bonding insurance, newspaper ads for employment opportunities, telephone, printing, and so on.
  12. The next step would be to compile all data into required formats and submit to Policy Council and Board for review and approval.
- B. The letter to the Board President notified us that we need to submit an application for continued refunding of Head Start and Early Head Start grant by January 31<sup>st</sup>, 2010. The budget period is May 1, 2010 through April 30<sup>th</sup> 2011.
1. Anita highlighted in yellow the amounts given to Head Start by the Department of Health and Human Services. The pink highlights the amounts for Early Head Start.
  2. The next two sheets add up to the amounts written in the letter. This does not include QI/ARRA or COLA, I Can, and so on.

### **Committee Meetings**

- Mernell King discussed the different committees to be a part of as a Policy Council member. We have the Grants/Budget Committee, the By-Laws Committee, and the Personnel & Community Complaints Committee.

### **Regular Meeting**

- I. Call to Order
  - A. The meeting was called to order at 6:32 p.m. by Jamie Leeling.
- II. Seating of New Members and Role Call
  - A. There are no new members.
  - B. Jamie Leeling conducts role call.
- III. Approval of November Agenda
  - A. Mernell King stated that the Family Development Report needed to be taken off the Agenda. The report will be given at December’s Policy Council meeting.
  - B. Beth Vossler stated that we need to add the Sex Offender Policy under New Business.

C. Chrisma Edward moved to approve the November Agenda with these revisions. Rhonda Anthony seconded the motion. The motion carried.

IV. Approval of October Minutes

A. Tamara Sutton moved to approve the October Minutes. Clarice Johnson seconded the motion. The motion carried.

V. Human Resources Report—Beth Vossler and Julie Kratzer

A. *Confidential Personnel Report—Beth Vossler*

3. We hired two Child and Family Development Advocates (CFDA) for Tiger Paws. We also hired a Custodian for Moniteau County.

4. We had one termination at our Cole East Head Start site.

5. Beth Vossler explained that the Policy Council's Executive Committee approves all new hires and terminations.

6. Chrisma Edward moved to approve the Confidential Personnel Report. Brandi Berry-Fulton seconded the motion. The motion carried.

B. We have five new hires that need to be approved by Policy Council.

- Teacher Assistant for Glasgow
- Teacher Aide for Glasgow
- Teacher Assistant for Cole East
- Teacher Assistant for Fayette (Howard County)
- Child and Family Development Advocate (CFDA) for Fayette
- Backgrounds have been checked and are clear.
- Jamie Wolf moved to approve all new hires. Tina Couch seconded the motion. The motion carried.

C. *Employment Opportunities—Beth Vossler*

D. *Employee Handbook Revisions—Julie Kratzer, Human Resources Director*

(The last update took place in January of 2007)

1. Section 1F: expanded drug free workplace that identifies expectations, searches and inspections
2. Section 1G: originally part of Section 6; pulled and added on to the policy
3. Section 2E: added "see also confidentiality policy"
4. Section 3C: added process for paying non-scheduled pay of salary and reasons
5. Section 3D: added paragraph 1,2 and 4 on third page; worker's compensation clarified the steps to take to receive worker's compensation
6. Section 5A: added lockdown issues, violence in the work place, firefighting, medical emergencies, hostage situations, natural disasters and blood-borne pathogens
7. Section 6A: Code of Conduct policy: clarified the use of services provided through CMCA by employees; expanded alcohol and drug policy (added sentence to first paragraph)
8. Section 8: New policies: Service and Acceptance of Legal process Procedure; Computer Data Backup and Storage Policy
9. Jamie Leeling had a question concerning the destruction of a site or Central Office. What is the policy? Will the site be able to move to another building? Beth Vossler stated that there is a policy in place to deal with this situation.

10. Chrisma Edward moved to approve the Employee Handbook Revisions. Clarice Johnson seconded the motion. The motion carried.

VI. Budget Report—Anita Sanderson

A. *Early Head Start*

1. We are six months into the Fiscal year.
2. We spent \$225,290.87 overall and \$38,332.32 in October.
3. We spent over our monthly budget by \$16,420.06 in Personnel and Fringe Benefits.
4. Early Head Start's total budget is \$417,741.00. We have \$192,450.13 to last to April 30<sup>th</sup>, 2010.
5. There is an updated amount on the In-kind which is \$6,670.80.
6. Administration costs are not to exceed 15% of the total budget. We have a mechanism of monitoring in place to keep us within the 15%. We are at 11.96% which is very good.

B. *Head Start*

1. We are six months into the Fiscal year. We have spent overall a total of \$1,738,908.57.
2. October we spent \$333,450. We under spent by \$50,294.
3. Our total budget for this year is \$3,991,026. We have \$2,252,117 left to spend.
4. We have an update on In-kind. We are now at \$128,335 of In-kind.
5. The Administrative costs are at 14.99%.

C. *Early Head Start State*

1. We spent \$14,400 in October. Over the first four months of the Fiscal year, we have spent \$35,811.
2. We are under spent by \$92,355 because we are still in the "start-up stage". We may be operational by December.

D. *QI/ARRA*

1. We spent \$18,562 in the month of October. Over the first four months of the Fiscal year, we spent \$52,608. We have under spent by \$4,128.
2. The Fiscal year for this budget is 15 months long. The 1.84% increase to employee's pay last for 12 months only.

E. *Healthy Marriage (CFC)*

1. We are one month into the Fiscal year. We spent \$46,595 in the month of October and overall. The budget for the year is \$483,352.
2. We have over spent by \$6,315.84 because of meeting costs (Mega Events). CFC's large meetings happen in the beginning of the year so the cost will even out by the end of the Fiscal year.

F. *I Can*

1. We are one month into the Fiscal year. We have spent \$34,519.94 in the month of October and overall. The budget for the year is \$340,990.
2. We have over spent by \$6,104.07 because of travel costs. I Can's training event is in the first month of the Fiscal year.

G. *Final Revised Head Start April Budget*

1. An amount was recorded on Program 22 Line 160 and should have been listed in Line 200 "Other".

H. Camara Holder moved to approve the Budget Reports. Chrisma Edward seconded the motion. The motion passed.

VII. Director's Report—Mernell King

1. Jamie Leeling and Mernell King attended an advisory committee meeting called "Care for the Air". This is a smoking cessation program by Head Start and EPA. We were the only "rural" program that was represented at the meeting.
2. Peer Review will begin November 30<sup>th</sup>. They will review 1600 items during that week. Mernell handed out sample questions that may be posed to Policy Council at the Peer Review interview on Monday, November 30<sup>th</sup>. The next night, some Team Leaders and parents will be attending the Teacher interview.
3. Charita Henderson was asked to attend the National Head Start Association (NHSA) Parent Training conference in San Jose, CA. She was also nominated to win the National Parent of the Year.
4. Mernell King handed out the Action Steps and Corrective Action Plan. Every year we do a self-assessment and from this we make a Corrective Action Plan.
5. The RAM (Risk Assessment Management) Report was handed out to Policy Council members. This represents the successes and challenges from Fiscal Year 2008. Every month we are required to report to the government on our enrollment and attendance.
  - a. I Can...Help My Child Stay healthy began its second year and trained a total of 600 families in the summer and we will train 2300 families in the fall.
6. We received the HS Expansion grant for the development of a classroom for 17 children in Glasgow.
7. We are in negotiations for an additional 124 infants/toddlers through the EHS Expansion grant. The grant is \$1.3 million. Our year has begun but we still do not have the money.

B. *Enrollment and Attendance Reports—Beth Vossler*

1. Enrollment
  - a. Head Start's Funded Enrollment (FE) target was at 98.91%. The Federal mandate is 97%.
  - b. Head Start has over 250 (46.20%) kids on the waitlist.
  - c. Head Start's disability is at 7.79%. We need 10% by the middle of the year.
  - d. Early Head Start was 100% enrolled and has 68 kids/pregnant moms on the waitlist. Disability is at 2.08% which if added to Head Start's disability percentage adds to close to 10%.
2. Attendance
  - a. ADA (Average Daily Attendance) is at 86.18% which meets our goal of wanting to be at 85% or higher.
  - b. We served 5,059 kids breakfast the past month. Close to 7000 lunches were served and 4462 snacks were served. These numbers represent the amounts we will be reimbursed by CACFP.

*C. Ongoing Monitoring Report—Beth Vossler*

1. This report represents the PIR (Program Information Report) as of 11/19/2009.
2. Number 2 and 3 under Head Start are at 0% because we are still within our 90 days. The percentage will not show up until after 90 days.
3. We have 99.5% of 45 day requirements were completed within the required time frame. Our sites are on target to meet their 90 day requirements.
4. Areas that need improvement: organization of child file binders, implementation of first aid backpack policy and staff wearing their ID badges for identification and safety.
5. Lead screens continue to be a concern in several counties.
6. Our Plan of Action is retraining the staff on the areas in need of improvement at the upcoming management meeting.

*D. Tina Couch moves to approve the Enrollment and Attendance Reports and the Quality Assurance Report. Chrisma Edwards seconded the motion. The motion passed.*

*E. Program Instruction (PI) and Information Memorandum (IM)—Beth Vossler*

1. We have one IM on Influenza preparedness.

**VIII. Report from Sites**

*A. Kristal Charles's site has a new floor and parents came and cleaned up outside. WFSC had a wonderful Family night. Cole West held Donuts for Dads on Saturday. Father activities at Bear Creek made turkeys out of pine cones with their kids.*

**IX. New Business**

*A. Election of Officers for 2009-2010*

1. Jamie Leeling was elected as Policy Council President.
2. Julie Kinneman was elected as Vice President.
3. Rhonda Anthony was elected as Secretary.
4. Tina Couch was elected as Parliamentarian.
5. Kristal Charles was elected as Policy Council's representative to the Board.
6. The representative to MHSA has not been elected. Camara Holder and Jamie Leeling are interested.
7. Chrisma Edward moved to reaffirm Tamara Sutton as Community Rep. Rhonda Anthony seconded the motion. The motion passed.

*B. HSAC Safety of Children Policy*

1. We will review the policy and vote to approve the Safety Policies and procedures next month.

*C. Sex Offender Policy*

1. "Missouri Revised Statue..." was added to the last sentence in the first paragraph.
2. Tamara Sutton moved to approve the Sex Offender Policy. Tina Couch seconded the motion. The motion passed.

*D. Approval of Policy Council By-Laws*

1. There are a few grammatical changes that need to be made. On page 2 under "Membership" (third paragraph, first sentence) "must" needs to be changed to "may". In the fourth paragraph, the extra space between Board and shall needs to be removed. On page 5, the number "3" under "Secretary" needs to be removed. On page 6, the last two words in the

fourth paragraph need to be “for ratification”. The fifth paragraph, we need to add an apostrophe after the “s” in “Programs”.

2. Julie Kinneman moved to approve the By-Laws with changes made. Chrisma Edward seconded the motion. The motion passed.

X. Business from the Floor

A. Peer Review beginning November 30<sup>th</sup>.



B. Healthy Smiles event will be December 10<sup>th</sup> at 6:00 pm at Stoney Creek Inn.

XI. Adjournment

A. Chrisma Edward moved to adjourn the meeting at 9:04 pm. Cassandra Wren seconded the motion. The motion passed.

CMCA EMPLOYMENT OPPORTUNITIES  
UPDATED 12/09/2009

Position Open	Area	Hrs/Wk	Type	Ann/Reg	App Deadline
<a href="#">Client Services Coordinator</a>	Columbia Career Center	20	In-House/Public	Regular	December 09, 2009
<a href="#">Client Services Coordinator</a>	Callaway FRC	20	In-House/Public	Regular	December 09, 2009
<a href="#">Family Development Advocate II/FRC</a>	Audrain FRC	40/ 9 months	In-House/Public	n/a	December 11, 2009
<a href="#">Weatherization Auditor</a>	Boone County	40	In-House/Public	Regular	December 15, 2009
<a href="#">Child &amp; Family Dev Advocate 2 yr position</a>	Osage/Chamois	40	In-House/Public	Regular	December 18, 2009
<a href="#">Child &amp; Family Dev Advocate 2 yr position</a>	Moniteau Head Start	40	In-House/Public	Regular	December 18, 2009
<a href="#">Teacher Aide 2 yr position</a>	Osage/Chamois	40	In-House/Public	Regular	December 18, 2009
<a href="#">Child &amp; Family Development Advocate</a>	Boone County	40	In-House/Public	Regular	Until Filled
<a href="#">Substitute Teacher</a>	8 County Service Area	As Needed	In-House/Public	n/a	Until Filled
<a href="#">Substitute Teacher Aide</a>	8 county service area	As Needed	In-House/Public	n/a	Until Filled
<a href="#">Teacher Aide</a>	Cole E Head Start	40	In-House/Public	Annual	Until Filled

 [Click here to print the employment listings](#) 

To apply for a position, mail your application to CMCA, Attn: HR, 807-B N. Providence, Columbia, MO 65203, fax 573-875-2689 or email to [HRAssistant@ShowMeAction.org](mailto:HRAssistant@ShowMeAction.org).

Applications must be filled out completely. Applications must be turned in by the closing date in order to be considered for a specific position. If sent by mail, applications are accepted only if the postmark on the envelope meets the above guidelines. Click on the position title to see the job description. Applications can be printed off from our employment link. When applying for a position, please specify the title and location of the position.

Note: "Annual" positions are defined as positions that are expected to be active for approximately 9 months of the calendar year. "Regular" positions are defined as positions that are expected to be active for approximately 12 months of the calendar year.

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CONFIDENTIAL PERSONNEL REPORT TO  
THE HEAD START POLICY COUNCIL

12-09-09

**CMCA HEAD START NEW HIRES FROM 11-10-09 to Accepted to Date**

<b>SITE</b>	<b>HIRE DATE</b>	<b>JOB TITLE</b>	<b>PROGRAM</b>	<b>STATUS</b>	<b>DEGREE</b>
COLE EAST	11/23/2009	CFDA	HS	RFT	BA Liberal Studies
TIGER PAWS	11/17/2009	CFDA	HS	RFT	BS Family Relations
TIGER PAWS	11/17/2009	CFDA	HS	RFT	BA Child Development

**CMCA HEAD START TERMINATIONS FOR 11-11-09 to 12-09-09**

**THERE WERE NO CMCA HEAD START TERMINATIONS FOR 11-11-09 to 12-09-09.**

*Note: "Annual" positions are defined as positions expected to be active for approximately 9 months of each calendar year. "Regular" positions are defined as positions expected to be active for approximately 12 months of each calendar year. FT = Full-Time. PT = Part Time.*

Central Missouri Community Action  
**EARLY HEAD START Summary Budget Comparison From 11/1/2009 Through 11/30/2009**

Account Code	Account Title	Spent this Month	Spent Overall	CAN Spend for 7 Months	Under or (Over) Spent for 7 Months	Total Budget for 12 Months	Under or (Over) Total Budget
<b>EARLYHS</b>	<b>EARLY HEAD START</b>						
70	<b>EARLY HEAD START T&amp;TA</b>						
130	Travel	0.00	2,039.00	3,199.56	1,160.56	5,485.00	3,446.00
160	Supplies	1.97	3.94	29.19	25.25	50.00	46.06
200	Other	<u>0.00</u>	<u>653.30</u>	<u>2,244.69</u>	<u>1,591.39</u>	<u>3,848.00</u>	<u>3,194.70</u>
<b>Total 70</b>	<b>EARLY HEAD START T&amp;TA</b>	<b>1.97</b>	<b>2,696.24</b>	<b>5,473.44</b>	<b>2,777.20</b>	<b>9,383.00</b>	<b>6,686.76</b>
71	<b>EARLY HEAD START ADMINISTRATION</b>						
100	Personnel	213.18	1,497.32	1,474.27	(23.05)	2,527.25	1,029.93
110	Fringe Benefits	52.94	374.56	353.56	(21.00)	606.10	231.54
120	In-Direct	4,098.95	29,370.22	25,066.30	(4,303.92)	42,971.00	13,600.78
130	Travel	0.00	0.00	205.94	205.94	353.00	353.00
160	Supplies	2.95	9.03	107.94	98.91	185.00	175.97
200	Other	<u>13.42</u>	<u>91.34</u>	<u>122.99</u>	<u>31.65</u>	<u>211.00</u>	<u>119.66</u>
<b>Total 71</b>	<b>EARLY HEAD START ADMINISTRATION</b>	<b>4,381.44</b>	<b>31,342.47</b>	<b>27,331.00</b>	<b>(4,011.47)</b>	<b>46,853.35</b>	<b>15,510.88</b>
72	<b>EARLY HEAD START PROGRAM</b>						
100	Personnel	19,979.27	145,164.68	123,585.82	(21,578.86)	211,860.75	66,696.07
110	Fringe Benefits	7,450.27	52,546.59	43,957.51	(8,589.08)	75,355.90	22,809.31
130	Travel	31.59	31.59	1,698.69	1,667.10	2,912.00	2,880.41
160	Supplies	748.28	6,085.07	10,912.44	4,827.37	18,707.00	12,621.93
170	Equipment	0.00	0.00	12,581.94	12,581.94	21,569.00	21,569.00
180	Contractual	12.60	1,249.82	816.69	(433.13)	1,400.00	150.18
200	Other	<u>2,184.44</u>	<u>22,254.00</u>	<u>17,325.07</u>	<u>(4,928.93)</u>	<u>29,700.00</u>	<u>7,446.00</u>
<b>Total 72</b>	<b>EARLY HEAD START PROGRAM</b>	<b><u>30,406.45</u></b>	<b><u>227,331.75</u></b>	<b><u>210,878.16</u></b>	<b><u>(16,453.59)</u></b>	<b><u>361,504.65</u></b>	<b><u>134,172.90</u></b>
	<b>GRAND TOTAL</b>	<b><u>34,789.86</u></b>	<b><u>261,370.46</u></b>	<b><u>243,682.60</u></b>	<b><u>(17,687.86)</u></b>	<b><u>417,741.00</u></b>	<b><u>156,370.54</u></b>
	<b>In-Kind</b>		<b>6,670.80</b>			<b><u>96,172.00</u></b>	
	Additional EHS In-Kind needed through November 2009:		\$ 58,671.82				

Central Missouri Community Action  
**EHS STATE Summary Budget Comparison From 11/1/2009 Through 11/30/2009**

Account Code	Account Title	Spent this Month	Spent Overall	CAN Spend for 5 Months	Under or (Over) Spent for 5 Months	Total Budget for 12 Months	Under or (Over) Total Budget
<b>EHS-ST</b>	<b>EHS STATE</b>						
105	<b>EHS STATE</b>						
100	Personnel	8,574.29	26,443.59	42,176.95	15,733.36	101,224.65	74,781.06
110	Fringe Benefits	2,286.27	9,134.17	13,568.95	4,434.78	32,565.44	23,431.27
120	In-Direct	1,607.36	4,982.20	8,250.40	3,268.20	19,800.93	14,818.73
130	Travel	0.00	540.00	1,525.00	985.00	3,660.00	3,120.00
160	Supplies	1,428.74	7,129.54	6,277.30	(852.24)	15,065.48	7,935.94
180	Contractual	0.00	9.98	75,640.65	75,630.67	181,537.50	181,527.52
200	Other	<u>303.69</u>	<u>2,189.84</u>	<u>12,769.65</u>	<u>10,579.81</u>	<u>30,647.00</u>	<u>28,457.16</u>
<b>Total 105</b>	<b>EHS STATE</b>	<b>14,200.35</b>	<b>50,429.32</b>	<b>160,208.90</b>	<b>109,779.58</b>	<b>384,501.00</b>	<b>334,071.68</b>
	<b>GRAND TOTAL</b>	<b><u>14,200.35</u></b>	<b><u>50,429.32</u></b>	<b><u>160,208.90</u></b>	<b><u>109,779.58</u></b>	<b><u>384,501.00</u></b>	<b><u>334,071.68</u></b>
	<b>In-Kind</b>		<b>300.33</b>			<b><u>57,675.15</u></b>	
	Additional EHS-ST In-Kind needed through November 2009:		\$ 7,264.07				

Central Missouri Community Action  
**HEAD START Summary Budget Comparison From 11/1/2009 Through 11/30/2009**

Account Code	Account Title	Spent this Month	Spent Overall	CAN Spend for 7 Months	Under or (Over) Spent for 7 Months	Total Budget for 12 Months	Under or (Over) Total Budget
<b>HS FY00</b>	<b>HEAD START</b>						
20	<b>HEAD START - T &amp; TA</b>						
130	Travel	4,729.08	18,414.40	11,457.25	(6,957.15)	19,641.00	1,226.60
160	Supplies	899.29	915.84	225.19	(690.65)	386.00	(529.84)
180	Contractual	0.00	180.00	0.00	(180.00)	0.00	(180.00)
200	Other	<u>0.00</u>	<u>16,982.11</u>	<u>18,619.37</u>	<u>1,637.26</u>	<u>31,919.00</u>	<u>14,936.89</u>
<b>Total 20</b>	<b>HEAD START - T &amp; TA</b>	<b>5,628.37</b>	<b>36,492.35</b>	<b>30,301.81</b>	<b>(6,190.54)</b>	<b>51,946.00</b>	<b>15,453.65</b>
21	<b>HEAD START ADMINISTRATION</b>						
100	Personnel	11,057.55	75,616.30	76,573.76	957.46	131,269.42	55,653.12
110	Fringe Benefits	2,987.29	21,001.63	21,315.77	314.14	36,541.43	15,539.80
120	In-Direct	36,078.24	207,629.28	204,925.91	(2,703.37)	389,298.13	181,668.85
130	Travel	0.00	821.45	394.87	(426.58)	677.00	(144.45)
160	Supplies	74.74	737.75	2,574.81	1,837.06	4,414.00	3,676.25
200	Other	<u>702.23</u>	<u>5,050.80</u>	<u>7,029.82</u>	<u>1,979.02</u>	<u>12,051.00</u>	<u>7,000.20</u>
<b>Total 21</b>	<b>HEAD START ADMINISTRATION</b>	<b>50,900.05</b>	<b>310,857.21</b>	<b>312,814.94</b>	<b>1,957.73</b>	<b>574,250.98</b>	<b>263,393.77</b>
22	<b>HEAD START - PROGRAM</b>						
100	Personnel	172,124.15	975,704.05	959,133.98	(16,570.07)	1,829,922.04	854,217.99
110	Fringe Benefits	57,602.92	331,125.23	327,613.37	(3,511.86)	632,661.98	301,536.75
130	Travel	618.49	2,203.19	1,187.69	(1,015.50)	2,036.00	(167.19)
160	Supplies	10,953.98	94,945.32	85,061.69	(9,883.63)	145,820.00	50,874.68
170	Equipment	0.00	8,480.00	89,105.38	80,625.38	152,752.00	144,272.00
180	Contractual	167.40	7,584.85	12,618.69	5,033.84	21,632.00	14,047.15
200	Other	<u>36,743.20</u>	<u>306,769.88</u>	<u>312,815.30</u>	<u>6,045.42</u>	<u>536,255.00</u>	<u>229,485.12</u>
<b>Total 22</b>	<b>HEAD START - PROGRAM</b>	<b>278,210.14</b>	<b>1,726,812.52</b>	<b>1,787,536.10</b>	<b>60,723.58</b>	<b>3,321,079.02</b>	<b>1,594,266.50</b>
24S	<b>HEAD START - HEALTHY SMILES</b>						
100	Personnel	402.06	2,825.03	2,653.29	(171.74)	4,548.54	1,723.51
110	Fringe Benefits	104.63	739.80	684.53	(55.27)	1,173.59	433.79
120	In-Direct	75.00	527.60	493.99	(33.61)	846.87	319.27
160	Supplies	24.19	24.19	2,934.75	2,910.56	5,031.00	5,006.81
180	Contractual	0.00	0.00	1,166.69	1,166.69	2,000.00	2,000.00
200	Other	<u>6.83</u>	<u>10.35</u>	<u>17,587.50</u>	<u>17,577.15</u>	<u>30,150.00</u>	<u>30,139.65</u>
<b>Total 24S</b>	<b>HEAD START - HEALTHY SMILES</b>	<b>612.71</b>	<b>4,126.97</b>	<b>25,520.75</b>	<b>21,393.78</b>	<b>43,750.00</b>	<b>39,623.03</b>
	<b>GRAND TOTAL</b>	<b><u>335,351.27</u></b>	<b><u>2,078,289.05</u></b>	<b><u>2,156,173.60</u></b>	<b><u>77,884.55</u></b>	<b><u>3,991,026.00</u></b>	<b><u>1,912,736.95</u></b>
	<b>In-Kind</b>		<b><u>128,335.97</u></b>			<b><u>925,470.00</u></b>	

Additional Head Start In-Kind needed through November 2009: \$ 391,236.29

Central Missouri Community Action  
**HS EXP Summary Budget Comparison From 11/1/2009 Through 11/30/2009**

Account Code	Account Title	Spent this Month	Spent Overall	CAN Spend for 2 Months	Under or (Over) Spent for 2 Months	Total Budget for 12 Months	Under or (Over) Total Budget
<b>HS EXP</b>	<b>HEAD START EXPANSION</b>						
91	<b>HS EXPANSION - T &amp; TA</b>						
130	Travel	0.00	0.00	115.66	115.66	404.81	404.81
160	Supplies	0.00	0.00	8.34	8.34	29.19	29.19
200	Other	<u>0.00</u>	<u>0.00</u>	<u>358.34</u>	<u>358.34</u>	<u>1,254.19</u>	<u>1,254.19</u>
<b>Total 20</b>	<b>HEAD START - T &amp; TA</b>	<b>0.00</b>	<b>0.00</b>	<b>482.34</b>	<b>482.34</b>	<b>1,688.19</b>	<b>1,688.19</b>
92	<b>HS EXPANSION</b>						
100	Personnel	0.00	0.00	7,348.33	7,348.33	42,427.15	42,427.15
110	Fringe Benefits	0.00	0.00	1,281.81	1,281.81	16,763.06	16,763.06
120	In-Direct	0.00	0.00	1,277.25	1,277.25	8,760.08	8,760.08
160	Supplies	1,798.00	1,798.00	4,520.00	2,722.00	15,820.00	14,022.00
180	Contractual	6,485.00	6,485.00	2,116.66	(4,368.34)	7,408.31	923.31
200	Other	<u>0.00</u>	<u>0.00</u>	<u>359.86</u>	<u>359.86</u>	<u>1,259.51</u>	<u>1,259.51</u>
<b>Total 92</b>	<b>HS EXPANSION</b>	<b>8,283.00</b>	<b>8,283.00</b>	<b>16,903.91</b>	<b>8,620.91</b>	<b>92,438.11</b>	<b>84,155.11</b>
	<b>GRAND TOTAL</b>	<b><u>8,283.00</u></b>	<b><u>8,283.00</u></b>	<b><u>17,386.25</u></b>	<b><u>9,103.25</u></b>	<b><u>94,126.30</u></b>	<b><u>85,843.30</u></b>
	<b>In-Kind</b>		<b><u>0.00</u></b>			<b><u>26,937.00</u></b>	
Additional Head Start In-Kind needed through November 2009:		\$	1,490.94				

Central Missouri Community Action  
**QUALITY IMPROVEMENT-ARRA Summary Budget Comparison From 11/1/2009 Through 11/30/2009**

Account Code	Account Title	Spent this Month	Spent Overall	CAN Spend for 5 Months	Under or (Over) Spent for 5 Months	Total Budget for 15 Months	Under or (Over) Total Budget
<b>QI-ARRA</b>	<b>QUALITY IMPROVEMENT-ARRA</b>						
122	<b>HEADSTART - QI-ARRA</b>						
100	Personnel	9,369.27	32,687.14	33,408.44	721.30	128,116.00	95,428.86
110	Fringe Benefits	3,106.34	12,655.61	8,541.70	(4,113.91)	71,132.32	58,476.71
120	In-Direct	1,846.39	6,386.47	6,208.59	(177.88)	29,488.68	23,102.21
160	Supplies	110.00	110.00	0.00	(110.00)	0.00	(110.00)
180	Contractual	0.00	0.00	8,333.35	8,333.35	20,000.00	20,000.00
200	Other	<u>582.64</u>	<u>8,248.25</u>	<u>8,333.35</u>	<u>85.10</u>	<u>20,000.00</u>	<u>11,751.75</u>
<b>Total 122</b>	<b>TOTAL HEADSTART - QI-ARRA</b>	<b>15,014.64</b>	<b>60,087.47</b>	<b>64,825.43</b>	<b>4,737.96</b>	<b>268,737.00</b>	<b>208,649.53</b>
172	<b>EHS - QI-ARRA</b>						
100	Personnel	357.37	2,484.37	2,218.62	(265.75)	5,324.00	2,839.63
110	Fringe Benefits	134.22	775.86	287.96	(487.90)	691.68	(84.18)
120	In-Direct	72.76	468.07	371.00	(97.07)	890.32	422.25
200	Other	<u>0.68</u>	<u>4,372.15</u>	<u>9,007.10</u>	<u>4,634.95</u>	<u>21,617.00</u>	<u>17,244.85</u>
<b>Total 172</b>	<b>TOTAL EHS - QI-ARRA</b>	<b>565.03</b>	<b>8,100.45</b>	<b>11,884.68</b>	<b>3,784.23</b>	<b>28,523.00</b>	<b>20,422.55</b>
	<b>GRAND TOTAL</b>	<b><u>15,579.67</u></b>	<b><u>68,187.92</u></b>	<b><u>76,710.11</u></b>	<b><u>8,522.19</u></b>	<b><u>297,260.00</u></b>	<b><u>229,072.08</u></b>

Central Missouri Community Action  
**HEALTHY MARRIAGE Summary Budget Comparison From 11/1/2009 Through 11/30/2009**

Account Code	Account Title	Spent this Month	Spent Overall	CAN Spend for 2 Months	Under or (Over) Spent for 2 Months	Total Budget for 12 Months	Under or (Over) Total Budget
88	<b>HEALTHY MARRIAGE - PROGRAM</b>						
100	Personnel	15,440.68	31,849.34	33,473.66	1,624.32	200,842.00	168,992.66
110	Fringe Benefits	4,219.72	8,494.13	9,533.68	1,039.55	57,202.00	48,707.87
120	In-Direct	2,909.74	5,970.83	6,365.00	394.17	38,190.00	32,219.17
130	Travel	919.47	2,305.11	1,857.34	(447.77)	11,144.00	8,838.89
160	Supplies	1,868.15	1,878.71	3,167.68	1,288.97	19,006.00	17,127.29
180	Contractual	1,420.00	5,680.00	2,235.66	(3,444.34)	13,414.00	7,734.00
200	Other	<u>27,159.15</u>	<u>47,064.35</u>	<u>23,925.66</u>	<u>(23,138.69)</u>	<u>143,554.00</u>	<u>96,489.65</u>
<b>Total 88</b>	<b>HEALTHY MARRIAGE - PROGRAM</b>	<b>53,936.91</b>	<b>103,242.47</b>	<b>80,558.68</b>	<b>(22,683.79)</b>	<b>483,352.00</b>	<b>380,109.53</b>
	<b>GRAND TOTAL</b>	<b><u>53,936.91</u></b>	<b><u>103,242.47</u></b>	<b><u>80,558.68</u></b>	<b><u>(22,683.79)</u></b>	<b><u>483,352.00</u></b>	<b><u>380,109.53</u></b>
	<b>In-Kind</b>		<b><u>5,082.54</u></b>			<b><u>120,838.00</u></b>	
Additional Healthy Marriage In-Kind needed through November 2009:		\$ 20,728.08					

Central Missouri Community Action  
**I CAN Summary Budget Comparison From 11/1/2009 Through 11/30/2009**

Account Code	Account Title	Spent this Month	Spent Overall	CAN Spend for 2 Month	Under or (Over) Spent for 2 Month	Total Budget for 12 Months	Under or (Over) Total Budget
89	<b>I CAN - PROGRAM</b>						
100	Personnel	4,483.86	9,088.84	9,365.18	276.34	56,191.00	47,102.16
110	Fringe Benefits	1,154.00	2,318.41	2,445.36	126.95	14,672.00	12,353.59
120	In-Direct	834.40	1,688.27	1,747.84	59.57	10,487.00	8,798.73
130	Travel	14,922.09	41,881.33	10,750.02	(31,131.31)	64,500.00	22,618.67
160	Supplies	1,020.70	1,116.20	4,299.50	3,183.30	25,797.00	24,680.80
180	Contractual	0.00	0.00	16,723.84	16,723.84	100,343.00	100,343.00
200	Other	<u>403.28</u>	<u>1,215.22</u>	<u>11,500.00</u>	<u>10,284.78</u>	<u>69,000.00</u>	<u>67,784.78</u>
<b>Total 89</b>	<b>I CAN - PROGRAM</b>	<b>22,818.33</b>	<b>57,308.27</b>	<b>56,831.74</b>	<b>(476.53)</b>	<b>340,990.00</b>	<b>283,681.73</b>
	<b>GRAND TOTAL</b>	<b><u>22,818.33</u></b>	<b><u>57,308.27</u></b>	<b><u>56,831.74</u></b>	<b><u>(476.53)</u></b>	<b><u>340,990.00</u></b>	<b><u>283,681.73</u></b>
	<b>In-Kind</b>		<b><u>21,966.80</u></b>			<b><u>85,248.00</u></b>	
Additional I CAN In-Kind needed through November 2009:		\$	(7,639.73)				



**Central Missouri Community Action  
Early Childhood Programs  
- Head Start and Early Head Start -  
Passion – Commitment – Excellence**

**CMCA Head Start Director's Report  
December 9, 2009**

*CMCA Head Start 2009-2010  
"The Year of Leadership Development"*

***WELCOME all new Policy Council Members!***

*Thanks to everyone who was able to attend our Policy Council interview with the Federal Peer Review team on Monday, November 30<sup>th</sup> – it was great to have your help!*

*The Peer Review team members, all 9 of them, were very impressed with our program, our Policy Council, our Board.....really, all of it! We had a very good onsite review with only 2 potential areas of non-compliance. One was for a missing background screen for our fiscal officer (which is a new requirement) and the other was for raw, small cut-up carrots being provided to a child 15 months old – which we do believe the standards for CACFP/USDA supports! The final report will be provided to the program in about 90 days! We are very, very fortunate that with over 1,800 program standards from the Office of Head Start we are able to do all of it so well! Our hats are off to our site staff that makes sure that the families and children are well supported on a daily basis! Thanks to everyone for making the review a GREAT ONE!*

*We are pleased to announce that **Charita Henderson, past PC rep from Cole East Head Start, was selected as the 1<sup>st</sup> runner up for the National Parent of the Year Award** at the 26<sup>th</sup> Annual Parent Training Conference in San Jose, California on Sunday, December 6, 2009! Charita was awarded a beautiful plaque and \$300! We were so excited to be with her at this great time for her family and for our program. Charita and her husband took in the sites of San Jose and also attended conference sessions! They loved it! Congratulations Charita – she was chosen from over 1M Head Start parents for this award!*

## **IMPORTANT REMINDERS:**

**December 2009 Policy Council Meeting** will be held on Thursday, December 17 at the CMCA Central Office in Columbia. The evening begins with a meal at 5:30 PM followed by committee meetings beginning at 6:00. The December meeting will begin immediately following the committee meetings. Please remember to bring your “communication sheet” from your site so that you can report on things going on back at your Head Start center. Remember also to bring your Policy Council binders so that you can fill it with items from the meeting and training that you will receive.

**Healthy Smiles** – will be a thing of the past by the time you read this report – did you make it? We will have an update with numbers of attendees, etc. when we meet with you on the 10<sup>th</sup>. A big thanks to Jamie Leeling and Trisha Wright for assisting in developing the I CAN booth and “Care for their air” materials to share with attendees on behalf of the Policy Council.

Hats off to Bryon White who provided an excellent workshop presentation at the **National Head Start Association Annual Parent Training Conference** in San Jose, California. Bryon shared the Family Development processes at CMCA Head Start including the various parent development programs (Father’s First, Family Literacy, CFC, I CAN, etc.). Bryon’s presentation made a big impact as folks were talking about it long after he concluded! Thanks Bryon!

## **IMPORTANT HEALTH INFORMATION:**

**H1N1** has slowed somewhat over the past month; however, we still expect a second round of the flu in mid winter. We will keep the Policy Council posted on this and all other health concerns!

**Disaster Preparedness** is an important topic to the Office of Head Start. On Thursday, December 3, the CMCA Head Start team viewed a Webcast from the Office of Head Start on this topic. There is a new Disaster Preparedness workbook that they are sending to all programs in the near future. The goal is that programs would proactively work on developing plans to assure organized responses in times of any natural or man-made disaster. We plan to review the materials and share them with the Health Services Advisory Committee (HSAC). CMCA Head Start is, along with all other Head Start programs, required to complete a disaster preparedness survey by 12/31/09. We will complete that survey online before the December PC meeting and will report the completion at the December PC meeting.

## **PROGRAM UPDATES:**

### **I CAN....Help My Child Stay Healthy**

Trisha Wright, Dr. Ariella Herman from UCLA and Mernell presented an information session at the 26<sup>th</sup> Annual Parent Training Conference in San Jose. The purpose of the training was to raise awareness about the program to the greater Head Start community and to recruit west coast grantees for Year 3 of the grant! Health managers, family partnership managers and parents were in attendance at the training.

Local **I CAN...Help My Child Stay Healthy** training will be held in February – more to come in the near future! If you like the Healthy Smiles training...you will like I CAN – come and learn how to better care for the basic healthcare needs of your family at home!

**CFC (Connecting for Children)** Connecting for Children is very busy as the 3<sup>rd</sup> program year progresses....The Super-Palooza training event **was held on November 14<sup>th</sup> and 15<sup>th</sup> and was a huge success.** There was something for everyone; couples, co-parents, individuals, and Spanish-speaking families. Parents can't stop talking about it – have you signed up yet for the next session?

A big thank you goes to Amy Rhodes who is working for the CFC program as our bilingual trainer...and as our **Interpretive Services** manager for Head Start. If you noticed at the Healthy Smiles training, we used in-ear translators so that all families could be in the same room for the training opportunity. Much more will be coming as we work diligently to serve all dual-language needs within our Head Start programs at CMCA Head Start.

### **Head Start's Family Literacy Program is pleased to announce the 2nd Annual Barnes and Noble Book Fair!**

Join us on Sunday, December 13, at the Columbia Mall Barnes and Noble. Fun activities will be available for the kids, as well as free gift wrapping (donations will be accepted), between 1 and 4 pm; Purchases made all day will help support the family literacy program! Purchases made online are also included; be sure to use the voucher code upon check out. Hope to see you there! Be sure to mention Head Start's Family Literacy Program when you check out.

Funds raised from this event will be used to purchase books and other literacy-promoting incentives to be given to Head Start children upon completion of the monthly home-based literacy activities. Need information, contact Bryon White at the Central Office in Columbia!

The CMCA Policy Council members do a wonderful job in spreading the word about Connecting for Children, Family Literacy, Healthy Smiles, Fathers First, I

CAN and so much more....Please continue to spread the word about the opportunities available at CMCA Head Start for families!

**GRANTS UPDATES** – we now have our Grant for Early Head Start – we have been awarded funding for an additional 124 Infants/toddlers and their families – Melissa Chambers will present the details of this wonderful opportunity at the Policy Council meeting – she will share the allocation of slots for the program across the 8-county area and will share plans for program design in each community we are able to serve...We will be counting on the Policy Council to help spread the word about the program when we begin to take applications ...more to come

### **Partnership Updates:**

**Howard County** – CMCA Head Start is in the process of developing a Head Start Expansion classroom in Glasgow, MO. The space for the new classroom (serving 17 children/families) will be provided at no cost to CMCA Head Start. This is a wonderful community partnership for the preschool children of the Glasgow School District. In addition, we continue to have a “transportation partnership arrangement” for the sharing of equipment (bus) with the Fayette School District. The school provides transportation to the program from the early childhood program at the school – assuring children with special needs, or are at risk, have transportation to Head Start.

**Community R-6** – we will, pending EHS expansion funding (ARRA), expand our current partnership to include infants and toddlers. Currently we have an MPP (Missouri Preschool Project) Head Start classroom and a transportation (equipment) partnership – sharing busses for the transportation of children to the program.

**Moberly Area Community College** – we continue to work with the college to assist in staff of the EHS program receiving infant/toddler CDAs and to develop a program for the future to “grow our own” staff for the infant/toddler EHS expansions while assuring that all EHS staff meet, or exceed, educational requirements as per the Head Start Act.

**Chamois Public Schools** – we are working with the Chamois School District to expand our partnership by placing a larger modular classroom unit on the school grounds in order to serve infants and toddlers. We have had a long relationship with the schools in Chamois and we look forward to expanding this partnership.

**Columbia Housing Authority** – we are discussing space needs with the Columbia Housing Authority. They are interested in assisting our program meet space needs for the program in the city of Columbia. Staff of CMCA Head Start will be reviewing a “space” which might be used by the program in the near future.

## **Eligibility – Recruitment- Selection - Enrollment and Attendance (ERSEA) Activities –**

**Enrollment** continues to meet expectations. Did you know, CMCA Head Start is required to submit monthly enrollment reports to the Office of Head Start? These reports are submitted via an online system (Enterprise) which houses information about all HS programs in the nation.

Do you know how many children CMCA Head Start serves? We are currently serving 535 Head Start children and 80 Early Head Start Children. We will, when expansions are fully operational, be serving 552 Head Start children/families and 204 Early Head Start children/families. WOW!

**Enrollment Report** will be provided at the Policy Council meeting.

**Other Required Reporting** – Attendance, USDA Meals Served, % Children with Disabilities Served and Monitoring reports – are all included in this mailing.

**IM/PIs** – Information Memorandums and Program Instructions which are new (from the Office of Head Start) since our last PC meeting has been included, for your review and information, with this mailing.

**Health Service Advisory Committee (HSAC)** – will be meeting in the month of November. Of particular interest is the review of CMCA Head Start's Safety policy. If you are interested in serving on the HSAC, please contact Beth Vossler or Melissa Scheer.

### **MONITORING CONCERN AREAS NOTED by Program Director:**

We continue to struggle with follow-up for child identified health and dental needs. **Program Information Report (PIR)** noted concerns with follow up care and, therefore, we are targeting follow up as a major part of our ongoing monitoring system in this program year. If your child has been noted as needing follow up care, are they receiving it?

The **EHS budget** will need to continue to be monitored for personnel costs as the budget reflects we are running close and with summer subs this may become an issue. It will be monitored monthly and reported.

### **REQUIRED REPORTING:**

**Second quarterly report** of ARRA funding must be submitted by 1/10/2010  
**Fourth quarter**, required program reports for I CAN and CFC will be submitted to the Office of Head Start by 12/31/09.

## **Facility Updates:**

Facilities are in the process of minor and major upgrades at this time. Andy Prevo, Facilities Administrator, is working diligently to assure that health/safety issues are taken care of immediately and that other quality upgrades occur in a timely manner. We did have a few corrections on playgrounds while the Peer Review team was onsite. These were taken care of immediately! We continue to request parents assist us in assuring our sites (inside and out) are safe at all times!

It is time for the 2<sup>nd</sup> Annual Joint meeting of the CMCA Board of Directors and Policy Council ...in January 2010, the 2 governing entities will meet to learn about Head Start and to approve the grant for the upcoming program year – and all budgets for submission to the Office of Head Start – The meeting will be held on Thursday, January 28, 2010 in Columbia – that is not the regular meeting time for the Policy Council – please make your plans early to attend. The meeting will include a dinner and will be held in a location other than Central Office – more to come at the meeting!

## **Strategic Planning at CMCA:**

**Head Start Staff** continue to assist with the agency-wide strategic planning process. The committees have completed the 10-year outcomes and the 3-year outcomes. The next step is the Implementation process which will be guided by a Coordinating Team. The Coordinating Team consists of the CMCA Leadership team and other leaders from across the agency. Work plans for all 5 Strategic Commitments will be developed by cross-functional teams from across the 8 county service area!

**CMCA Leadership Team** continues to meet and discuss ARRA funding and the expansion of the agency at large and the various programs we operate. Lots of growth at this time!

## **ACTION ITEMS:**

**Head Start Safety Policy**

## **NOTICES:**

**Joint Meeting of Board and Policy Council will be held on Thursday, January 28, 2010.**

## **Other REQUIRED INPUT/Approvals:**

ERSEA Report

Credit Card Report  
USDA Meal Count/Report  
Attendance Report  
Monitoring Report –

All items as listed above will be presented in “real time”/up to the minute at the meeting of the Council.

**IM/PI:**

Information Memorandums and Program Instructions – those we have received since our last Council meeting are found for your information and review within this mailing. In addition, they can be found on the eclkc web site: [www.eclkc.ohs.acf.hhs.gov](http://www.eclkc.ohs.acf.hhs.gov).

**Web Sites of Interest to Policy Council Members:**

[www.moheadstart.org](http://www.moheadstart.org) - this is the official web site of the Missouri Head Start Association. Missouri Head Start Association works for children, families, staff and communities regarding issues of interest to Missouri’s Head Start programs. The site gives detailed information on all of Missouri’s Head Start and Early Head Start Programs.

[www.ECLKC.ohs.acf.hhs.gov](http://www.ECLKC.ohs.acf.hhs.gov) – this is the Early Childhood Learning and Knowledge Center. This web site is the complete repository and library of all items from Head Start since 1965. This is a great web site and if you have access to a computer –check it out!

[www.showmeaction.org](http://www.showmeaction.org) – this is our Central Missouri Community Action web site – check it out for job opportunities and other “happenings” across the 8-county region.

**Central Missouri Community Action’s Mission:**

“To empower individuals and families to achieve self-reliance”

**Vision Statements of the Agency are:**

\*Individuals and families live extraordinary lives in decency and dignity

\*Communities are thriving, vibrant safe places to live embracing all individuals and providing opportunities for growth

\*Central Missouri Community Action is the recognized leader in ending poverty and building strong communities.

**CMCA’s Strategic Commitments are as follows:**

- 1) Engage the community to assure that all people have their basic needs met.
- 2) Enhance community capacity to ensure all individuals have lifelong learning opportunities.
- 3) Build community capacity to enhance economic and community assets.

- 4) Build relationships across class and race lines.
- 5) Develop an innovative, caring agency dedicated to being an influential leader in our communities.

**The Mission Statement for CMCA Head Start is as follows:**

CMCA Head Start provides high quality, comprehensive services in partnership with local communities so that children, families, staff and community members embrace life-long learning leading to self-esteem and self-sufficiency.

**The “Motto” for CMCA Head Start:**

**Passion – Commitment- Excellence**

Respectfully submitted,

*Mernell T. King*

Mernell T. King

Early Childhood Programs Director

CMCA Head Start

HEAD START Nov-09					Monthly Totals:									
Local ID	County	Site Name	F.E.	Last Day	Enrolled	Waitlist	Income Eligibility					Public Asst.	Concern	Disability
							0-100%	101-130	>130	Foster	Homeless			
2102	AUDRAIN	WFSC	40	40	41	18	26	4	3	1	2	5	0	2
2101		Lakeview	20	20	20		11	1	0	0	3	4	0	3
2103		Community R6	20	20	20	3	9	2	9	0	0	0	0	3
2202	BOONE	Centralia	30	21	21	8	13	3	0	0	0	4	0	1
2203		Park	60	60	60		31	3	3	1	1	19	0	4
2213		Tiger Paws	30	31	31	92	14	1	1	0	4	9	0	4
2209		Worley	30	36	37		24	2	0	0	0	11	0	3
2301	CALLAWAY	Callaway County	36	40	40	19	24	0	1	0	1	14	0	4
2401	COLE	Cole East	80	82	87	58	50	5	3	1	3	24	0	8
2406		Cole West	40	40	40		23	2	0	0	3	12	0	4
2501	COOPER	Clubhouse	40	40	40	12	27	1	1	0	3	8	0	4
2601	HOWARD	Howard County	36	36	36	4	20	9	1	0	0	6	0	7
2602		Glasgow	NA	NA	NA	22	NA	NA	NA	NA	NA	NA	NA	NA
2701	MONITEAU	Moniteau County	36	39	40	11	23	0	0	2	2	13	0	4
2851	OSAGE	Linn	17	20	20	2	13	2	0	0	3	2	0	0
2852		Chamois	20	19	19	1	10	2	6	0	0	1	0	3
			535	544	552	250	318	37	28	5	25	132	0	54
			101.68%		46.73%	59.44%	6.92%	5.23%	0.93%	4.67%	24.67%	0.00%	10.09%	
Mandated Requirements			>97%		<35%	<10%							10% or >	

EARLY HEAD START Nov-09					Monthly Totals:									
Local ID	County	Site Name	F.E.	Last Day	Enrolled	Waitlist	Income Eligibility					Public Asst.	Concern	Disability
							0-100%	101-130	>130	Foster	Homeless			
TBD	AUDRAIN	WFSC	8	7	7	9	5	0	0	0	0	2	0	1
TBD		Pregnant Moms	NA	NA	NA	2	NA	NA	NA	NA	NA	NA	NA	NA
2407	COLE	JC Day Care	8	7	7	16	4	0	0	1	0	2	0	0
2408		Open Book	NA	NA	NA		NA	NA	NA	NA	NA	NA	NA	NA
1200	BOONE	Pregnant Moms	8	8	8	10	4	1	0	NA	2	1	0	0
1211		Bear Creek	8	8	8	38	5	0	0	0	0	3	0	0
1213		Tiger Paws	24	24	24		17	0	0	2	1	3	0	0
			56	54	54	75	35	1	0	3	3	11	0	1
			96.43%		133.93%	62.50%	1.85%	0.00%	5.36%	5.36%	19.64%	0.00%	1.79%	
Mandated Requirements			>97%		<35%	<10%							10% or >	

1 "Enrolled" = any child that was enrolled for at least one day during the month, including children that were enrolled but terminated during the month.

2 All Terminated Children were replaced within 30 Days. See Child Plus Report #2210 in the Enrollment Binder.

Last Day: # of children/pregnant mothers enrolled on the reporting date or terminated and still in 30-day replacement window prior to reporting date. Reported on-line to ACF each month.

Enrolled: Cumulative number of children served during the reporting month.

Vacancies: All Terminated Children were not replaced within 30 days; the end of the part-day program option is less than 60 days away. In accordance with PS 1305.7. See ChildPlus Report 2210 in Enrollment Binder.



ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-09-10	2. Issuance Date: 12/08/2009
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Facilities	

**PROGRAM INSTRUCTION**

**TO:** All Head Start and Early Head Start Grantees

**SUBJECT: Responses to Facility Questions Concerning Acquisition, Rent, and Major Renovations**

**INSTRUCTION:**

The purpose of this issuance is to respond to a number of questions raised by Head Start grantees in recent years concerning allowable and unallowable charges to Head Start grants for facility acquisition, major renovations, rent, and related topics. The answers provided are intended to provide general guidance only. A comprehensive understanding can only be achieved by a full reading of the applicable regulations and applying them to the circumstance being considered.

Specific Head Start facility related law and regulation appear in the Head Start Act as Section 644(f) and (g); 45 CFR Part 1309; and 45 CFR Parts 74 and 92, respectively. Other relevant regulations appear in or below the questions and answers which follow.

**Approval: Is a Head Start grantee required to obtain prior approval from the Office of Head Start before it can expend federal funds to acquire (purchase or construct) a Head Start facility, or make major renovations to an existing facility?**

Yes. A Head Start grantee must obtain prior written approval from an authorized Department of Health and Human Services/Office of Head Start (HHS/OHS) official before it can expend federal Head Start funds for the acquisition (including either construction or purchase), or major renovation of a facility. Delegate agencies are not directly eligible for assistance in purchasing, constructing or for making major renovations to existing facilities under section 644(f) and (g) of the Head Start Act.

Grantees, however, are eligible under those provisions to receive funding for purchasing, constructing or for making major renovations to existing facilities that will be used by delegate agencies to conduct Head Start programs with the title to the facility being held by the grantee. Prior written approval is separate from an approved Notice of Financial Assistance. Failure to obtain specific prior written approval could result in the disallowance of all associated costs.

**Notice of federal interest: When is a grantee required to file a Notice of Federal Interest for a Head Start facility?**

Under 45 CFR 1309.21 there must be a Notice of Federal Interest whenever grant funds are used to purchase, construct or make major renovations to a facility, including when the facility is a modular unit classified as personal property.

**Collateral: May a Head Start grantee pledge a Head Start facility as collateral for a loan?**

No. Grantees should be aware that a property which is acquired with Head Start grant funds may not be refinanced or used as collateral without the prior written approval of the authorized HHS/OHS official. Under some very limited circumstances, ACF may subordinate the federal interest in facilities purchased or constructed, or which have received major renovations paid for with Head Start funds. For information on ACF subordination of interests in such facilities please see 45 C.F.R. § 1309.21(a) and (f).

45 C.F.R. 74.30 through 37; 45 C.F.R. 92.30 through 37; 45 C.F.R. § 1309.20 through 23.

**Interest Expense: According to OMB Circular A-122, Appendix B, 2 CFR Part 230, Appendix B, interest on debt incurred after September 29, 1995 to acquire or replace capital assets used to support Federal awards is an allowable cost to a federal grant. If a Head Start grantee pays the down payment and the mortgage principal payments with funds from non-federal sources and only charges the Head Start grant for the mortgage interest payments, would the grantee avoid the requirements of 45 CFR 1309, including the filing of federal interest in the facility?**

No. Section 644(f) and (g) of the Head Start Act requires that grantees receive prior approval before using grant funds for purchase, construction, or major renovation of Head Start facilities, including “through payments made in satisfaction of a mortgage agreement (both principal and interest)...” These requirements of the Head Start Act are implemented through the Head Start regulations in 45 C.F.R. Part 1309 and take precedence over the provisions of OMB Circular A-122, Appendix B, ¶ 23, 2 CFR Part 230, Appendix B, ¶ 23 for nonprofit grantees and OMB Circular A-87, Appendix B, ¶ 23, 2 CFR 225, Appendix B, ¶ 23 for governmental organizations.

**Lease/purchase: Can a grantee avoid the requirements of 45 CFR Part 1309, including, for example, the detailed approval process and the filing of a federal interest in a facility, by entering into a lease/purchase agreement for a Head Start facility?**

No. The requirements of 45 CFR Part 1309, including prior approval requirements and the filing of a federal interest in a facility, cover all arrangements through which a grantee uses Head Start funds to purchase, construct or make major renovations to a facility. A lease/purchase agreement, also referred to as a capital lease or a lease with a bargain purchase option, is considered the equivalent of a purchase. Failure to secure prior approval can result in disallowed costs.

## **Rental costs: When is it allowable for a grantee to charge rental costs to its grant for a Head Start facility?**

Many grantees charge their Head Start grants for costs associated with the rental of space in which to operate their Head Start programs either as a federal or a non-federal cost. Generally, under OMB Circular A-122 "rental costs are allowable to the extent that the rates are reasonable in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and, the type, life expectancy, condition, and value of the property leased." OMB Circular A-122, Appendix B, ¶ 43.a. The Circular also states that "[r]ental arrangements should be reviewed periodically to determine if circumstances have changed and other options are available." The same standard is applicable to State and local government recipients and Indian Tribes under OMB Circular A-87, Appendix B, ¶ 37.a.

Space "rental costs" are not allowable when the cost is "assessed" by the organization which is the grantee. A grantee cannot "rent" space to itself. A grantee is limited to charging the grant either depreciation or a use allowance (up to 2% of the acquisition cost per year) for the use of grantee owned space for operations of the Head Start program. Any method, other than the two just mentioned, is not permitted. Any other factors, for example the estimated market rental costs for similar space are not material and have no bearing on the costs the grantee may charge to the Head Start grant. OMB Circular A-122, Appendix B, ¶ 11.g(1), OMB Circular A-87, Appendix B, ¶ 11.f(1).

Where one party to a lease or other rental agreement can control or substantially influence the actions of the other, the lease or agreement will be considered a "less-than-arm's-length" agreement. OMB Circular A-122, Appendix B, ¶ 43.c, OMB Circular A-87, Appendix B, ¶ 37.c. Allowable costs under such agreements are limited to the amount which would be allowable if the grantee held title to the property, i.e. depreciation or a use allowance (up to 2% of the acquisition cost per year). OMB Circular A-122, Appendix B, ¶ 11.g(1), OMB Circular A-87, Appendix B, ¶ 11.f(1). Under OMB Circulars A-112, "[s]uch leases include, but are not limited to those between divisions of a non-profit organization; non-profit organizations under common control through common officers, directors, or members; and an organization and a director, trustee, officer or key employee of the organization or his immediate family either directly or through corporations, trusts, or similar arrangements in which they hold a controlling interest." OMB Circular A-122, Appendix B, ¶ 43.c. A similar statement appears in OMB Circular A-87, Appendix B, ¶ 37.c.

## **Funding: What sources of funding, in addition to federal funding through the Office of Head Start, can grantees apply for to acquire a Head Start facility or to pay for major renovations to an existing facility?**

Head Start agencies have obtained funding for facilities acquisition and renovation from a number of sources, including the following:

U.S. Department of Agriculture, Rural Development, Housing and Community Facilities Programs (HCFP) loans

U.S. Department of Housing and Urban Development, Community Development Block Grant (CDBG)

Local Public Housing Authority (PHA) loans

Public School Capital Building Funds

Tax Exempt Bond Loans

State, County or City grants and loans

Donations of land, facilities, materials or services

Low Income Investment Fund

Bank loans

Proceeds from sale of land or buildings

Private foundations

Grantees are reminded that utilization of any of the listed sources along with Head Start funds to purchase, construct, or make major renovation to a facility may raise additional issues which will have to be considered by OHS when the grantee applies for prior approval to use Head Start grant funds for a facility project.

**Disposition: Are grantees required to obtain written Regional Office disposition instructions before selling or disposing of a Head Start facility if grant funds were used for purchase, construction, or major renovation?**

Yes. Under 45 CFR 74.32(b) and (c), and 45 CFR 92.31(b) and (c), whenever real property is no longer needed for the originally authorized purpose, the grantee must contact their Regional Office to request disposition instructions from the authorized HHS/OHS official.

**Record retention: How long should grantees retain records related to facility acquisition or major renovation?**

Under 45 CFR 1309.41, grantees must retain all records that pertain to the acquisition or major renovation of a facility for the period of the grantee's ownership (or occupancy in the case of leased facilities) of the facility plus three additional years. This requirement applies whenever any Head Start grant funds are used for the acquisition of facilities or major renovations.

**Technical assistance: Does OHS make any technical assistance resources available to Head Start grantees that have questions about facilities?**

Yes. OHS provides technical assistance through the Head Start Resource Center (HSRC). There is a toll-free phone number to call for assistance regarding questions about facilities: (800) 303-0705.

Please direct any questions on this Instruction to your OHS Regional Office.

Yvette Sanchez Fuentes  
Director  
Head Start

Office of