



**Interoffice Memorandum**

February 26, 2018

**AGENDA ITEM**

TO: Mayor Teresa Jacobs  
-AND-  
Board of County Commissioners

THRU: Lonnie C. Bell, Jr., Director  
Family Services Department

FROM: Sonya L. Hill, Manager  
Head Start Division

Contact: Khadija Pirzadeh, (407) 836-8912  
Sonya Hill, (407) 836-7409

SUBJECT: March 20, 2018 – Consent Item  
Filing of Head Start Policy Council Program Information and Updates  
for the Official County Record

The Head Start Division requests filing of the program information and updates and meeting minutes for the official county record:

Head Start Policy Council Program Information and Updates	February 2018
Head Start Policy Council Meeting Minutes	January 18, 2018

**ACTION REQUESTED: Receipt and filing of Head Start Policy Council Program Information and Updates February 2018 and Head Start Policy Council Meeting Minutes January 18, 2018 for the official county record.**

SH/kp

Attachment

- C: Randy Singh, Assistant County Administrator
- Cristina Berrios, Assistant County Attorney, County Attorney's Office
- John Petrelli, Director, Risk Management and Professional Standards
- Yolanda S. Brown, Manager, Fiscal Division, Family Services Department
- Jamille Clemens, Grants Supervisor, Finance Division
- Patria Morales, Grants Coordinator, Office of Management and Budget



Lonnie C. Bell, Jr.  
Director, Family Services

Orange County Government

HEAD START

POLICY COUNCIL

PROGRAM

INFORMATION & UPDATES



Sonya L. Hill  
Head Start Division Manager



**PRESIDENTS' DAY**

FEBRUARY 2018



**Orange County  
Family Services Department  
Head Start Division**



**POLICY COUNCIL  
MEETING**

**Who: Policy Council Members**

**Date: THURSDAY, FEBRUARY 15, 2018**

**Time: 6:30 P.M.**

**Location: Great Oak Village Dining Hall  
1718 E. Michigan Street  
Orlando, FL 32806**

**C h i l d C a r e P r o v i d e d**

**Children's snacks provided**

*Sandra Moore:  
407-836-8913 (8am-5pm)  
Email [Sandra.moore2@ocfl.net](mailto:Sandra.moore2@ocfl.net)*

**SEE YOU THERE!!!!!!**



# AGENDA

Orange County Government ● Head Start Policy Council ● GOV Dining Hall  
1718 E. Michigan Street, Orlando, FL 32806  
January 18, 2018 ● 6:30 p.m.

1. *Call to Order – Chairperson*

2. *Roll Call – Secretary*

*Confirm Quorum*

3. *Adoption of Agenda*

4. *Speakers:*

*Sunshine Law Training – Sawsan Mouhiddin*

5. *Secretary Report*

*a. Review of Minutes from January 18, 2018*

6. Human Resources Report

7. Budget Report

8. Report of Board of County Commissioners Vote- Khadija Pirzadeh

9. Head Start Division Manager's Report – Sonya Hill, Head Start Division Manager

10. Commissioner/Commissioner's Liaison Report- Commissioner Victoria Siplin

11. Service Area Reports

ERSEA, Mental Health & Disabilities, Nutrition, Medical & Dental, PFCE, Education

12. Old Business

13. New Business

14. Public Comment

15. Adjourn



ORANGE COUNTY GOVERNMENT  
 HEAD START  
**POLICY COUNCIL MEETING**  
**MINUTES**



1718 E. Michigan Street  
 Orlando, FL 32806  
 January 18, 2018

Call to Order by: Dexter Nelson at 6:44 p.m.

Roll Call by: Heather Chisholm-Wright, Vice Chairperson

**Attended By:**

Cecilia Pierre	Aloma	Treasurer
Leigh Thomason	Bithlo	Representative
Roxane Williams	Callahan	Parliamentarian
Crystal Salcedo	East Orange	Representative
Maritza Vazquez	Englewood	Alternate
Darline Demosthene	Frontline	Representative
Keyaria Tompkins	Frontline	Alternate
Lakesha Stevenson	Hal P. Marston	Representative
Stacey Vincent	Hal P. Marston	Alternate
Tequila Henderson	Lila Mitchell	Representative
Lara Urdaneta	Maxey	Representative
Morgan Faison	Maxey	Alternate
Leah Akerman	McCoy	Representative
Heather Wright	Pine Hills	Vice Chairperson
Laketrina Graham	Pine Hills	Alternate
Samona Heard	So. Orlando YMCA	Representative
Cathy Chandler	Southwood	Representative
Alyne Agenor	Southwood	Alternate
Johanna Nieves	Taft	Representative
Sacara Council	WS / ELC	Alternate
Jeneka Lloyd	Past Parent	Community Rep
Dexter Nelson	Past Parent	Community Rep
AnnMarie Alvarado	Children's Home Society	Community Rep
Vanessa Lewis	BCC	Community Rep
Pamels Clark	OCPS	Community Rep

**Excused**

Jekeyah Holmes	John Bridges	Representative
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**Visitors**

Shantara Gibson	4C Head Start
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**Quorum Established:**                      **Dexter Nelson**

**Staff:**

Polly Boulter	Hal Marston	Teacher Assistant
Diana Gamble	Hal Marston	Teacher Assistant
Felicia Williams	Frontline	Teacher Assistant
Jasmine Farlin	Main Office	Admin
Jacqueline Lopez	Engelwood	Center ManagerDena
Sandra Moore	Main Office	Admin Assistant
Jasmine Farlin	Main Office	Admin Support
Dena Davilla	Main Office	Sr. FSW
Khadija Pirzadeh	Main Office	Contract Administrator
Sunitha Koorathota	Main Office	Field Operations Supervisor
Daisy Flores	Main Office	Sr. Nutrition Coordinator
Tonya Hale	Denton Johnson	Center Manager
Sandra Ruff	Main Office	Fiscal Program Manager
Avis McWhite	Main Office	Sr. Program Manager
Pedro Berrios	Warehouse	Warehouse Specialist
Bernice Mendez	Main Office	Sr. FSW

**Chairperson Dexter Nelson requested a motion to approve the minutes from December 21, 2017**

Motion: Lakesha Stevenson, Representative, Hal Marston

Second: Leah Ackerman, Representative, McCoy

Status: The motion was carried with no objections

HR Report by Avis McWhite, Sr. Program Manager

Ms. McWhite listed names and qualifications of pending hires for various positions.

**Chairperson Dexter Nelson requested a motion to approve the HR Report with recommended applicants**

Motion: Leah Ackerman, Representative, McCoy

Second: Johanna Nieves, Representative, Taft

Status: The motion was carried with no objections

**Report of BCC Vote by Khadija Pirzadeh**

2 items sent to the Board - License renewal for Pine Hills and Hal P. Marston

**Budget Report by Sandra Ruff, Fiscal Manager**

The budget cycle has begun and Ms. Ruff is starting to develop the preliminary Head Start budget.

- The Operations budget was affected by the pay raise the Teacher Assistants received.
- A Toshiba maintenance program has been launched which will save thousands of dollars on ink and toner over the fiscal year.
- East Orange, Pine Hills, and Taft centers will be receiving new refrigerators.
- There is money allocated in the budget for training that cannot be moved to any other area. We have to use it for Training and Technical assistance (T/TA) or send it back.

### **Division Manager Report by Sonya Hill**

- 60 day Review notification was received from the Region. February 26, 2018 – March 3, 2018. We will have the Focus Area 2 and CLASS review. Some PC members will be a part of the process. Sandra Moore will send out times and dates of mock interviews.
- Recognized the staff for its generosity in the United Way campaign.
- Interviews will be conducted next week for Monitoring and Evaluation Coordinators.
- PFCE – we have 6 interns from UCF working at various centers.
- 99 children received dental treatment on the Orange Blossom Dental bus. It will continue to visit our sites.
- ERSE – Forty children from PR have applied for services. Eight are being served so far. The rest are on a waiting list.

### **Commissioner Liaison Report by Vanessa Lewis**

Commissioner Siplin has mobile office hours. Her next office visit is 2/21/18 12:00 – 4:00 at Barnett Park. Ms. Lewis handed flyers with the information.

A Policy Council member and her family were presented on the Orange County's Facebook page highlighting a recent holiday event.

Mrs. Victoria Siplin's term as Vice-Mayor ended on December 19, 2017

### **Unit Updates**

#### **ERSEA report by Bernice Mendez, Sr. Family Service Worker**

There is an Open house planned for January 27, 2018 at 5 different centers. Cards have gone out in the mail to prospective families and we have received phone calls from some looking forward to the event. Early Head Start will be participating in the event to transition children into Head Start. February 1, 2018 starts open enrollment pending BCC approval.

#### **PFCE Report by Bernice Mendez, Sr. Family Service Worker**

There was an increase in families served in December due to; crisis, emergencies, family services. Abriendo Puertas graduations are happening this month.

#### **Mental Health and Disabilities Report by Dena Davila, Sr. Family Service Worker**

We are at 10.8% children with IEPs being served. We received a new hearing screening machine that is being used. It is very accurate and picks up on fluid in the ear or infections. The Dental bus will continue to make the rounds. There is an LPN position open in Head Start right now.

#### **Nutrition Report by Daisy Flores, Sr. Nutrition Coordinator**

#### **Education Report by Vidya Deonarine, Education Coordinator**

### **Old Business:**

- Committee sign up – If any did not get a chance to sign and would like to be on a committee, see Sandra Moore
- GA Foods Update by Daisy Flores, Sr. Nutrition Coordinator – To clarify; GA Foods supplies food to non-Orange County Public School sites only. A parent complained about the quality and portion of the food. Ms. Hill assured the parents that she is doing everything she can do as the Manager to resolve the problem. There must be a meeting with the County to go through the

process of cancelling the contract if that is what is decided. We are using our emergency food whenever the delivered food is questionable.

**New Business:**

- Federal Review discussed by Ms. Hill in her report
- PFCE Training – will take place on Saturday, February 10, 2018 from 9am – 12pm at the Hal P. Marston Center.
- Fatherhood / MLK Event – this was kind of a last minute notification. There were several parents, kids and staff the attended. March 31, 2018 will be a Fatherhood Forum location is TBD. There will be 2 Father Daughter dances. One for the East side and one on the West side.

**Chairperson Dexter Nelson requested a motion to adjourn meeting**

Motion: Jeneka Lloyd, Past Parent, Community Rep.

Seconded: Cecilia Pierre, Treasurer, Aloma

Status: The motion was carried with no objections

Meeting Adjourned at 8:04 p.m.

**NEXT POLICY COUNCIL MEETING**

**February 15, 2018**

**1718 E. Michigan Street**

**Orlando, FL 32806**

**6:30 p.m.**



**Head Start Policy Council  
Human Resources Committee  
January 2018 Actions**

**I. Pending Approval for hire**

<b>Job Title</b>	<b>Candidate's Name</b>
Center Supervisor, Hired Effective 1/16/18	Bethany Ann Mortensen
Sr. Technician On-Call, Hired Effective 1/16/18	Khrislee Marie Garcia
Family Services Worker, Hired Effective 1/02/18	Laurel Kristen Dettman

**II. Termination from employment (Involuntarily)**

<b>Job Title</b>	<b>Reason</b>	<b>Employee's Name</b>
Center Supervisor	Termination/Medical Separation	Nesreen Hafaz

**III. Separation from employment (Voluntarily)**

<b>Job Title</b>	<b>Reason</b>	<b>Employee's Name</b>
None		

**IV. Current Head Start Openings -- As of 2/02/18**

<b>Job Title</b>	<b>Number of Positions</b>	<b>Potential Candidates in process for hire</b>
Teacher Assistant	13	
Food Service Assistant	1	
Teacher	1	
Sr. Program Manager	1	
Center Supervisor	2	
Monitoring & Eval Coordinator	2	
Administrative Specialist	1	
Licensed Practical Nurse	1	

## Head Start Budget Summary January 2018

### Head Start Budget Summary

Below is a statement of financial activity (or an expense sheet). This summarizes all the financial spending over a period of time. In the example below, we are looking at spending on a monthly basis. This report gives the council an understanding of Orange County Head Start's financial health. The accompanying reports are the details in which the summary is created.

Unit Name	Current Budget 2017 - 2018	OCT	NOV	DEC	JAN	Encumbered	TOTAL Budget YTD	BALANCE	TOTAL YTD
<b>7521 - ADMINISTRATION</b>	\$1,364,563	\$60,100	\$111,295	\$83,920	\$227,830	\$1,249	\$483,145	\$880,169	36%
<b>7522 - OPERATIONS</b>	\$9,953,131	\$641,625	\$1,138,410	\$657,027	\$1,331,760	\$225,387	\$3,768,823	\$5,935,354	40%
<b>7523 - USDA ADMINISTRATION</b>	\$182,442	\$9,015	\$13,723	\$12,309	\$18,051	\$0	\$53,099	\$129,344	29%
<b>7524 - USDA OPERATIONS</b>	\$1,607,682	\$12,150	\$78,671	\$198,254	\$124,439	\$936,543	\$413,514	\$257,625	84%
<b>7525 - TRAINING</b>	\$122,891	\$361	\$507	\$20,061	\$8,687	\$22,050	\$29,617	\$59,099	52%
<b>7526 - DISABILITIES</b>	\$480,952	\$17,493	\$28,762	\$28,746	\$37,600	\$125,660	\$112,601	\$242,691	50%
<b>7527 - HEALTH AND DENTAL</b>	\$280,663	\$12,123	\$16,604	\$16,478	\$15,631	\$10,000	\$60,836	\$242,691	25%
<b>7528 - PCFE</b>	\$1,553,252	\$79,443	\$109,663	\$114,881	\$171,582	\$4,495	\$1,079,191	\$1,271,912	31%

### Budget Summary Report

#### Volunteer Services

Volunteer hours must be calculated at the rates of other employees who perform similar work, such as a teacher's aide or teacher's assistant for documenting in-kind contributions. Grantees will find this information useful when preparing to document their 20 percent share of the grant.

Rates for donated services used to satisfy a matching or cost-sharing requirement must be consistent with those paid for similar work in the organization. In those instances in which the required skills are not found in the recipient's organization, rates must be consistent with those paid for similar work in the labor market in which the recipient would compete for the kind of services involved. When an employer other than the recipient furnishes the services of an employee, the services must be valued at the employee's regular rate of pay. Only the amount representing an amount consistent with the function performed are allowable, e.g., if a doctor serves as a receptionist, only the amount that would be allowable for a receptionist is allowable as a contribution to the grant. Fringe benefits consistent with those that would be paid by the employing organization that are reasonable, allowable, and allocable may be included in the valuation.

**HEAD START ADMINISTRATION 7521**

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	ACTUAL EXPENSE	PROJECTE D	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	PROJECTED BALANCE	
1120	9FA	REGULAR SALARIES and WAGES	852,875.00	228,594.33	470,635.38	.00	228,594.33	624,280.67	153,645.29	
1130	9FA	OTHER SALARIES and Wages	.00	4,064.31		.00	4,064.31	-4,064.31	-4,064.31	
1140	9FA	OVERTIME	7,000.00	1,050.53		.00	1,050.53	5,949.47	5,949.47	
2110	9FA	FICA TAXES	65,245.00	16,919.36	34,833.98	.00	16,919.36	48,325.64	13,491.66	
2120	9FA	RETIREMENT CONTRIBUTION	67,462.00	16,804.68	34,597.88	.00	16,804.68	50,657.32	16,059.44	
2130	9FA	LIFE and HEALTH INSURANCE	187,000.00	36,675.56	78,270.80	.00	36,675.56	150,324.44	72,053.64	257135 Proj Rem.
2200	9FA	PAYMENTS TO OPEB TRUST	8,959.00	.00		.00	.00	8,959.00	8,959.00	
3125	9FB	INDIRECT COSTS	106,329.00	106,329.00		.00	106,329.00	0.00	.00	
3410	9FC	LOCAL TRAVEL	5,000.00	964.11		.00	964.11	4,035.89	4,035.89	
3510	9FC	POSTAGE and MESSENGER SVCS	250.00	.00		.00	.00	250.00	250.00	
3530	9FC	TOLL CHARGES	150.00	51.79		.00	51.79	98.21	98.21	
3610	9FC	RENTAL OF EQUIPMENT	3,000.00	948.92		711.69	1,660.61	1,339.39	1,339.39	
3720	9FC	COMMUNICATIONS	3,000.00	1,013.68	3,041.10	.00	1,013.68	1,986.32	-1,054.78	
3820	9FC	MAINTENANCE OF EQUIPMENT	3,500.00	1,037.66		537.34	1,575.00	1,925.00	1,925.00	
3910	9FC	GRAPHIC REPROD SVCS	500.00	.00		.00	.00	500.00	500.00	
4010	9FC	DUES and MEMBERSHIPS	8,000.00	6,144.00		.00	6,144.00	1,856.00	1,856.00	
4020	9FC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	6,000.00	83.58		.00	83.58	5,916.42	5,916.42	
4110	9FC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	5,000.00	632.48		.00	632.48	4,367.52	4,367.52	
4115	9FC	MISCELLANEOUS OPERATING SUPPLIES	1,250.00	9.78		.00	9.78	1,240.22	1,240.22	
4120	9FC	SOFTWARE < \$1000	50.00	.00		.00	.00	50.00	50.00	
4121	9FC	COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00		.00	.00	50.00	50.00	
4123	9FC	EQUIPMENT LESS THAN \$1000	3,000.00	455.53	-515.00	.00	455.53	2,544.47	3,059.47	
4412	9FC	PROMOTIONAL EXPENSES	500.00	.00		.00	.00	500.00	500.00	
4418	9FC	EDUCATIONAL ASSISTANCE PROGRAM	2,500.00	.00		.00	.00	2,500.00	2,500.00	
4422	9FC	SCHOLARSHIPS, AWARDS, BENEF	1,100.00	.00		.00	.00	1,100.00	1,100.00	
4482	9FG	SELF INS-PROP CASUALTY	26,843.00	26,843.00		.00	26,843.00	0.00	.00	
			<b>1,364,563.00</b>	<b>.00</b>	<b>620,864.14</b>	<b>.00</b>	<b>.00</b>	<b>1,364,563.00</b>	<b>293,827.53</b>	

### Head Start Operations 7522

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	Actual Expenses	PROJ	ENCUMBERED AMOUNT	TOTAL YTD	ACTUAL BALANCE	PROJECTED BALANCE	
1120	9FE	REGULAR SALARIES and WAGES	5,586,048.00	2,000,787.96	3,532,330.00	.00	.00	3,585,260.04	\$ 52,930.04	
1130	9FE	OTHER SALARIES and WAGES	50,000.00	37,766.38		.00	.00	12,233.62	\$ 12,233.62	750949
1140	9FE	OVERTIME	10,000.00	6,190.37		.00	.00	3,809.63	\$ 3,809.63	
2110	9FE	FICA TAXES	431,922.00	149,754.00	264,271.00	.00	.00	282,168.00	\$ 17,897.00	MAY HAVE 40K
2120	9FE	RETIREMENT CONTRIBUTION	446,602.00	161,087.48	284,270.00	.00	.00	285,514.52	\$ 1,244.52	790 REM
2130	9FE	LIFE and HEALTH INSURANCE	2,083,400.00	499,351.84	881,207.00	.00	.00	1,584,048.16	\$ 702,841.16	
2131	9FE	HASFSA	.00	.00		.00	.00	.00	\$ -	
2150	9FE	UNEMPLOYMENT COMPENSATION	7,000.00	.00		.00	.00	7,000.00	\$ 7,000.00	
2200	9FE	PAYMENTS TO OPEB TRUST	108,996.00			.00	.00	108,996.00	\$ 108,996.00	
<b>PAYMENTS TO OTHER GOVERNMENTAL AGENCIES</b>										
3167	9FF	AGENCIES	8,000.00	1,596.00		7,084.00	.00	-680.00	\$ (680.00)	Fire/Back
3170	9FF	JANITORIAL SVC and SUPPLY	25,000.00	3,954.59		.00	.00	21,045.41	\$ 21,045.41	
3185	9FF	CONTRACT SVC-TRAINING	5,000.00			.00	.00	5,000.00	\$ 5,000.00	
3192	9FF	SOFTWARE LICENSING SUPPORT FEE	42,390.00	17,392.94	23,568.00	.00	.00	24,997.06	\$ 1,429.06	
3195	9FF	CONTRACT SERVICES MEDICAL	1,700.00	.00		.00	.00	1,700.00	\$ 1,700.00	
<b>CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED</b>										
3197	9FF	SPECIFIED	22,442.00	510.00	-900.00	12,128.05	.00	9,803.95	\$ 10,703.95	
3350	9FF	OTHER INSURANCE and BONDS	11,000.00	12,119.00		.00	.00	-1,119.00	\$ (1,119.00)	
3410	9FF	LOCAL TRAVEL	10,000.00	1,835.74		.00	.00	8,164.26	\$ 8,164.26	
3520	9FF	MOVING EXPENSE-CO ASSETS	3,000.00	.00		.00	.00	3,000.00	\$ 3,000.00	
3530	9FF	TOLL CHARGES	1,500.00	371.89		.00	.00	1,128.11	\$ 1,128.11	
3610	9FF	RENTAL OF EQUIPMENT	40,000.00	27,083.73		17,485.85	.00	-4,569.58	\$ (4,569.58)	
3620	9FF	LEASES-BUILDINGS/STRUCTURES	263,356.00	145,806.00	297,923.30	.00	.00	117,550.00	\$ (180,373.30)	
3710	9FF	UTILITIES	30,000.00	7,081.45		.00	.00	22,918.55	\$ 22,918.55	
3720	9FF	COMMUNICATIONS	30,000.00	6,029.44	22,710.15	.00	.00	23,970.56	\$ 1,260.41	
<b>MAINTENANCE OF BUILDINGS, IMPROVEMENTS, AND GROUNDS</b>										
3810	9FF	MAINTENANCE OF EQUIPMENT	50,000.00	1,693.75		17,512.00	.00	30,794.25	\$ 30,794.25	
3820	9FF	MAINTENANCE OF COMPUTER EQUIPMENT	25,000.00	4,738.25		19,782.31	.00	479.44	\$ 479.44	
3823	9FF	INTERNAL FLEET MANAGEMENT CHARGES	50.00			.00	.00	50.00	\$ 50.00	
3825	9FD	GRAPHIC REPROD SVCS	20,145.00	2,869.30		.00	.00	17,275.70	\$ 17,275.70	
3910	9FF	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	1,500.00			.00	.00	1,500.00	\$ 1,500.00	
4020	9FF	LICENSE AND CERTIFICATION FEES	3,500.00	849.15	1,140.00	.00	.00	2,650.85	\$ 1,510.85	
4040	9FF	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,000.00	200.00		.00	.00	800.00	\$ 800.00	
4110	9FF	MISCELLANEOUS OPERATING SUPPLIES	29,300.00	1,600.91	6,600.00	.00	.00	27,699.09	\$ 21,099.09	
4115	9FF		75,000.00	1,982.11	11,139.00	.00	.00	73,017.89	\$ 61,878.89	

4116	9FF	EVENT/MEAL REIMBURSEMENTS	8,500.00	393.30	1,100.00	.00	.00	8,106.70	\$	7,006.70
4120	9FF	SOFTWARE < \$1000	6,902.00			.00	.00	6,902.00	\$	6,902.00
4121	9FF	COMPUTER EQUIPMENT LESS THAN \$500	10,000.00	413.08	2,800.00	.00	.00	9,586.92	\$	6,786.92
4123	9FF	FURNITURE & EQUIPMENT LESS THAN \$1000	19,800.00	2,241.52		4,588.00	.00	12,970.48	\$	12,970.48
4135	9FF	FOODandDIETARY	150,000.00	32,990.14		107,982.48	.00	9,027.38	\$	9,027.38
4175	9FF	CLOTHING AND WEARING APPAREL	100.00			.00	.00	100.00	\$	100.00
4195	9FF	MISC SUPPLIES OR EXPENSES	1,000.00			.00	.00	1,000.00	\$	1,000.00
4412	9FF	PROMOTIONAL EXPENSES	2,000.00			.00	.00	2,000.00	\$	2,000.00
4418	9FF	EDUCATIONAL ASSISTANCE PROGRAM	19,452.00	5,156.18		.00	.00	14,295.82	\$	14,295.82
4440	9FF	IMPROVEMTS TO NON-COUNTY ASSETS	6,000.00		106.95	.00	.00	6,000.00	\$	5,893.05
4450	9FF	PARENT ACTIVITY FUND	100.00			.00	.00	100.00	\$	100.00
4452	9FN	FIELD TRIPS-HEAD START	15,360.00			.00	.00	15,360.00	\$	15,360.00
4482	9FD	SELF INS-PROP CASUALTY	253,066.00	253,066.00		.00	.00	.00	\$	-
6310	9FD	STRUCT and FAC OTH TH BLDGS	25,000.00			.00	.00	25,000.00	\$	25,000.00
6410	9FD	EQUIPMENT	10,000.00	4,890.65			.00	5,109.35	\$	5,109.35
6438	9FD	COMPUTER EQUIPMENT > \$500	1,000.00			.00	.00	1,000.00	\$	1,000.00
6440	9FD	Software	7,000.00			.00	.00	7,000.00	\$	7,000.00
			9,958,131.00	3,391,803.15	5,328,265.40	.00	.00	9,958,131.00		9,958,131.00

**USDA Administration 7523**

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	Actual Expenses	PROJECT	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	PROJECT BALANCE
1120	9FQ	REGULAR SALARIES and WAGES	118,640.00	34,038.09	70,078.00	.00	34,038.09	84,601.91	154,679.91
1140	9FQ	OVERTIME	.00	219.51		.00	219.51	-219.51	-219.51
2110	9FQ	FICA TAXES	9,076.00	2,521.84	5,192.00	.00	2,521.84	6,554.16	11,746.16
2120	9FQ	RETIREMENT CONTRIBUTION	9,385.00	2,713.21	5,585.60	.00	2,713.21	6,671.79	12,257.39
2130	9FQ	LIFE and HEALTH INSURANCE	33,000.00	5,653.77	11,640.00	.00	5,653.77	27,346.23	38,986.23
2200	9FQ	PAYMENTS TO OPEB TRUST	1,497.00	.00		.00	.00	1,497.00	1,497.00
3125	9FP	INDIRECT COSTS	6,543.00	.00		.00	.00	6,543.00	6,543.00
3410	9FR	LOCAL TRAVEL	1,000.00	393.47		.00	393.47	606.53	606.53
3530	9FR	TOLL CHARGES	30.00	.00		.00	.00	30.00	30.00
3820	9FR	MAINTENANCE OF EQUIPMENT	50.00	.00		.00	.00	50.00	50.00
4110	9FR	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	500.00	.00	50.00	.00	.00	500.00	550.00
4418	9FR	EDUCATIONAL ASSISTANCE PROGRAM	1,000.00	.00		.00	.00	1,000.00	1,000.00
4482	9FS	SELF INS-PROP CASUALTY	1,721.00	1,721.00		.00	1,721.00	.00	.00
			<b>182,442.00</b>	<b>47,260.89</b>	<b>92,545.60</b>	<b>.00</b>	<b>47,260.89</b>	<b>135,181.11</b>	<b>227,726.71</b>

**USDA Operations 7524**

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	ACTUAL EXPENSE	PROJECTED	ENCUMBERED	TOTAL YTD	BALANCE	PROJECT BALANCE
1120	9FT	REGULAR SALARIES and WAGES	168,185.00	40,085.12	82,527.94	.00	40,085.12	128,099.88	5,486.82
2110	9FT	FICA TAXES	12,866.00	2,833.11	5,832.65	.00	2,833.11	10,032.89	1,367.13
2120	9FT	RETIREMENT CONTRIBUTION	13,303.00	3,174.86	6,534.00	.00	3,174.86	10,128.14	419.28
2130	9FT	LIFE and HEALTH INSURANCE	77,000.00	14,864.93	30,602.00	.00	14,864.93	62,135.07	16,668.14
2200	9FT	PAYMENTS TO OPEB TRUST	3,992.00	.00		.00	.00	3,992.00	3,992.00
3170	9FU	JANITORIAL SVC and SUPPLY	1,000.00	1,559.90	.00	.00	1,559.90	-559.90	-559.90
4115	9FU	MISCELLANEOUS OPERATING SUPPLIES	9,000.00	6,478.30			6,478.30	2,521.70	2,521.70
4130	9FU	HOUSEHOLD AND KITCHEN SUPPLIES	3,200.00	145.19	-1,590.55	.00	145.19	3,054.81	1,464.26
4135	9FU	FOODandDIETARY	1,305,000.00	321,836.93	-48,829.76	936,542.00	321,836.93	46,621.07	-2,208.69
	4482 9FU	SELF - INSURANCE	14,136.00	14,136.00		.00	.00	.00	.00
			<b>1,607,682.00</b>	<b>.00</b>		<b>.00</b>	<b>.00</b>	<b>1,607,682.00</b>	<b>29150.74</b>

### Head Start Health and Dental7527

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	Actual Expenses	PROJECTE D	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	PROJECTE D BALANCE
1120	9FV	REGULAR SALARIES and WAGES	158,717.00	39,292.06	80,895.29	.00	39,292.06	119,424.94	38,529.65
1140	9FV	OVERTIME	.00	141.36			141.36	-141.36	-141.36
2110	9FV	FICA TAXES	12,141.00	2,868.26	5,905.24	.00	2,868.26	9,272.74	3,367.50 63674 PROJ
2120	9FV	RETIREMENT CONTRIBUTION	12,555.00	3,010.70	6,198.50	.00	3,010.70	9,544.30	3,345.80
2130	9FV	LIFE and HEALTH INSURANCE	44,000.00	8,283.31	17,053.87	.00	8,283.31	35,716.69	18,662.82
2200	9FV	PAYMENTS TO OPEB TRUST	2,488.00	.00		.00	.00	2,488.00	2,488.00
3179	9FW		7,000.00	.00			.00	7,000.00	7,000.00
3195	9FW	CONTRACT SERVICES MEDICAL	21,000.00	.00		10,000.00	.00	11,000.00	11,000.00
3410	9FW	LOCAL TRAVEL	1,200.00	129.45		.00	129.45	1,070.55	1,070.55
3530	9FW	TOLL CHARGES	250.00	.00	.00	.00	.00	250.00	250.00
3720	9FW	COMMUNICATIONS	4,750.00	299.55	2,700.00		299.55	4,450.45	1,750.45
4110	9FW	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,000.00	.00		.00	.00	1,000.00	1,000.00
4115	9FW	MISCELLANEOUS OPERATING SUPPLIES	1,000.00	.00		.00	.00	1,000.00	1,000.00
4121	9FW	COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00			.00	50.00	50.00
4123	9FW	EQUIPMENT LESS THAN \$1000	1,000.00	630.88	-440.00		630.88	369.12	809.12
4143	9FW	MEDICAL SUGRGICAL SUPPLIES	15,000.00	.00			.00	15,000.00	15,000.00
4418	9FW	EDUCATIONAL ASSISTANCE PROGRAM	500.00	.00		.00	.00	500.00	500.00
4450	9FW	PARENT ACTIVITY FUND	500.00	.00			.00	500.00	500.00
			<b>480,952.00</b>	<b>.00</b>	<b>112,312.90</b>	<b>.00</b>	<b>.00</b>	<b>480,952.00</b>	<b>106,182.53</b>



### Head Start Disabilities 7526

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	Actual Expenses	PROJECTED	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	PROJECTE D BALANCE
1120	9FI	REGULAR SALARIES and WAGES	209,068.00	63,850.00	131,455.88	.00	63,850.00	145,218.00	13,762.12
2110	9FI	FICA TAXES	15,994.00	4,337.33	8,929.79	.00	4,337.33	11,656.67	2,726.88 15124 REM
2120	9FI	RETIREMENT CONTRIBUTION	16,537.00	5,056.91	10,411.28	.00	5,056.91	11,480.09	1,068.81
2130	9FI	LIFE and HEALTH INSURANCE	44,000.00	15,179.97	31,252.88	.00	15,179.97	28,820.03	-2,432.85
2200	9FI	PAYMENTS TO OPEB TRUST	2,488.00	.00		.00	.00	2,488.00	2,488.00
3195	9FK	CONTRACT SERVICES MEDICAL	171,375.00	5,814.00		128,422.00	5,814.00	165,561.00	165,561.00
3275	9FK	MEDICAL SVCS	5,000.00	.00		.00	.00	5,000.00	5,000.00
3410	9FK	LOCAL TRAVEL	6,200.00	397.66		.00	397.66	5,802.34	5,802.34
3530	9FK		250.00	11.06			11.06	238.94	238.94
3720	9FK	Communication BOOKS, COMPACT DISKS, VIDEOS, AND	2,100.00	399.12	1,600.00		399.12	1,700.88	100.88
4020	9FK	SUBSCRIPTIONS	500.00	.00		.00	.00	500.00	500.00
4110	9FK	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,700.00	17.10	1,800.00	.00	17.10	1,682.90	-117.10
4115	9FK	MISCELLANEOUS OPERATING SUPPLIES	1,500.00	.00	135.00	.00	.00	1,500.00	1,365.00
4418	9FK	EDUCATIONAL ASSISTANCE PROGRAM	1,000.00	.00		.00	.00	1,000.00	1,000.00
4482	9FK	SELF INS-PROP CASUALTY	5,590.00	5,590.00		.00	5,590.00	.00	.00
			<b>480,952.00</b>	<b>.00</b>	<b>185,584.83</b>	<b>.00</b>	<b>.00</b>	<b>480,952.00</b>	<b>197,064.02</b>

3720 - \$1600

**Parent Family Community Engagement 7528**

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	Actual Expenses	PROJECT	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	PROJECT BALANCE
1120	9FX	REGULAR SALARIES and WAGES	1,051,129.00	298,167.77	613,874.82	.00	298,167.77	752,961.23	139,086.41
1130	9FX	OTHER SALARIES AND WAGES	.00	3,427.84			3,427.84	-3,427.84	-3,427.84 254640 PROJ
1140	9FX	OVERTIME	.00	1,688.91			1,688.91	-1,688.91	-1,688.91
2110	9FX	FICA TAXES RETIREMENT	80,410.00	21,843.93	44,970.88	.00	21,843.93	58,566.07	13,595.19
2120	9FX	CONTRIBUTION	83,147.00	23,559.85	48,503.82	.00	23,559.85	59,587.15	11,083.33
2130	9FX	INSURANCE	297,000.00	65,714.62	135,293.53	.00	65,714.62	231,285.38	95,991.85
3410	9FY	LOCAL TRAVEL	2,500.00	400.27	263.17	.00	400.27	2,099.73	1,836.56
3530	9FY	TOLL CHARGES	100.00	.00		.00	.00	100.00	100.00
3720	9FY	COMMUNICATIONS	14,000.00	670.53	1,400.00	.00	670.53	13,329.47	11,929.47
4020	9FY	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	500.00	.00		.00	.00	500.00	500.00
4110	9FY	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	7,000.00	.00	3,170.00	.00	.00	7,000.00	3,830.00
4115	9FY	MISCELLANEOUS OPERATING SUPPLIES	1,000.00	.00	820.00	.00	.00	1,000.00	180.00
4121	9FY	COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00		.00	.00	50.00	50.00
4123	9FY	EQUIPMENT LESS THAN \$1000	1,200.00	.00	1,822.00	.00	.00	1,200.00	-622.00
4412	9FY	PROMOTIONAL EXPENSES	5,000.00	.00	1,480.00	.00	.00	5,000.00	3,520.00
4418	9FY	EDUCATIONAL ASSISTANCE PROGRAM	1,000.00	.00		.00	.00	1,000.00	1,000.00
4116	9FY	MEAL EVENTS	4,000.00	228.42	1,000.00	.00	.00	3,771.58	2,771.58
4450	9FY	PARENT ACTIVITY FUND	9,216.00	.00	2,000.00	.00	.00	9,216.00	7,216.00
			<b>1,557,252.00</b>	<b>415,702.14</b>	<b>854,598.22</b>	<b>.00</b>	<b>415,473.72</b>	<b>1,141,549.86</b>	<b>286,951.64</b>

### Head Start Training 7525

'UNIT	OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	Actual Spent	PROJECT	ENCUMBERED AMOUNT	TOTAL YTD	ACTUAL BALANCE	PROJECTED BALANCE
7525	3185	9FH	CONTRACT SVC-TRAINING	13,500.00	15,400.00		22,050.00	15,400.00	-23,950.00	-23,950.00
7525	3420	9FH	OUT OF COUNTY TRAVEL	21,400.00	7,771.23		.00	7,771.23	13,628.77	13,628.77
7525	3610	9FH	RENTAL OF EQUIPMENT	2,000.00	.00		.00	.00	2,000.00	2,000.00
7525	3620	9FH	LEASES-BUILDINGS/STRUCTURES	2,000.00	.00		.00	.00	2,000.00	2,000.00
7525	3910	9FH	GRAPHIC REPROD SVCS	2,000.00	.00		.00	.00	2,000.00	2,000.00
7525	4020	9FH	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	1,000.00	.00		.00	.00	1,000.00	1,000.00
7525	4030	9FH	TRAINING AND EDUCATIONAL COST	73,400.00	5,825.00		.00	5,825.00	67,575.00	67,575.00
7525	4040	9FH	LICENSE AND CERTIFICATION FEES	1,500.00	275.00		.00	275.00	1,225.00	1,225.00
7525	4110	9FH	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,500.00	.00		.00	.00	1,500.00	1,500.00
7525	4115	9FH	MISCELLANEOUS OPERATING SUPPLIES	1,591.00	.00		.00	.00	1,591.00	1,591.00
7525	4116	9FH	EVENT/MEAL REIMBURSEMENTS EDUCATIONAL ASSISTANCE	2,000.00	345.78	-1,312.00	.00	345.78	1,654.22	2,966.22
7525	4418	9FH	PROGRAM	1,000.00	.00		.00	.00	1,000.00	1,000.00
				<b>122,891.00</b>	<b>.00</b>	<b>-1,312.00</b>	<b>.00</b>	<b>.00</b>	<b>122,891.00</b>	<b>124,203.00</b>

**FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH JANUARY 31, 2018: FUND: 8290 DEPT: 062 UNIT: 7536 [VPK]**

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	8EA	REGULAR SALARIES and WAGES	796,347.00	1,632.40	2,498.60	154,104.01	3,302.40	.00	.00	161,537.41	634,809.59	20%
2110	8EA	FICA TAXES	61,187.00	106.44	164.91	11,292.59	212.40	.00	.00	11,776.34	49,410.66	19%
2120	8EA	RETIREMENT CONTRIBUTION	62,923.00	129.29	174.36	12,415.43	261.54	.00	.00	12,980.62	49,942.38	21%
2130	8EA	LIFE and HEALTH INSURANCE	69,858.00	692.10	922.86	35,089.00	1,492.98	.00	.00	38,196.94	31,661.06	55%
2131	8EA	HSA/FSA CONTRIBUTION	100.00	.00	.00	.00	.00	.00	.00	.00	100.00	0%
2200	8EA	PAYMENTS TO OPEB TRUST	5,583.00	.00	.00	.00	.00	.00	.00	.00	5,583.00	0%
		<b>SALARIES</b>	<b>995,998.00</b>	<b>2,560.23</b>	<b>3,760.73</b>	<b>212,901.03</b>	<b>5,269.32</b>	<b>.00</b>	<b>.00</b>	<b>224,491.31</b>	<b>771,506.69</b>	<b>23%</b>
3125	8EB	INDIRECT COSTS	42,498.00	.00	.00	.00	.00	.00	.00	.00	42,498.00	0%
3185	8EC	CONTRACT SVC-TRAINING	1,500.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	0%
3410	8EC	LOCAL TRAVEL	500.00	.00	.00	23.32	.00	.00	.00	23.32	476.68	5%
		BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS										
4020	8EC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	25,000.00	.00	.00	.00	.00	.00	.00	.00	25,000.00	0%
4110	8EC		31,255.00	.00	.00	63.69	.00	.00	.00	63.69	31,191.31	0%
4115	8EC	MISCELLANEOUS OPERATING SUPPLIES	29,500.00	.00	.00	.00	.00	.00	.00	.00	29,500.00	0%
4123	8EC	EQUIPMENT LESS THAN \$1000	8,324.00	.00	.00	305.54	.00	.00	.00	305.54	8,018.46	4%
4482	8EC	SELF INS-PROP CASUALTY	1,092.00	.00	.00	.00	.00	.00	.00	.00	1,092.00	0%
6410	8ED	EQUIPMENT	1,600.00	.00	.00	.00	.00	1,567.50	.00	.00	32.50	98%
		<b>OPERATIONS</b>	<b>141,269.00</b>	<b>.00</b>	<b>.00</b>	<b>392.55</b>	<b>.00</b>	<b>1,567.50</b>	<b>.00</b>	<b>392.55</b>	<b>139,308.95</b>	<b>1%</b>
		<b>TOTAL UNIT 7536</b>	<b>1,137,267.00</b>	<b>2,560.23</b>	<b>3,760.73</b>	<b>213,293.58</b>	<b>5,269.32</b>	<b>1,567.50</b>	<b>.00</b>	<b>224,883.86</b>	<b>910,815.64</b>	<b>20%</b>

P-CARD EXPS. REPORT  
FAMILY SERVICES-062

CH Full Name	Comp Supp Name	Purchase Date	Post Date	Amount	GL: FUND	GL: DEPT	GL: UNIT_SUBUNIT	GL: OBJ	Program Card Name
FLORES, DAISY	HOFFNER EYE CARE	1/3/2018	1/4/2018	\$60.00	7008	062	7527	3195	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	PUBLIX #1501	1/15/2018	1/16/2018	\$43.73	7007	062	7522		ORANGE COUNTY BOCC- PCard
FLORES, DAISY	PUBLIX #1501	1/19/2018	1/22/2018	\$43.73	7007	062	7522		ORANGE COUNTY BOCC- PCard
FORE, ANGELA M	REGION IV HEAD START	1/4/2018	1/5/2018	\$1,300.00	7008	062	7525	4030	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	SOUTHWES 5268798769539	1/4/2018	1/8/2018	\$274.96	7008	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	SOUTHWES 5268798769538	1/4/2018	1/8/2018	\$274.96	7008	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	SOUTHWES 5268798769540	1/4/2018	1/8/2018	\$274.96	7008	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	SOUTHWES 5268798769537	1/4/2018	1/8/2018	\$274.96	7008	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	BEACHCOMBER	1/11/2018	1/15/2018	(\$233.10)	7008	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	BEACHCOMBER	1/11/2018	1/15/2018	(\$233.10)	7008	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	TTAS WEB	1/18/2018	1/22/2018	\$395.00	7007	062	7525		ORANGE COUNTY BOCC- TCard
GRULLON, JULIO	ALLEN LOCK COMPANY	1/24/2018	1/25/2018	\$81.10	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
GRULLON, JULIO	ALLEN LOCK COMPANY	1/25/2018	1/26/2018	\$11.85	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OC FIRE RESCUE FEES	1/9/2018	1/10/2018	\$240.10					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	AMAZON MKTPLACE PMTS	1/9/2018	1/10/2018	\$396.00					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	1/9/2018	1/11/2018	\$24.87					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	1/9/2018	1/11/2018	\$161.73					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICE DEPOT	1/9/2018	1/11/2018	\$83.94					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	READYREFRESH BY NESTLE	1/10/2018	1/10/2018	\$54.58					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	READYREFRESH BY NESTLE	1/10/2018	1/10/2018	\$51.63					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	READYREFRESH BY NESTLE	1/10/2018	1/10/2018	\$51.82					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	READYREFRESH BY NESTLE	1/10/2018	1/10/2018	\$46.53					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	1/15/2018	1/17/2018	\$15.99					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	1/15/2018	1/17/2018	\$10.56					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	1/17/2018	1/19/2018	\$16.29					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	1/17/2018	1/19/2018	\$121.65					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICE DEPOT	1/17/2018	1/19/2018	\$2.11					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	1/17/2018	1/19/2018	\$67.54					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	1/17/2018	1/19/2018	\$10.49					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICE DEPOT	1/17/2018	1/19/2018	\$5.15					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	1/17/2018	1/19/2018	\$361.89					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	WM SUPERCENTER	1/18/2018	1/19/2018	\$17.96					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	1/19/2018	1/22/2018	\$6.59					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	1/22/2018	1/24/2018	\$1,477.36					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OC FIRE RESCUE FEES	1/24/2018	1/25/2018	\$437.04					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	1/24/2018	1/26/2018	\$14.34					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICE	1/24/2018	1/26/2018	\$29.64					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICE DEPOT	1/24/2018	1/26/2018	\$3.99					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICE DEPOT	1/24/2018	1/26/2018	\$1.46					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	1/24/2018	1/26/2018	\$236.58					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	1/25/2018	1/29/2018	\$15.59					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	1/25/2018	1/29/2018	\$38.99					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	1/25/2018	1/29/2018	\$181.66					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	AMAZON MKTPLACE PMTS	1/30/2018	1/31/2018	\$436.70					ORANGE COUNTY BOCC- PCard

P-CARD EXPS. REPORT  
FAMILY SERVICES-062

CH Full Name	Comp Supp Name	Purchase Date	Post Date	Amount	GL: FUND	GL: DEPT	GL: UNIT_SUBUNIT	GL: OBJ	Program Card Name
MOORE, SANDRA	AMAZON MKTPLACE PMTS	1/30/2018	1/31/2018	\$74.97					ORANGE COUNTY BOCC- PCard
ORLEMAN, EILEEN	SSI SCHOOL SPECIALTY	1/18/2018	1/19/2018	\$629.88	0001	062	7521		ORANGE COUNTY BOCC- PCard
ORLEMAN, EILEEN	TEACHSTONE	1/18/2018	1/19/2018	\$400.00	0001	062	7521		ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #436	1/8/2018	1/10/2018	\$9.99	7008	062	7525	4116	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #1122	1/8/2018	1/10/2018	\$49.90	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #436	1/8/2018	1/10/2018	\$12.00	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #1440	1/12/2018	1/15/2018	\$18.05	7006	062	7521		ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #436	1/16/2018	1/17/2018	\$121.76	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #1440	1/16/2018	1/17/2018	\$24.99	7008	062	7525	4116	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WM SUPERCENTER	1/18/2018	1/19/2018	\$43.72	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WM SUPERCENTER	1/19/2018	1/22/2018	\$46.08	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WINN-DIXIE	1/19/2018	1/22/2018	\$11.58	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #436	1/22/2018	1/23/2018	\$11.50	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #436	1/22/2018	1/23/2018	\$151.99	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WM SUPERCENTER	1/23/2018	1/24/2018	\$65.46	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WAL-MART #5179	1/23/2018	1/24/2018	\$73.38	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WM SUPERCENTER	1/23/2018	1/24/2018	\$41.98	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WAL-MART #0890	1/24/2018	1/25/2018	\$85.28	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WAL-MART #5988	1/24/2018	1/25/2018	\$93.46	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #692	1/25/2018	1/26/2018	\$11.96	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #692	1/25/2018	1/26/2018	\$29.49	7408	062	7522	4115	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WM SUPERCENTER	1/8/2018	1/9/2018	\$16.72	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WM SUPERCENTER	1/9/2018	1/10/2018	\$31.20	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	PUBLIX #1174	1/12/2018	1/15/2018	\$37.60	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WAL-MART #4425	1/12/2018	1/15/2018	\$31.70	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WM SUPERCENTER	1/17/2018	1/18/2018	\$11.60	7008	062	7528	4116	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WAL-MART #4425	1/17/2018	1/18/2018	\$25.20	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	PUBLIX #761	1/18/2018	1/19/2018	\$49.90	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	PUBLIX #761	1/18/2018	1/19/2018	\$9.28	7008	062	7528	4116	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	PUBLIX #761	1/23/2018	1/24/2018	\$94.98	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WAL-MART #4197	1/23/2018	1/24/2018	\$35.88	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	PUBLIX #1174	1/23/2018	1/24/2018	\$477.59	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WM SUPERCENTER	1/23/2018	1/24/2018	\$23.80	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	PUBLIX #331	1/24/2018	1/25/2018	\$41.43	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	PUBLIX #331	1/24/2018	1/25/2018	\$42.35	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WAL-MART #1220	1/24/2018	1/25/2018	\$92.46	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WAL-MART #4588	1/24/2018	1/25/2018	\$21.60	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WM SUPERCENTER	1/24/2018	1/25/2018	\$11.94	7008	062	7528	4116	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WM SUPERCENTER	1/30/2018	1/31/2018	\$8.79	7006	062	7521		ORANGE COUNTY BOCC- PCard

Orange County Health and Family Services Department  
 Head Start Division  
 Valuation of Donated Services  
 Fiscal year 2017-18

County Position Title	Hourly Rate	F.I.C.A Rate 7.65%	Retirement Rate 7.91%	Life and Health Insurance		Total Hourly Rate (with taxes)	Categories to be used for volunteers
				11000/2000hrs	11000/1950hrs		
Program Manager	25.66	1.96	2.03	5.28		34.93	Governing bodies and advisory boards.
Teacher Assistant	12.54	0.96	0.99		5.64	20.13	An individual that volunteers to work in the classroom to provide a service without special qualifications.
Teacher	16.48	1.26	1.30		5.64	24.68	A Teacher that volunteers to work in the classroom to provide teaching services.
Licensed Practical Nurse	16.48	1.26	1.30	5.28		24.32	A Licensed Practical Nurse that volunteers to provide licenced practical nursing services.
Registered Nurse	21.23	1.62	1.68	5.28		29.81	A Registered Nurse that volunteers to provide registered nursing services.
Business Unit Systems Analyst (Microcomputer Specialist)	22.92	1.75	1.81	5.28		31.77	A Computer Specialist that volunteers to provide microcomputer services.
Resource Teacher (Media Librarian)	13.67	1.05	1.08	5.28		21.08	A librarian that volunteers to work in the classroom to provide librarian services.
Administrative Specialist	12.54	0.96	0.99	5.28		19.77	An individual that volunteers to work in the classroom or the main office to provide administrative/clerical services such as the following: Data input , receptionist, and filing with no special qualifications.
Fire Fighter	18.80	1.44	1.49	5.28		27.01	A firefighter that volunteers to provide fire fighter services (mainly training to the children)
Physician	53.85	4.12	4.26	5.28		67.51	A physician that volunteers to provide medical services.
Food Service Assistant	10.77	0.82	0.85	5.28		17.73	An individual that volunteers to provide nutritional assistance service without special qualifications.

This document must be updated annually (Based on Orange County Employee Pay Plan) (10/03/17 updated)

## INKIND TRAINING GUIDE

### **Inkind—Non-Federal Share**

**Definition:** Contribution of goods, volunteer time, and/or donated space that satisfies the 20 percent matching requirements of Head Start and Early Head Start funding. Non-federal share may also be in the form of cash donations.

**Consequences:** If a program does not provide the required non-federal share (Inkind) match, there will be a disallowance of federal expenditures in proportion to the shortage of matching funds expended. i.e. We are not allowed to spend any government funds that we do not match. This means that we would have to return money to the federal government and agency services would stop because there would not be grant funds to support services for the remainder of the program year.

**Allowable:** To be counted as Inkind (or a donation) for the program, the donation must be something that would be an allowable cost under the terms of the grant received. Guidance for allowability are identified and discussed in federal regulations. Questions concerning Inkind allowability should be directed to the agency Director.

**Value:** The value of Inkind contributions should be based on what PACT would have paid had the agency purchased the allowable goods or services. The value of a donated service must be based on the nature of the service. For example, a dentist's donated exam would be valued at the regular rate he would have charged. However, if that dentist volunteers to assist teachers in the classroom for an hour, his time would be valued at the rate of a teacher aide's pay, plus fringe benefits.

If goods are donated, the staff member receiving the items should document on the yellow Inkind sheet if the items are new or used. Find out how much was paid for the items and what condition the items are in. The PACT employee will then need to determine what amount the donation would be after the above information is obtained.

### **Inkind Examples**

Following are examples of Inkind donations that are and are not allowable. These lists are not all inclusive and there may be other examples that staff may encounter. If in doubt, please contact the Central Office for clarification.

#### **Allowable**

##### **Time:**

- Classroom volunteers (time spent by Parents or other community members as a classroom aide)
- Parent time at home spent working with their child on activities that are based on individual



assessments and are part of the written curriculum

-Time donated by personnel who are facilitating a field trip; for example, the librarian who conducts a tour and then spends time reading to the children, the fire fighter who conducts a tour and then spends time educating the children on stop-drop-roll and what to do in case of a fire

-Time that Parents and community members spend at PACT committee meetings, Policy Council and board meetings, assisting with self assessment, volunteering as a clerical aide or assisting the staff making displays, games for classroom/home visit use, assembling materials, etc.

-Time that Parents, board and Policy Council members spend reading materials to prepare for a meeting or attending training that enhances/increases their skills as a board/Policy Council/Advisory Committee member

-Time that Parents spend in Parent/child activities at the center based Parent Meetings

-Time that Parents spend in activities with their children at home based socializations

-Time that Western IL University personnel spend on facility issues, program planning

**Mileage:**

-Mileage that Parents, community partners, contractors donate to attend committee and advisory meetings, conduct training, and to perform agency services that PACT otherwise would have paid reimbursement

-Mileage that Parents donate to transport their children to HS/EHS required health screenings instead of requesting transportation from the agency

-Parent mileage for recruitment efforts

**Goods:**

-Donations of consumable supplies/toys/diapers, etc. used in the classrooms or in home based services

-Donations of clothing that is used in the program. For example, coats and mittens kept in the classroom for outdoor play, clothing donated for use when children have accidents and need clothing changes during program activities, items for dramatic/dress-up play areas

-Food donated for program use

**Space:**

- Donated space for program activities, such as meeting rooms for training activities, space for home based offices and socializations, classroom space
- Difference between fair market value and actual PACT paid rental cost of program space
- Space for home visits and recruitment efforts when conducted in parent's home
- Cost of utilities if PACT is not charged

**Miscellaneous:**

- Value of discounts on goods/materials if discount is given specifically to HS/EHS and are not normal business practice for the vendor
- The state funded portion of the Child Care Assistance Program funding for children in HS/EHS that are accessing wrap around care

**Not Allowable****Time:**

- General parenting duties performed by HS/EHS parents
- Time Parents spend transporting or walking children to the center
- Parents time during home visits (because regulations require parents to be present)
- Parents time receiving training at Parent Meetings
- Parent involvement activities that primarily benefit the Parent and child, such as Parent/Teacher conferences, IFSP and/or IEP meetings,

**Mileage:**

- Mileage for Parents transporting children to center classes
- Any mileage reimbursed by the agency

**Goods:**

- Items donated to the agency that are given to Parents for their use or for Parent incentives

## **Parent Time Donated As Inkind**

Inkind first and foremost should be seen as a way to help Parents realize their importance in the educational development of their child. It is important for Parents to understand how daily routines and the home environment affects their child's learning. The following are benefits to the family which tracking inkind can help to promote:

For Parents:

- responsibility
- individualization
- intentional teaching and increased knowledge of child development
- accountability and a feeling of confidence and competence as Teachers of their child
- new ideas for Parent/child interactions
- understanding of what their child needs to learn and how to teach it
- sense of community and being an important part of the PACT program

For the child it provides

- one on one time with Parents or close family members
- learning opportunities
- sense of pride and accomplishment in being able to demonstrate abilities for Parent
- reinforcement for activities and objectives presented by the Teacher

Inkind should be seen as a training tool for the Parents. It should help them see what skills their child should be working towards. It should help them understand how they can use the home as a learning environment. It should provide opportunities for them to use their talents and time to help others.

Inkind is beneficial to the program in the following ways:

- provides for the matching funds (White Inkind accounts for about 75-80% of our total inkind)
- shows one way PACT individualizes for the family/child
- provides ways to help Parents learn about child development which is a Federal Standard Head Start is expected to meet.
- supports classroom learning and raises outcome results

### **TYPES OF INKIND**

PACT Head Start and Early Head Start encourages Parents to be full partners in their child's education. To document and support the many ways parents are involved as volunteers PACT uses the following Inkind forms:

#### **Non-Federal Share (yellow 1/2 sheet)**

Person responsible for this form is the person who can verify the donation. For example; when going on a field trip the Teacher would be responsible for completing Inkind with the field trip

guide, or if the Site Supervisor calls the local school to get students to help move items, the Site Supervisor would get them to complete the yellow Inkind form.

Items to be counted on this form:

**Donated time**

- time spent attending Policy Council meetings & reading materials pertaining to meetings
- time spent attending Health Advisory, Education Advisory or other committee meetings
- time spent driving to and from Policy Council, committee meetings and Parent Meetings
- time spent preparing materials to be used on home visits or in the classrooms

**Donated mileage**

- mileage costs to attend Policy Council or other Head Start committee meetings (if not reimbursed)

**Other**

- supplies for program which PACT would or could normally purchase with federal funds (if materials are donated the person donating and/or the person verifying the donation need to estimate the worth of the items donated in dollars)
- time for any services rendered by professionals or community members (if the person has a title, please have them include this with their signature, ex: Dr., Manager, Mayor)
- space for meetings
- space for offices
- use of equipment

**Recruitment Inkind Form**

A special pre-printed yellow non-federal share form is used for recruitment. During recruitment PACT can not inkind time, only space and/or mileage.

**Health Inkind Form (Green half sheet)**

Include:

- mileage costs to and from required medical exams and screenings
- travel time spent driving child to get required medical/dental exams, screenings

**Volunteer Sign-In Sheet**

Include:

- time in the classroom volunteering or observing their child
- time aiding on a field trip
- time aiding at a Socialization
- time on PACT bus as a monitor

## **Inkind Record Report**

Include:

- time spent working on Weekly Goal Chart
- time spent reviewing things child learned on past Weekly Goal Charts
- time spent on Lending Library activities or Literacy Kit activities
- reading books to child and promoting literacy and language skills
- Men In PACT monthly activities
- Fun and Learning Activity Handbook (HS only)
- Linking Home and School (HS CB only)
- Literacy Binder activities (HS HB only)

## **Support Grids**

Monthly inkind grids are used by Family Advocates and EHS Center Based Teachers to help track completed and missing Inkind.

### Monthly Inkind grids for Inkind Record Reports

These are tracking tools to be completed monthly. In CB Head Start, the Family Advocate will enter every Family Name they are responsible for on the grid. In CB Early Head Start the Teacher will enter the families' names on the grid. As the Inkind Record is returned, the staff member responsible will check the form, total the times if needed and enter the amounts on the grid. Copy the grid and mail the original to the Parent Involvement Coordinator at the end of each month. If families do not return inkind weekly, the person responsible for gridding the inkind is the person responsible for following up with the family. Document follow up efforts and reasons why there is missing Inkind on the grid.

## **Why we encourage Parental involvement**

It is important to remember to have the best interest of the child always in view. It is PACT's belief, and has been substantiated by research, that Parent involvement is essential and directly correlates to how well a child does in their educational growth.

The Parent is the child's first and most important teacher. They can help their child develop more fully by paying close attention to signs of development and responding in a way that will support and challenge their child.

Completing inkind and working on the individualized objectives should give the parents a feeling of competence as a teacher for their child. It should also help increase the parents' knowledge of child development. It should provide opportunities to observe their child and apply knowledge.

## **TRAINING PARENTS ON COMPLETING INKIND AND WEEKLY GOAL CHART**

Every Family Advocate and Home Based Teacher will view the Inkind Training DVD with Parents at the Intake Visit.

This form along with instructions for completion is presented on the Intake visit. Extra time taken to teach Parents the correct way to complete the form will be beneficial throughout the program year. Remember to stress Parents can count only adult-child interaction time, including verbal

exchanges and physical modeling. Just supervising an activity is not “teaching time.” The Parent needs to be told to record the time for each activity. The Parent should also be responsible for adding the times for a weekly total and signing the form. Form needs to be completed in ink.

### **Center Based Head Start**

The Inkind Record Report is introduced by the Family Advocate on the Intake Visit. The Family Advocate will explain Inkind using a DVD and provide samples to families. The Teacher will follow-up on their First Education Visit. The Teacher explains and demonstrates how to complete the Inkind Record Report. The Teacher is responsible for helping Parents understand how to document Inkind (Parent time).

Every week the Teacher will backpack a new Weekly Goal Chart & Inkind Record Report form home to the Parent. Teacher will check backpacks for completed Inkind sheets. Questionable or low Inkind time should be addressed with the family by the Teacher if possible. The Teacher may ask for assistance from the Family Advocate in retraining the parent if necessary using the Inkind Training DVD. Questionable Inkind can be amounts over 15-20 hours per week or sheets that look exactly the same week to week. If the time is verified by staff, the staff member will make adjustments as needed or write a statement such as, “This inkind is realistic for this family.” Staff member will initial any changes.

The Family Advocate checks the form for signatures, appropriate amounts of time and correct addition of time. The Family Advocate signs the form, grids amount on the Monthly Inkind grid, and mails original Inkind Record Report form to the Central Office.

**In EHS Center Based**, the Teacher is responsible for collecting, checking, and gridding the Inkind Record Report form. Questionable or low Inkind time should be addressed with the family by the Teacher if possible. The Teacher may ask for assistance from the Family Advocate in retraining the parent if necessary. The Teacher sends the original Inkind Record Report to Central Office after logging times on monthly Inkind grid.

In HS and EHS Center Based, getting weekly inkind should be a joint effort between the Teacher and Family Advocate. Communication is necessary in order to determine who will see the family or who has the best relationship established to support the family in completing the inkind. Inkind amounts will be reflected in both the Family Advocates’ and Teachers’ record monitoring and evaluation. Remember to be positive and expect the best. Give feedback to parents often.

**In HS and EHS Home Based**, the Teacher will present and explain the Inkind Record Report form on the Intake visit and show and discuss the Inkind Training DVD. The Inkind chart needs to be reviewed with the Parent weekly line by line. Make adjustments as needed and give additional instructions and feedback. Be positive and expect the best.

Check the Inkind Record Report for completeness including your signature, in ink, at the bottom of the page. Attach the Inkind Record Report to the HVR and send to the Central Office.

### **Checklist for Quality Improvement in Activity Chart/Inkind Report**

- √ Your signature makes you accountable for the Inkind.
- √ Make sure Parents know that they do not produce Inkind simply to meet a program requirement, but that it is a way for them to learn how to observe and assess their child's progress.
- √ Give examples of acceptable/unacceptable activity. Is Parent in control of activity?
- √ Stress the need for consistent high volume Inkind (average of an hour a day is desired)
- √ Stress that Inkind should reflect the weekly objective was worked on often.
- √ Stress that Inkind should be completed weekly. One week per sheet.
- √ Get proper signatures from all adults who worked with the child. (Anyone listed as working with the child must also sign the form, can not be signed Grandpa or Dad, etc, must be legal first and last name signatures)

It doesn't hurt for Parents to have some extra Inkind Record Reports for care givers and adult relatives in case their child misses class or home visits for a few weeks. They should be completing Inkind every week!

**Policy Council Meeting**

Thursday, February 15, 2018

6:30 pm

**Board Agenda Items Report**

By: Khadija Pirzadeh, Contract Administrator

The following agenda items were submitted for approval to the Orange County Board of County Commissions meeting scheduled on **January 9, 2018**:

1. Filing of Head Start Policy Council Program Information and Updates (November and December 2017)
2. Florida Department of Children and Families Application for a License to Operate a Child Care Facility (Bithlo HS)

The following agenda items were submitted for approval to the Orange County Board of County Commissioners meeting scheduled **on January 23, 2018**

3. Application for Federal Assistance related to Use of Carryover Funds (Purchase of truck) \$28,090.33 plus up to \$5,000 to cover any price differences or additional costs.
4. HS Eligibility Priority Selection Criteria 2018-19 (Form used to determine the selection of eligible children; more points are awarded for at-risk children with incomes below 100% poverty level.



*Monthly Report to Head Start Policy Council*

<b>Nutrition: JANUARY 2018</b>	
Number of breakfasts served	21,923
Number of lunches served	22,746
Number of snacks served	18,512
Number of meals reimbursed by USDA	63,181
Number of meals disallowed for reimbursement	0
Number of children evaluated for nutritional concerns	23
Number of children receiving nutritional education and further care	126
Number of monitoring visits to ensure compliance with USDA Regulations	16
Number of monitoring visits requiring a corrective action plan	0
Number of nutritional activities conducted "English Muffin Snow man"	84

## DISABILITIES/MENTAL HEALTH REPORT

JANUARY 2018

A total of one hundred seventy-three (173) children have been enrolled in Head Start with a diagnosed disability from the Local Education Agency (OCPS) since school started last August 2017.

A total of seventy-four (74) children have been enrolled in Head Start with a diagnosed disability by contracted providers since school started last August 2017.

One hundred and seven (107) children were receiving mental health services for behavior issues since school started last August 2017. In addition, there were eighty-two (82) behavior plans developed for enrolled children.

One thousand seven hundred and fourteen (1,714) hearing screenings were completed since school started last August 2017.

Nine hundred and eighty-seven (987) new children completed their developmental screening using the ACUSCREEN research-based assessment.

Two hundred and sixty-four (264) visits to centers were completed since August 2017 to centers to: provide technical assistance to staff, conduct observations, conduct health screenings, and complete monitoring visits.

A total of thirty-nine (39) Disabilities & Mental Health monitoring visits were conducted to the Head Start centers to ensure compliance with Head Start Performance Standards for the service areas.

## MEDICAL/DENTAL MONTHLY REPORT

JANUARY 2018

One hundred and ten (110) health status evaluations were performed during the month of January 2018.

One hundred and two (102) updated Physical Exam reviewed during the month of January 2018.

Ninety-two (92) immunization records were evaluated for compliance during the month of January 2018.

Twenty-three (23) blood test results were reviewed during the month of January 2018.

One hundred and three (103) dental exams were reviewed during the month of January 2018. Out of these, fifty-six (56) children were diagnosed as needing dental treatment.

Fifty-eight (58) parent contacts were initiated regarding health concerns in children during the month of January 2018.

Twenty-six (26) health action plans were developed and discussed with Head Start staff and parents during the month of January 2018.

Thirty-seven (37) Blood Pressure screenings were completed during January 2018.

Thirty-seven (37) Vision screenings were completed during January 2018.

Technical assistance provided to twenty-two (22) Head Start teaching staff during January 2018.

Sixty-three (63) center visits were conducted related to health issue observations and monitoring.

Twenty-six (26) Physician Medication Orders were received, evaluated, and reviewed with staff. Medication information and administration technique training was provided as needed.

Three (3) training sessions were provided to staff and parents during the month of January 2018.

Eight (8) Health Provider consultations were completed during the month of January 2018.

Twenty-four (24) children were evaluated for health concerns.

Note: Report from 3 out of 4 LPNs.

## Orange County Head Start

### Parent Family and Community Engagement 2017-2018

#### ***Monthly Report: January 2018***

- Six (6) Attendance home visits
- Three (3) families received Crisis/Emergency Assistance.
- Eleven (11) parents received Educational Services.
- Four hundred and twenty nine (429) Health Services Follow ups were done by Family Service Workers.
- Twenty eight (28) families were referred for family services.
- Two hundred and ninety one (291) were provided families services
- Twenty two (22) Parent Meetings were held this month. Six hundred and ten (610) parents attended parent meetings. Ninety five (95) males attended.
- Ten (10) Fatherhood Activities were held this month. Fifty (50) fathers attended fatherhood initiatives.
- Nineteen (19) Parents Trainings were held this month. Three hundred and seventy five (375) parents attended Parents Trainings.

#### **Trainings:**

- Health
- Nutrition
- Cooking Matters
- Financial Literacy
- Medical and Dental Records
- Community Action: Self-sufficiency programs
- Incredible Years
- Galileo
- School Readiness
- Baby Institute PKZ
- Budgeting

# ORANGE COUNTY HEAD START 2017-2018

ERSEA REPORT

MONTH: January

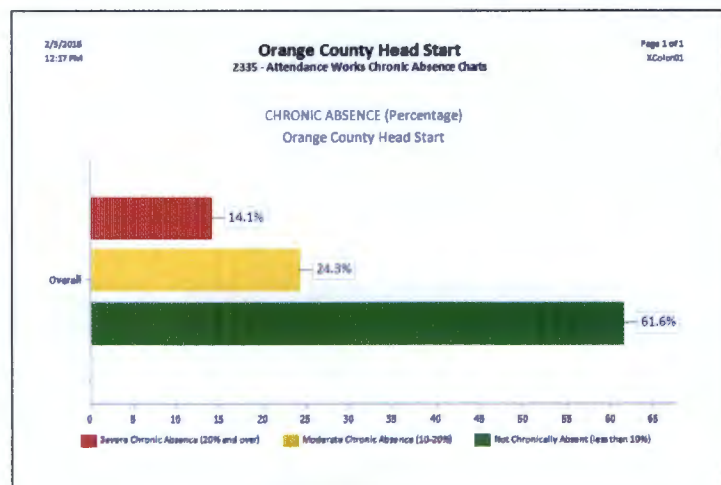
YEAR: 2018



Sites	Funded Enrollment	Monthly Enrollment	10% IEP YTD	Drops YTD	Monthly Waiting List	Monthly New Applications	Monthly Attendance 17 Days
Aloma	37	37	4	2	13	4	89%
Bithlo	30	30	1	2	3	1	92%
Callahan	49	49	3	7	6	1	90%
Denton Johnson	35	34	5	6	6	0	88%
Dover Shores	68	67	8	3	10	4	87%
East Orange	140	140	14	12	10	5	87%
Engelwood	56	55	14	4	9	0	89%
Evans	13	13	2	1	5	0	89%
Frontline	69	68	5	5	4	1	88%
Hal P Marston	102	102	9	8	12	0	90%
John Bridges	120	118	15	16	4	2	89%
Lila Mitchell	70	69	6	3	20	1	91%
Maxey	40	40	10	5	0	1	92%
McCoy	34	33	4	6	1	6	83%
Pine Hills	200	200	17	16	45	3	92%
SO YMCA	60	59	1	9	18	1	88%
Southwood	120	120	25	3	48	2	89%
Taft	120	120	14	3	20	3	86%
Three Points	34	34	3	1	4	6	89%
Ventura	20	20	10	1	4	0	92%
WS ELC	85	85	7	11	5	2	89%
WS Elementary	34	34	3	1	1	0	91%
<b>OCHS Total</b>	<b>1536</b>	<b>1526</b>	<b>179 (10%)</b>	<b>125</b>	<b>248 (16%)</b>	<b>43</b>	<b>89%</b>

## Reasons of Absences

Sick	1072
Unexpected Absence (No Show/No Call)	579
Transportation Issues	226
Expired Immunization/Physical	216
Doctor/Dentist Appointment	212
Other Appointments	88
Out of the Town	84
No Reason Documented	71
Family Emergency	63
Parent/Guardian Sick	63
Other Reasons	19
Funeral	17
Vacation	6
Therapies Out of Campus	6
Religious Reasons	3



Recruitment Efforts per Site		
Aloma		
Bithlo		
Callahan	6	United Against Poverty, Adult Literacy League, City of Orlando, Florida Health Department, Orlando Technical College , Downtown Recreation Center
Denton Johnson		
Dover Shores		
East Orange	6	Bonneville Elementary, Castle Creek Elementary, Camelot Elementary, Discovery Middle School, Waterford Elementary School, East Orlando Dental
Engelwood		
Evans		
Frontline		
Hal P Marston	14	Dr. Habib, Career Source Central Florida, WIC Store, HPM Market, Nail Perfections, DC Barber Shop, Greenberg Dental, Jackson Hewitt, Dr. Tonya Williams, Dr. Richard Sag, ACCESS Florida, HR Block, US Nails, Financial Line Income Tax
John Bridges	3	Boys and Girls Club, LIHEAP, HR Block
Lila Mitchell		
Maxey		Community Canvassing
McCoy		
Pine Hills	13	Dr. Habib, Career Source Central Florida, WIC Store, HPM Market, Nail Perfections, DC Barber Shop, Greenberg Dental, Jackson Hewitt, Dr. Tonya Williams, Dr. Richard Sag, ACCESS Florida, HR Block, US Nails, Financial Line Income Tax
SO YMCA	3	Frito-Lay's, BJs Wholesale club, Blair Realty Group, Inc.
Southwood	3	Mid Florida Tech, Holden Heights Community Center, Valencia Community College Fair
Taft	8	Multi Agency Resources, Latino Leadership, Versalle Café, Publix, South Creek Library, Mi Bandera Super Market, Coin Laundry Sky Lake, Cypress Park elementary
Three Points		
Ventura		
WS ELC		
WS Elementary		
Other		Open House 2018: Collaboration off all Sites, LIHEAP, 4C EHS and Children Home Society EHS, Early Learning Coalition, other Agencies

### January 2017 Updates:

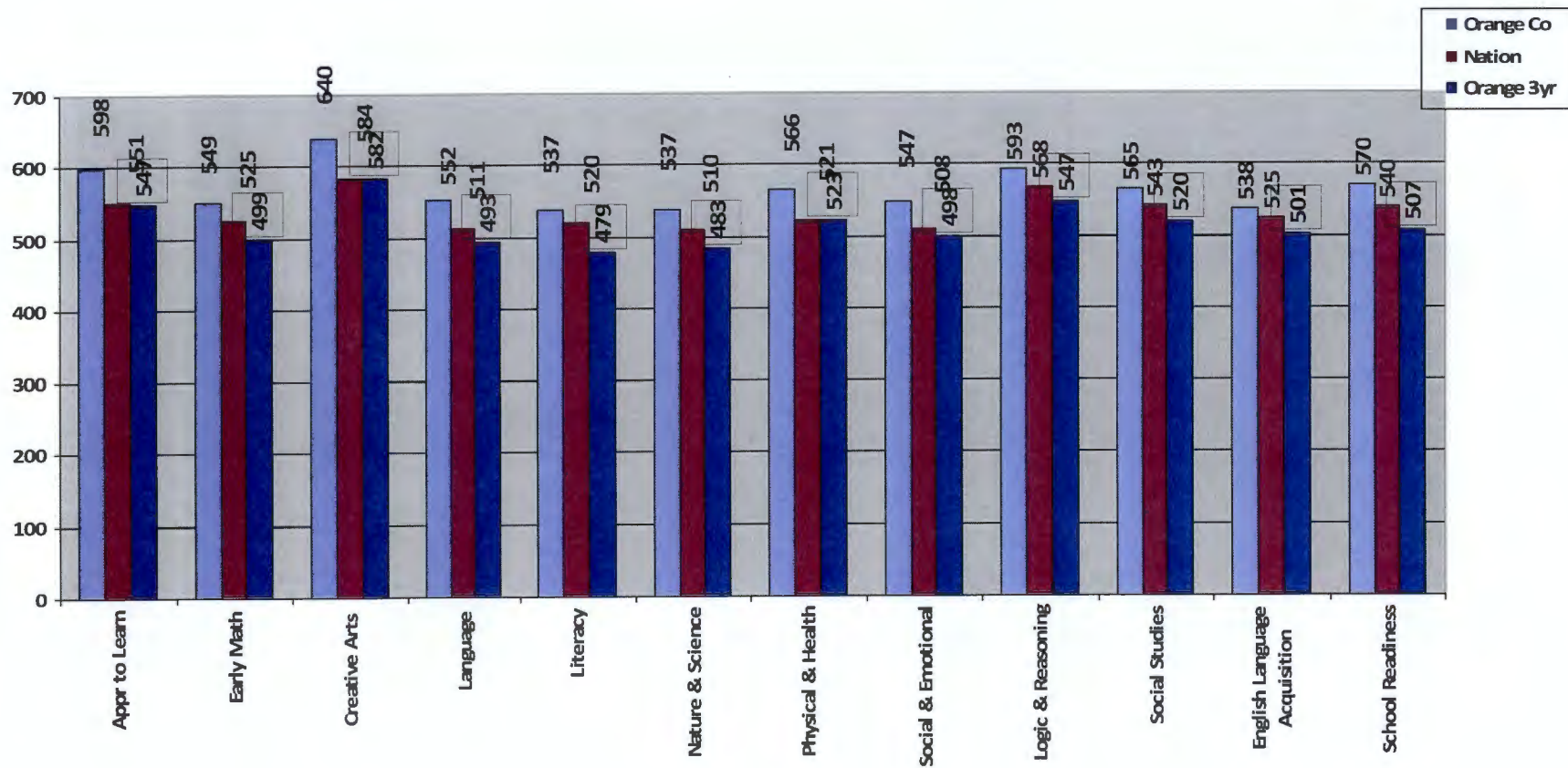
- Open Enrollment 2018-19: February 2018
- Updates Returning Enrollment / VPK
- Funded Enrollment 2018-2019



Orange County  
Head Start  
Education Service Area  
Child Outcomes

August 14, 2017-January 31, 2018

Orange County's 4 year olds, Nation's 4year olds and Orange County's 3 year olds



**Orange County Head Start  
Policy Council  
Meeting: February 15, 2018  
Director's Program Information Update**

**Orange County Head Start Division Administration Updates**

- Interviews were held for the Quality Assurance Unit for the position of Monitoring & Evaluation Coordinator. Two potential candidates were selected. Human Resources will start the selection process, and applications will be forwarded to the Policy Council for approval.
- Grant renewal meeting for year 4 was held with key staff to start the planning process for the grant. The Contract & Grant Administrator provided staff a timeline and directions for providing information of program progress and updates
- Introductory calls with Focus Area 2 Federal Review team and CLASS lead was held with members of key management staff
- Orange County Head Start conducted Mock Interviews with all management staff according to the questions and the content according to the Focus Area 2 protocol.
- Project meeting with Capital Project Division to finalize the ADA playground renovation for the Southwood Community Center. The playground changes will ensure the playground is ADA accessible as it is compliant.
- Held briefings with Commissioner Thompson, VanderLey and Bonilla's office with updates on the Eligibility Priority Ranking Criteria and Focus Area 2
- Planning meeting with the Florida Head Start Association Conference Education committee to review the papers of possible presenters during the conference.
- ACF-PI-HS-18-01 Program Instructions-Fifty Percent Duration requirements – Secretary has allowed the Office of Head Start to exercise the authority to waive the Head Start Program Performance Standards Duration requirement.
- Director Ann Linehan of the Office of Head Start provided program with clear directions on calling the Regional Program Specialist to report issues, and ensuring programs had Standard Operating procedures.

**Early Childhood Development & Education**

- Child outcome data was analyzed by center and classroom by the curriculum specialist for each center. The information was used to determine the professional development for the teachers. The following trainings were offered to address the needs identified as a result of analyzing the child outcome scores. Department of Education Voluntary Pre-Kindergarten training, Nemours Bright Start, and Curriculum Fidelity of High Scope.
- Early Childhood Development and Education completed classroom observation to ensure all the resources and materials were in classroom. Based on the observation, several classrooms were supplied with STEM materials, and Nemours Bright Start.



### Parent, Family and Community Engagement

- Parent, Family and Community Engagement held a training institute for all Family Service Workers.
- Sr. Family Service Workers are completing site visits and reflective meetings with staff.

### Childhood Health and Developmental Services

- The Orange Blossom Family Health Center (formerly Health Care Center for the Homeless) dental mobile unit provided dental exams to Head Start children at different locations.
- Nutrition Assessment was completed by Family Services Administrator on the nutrition unit. The assessment reviewed the process of program reporting, monitoring and services to children & families. The assessment is being reviewed by the Sr. program manager and determining the validity of the discoveries and developing a capital projects.

### Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)

- All Family Service Workers participated in the annual Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) according to the Standard Operating Procedure.
- ERSEA spring boot camp training is being held from January 2018- March 2018. The training is for all Family Service Workers that were having difficulty with completing applications in a certain area of Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA). The workers were identified based on the screening and monitoring.

### Fiscal Infrastructure

- Provided Fiscal surveys to all key management staff to assist with the division budget needs. Once surveys were completed meetings were held with management staff to further discuss and plan for the budget.
- Completed work toward the 2018-2019 budget

### Meetings and Events for December

Orange County Early Learning Coalition of Orange County Board & Committee meeting



ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-18-01	2. Issuance Date: 1/19/2018
	3. Originating Office: Office of Head Start	
	4. Key Words: Fifty Percent; Duration Requirements	

**PROGRAM INSTRUCTION**

**TO:** All Head Start and Early Head Start Grantees, including Delegate Agencies

**SUBJECT:** Fifty Percent Program Duration Requirement

**Instruction:** 45 CFR § 1302.21(c)(2)(iii) of the Head Start Program Performance Standards (HSPPS) final rule states that programs must provide 1,020 annual hours of planned class operations over at least eight months per year for at least 50 percent of its center-based funded enrollment by August 1, 2019.

However, this Program Instruction (PI) notifies programs the Secretary has exercised his authority under 45 CFR § 1302.21(c)(3)(i) of the HSPPS final rule to waive the August 1, 2019 Head Start center-based service duration requirements, effectively lowering this requirement from 50 percent to zero percent. The Secretary has determined the mandate was not coupled with sufficient funding to mitigate a substantial reduction in funded enrollment. Therefore, to avoid serving fewer children and families, this requirement will not go into effect.

Programs are still free to choose to increase the duration of services, but the Secretary's determination waives the mandate that all programs do so for at least 50 percent of its funded enrollment. Given the funding constraints, we believe programs will have more flexibility to most effectively meet the needs of their communities.

The Department is also considering whether to remove the requirement that programs provide 1,020 annual hours of planned class operations for 100 percent of its funded enrollment by August 1, 2021. We expect to release a Notice of Proposed Rulemaking later this year. In addition, 45 CFR § 1302.21(c)(3)(ii) of the HSPPS final rule authorizes the Secretary to lower this 100 percent requirement on or before February 1, 2020. If this requirement is still in effect and Congress does not appropriate significant funds, the Secretary would likely make a similar determination.

The **Federal Register notice** announcing this determination with additional details is available for review. If you have questions regarding this PI, please contact your Regional Office.

Thank you for the work you do on behalf of children and families.

/ Ann Linehan /

Ann Linehan  
Acting Director  
Office of Head Start

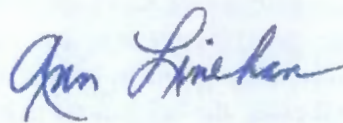
## Personnel Actions

Personnel policies and procedures must include appropriate penalties for staff, consultants and volunteers who violate the Standards of Conduct. Many grantees move to immediate termination of staff involved in these violations. We are concerned grantees believe OHS expects termination of staff who violate the Standards of Conduct and will view it as correcting the violation. This perception is not correct. OHS expects that each incident will be carefully assessed and appropriate actions will be taken holistically, not just with the individual involved in the incident. Grantees should determine whether they have adequate ongoing support, supervision, and training necessary for staff to succeed. If necessary supports are not ongoing, systemic, and available to staff, consultants, and volunteers working directly with children, the problem is more likely a systemic management weakness, and firing an individual will not correct the problem long term.

Investing additional supports for staff committed to professional development and improvement may be, in some cases, a far better investment than termination. Children and parents may abruptly lose a beloved teacher, which can be disruptive to social and emotional development and erode continuity of care. Additionally, programs then face a period of time when staff are anxious, less experienced substitutes step in, and the likelihood of another incident increases.

We recognize growing and maintaining highly competent staff is a tough job, and not every day will be a perfect day; however, every day a child leaves their Head Start or Early Head Start program they should feel safe, valued, special, happy and bathed in love.

Sincerely,



Ann Linehan  
Acting Director  
Office of Head Start

**2018 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA**

**PERSONS IN FAMILY/HOUSEHOLD**

**POVERTY GUIDELINE**

For families/households with more than 8 persons, add \$4,320 for each additional person.

<b>1</b>	<b>\$12,140</b>
<b>2</b>	<b>\$16,460</b>
<b>3</b>	<b>\$20,780</b>
<b>4</b>	<b>\$25,100</b>
<b>5</b>	<b>\$29,420</b>
<b>6</b>	<b>\$33,740</b>
<b>7</b>	<b>\$38,060</b>
<b>8</b>	<b>\$42,380</b>

<https://aspe.hhs.gov/poverty-guidelines>

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201

<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | [Contact Us](#)

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