

Interoffice Memorandum



**AGENDA ITEM**

November 6, 2017

TO: Mayor Teresa Jacobs  
and  
Board of County Commissioners

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

FROM: Sonya L. Hill, Manager *Sonya L. Hill*  
Head Start Division  
**Contact: Khadija Pirzadeh, (407) 836-8912**  
**Sonya Hill, (407) 836-7409**

SUBJECT: Filing of Head Start Policy Council Program Information and Updates  
for the Official County Record  
**CONSENT AGENDA ITEM November 28, 2017**

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	September 2017
Head Start Policy Council Program Information and Updates	October 2017
Head Start Policy Council Meeting Minutes	August 24, 2017
Head Start Policy Council Meeting Minutes	September 28, 2017

**ACTION REQUESTED: Receipt and filing of Head Start Policy Council Program Information and Updates September 2017; Head Start Policy Council Program Information and Updates October 2017; Head Start Policy Council Meeting Minutes August 24, 2017 and Head Start Policy Council Meeting Minutes September 28, 2017 for the official county record.**

SH/kp

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



Changing of the Guard

SEPTEMBER 2017



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



**POLICY COUNCIL  
MONTHLY MEETING**

**Who: Policy Council Members**

**Date: THURSDAY- SEPTEMBER 28, 2017**

**Time: 6:30 PM**

**Location: PINE HILLS COMMUNITY CTR  
6408 Jennings Road  
Orlando, FL 32818**

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

*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 Meeting  
6408 Jennings Road, Orlando, FL 32818

September 28, 2017 6:30 p.m.

1. *Call to Order – Chairperson*

2. *Roll Call – Secretary*

- *Confirm Quorum*

3. *Adoption of Agenda*

4. *Secretary Report*

- a. *Review of Minutes from 8/24/17*

5. Human Resources Report

6. Budget Report

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

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

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

10. Service Area Reports:

ERSEA, Mental Health & Disabilities, PFCE

11. Old Business

- a. Changing of the Guard
- b. Program Governance Training
- c. Community Representative Applicants

12. New Business

- a. ACF-IM-HS-17-02 Disaster Recovery from 2017 Hurricanes

13. Public Comment

14. Adjourn

**Head Start Policy Council  
Human Resources Committee  
August 2017 Actions**

**I. Pending Approval for hire**

Job Title	Candidate's Name

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

Job Title	Reason	Employee's Name
Teacher's Aide	Job Abandonment	Audreyola Burke
Teacher's Aide	Job Abandonment	Megan Alexander

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

Job Title	Reason	Employee's Name
Teacher Assistant	Personal Reasons	Carmen Bravo-Rivera
Family Services Worker	Personal Reasons	Rashea Drakes
Center Supervisor	Personal Reasons	Ebtehal Kandil
Teacher Assistant	Personal Reasons	Mariam Antonios

**IV. Current Head Start Openings – As of 09/15/17**

Job Title	Number of Positions	Potential Candidates in process for hire
Teacher Assistant	6	
Food Service Assistant	1	
Family Services Worker	1	
Teacher	1	
Sr. Program Manager	1	



## **ORANGE COUNTY FAMILY SERVICES HEAD START EDUCATION**

### **Staff qualifications recommended for hire**

**Name: Agatha Bazard**

**Position: Teacher Assistant**

- **Over 6 years experience in Broward County Head Start**
- **Over 10 years experience in Broward County Public School**
- **Bachelor of Science degree Business Administration**
- **Master of Education Elementary Education**
- **DOE Staff Credential Verification Does Not Expire**
- **Bilingual (Creole)**

**Name: Kortnee Wigley**

**Position: Teacher Assistant**

- **Over 6 years experience in Early Childhood**
- **Bachelor of Arts degree in University Studies Edu**

**Name: Marie Jean-Baptiste**

**Position: Teacher Assistant**

- **Over 18 years experienced in Early Childhood Education**
- **Associate in Arts degree General Studies**
- **DOE staff Credential Verification Does Not Expire**
- **DOE State Mandated 45 Hours**
- **Bilingual (Creole)**

**Name: Niyja Salaam**

**Position: Teacher Assistant**

- **Over 2 years experienced in Early Childhood Education**
- **Associate Arts Degree in General Education**

**Name: Brenda Robles**

**Position: Teacher Assistant**

- **Orange County Head Start food service staff since 2003**
- **Over 2 years experienced in Early Childhood Education**
- **Bachelor's Arts Degree in Interdisciplinary Studies minor Education/Psychology**
- **Child Development Associate expires 2019**
- **Bilingual (Spanish)**

**Name: Cindy Rivera**

**Position: Teacher Assistant**

- **Over 3 years experienced in Early Childhood**
- **Bachelor's Degree in Social Science**
- **CPR/First Aid expires 2/2018**
- **Bilingual (Spanish)**

**Name: Desirae Owens**

**Position: Teacher Assistant**

- **Over 5 year experience in Early Childhood**
- **Child Development Associate (CDA)**
- **State Mandated DCF 45 hours**
- **First Aid/CPR expires 9/2018**

**Name: Jasmine Alanzo**

**Position: Teacher Aide**

- **6 years experience in Early Childhood Education**
- **Enrolled in the Child Development Associate Course**
- **Bilingual (Spanish)**

**Name: Cheri Millard**

**Position: Teacher Aide**

- **Over 13 years experienced in Early Childhood Education**
- **High School Diploma**
- **National Vocational Level Three ECE**

# Head Start Budget Summary August 2017

## 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 2016-2017	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	A	Encumbered	Total	Balance	Y1
<b>7522 - Services</b>	\$10,004,298	\$609,954	\$792,765	\$799,472	\$1,126,751	\$649,435	\$1,205,858	\$776,624	\$635,161	\$664,705	\$416,500	\$1,007,904	\$0	\$8,685,130	\$977,315	90%
<b>7525 - Training</b>	\$122,891	\$0.00	\$710	\$3,551	\$11,028	\$8,372	\$13,568	\$1,454	\$23,282	\$9,287	\$22,207	\$19,535	\$0	\$112,995	\$9,896	92%
<b>7526 - Disabilities</b>	\$507,546	\$16,360	\$20,983	\$24,983	\$29,987	\$23,697	\$42,184	\$27,830	\$28,816	\$27,830	\$27,924	\$60,138	\$89,370	\$330,151	\$88,025	83%
<b>7527 - Medical/LPN</b>	\$288,637	\$5,947	\$13,487	\$12,373	\$16,912	\$14,389	\$20,481	\$13,124	\$15,396	\$14,047	\$16,036	\$28,639	\$22,623	\$170,832	\$95,182	67%
<b>Administration</b>	\$1,321,904	\$60,025	\$91,312	\$87,819	\$104,013	\$81,905	\$248,055	\$85,785	\$93,662	\$88,367	\$88,206	\$127,002	\$7,457	\$1,156,151	\$158,296	88%
<b>7528 - Family Svc Work</b>	\$1,389,062	\$51,554	\$110,824	\$108,290	\$105,260	\$94,487	\$153,576	\$105,986	\$115,206	\$115,020	\$112,884	\$161,494	\$0.00	\$1,234,580	\$154,482	89%
<b>7524 - USDA Services</b>	\$1,760,627	\$14,307	\$117,234	\$105,938	\$201,300	\$76,005	\$173,360	\$108,750	\$96,958	\$224,443	\$55,175	\$21,817	\$220,615	\$1,195,285	\$344,727	80%
<b>7523 - USDA Admin</b>	\$179,411	\$8,186	\$11,007	\$11,108	\$13,112	\$11,277	\$24,263	\$11,203	\$11,359	\$11,364	\$11,210	\$17,886	\$0	\$141,976	\$37,435	79%

## 7 Tips For Effective And Stress-Free Budgeting

**Understanding the Goal:** A budget is not to track every penny but to understand where money is going and how that money will work towards your goals.

**Track Spending for a week:** Set a baseline to examine where your money is going and where it is working for you. Being aware is half the battle.

**Use the 3 – Category Budget:** Link your purchases and spending into 3 categories. One category for necessary, one for needs, and one for wants.

**Charge It:** Paying with credit cards can be a great way to track your spending **ONLY** if you can pay it off at the end of the month.

**Save First:** Pay yourself first, save a little and put the rest towards the necessary. You will soon begin to live with less spending and more saving.

**50/20/30 Plan:** 50% - Necessitates, 20% long term savings, 30% lifestyle choices





ADMINISTRATION 7521

OBJECT	APPR	OBJECT NAME	CURRENT												PRE-ENCUMB	ENCUMBE RED	TOTAL YTD	BALANCE	BUDGET	%	
			BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG							SEP
1120	8FA	REGULAR SALARIES and WAGES	824,794.00	45,559.81	64,850.86	62,458.70	62,814.13	63,513.00	94,999.80	63,009.20	63,363.20	63,387.20	62,483.64	92,613.75	.00	.00	.00	739,053.29	85,740.71	89.60	
1130	8FA	OTHER SALARIES and WAGES	8,000.00	.00	198.83	1,198.98	1,244.77	1,794.25	2,105.15	.00	.00	.00	.00	.00	.00	.00	.00	6,541.98	1,458.02	81.77	
1140	8FA	OVERTIME	7,000.00	500.18	479.66	87.84	.00	29.28	559.55	178.55	686.05	305.53	339.58	738.41	.00	.00	.00	3,904.63	3,095.37	55.78	
2110	8FA	FICA TAXES	63,093.00	3,367.74	4,817.18	4,680.77	4,712.56	4,752.90	7,103.34	4,588.50	4,653.31	4,609.50	4,542.92	6,755.70	.00	.00	.00	54,584.42	8,508.58	86.51	
2120	8FA	RETIREMENT CONTRIBUTION	62,025.00	3,570.49	5,063.03	4,844.22	4,861.08	5,008.08	7,406.88	4,855.52	4,946.50	4,903.11	5,070.67	7,594.76	.00	.00	.00	58,124.34	3,900.66	93.71	
2130	8FA	LIFE and HEALTH INSURANCE	165,400.00	7,026.75	9,375.50	9,375.50	11,703.52	10,953.52	16,430.28	10,953.52	11,604.34	11,404.34	11,404.34	16,832.07	.00	.00	.00	127,063.68	38,336.32	76.82	
2131	8FA	HSA/FSA CONTRIBUTION	1,800.00	.00	.00	.00	6,000.00	-6,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,800.00	.00	
2200	8FA	PAYMENTS TO OPEB TRUST	7,892.00	.00	.00	.00	.00	.00	8,959.00	.00	.00	.00	.00	.00	.00	.00	.00	8,959.00	-1,067.00	113.52	
3125	8FB	INDIRECT COSTS	106,329.00	.00	.00	.00	.00	.00	106,329.00	.00	.00	.00	.00	.00	.00	.00	.00	106,329.00	.00	100.00	
3179	8FC	CONTRACT SVC EMPLOY AGENT	6,700.00	.00	.00	.00	.00	.00	.00	.00	1,224.70	711.66	.00	.00	.00	.00	4,931.94	1,936.36	-168.30	102.51	
3410	8FC	LOCAL TRAVEL	1,000.00	.00	.00	532.98	685.84	405.87	751.57	.00	1,217.10	434.67	431.06	243.92	.00	.00	.00	4,703.01	-3,703.01	470.30	
3510	8FC	POSTAGE and MESSENGER SVCS	2,000.00	.00	.00	.00	.00	29.71	.00	.00	.95	52.83	.00	.00	.00	.00	.00	83.49	1,916.51	4.17	
3530	8FC	TOLL CHARGES	150.00	.00	.00	35.26	27.04	13.12	38.49	.00	70.58	25.16	20.88	.00	.00	.00	.00	230.53	-80.53	153.69	
3610	8FC	RENTAL OF EQUIPMENT	5,600.00	.00	.00	711.69	237.23	237.23	237.23	237.23	237.23	237.23	237.23	237.23	.00	.00	237.23	2,609.53	2,753.24	50.84	
3720	8FC	COMMUNICATIONS	3,000.00	.00	382.69	414.40	414.40	414.16	414.16	417.28	417.68	417.68	417.68	417.44	.00	.00	.00	4,127.57	-1,127.57	137.59	
3820	8FC	MAINTENANCE OF EQUIPMENT	2,567.00	.00	.00	1,132.86	196.92	181.72	220.35	226.04	407.10	283.66	215.86	237.20	.00	.00	2,287.49	3,101.71	-2,822.20	209.94	
3910	8FC	GRAPHIC REPROD SVCS	600.00	.00	.00	.00	63.65	.00	.00	.00	.00	280.00	.00	.00	.00	.00	.00	343.65	256.35	57.28	
4010	8FC	DUES and MEMBERSHIPS	9,395.00	.00	6,144.00	450.00	.00	.00	.00	.00	2,500.00	.00	.00	.00	.00	.00	.00	9,094.00	301.00	96.80	
4020	8FC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	24.50	.00	.00	.00	.00	.00	24.50	1,475.50	1.63	
4110	8FC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	9,750.00	.00	.00	335.31	648.29	365.81	.00	846.23	1,905.55	420.02	576.08	.00	.00	.00	.00	5,097.29	4,652.71	52.28	
4115	8FC	MISCELLANEOUS OPERATING SUPPLIES	3,000.00	.00	.00	.00	.00	.00	.00	.00	6.78	319.70	.00	-255.53	.00	.00	.00	70.95	2,929.05	2.37	
4120	8FC	SOFTWARE < \$1000	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	.00	
4121	8FC	COMPUTER EQUIPMENT LESS THAN \$500	1,020.00	.00	.00	.00	173.35	146.41	.00	.00	.00	229.99	880.00	60.00	.00	.00	.00	1,489.75	-469.75	146.05	
4123	8FC	EQUIPMENT LESS THAN \$1000	5,000.00	.00	.00	310.75	.00	60.00	.00	-60.00	420.74	320.42	104.99	1,493.03	.00	.00	.00	2,649.93	2,350.07	53.00	
4412	8FC	PROMOTIONAL EXPENSES	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,000.00	.00	
4418	8FC	EDUCATIONAL ASSISTANCE PROGRAM	1,000.00	.00	.00	1,250.00	-1,250.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00	
4422	8FC	SCHOLARSHIPS, AWARDS, BENEF	559.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,481.10	34.50	.00	.00	.00	1,515.60	-956.60	271.13	
4482	8FC	SELF INS-PROP CASUALTY	11,480.00	.00	.00	.00	11,480.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	11,480.00	.00	100.00	
6438	8FG	COMPUTER EQUIPMENT > \$500	4,750.00	.00	.00	.00	.00	.00	2,500.00	532.68	.00	.00	.00	.00	.00	.00	.00	3,032.68	1,717.32	63.85	
			CURRENT												PRE-ENCUMB	ENCUMBE RED	TOTAL	BALANCE	BUDGET	%	
OBJECT	APPR	OBJECT NAME	BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMB	ENCUMBE RED	YTD	BALANCE	BUDGET	%
			1,366,182.00	60,211.80	91,179.92	132,041.32	104,012.78	81,905.06	248,054.80	85,784.75	93,661.81	88,367.20	88,206.03	127,002.48	.00	.00	7,456.66	1,200,427.95	158,297.39	88.41	



**FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH AUGUST 31, 2017: FUND: 7407 DEPT: 062 UNIT: 7524 [SERVICES] - 92% OF FY ELAPSED**

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	8FT	REGULAR SALARIES and WAGES	161,338.00	9,211.80	12,674.99	12,499.80	12,999.55	12,671.36	18,705.19	12,654.66	12,538.23	8,025.90	2,350.20	12,100.27	.00	126,431.95	34,906.05	78%
1140	8FT	OVERTIME	100.00	.00	.00	.00	.00	.00	.00	53.78	.00	.00	.00	.00	.00	53.78	46.22	54%
2110	8FT	FICA TAXES	12,570.00	662.59	913.49	900.09	933.38	908.29	1,339.31	911.13	921.05	552.91	152.36	820.95	.00	9,015.55	3,554.45	72%
2120	8FT	RETIREMENT CONTRIBUTION	12,355.00	692.73	953.16	940.00	977.56	952.90	1,406.64	955.67	942.88	603.56	186.13	958.34	.00	9,569.57	2,785.43	77%
2130	8FT	LIFE and HEALTH INSURANCE	81,000.00	3,739.57	4,984.67	4,534.14	4,408.40	4,408.40	6,612.60	4,408.40	4,708.40	4,408.40	4,408.40	6,612.60	.00	53,233.98	27,766.02	66%
2131	8FT	HSA/FSA CONTRIBUTION	1,000.00	.00	.00	.00	3,500.00	-3,500.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	0%
2150	8FT	UNEMPLOYMENT COMPENSATION	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	447.80	.00	447.80	52.20	90%
2200	8FT	PAYMENTS TO OPEB TRUST	3,992.00	.00	.00	.00	.00	.00	3,992.00	.00	.00	.00	.00	.00	.00	3,992.00	.00	100%
		<b>TOTAL SALARIES</b>	<b>272,855.00</b>	<b>14,306.69</b>	<b>19,526.31</b>	<b>18,874.03</b>	<b>22,818.89</b>	<b>15,440.95</b>	<b>32,055.74</b>	<b>18,983.64</b>	<b>19,110.56</b>	<b>13,590.77</b>	<b>7,097.09</b>	<b>20,939.96</b>	<b>.00</b>	<b>202,744.63</b>	<b>70,110.37</b>	<b>74%</b>
3170	8FU	JANITORIAL SVC and SUPPLY	1,949.00	.00	.00	.00	.00	.00	.00	.00	1,052.25	.00	.00	896.64	.00	1,948.89	.11	100%
4115	8FU	MISCELLANEOUS OPERATING SUPPLIES	15,346.00	.00	.00	91.92	.00	.00	14.81	.00	4,702.17	69.34	28.00	-20.00	.00	4,886.24	10,459.76	32%
4130	8FU	HOUSEHOLD AND KITCHEN SUPPLIES	2,705.00	.00	.00	679.84	74.23	565.64	877.35	.00	476.18	29.68	.00	.00	.00	2,702.92	2.08	100%
4135	8FU	FOODandDIETARY	1,463,208.00	.00	97,708.18	86,291.83	173,843.05	59,997.98	140,412.39	89,765.92	71,615.71	210,753.70	48,049.55	.00	220,614.74	978,438.31	264,154.95	82%
4482	8FU	SELF INS-PROP CASUALTY	4,564.00	.00	.00	.00	4,564.00	.00	.00	.00	.00	.00	.00	.00	.00	4,564.00	.00	100%
		<b>TOTAL OPERATIONS</b>	<b>1,487,772.00</b>	<b>.00</b>	<b>97,708.18</b>	<b>87,063.59</b>	<b>178,481.28</b>	<b>60,563.62</b>	<b>141,304.55</b>	<b>89,765.92</b>	<b>77,846.31</b>	<b>210,852.72</b>	<b>48,077.55</b>	<b>876.64</b>	<b>220,614.74</b>	<b>992,540.36</b>	<b>274,616.90</b>	<b>82%</b>
		<b>TOTAL UNIT 7524</b>	<b>1,760,627.00</b>	<b>14,306.69</b>	<b>117,234.49</b>	<b>105,937.62</b>	<b>201,300.17</b>	<b>76,004.57</b>	<b>173,360.29</b>	<b>108,749.56</b>	<b>96,956.87</b>	<b>224,443.49</b>	<b>55,174.64</b>	<b>21,816.60</b>	<b>220,614.74</b>	<b>1,195,284.99</b>	<b>344,727.27</b>	<b>80%</b>

**FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH AUGUST 31, 2017: FUND: 7407 DEPT: 062 UNIT: 7523 [ADMIN] - 92% OF FY ELAPSED**

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL YTD	BALANCE	% BUDGET USED YTD
		REGULAR SALARIES and WAGES	114,615.00	6,553.40	8,817.60	8,817.60	7,845.59	8,817.60	12,826.55	8,817.60	8,817.60	8,817.60	8,817.60	13,226.40	102,175.14	12,439.86	89%
1140	8FQ	OVERTIME	770.00	.00	.00	.00	.00	.00	.00	112.93	125.48	.00	.00	597.27	835.68	-65.68	109%
2110	8FQ	FICA TAXES	8,767.00	485.11	652.89	652.91	576.78	651.13	946.13	659.77	660.74	651.12	651.15	1,020.34	7,608.07	1,158.93	87%
2120	8FQ	RETIREMENT CONTRIBUTION	8,619.00	492.83	663.10	663.10	590.00	663.10	964.58	671.59	672.53	663.10	698.34	1,094.81	7,837.08	781.92	91%
2130	8FQ	LIFE and HEALTH INSURANCE	29,659.00	654.78	873.30	873.30	941.20	941.20	1,411.80	941.20	941.20	941.20	941.20	1,947.40	11,407.78	18,251.22	38%
2131	8FQ	HSA/FSA CONTRIBUTION	300.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	300.00	0%
2200	8FQ	PAYMENTS TO OPEB TRUST	1,497.00	.00	.00	.00	.00	.00	1,497.00	.00	.00	.00	.00	.00	1,497.00	.00	100%
		<b>TOTAL SALARIES</b>	<b>164,227.00</b>	<b>8,186.12</b>	<b>11,006.89</b>	<b>11,006.91</b>	<b>9,953.57</b>	<b>11,073.03</b>	<b>17,646.06</b>	<b>11,203.09</b>	<b>11,217.55</b>	<b>11,073.02</b>	<b>11,108.29</b>	<b>17,886.22</b>	<b>131,360.75</b>	<b>32,866.25</b>	<b>80%</b>
3125	8FP	INDIRECT COSTS	6,543.00	.00	.00	.00	.00	.00	6,543.00	.00	.00	.00	.00	.00	6,543.00	.00	100%
3410	8FR	LOCAL TRAVEL	1,970.00	.00	.00	101.42	58.60	148.13	74.09	.00	182.28	127.90	101.64	.00	794.06	1,175.94	40%
3420	8FR	OUT OF COUNTY TRAVEL	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
3530	8FR	TOLL CHARGES	30.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	30.00	0%
3820	8FR	MAINTENANCE OF EQUIPMENT	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
4030	8FR	TRAINING AND EDUCATIONAL COST	600.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	600.00	0%
4110	8FR	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	700.00	.00	.00	.00	.00	55.78	.00	.00	-40.94	23.12	.00	.00	37.96	662.04	5%
4123	8FR	EQUIPMENT LESS THAN \$1000	741.00	.00	.00	.00	.00	.00	.00	.00	.00	139.98	.00	.00	139.98	601.02	19%
4418	8FR	EDUCATIONAL ASSISTANCE PROGRAM	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
4482	8FR	SELF INS-PROP CASUALTY	3,100.00	.00	.00	.00	3,100.00	.00	.00	.00	.00	.00	.00	.00	3,100.00	.00	100%
		<b>TOTAL OPERATIONS</b>	<b>15,184.00</b>	<b>.00</b>	<b>.00</b>	<b>101.42</b>	<b>3,158.60</b>	<b>203.91</b>	<b>6,617.09</b>	<b>.00</b>	<b>141.34</b>	<b>291.00</b>	<b>101.64</b>	<b>.00</b>	<b>10,615.00</b>	<b>4,569.00</b>	<b>70%</b>
		<b>TOTAL UNIT 7523</b>	<b>179,411.00</b>	<b>8,186.12</b>	<b>11,006.89</b>	<b>11,108.33</b>	<b>13,112.17</b>	<b>11,276.94</b>	<b>24,263.15</b>	<b>11,203.09</b>	<b>11,358.89</b>	<b>11,364.02</b>	<b>11,209.93</b>	<b>17,886.22</b>	<b>141,975.75</b>	<b>37,435.25</b>	<b>79%</b>

LPN/DENTAL/HEALTH 7527

OBJECT	APPR	OBJECT NAME	CURRENT												PRE-ENCUMB	ENCUMB ERED	TOTAL YTD	BALANCE	% BUDGET USED YTD	
			BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG						
1120	8FV	REGULAR SALARIES and WAGES	137,357.00	4,586.40	9,145.89	9,172.80	7,899.75	9,172.80	13,136.27	9,172.80	9,172.80	8,836.81	9,239.30	17,530.79	.00	.00	107,066.41	30,290.59	77.95	
1130	8FV	OTHER SALARIES and WAGES	1,700.00	.00	.00	.00	.00	1,207.00	.00	.00	.00	.00	.00	.00	.00	.00	1,207.00	493.00	71.00	
1140	8FV	OVERTIME	1,000.00	.00	.00	.00	.00	50.19	105.70	205.38	319.27	.00	453.42	1,666.55	.00	.00	2,800.51	-1,800.51	280.05	
2110	8FV	FICA TAXES	10,508.00	339.41	676.81	675.18	572.17	765.74	964.77	685.29	693.98	643.86	709.34	1,420.35	.00	.00	8,146.90	2,361.10	77.53	
2120	8FV	RETIREMENT CONTRIBUTION	9,972.00	344.90	687.78	689.80	594.06	693.57	995.81	705.24	713.81	664.53	767.67	1,520.46	.00	.00	8,377.63	1,594.37	84.01	
2130	8FV	LIFE and HEALTH INSURANCE	39,100.00	676.40	1,352.80	1,600.76	1,994.60	1,994.60	2,991.90	1,994.60	1,994.60	1,994.60	1,998.26	3,002.88	.00	.00	21,596.00	17,504.00	55.23	
2131	8FV	HSA/FSA CONTRIBUTION	400.00	.00	.00	.00	1,250.00	-1,250.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	400.00	.00	
3179	8FW	CONTRACT SVC EMPLOY AGENT	10,000.00	.00	1,553.75	.00	.00	1,485.00	2,062.50	261.25	.00	.00	.00	.00	.00	.00	12,622.50	5,362.50	179.85	
3195	8FW	CONTRACT SERVICES MEDICAL CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	17,500.00	.00	.00	.00	.00	.00	.00	.00	126.34	.00	.00	.00	.00	.00	10,000.00	126.34	7,373.66	57.86
3197	8FW	OTHERWISE SPECIFIED	30,000.00	.00	.00	.00	.00	.00	.00	.00	.00	110.00	.00	.00	.00	.00	110.00	29,890.00	.37	
3410	8FW	LOCAL TRAVEL	4,000.00	.00	.00	128.38	87.53	162.91	126.38	.00	239.38	129.09	61.28	81.46	.00	.00	1,016.41	2,983.59	25.41	
3530	8FW	TOLL CHARGES	100.00	.00	.00	8.14	3.77	9.28	.00	.00	5.46	.00	.00	.00	.00	.00	26.65	73.35	26.65	
3720	8FW	COMMUNICATIONS	5,000.00	.00	69.19	98.10	98.10	97.95	98.07	99.12	99.36	99.36	99.36	99.24	.00	.00	957.85	4,042.15	19.16	
4020	8FW	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	.00	
4110	8FW	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	2,000.00	.00	.00	.00	40.86	.00	.00	.00	388.97	114.80	217.19	.00	.00	.00	761.82	1,238.18	38.09	
4115	8FW	MISCELLANEOUS OPERATING SUPPLIES	5,000.00	.00	.00	.00	2,208.42	.00	.00	.00	1,237.00	1,454.04	610.48	467.70	.00	.00	5,977.64	-977.64	119.55	
4121	8FW	COMPUTER EQUIPMENT LESS THAN \$500	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,760.00	95.00	.00	.00	1,855.00	145.00	92.75	
4123	8FW	EQUIPMENT LESS THAN \$1000	2,000.00	.00	.99	.00	120.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	120.99	1,879.01	6.05	
4143	8FW	MEDandSURG SUPPLIES	8,350.00	.00	.00	.00	2,043.04	.00	.00	.00	405.08	.00	.00	2,755.00	.00	.00	5,203.12	3,146.88	62.31	
4175	8FW	CLOTHING AND WEARING APPAREL	150.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	119.68	.00	.00	.00	119.68	30.32	79.79	
4418	8FW	EDUCATIONAL ASSISTANCE PROGRAM	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00	
4450	8FW	PARENT ACTIVITY FUND	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00	
			<b>CURRENT</b>																	
OBJECT	APPR	OBJECT NAME	BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	PRE-ENCUMB	ENCUMB ERED	TOTAL YTD	BALANCE	% BUDGET USED YTD
			288,637.00	5,947.11	13,487.21	12,373.16	16,912.30	14,389.04	20,481.40	13,123.68	15,396.05	14,047.09	16,035.98	28,639.43	.00	.00	22,622.50	170,832.45	95,182.05	67.02

DISABILITIES 7526

OBJECT	APPR	OBJECT NAME	CURRENT												PRE-	ENCUMB	TOTAL	YTD	BALANCE	% BUDGET USED
			BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP AMOUNT	BERED				
1120	8FI	REGULAR SALARIES and WAGES	202,556.00	12,227.80	15,576.97	16,393.92	14,839.05	17,119.22	24,068.78	16,364.80	15,598.19	16,656.10	13,775.96	22,366.41	.00	.00	.00	184,987.00	17,569.00	91.33
1130	8FI	OTHER SALARIES and WAGES	30,000.00	.00	.00	.00	.00	1,183.20	2,386.80	1,951.60	2,210.00	1,227.40	588.20	.00	.00	.00	.00	9,547.20	20,452.80	31.82
1140	8FI	OVERTIME	1,200.00	60.10	.00	79.40	.00	460.26	.00	.00	.00	.00	.00	.00	.00	.00	.00	599.76	600.24	49.98
2110	8FI	FICA TAXES	15,494.00	869.11	1,097.13	1,165.71	1,038.09	1,328.77	1,863.98	1,294.61	1,263.39	1,245.27	976.01	1,541.97	.00	.00	.00	13,684.04	1,809.96	88.32
2120	8FI	RETIREMENT CONTRIBUTION	15,232.00	924.05	1,171.41	1,238.82	1,115.91	1,321.99	1,810.00	1,230.65	1,173.00	1,252.56	1,091.05	1,771.42	.00	.00	.00	14,100.86	1,131.14	92.57
2130	8FI	LIFE and HEALTH INSURANCE	39,600.00	2,278.87	3,039.04	3,039.04	3,278.50	3,278.50	4,917.75	3,278.50	3,378.50	3,727.22	3,727.22	5,590.83	.00	.00	.00	39,533.97	66.03	99.83
2131	8FI	HSA/FSA CONTRIBUTION	600.00	.00	.00	.00	3,250.00	-3,250.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	600.00	.00
2200	8FI	PAYMENTS TO OPEB TRUST	1,754.00	.00	.00	.00	.00	.00	2,488.00	.00	.00	.00	.00	.00	.00	.00	.00	2,488.00	-734.00	141.85
			306,436.00	16,359.73	20,884.55	21,916.89	23,521.55	21,441.94	37,535.31	24,120.16	23,623.08	24,108.55	20,158.44	31,270.63	.00	.00	.00	264,940.83	41,495.17	86.46
3195	8FK	CONTRACT SERVICES MEDICAL	57,000.00	.00	.00	2,202.00	1,026.00	1,677.00	3,891.00	3,716.00	4,384.00	3,145.00	3,482.00	156.00	.00	.00	77,006.00	23,679.00	-43,685.00	176.64
3275	8FK	MEDICAL SVCS	99,370.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	99,370.00	.00
3410	8FK	LOCAL TRAVEL	5,000.00	.00	.00	62.61	275.95	465.70	388.98	.00	685.63	429.87	211.55	.00	.00	.00	.00	2,520.29	2,479.71	50.41
3530	8FK	TOLL CHARGES	50.00	.00	.00	.00	5.45	13.91	4.36	.00	23.46	13.92	.00	.00	.00	.00	.00	61.10	-11.10	122.20
3720	8FK	COMMUNICATIONS	1,250.00	.00	98.10	98.10	98.10	97.95	97.95	99.12	99.36	132.48	132.48	132.32	.00	.00	.00	1,085.96	164.04	86.88
4020	8FK	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	3,200.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,289.90	.00	910.10	71.56
4110	8FK	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	3,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,000.00	.00
4115	8FK	MISCELLANEOUS OPERATING SUPPLIES	3,750.00	.00	.00	19.18	.00	.00	266.00	.00	.00	.00	2,180.00	9,510.30	.00	.00	10,073.70	11,975.48	-18,299.18	587.98
4121	8FK	COMPUTER EQUIPMENT LESS THAN \$500	1,800.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,760.00	.00	.00	.00	.00	1,760.00	40.00	97.78
4143	8FK	MEDandSURG SUPPLIES	630.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	599.15	.00	.00	.00	599.15	30.85	95.10
4418	8FK	EDUCATIONAL ASSISTANCE	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00
4482	8FK	PROGRAM	5,060.00	.00	.00	.00	5,060.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,060.00	.00	100.00
6410	7FJ	SELF INS-PROP CASUALTY EQUIPMENT	20,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	18,470.00	.00	.00	.00	18,470.00	1,530.00	92.35
			623,106.00	21,817.73	4,373.05	35,708.38	29,987.05	23,696.50	42,183.60	27,935.28	28,815.53	27,829.82	27,924.47	60,138.40	.00	.00	89,369.60	330,409.81	203,326.59	67.37

PCFE 7528

OBJECT APPR	OBJECT NAME	CURRENT												SEP	PRE-ENCUMB	ENCUMB	TOTAL	YTD	BALANCE	% BUDGET
		BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG							
1120	8FX REGULAR SALARIES and WAGES	933,988.00	37,869.23	81,654.28	78,707.62	69,485.68	73,267.38	110,578.86	75,466.07	75,275.20	78,436.71	78,394.48	113,046.37	.00	.00	.00	872,201.88	61,786.12	93.38	
1130	8FX OTHER SALARIES and WAGES	10,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	10,000.00	.00	
1140	8FX OVERTIME	5,000.00	49.68	730.59	234.98	.00	481.28	1,054.59	598.39	5,371.38	3,918.26	4,086.88	4,548.78	.00	.00	.00	21,074.81	-16,074.81	421.50	
2110	8FX FICA TAXES	71,450.00	2,740.26	5,978.41	5,694.67	4,973.42	5,295.66	8,019.04	5,455.49	5,934.22	5,938.76	5,948.44	8,455.40	.00	.00	.00	64,433.77	7,016.23	90.18	
2120	8FX RETIREMENT CONTRIBUTION	67,808.00	2,853.01	6,195.34	5,503.68	5,225.32	5,545.89	8,394.73	5,720.03	6,064.63	6,193.06	6,532.48	9,305.29	.00	.00	.00	67,533.46	274.54	99.60	
2130	8FX LIFE and HEALTH INSURANCE	255,000.00	8,022.17	16,044.34	15,554.12	17,014.62	17,021.94	25,000.89	17,384.22	19,034.22	17,391.54	17,391.54	25,815.74	.00	.00	.00	195,675.34	59,324.66	76.74	
2131	8FX HSA/FSA CONTRIBUTION	2,500.00	.00	.00	.00	8,000.00	-8,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,500.00	.00	
3410	8FY LOCAL TRAVEL	5,000.00	.00	.00	272.31	324.09	605.07	303.90	.00	341.97	370.19	137.86	99.50	.00	.00	.00	2,454.89	2,545.11	49.10	
3530	8FY TOLL CHARGES	100.00	.00	.00	5.47	16.02	49.16	3.82	.00	13.37	33.03	7.64	.00	.00	.00	.00	128.51	-28.51	128.51	
3720	8FY COMMUNICATIONS	8,000.00	.00	220.80	220.80	220.80	220.61	220.61	222.56	222.87	222.87	222.87	222.70	.00	.00	.00	2,217.49	5,782.51	27.72	
	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	.00	
4020	8FY OFFICE SUPPLIES (NOT INCLUDING PRINTING)	7,000.00	.00	.00	1,985.98	.00	.00	.00	1,139.47	1,475.76	349.65	.00	.00	.00	.00	.00	4,950.86	2,049.14	70.73	
4110	8FY MISCELLANEOUS OPERATING SUPPLIES	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	.00	
4115	8FY COMPUTER EQUIPMENT LESS THAN \$500	2,000.00	.00	.00	.00	.00	.00	.00	.00	95.00	.00	.00	.00	.00	.00	.00	95.00	1,905.00	4.75	
4121	8FY EQUIPMENT LESS THAN \$1000	2,000.00	.00	.00	109.99	.00	.00	.00	.00	.00	.00	161.32	.00	.00	.00	.00	271.31	1,728.69	13.57	
4412	8FY PROMOTIONAL EXPENSES	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,000.00	.00	
	EDUCATIONAL ASSISTANCE	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00	
4418	8FY PROGRAM	9,216.00	.00	.00	.00	.00	.00	.00	.00	1,377.44	2,165.00	.00	.00	.00	.00	.00	3,542.44	5,673.56	38.44	
4450	8FY PARENT ACTIVITY FUND																			
		<b>CURRENT</b>													<b>PRE-ENCUMB</b>	<b>ENCUMB</b>	<b>TOTAL</b>			
		<b>BUDGET</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>ENCUMB</b>	<b>ERED</b>	<b>YTD</b>	<b>BALANCE</b>	<b>%</b>	
		1,389,062.00	51,554.35	110,823.76	108,289.62	105,259.95	94,486.99	153,576.44	105,986.23	115,206.06	115,019.07	112,883.51	161,493.78	.00	.00	.00	1,234,579.76	154,482.24	88.88	

TRAINING 7525

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	PRE- ENCUMBE	ENCUMB ERED	TOTAL YTD	BALANCE	% BUDGET USED YTD
3185	8FH	CONTRACT SVC-TRAINING	11,070.00	.00	.00	.00	.00	.00	7,450.00	.00	400.00	.00	4,350.00	11,299.00	.00	.00	.00	23,499.00	-12,429.00	212.28
		CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	5,000.00	.00	.00	.00	1,125.00	.00	.00	.00	8,200.00	.00	.00	.00	.00	.00	.00	9,325.00	-4,325.00	186.50
3420	8FH	OUT OF COUNTY TRAVEL	17,700.00	.00	709.95	1,531.41	1,602.92	2,227.41	3,710.91	446.71	3,364.74	3,765.33	5,762.06	-116.40	.00	.00	.00	23,005.04	-5,305.04	129.97
3610	8FH	RENTAL OF EQUIPMENT	1,000.00	.00	.00	.00	.00	1,095.90	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,095.90	-95.90	109.59
3620	8FH	LEASES-BUILDINGS/STRUCTURES	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	4,880.00	.00	.00	.00	.00	4,880.00	-2,880.00	244.00
3910	8FH	GRAPHIC REPROD SVCS	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00
		BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00
4030	8FH	TRAINING AND EDUCATIONAL COST	63,550.00	.00	.00	770.00	3,950.00	853.00	2,106.96	.00	9,651.47	5,220.00	2,890.00	8,225.00	.00	.00	.00	33,666.43	29,883.57	52.98
4040	8FH	LICENSE AND CERTIFICATION FEES	1,000.00	.00	.00	.00	.00	-150.00	300.00	200.00	1,375.00	-225.00	4,325.00	.00	.00	.00	.00	5,825.00	-4,825.00	582.50
		OFFICE SUPPLIES (NOT INCLUDING PRINTING)	2,771.00	.00	.00	.00	.00	.00	.00	563.82	.00	.00	.00	.00	.00	.00	.00	563.82	2,207.18	20.35
		MISCELLANEOUS OPERATING SUPPLIES	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	.00
4116	8FH	EVENT/MEAL REIMBURSEMENTS	4,500.00	.00	.00	.00	.00	.00	.00	243.17	290.90	527.02	.00	127.63	.00	.00	.00	1,188.72	3,311.28	26.42
		EDUCATIONAL ASSISTANCE PROGRAM	10,300.00	.00	.00	1,250.00	4,350.00	4,346.10	.00	.00	.00	.00	.00	.00	.00	.00	.00	9,946.10	353.90	96.56
			CURRENT BUDGET															TOTAL YTD	BALANCE	% BUDGET USED YTD
			122,891.00	.00	709.95	3,551.41	11,027.92	8,372.41	13,567.87	1,453.70	23,282.11	9,287.35	22,207.06	19,535.23	.00	.00	.00	112,995.01	9,895.99	91.95



09/07/2017 PAGE: 1  
 ORANGE COUNTY  
 Department 062  
 FY 2017 Monthly Expense Report  
 For the selected Department and Unit, by Object and Appropriation

Through 09/07/2017

FUND: 8290 DEPT: 062 UNIT: 7536

	OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	PRE-ENCUMB. AMOUNT	ENCUMB AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1	1120	8EA	REGULAR SALARIES and WAGES	\$ 855,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ 4,252.80	.00	.00	.00	\$ 4,252.80	\$ 850,747.20	.50
	2110	8EA	FICA TAXES	\$ 65,408.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ 276.15	.00	.00	.00	\$ 276.15	\$ 65,131.85	.42
	2120	8EA	RETIREMENT CONTRIBUTION	\$ 67,631.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ 336.84	.00	.00	.00	\$ 336.84	\$ 67,294.16	.50
	2130	8EA	LIFE and HEALTH INSURANCE	\$ 85,333.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ 1,845.32	.00	.00	.00	\$ 1,845.32	\$ 83,487.68	2.16
	2131	8EA	HSA/FSA CONTRIBUTION	\$ 100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ -	.00	.00	.00	\$ -	\$ 100.00	.00
	2200	8EA	PAYMENTS TO OPEB TRUST	\$ 5,583.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ -	.00	.00	.00	\$ -	\$ 5,583.00	.00
	OBJECT CATEGORY 1			\$ 1,079,055.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ 6,711.11	.00	.00	.00	\$ 6,711.11	\$ 1,072,343.89	.62
2	3125	8EB	INDIRECT COSTS	\$ 42,498.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ -	.00	.00	.00	\$ -	\$ 42,498.00	.00
	3185	8EC	CONTRACT SVC-TRAINING	\$ 1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ -	.00	.00	.00	\$ -	\$ 1,500.00	.00
	4020	8EC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	\$ 25,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ -	.00	.00	.00	\$ -	\$ 25,000.00	.00
	4110	8EC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	\$ 31,255.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ -	.00	.00	.00	\$ -	\$ 31,255.00	.00
	4115	8EC	MISCELLANEOUS OPERATING SUPPLIES	\$ 30,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ -	.00	.00	.00	\$ -	\$ 30,000.00	.00
	4123	8EC	EQUIPMENT LESS THAN \$1000	\$ 10,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ -	.00	.00	.00	\$ -	\$ 10,000.00	.00
	4482	8EC	SELF INS-PROP CASUALTY	\$ 1,092.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ -	.00	.00	.00	\$ -	\$ 1,092.00	.00
	OBJECT CATEGORY 2			\$ 141,345.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ -	.00	.00	.00	\$ -	\$ 141,345.00	.00
	*TOTAL UNIT_CD 7536			\$ 1,220,400.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ 6,711.11	.00	.00	.00	\$ 6,711.11	\$ 1,213,688.89	.55
	TOTAL			\$ 1,220,400.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ 6,711.11	.00	.00	.00	\$ 6,711.11	\$ 1,213,688.89	.55

Through 09/07/2017

FUND: 8299 DEPT: 062 UNIT: 7538

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	PRE-ENCUMB. AMOUNT	ENCUMB. AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD	
1	1120	7EA	REGULAR SALARIES and WAGES	\$ 696,350.00	.00	.00	\$ 79,360.49	\$ 38,664.63	\$ 36,655.85	\$ 42,543.41	\$ 35,397.01	\$ 115,588.14	\$ 105,297.90	\$ 94,206.70	\$ (1,063.20)	.00	.00	\$ 546,650.93	\$ 149,699.07	78.50
	2110	7EA	FICA TAXES	\$ 53,673.00	.00	.00	\$ 5,782.96	\$ 2,812.91	\$ 2,655.23	\$ 3,076.21	\$ 2,543.13	\$ 8,351.16	\$ 7,613.25	\$ 6,850.07	\$ (69.03)	.00	.00	\$ 39,615.89	\$ 14,057.11	73.81
	2120	7EA	RETIREMENT CONTRIBUTION	\$ 52,295.00	.00	.00	\$ 6,038.87	\$ 2,944.16	\$ 2,792.63	\$ 3,236.68	\$ 2,722.53	\$ 8,882.89	\$ 8,095.96	\$ 7,226.67	\$ (84.21)	.00	.00	\$ 41,856.18	\$ 10,438.82	80.04
	2130	7EA	LIFE and HEALTH INSURANCE	\$ 170,857.00	.00	.00	\$ 19,330.20	\$ 9,701.13	\$ 9,431.19	\$ 11,156.73	\$ 9,994.83	\$ 31,963.20	\$ 29,401.45	\$ 25,767.73	\$ (461.33)	.00	.00	\$ 146,285.13	\$ 24,571.87	85.62
	2150	7EA	UNEMPLOYMENT COMPENSATION	\$ 2,000.00	.00	.00	\$ -	\$ -	\$ -	\$ (1,012.00)	\$ -	\$ -	\$ -	\$ -	\$ -	.00	.00	\$ (1,012.00)	\$ 3,012.00	-50.60
OBJECT CATEGORY 1			\$ 975,175.00	.00	.00	\$ 110,512.52	\$ 54,122.83	\$ 51,534.90	\$ 59,001.03	\$ 50,657.50	\$ 164,785.39	\$ 150,408.56	\$ 134,051.17	\$ (1,677.77)	.00	.00	\$ 773,396.13	\$ 201,778.87	79.31	
2	3125	7EB	INDIRECT COSTS	\$ 42,498.00	.00	.00	\$ -	\$ -	\$ -	\$ 42,498.00	\$ -	\$ -	\$ -	\$ -	\$ -	.00	.00	\$ 42,498.00	\$ -	100.00
	3185	7EC	CONTRACT SVC-TRAINING	\$ 1,300.00	.00	.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	.00	.00	\$ -	\$ 1,300.00	.00
	3410	7EC	LOCAL TRAVEL	\$ 500.00	.00	.00	\$ -	\$ -	\$ -	\$ 12.46	\$ -	\$ 63.28	\$ 25.37	\$ -	\$ -	.00	.00	\$ 101.11	\$ 398.89	20.22
	3530	7EC	TOLL CHARGES	\$ 100.00	.00	.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	.00	.00	\$ -	\$ 100.00	.00
	4020	7EC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	\$ 476.00	.00	.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	.00	.00	\$ -	\$ 476.00	.00
	4030	7EC	TRAINING AND EDUCATIONAL COST	\$ 200.00	.00	.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 190.00	\$ -	\$ -	.00	.00	\$ 190.00	\$ 10.00	95.00
	4110	7EC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	\$ 5,400.00	.00	.00	\$ -	\$ -	\$ -	\$ 124.33	\$ 239.27	\$ -	\$ 92.78	\$ 25.74	\$ -	.00	.00	\$ 482.12	\$ 4,917.88	8.93
	4115	7EC	MISCELLANEOUS OPERATING SUPPLIES	\$ 7,880.00	.00	.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	.00	.00	\$ -	\$ 7,880.00	.00
	4123	7EC	EQUIPMENT LESS THAN \$1000	\$ 5,000.00	.00	.00	\$ -	\$ -	\$ -	\$ 96.59	\$ -	\$ -	\$ -	\$ -	\$ -	.00	.00	\$ 96.59	\$ 4,903.41	1.93
	4482	7EA	SELF INS-PROP CASUALTY	\$ 162.00	.00	.00	\$ -	\$ 1,092.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	.00	.00	\$ 1,092.00	\$ (930.00)	674.07
OBJECT CATEGORY 2			\$ 63,516.00	.00	.00	\$ -	\$ 1,092.00	\$ -	\$ 42,510.46	\$ 220.92	\$ 302.55	\$ 25.37	\$ 282.78	\$ 25.74	\$ -	.00	.00	\$ 44,459.82	\$ 19,056.18	70.00
*TOTAL UNIT_CD 7538			\$ 1,038,691.00	.00	.00	\$ 110,512.52	\$ 55,214.83	\$ 51,534.90	\$ 101,511.49	\$ 50,878.42	\$ 165,087.94	\$ 150,433.93	\$ 134,333.95	\$ (1,652.03)	.00	.00	\$ 817,855.95	\$ 220,835.05	78.74	
TOTAL			\$ 1,038,691.00	.00	.00	\$ 110,512.52	\$ 55,214.83	\$ 51,534.90	\$ 101,511.49	\$ 50,878.42	\$ 165,087.94	\$ 150,433.93	\$ 134,333.95	\$ (1,652.03)	.00	.00	\$ 817,855.95	\$ 220,835.05	78.74	

CH Full Name	Comp Supp Name	Item Total	Placeholder for Date Field	GL: FUND	GL: DEPT	GL: UNIT_	GL: OBJ
FLORES, DAISY	INTERPRETEK	\$110.00	8/3/2017	7007	062	7527	3197
FLORES, DAISY	WINN-DIXIE	\$25.34	8/24/2017	7007	062	7522	4116
FLORES, DAISY	PUBLIX #692	\$21.94	8/25/2017	7007	062	7522	4116
GRULLON, JULIO	THE HOME DEPOT	\$112.96	8/14/2017	7007	062	7522	4115
GRULLON, JULIO	ALLEN LOCK COMPANY	\$107.65	8/14/2017	7007	062	7522	4115
GRULLON, JULIO	THE HOME DEPOT	\$196.52	8/18/2017	7007	062	7522	4115
GRULLON, JULIO	ALLEN LOCK COMPANY	\$23.70	8/21/2017	7007	062	7522	4115
GRULLON, JULIO	THE HOME DEPOT	\$38.94	8/31/2017	7007	062	7522	4115
GRULLON, JULIO	THE HOME DEPOT	\$58.63	8/31/2017	7007	062	7522	4115
GRULLON, JULIO	THE HOME DEPOT	\$485.10	9/1/2017	7007	062	7522	4115
JOHNSON, JUNE	OC FIRE RESCUE FEES	\$59.00	8/23/2017	7007	062	7522	3167
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$13.98	8/2/2017	7007	062	7522	3610
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$17.97	8/2/2017	7007	062	7522	3610
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$20.97	8/2/2017	7007	062	7522	3610
JOHNSON, JUNE	SITE STORAGE,	\$85.00	8/3/2017	7007	062	7522	3610
JOHNSON, JUNE	SITE STORAGE INC	(\$65.17)	8/14/2017	7007	062	7522	3610
JOHNSON, JUNE	OFFICE DEPOT	\$311.64	9/1/2017	7007	062	7522	4110
JOHNSON, JUNE	AMAZON.COM	\$134.91	8/16/2017	7007	062	7522	4123
JOHNSON, JUNE	OFFICE DEPOT	\$68.64	8/31/2017	7007	062	7522	4123
MOORE, SANDRA	PAYPAL ITCUSA	\$1,265.16	8/10/2017	7007	062	7522	3197
MOORE, SANDRA	OFFICE DEPOT	\$1,232.73	8/4/2017	7007	062	7528	4110
MOORE, SANDRA	OFFICE DEPOT	\$24.99	8/4/2017	7007	062	7521	4110
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	\$155.70	8/4/2017	7007	062	7528	4110
MOORE, SANDRA	OFFICE DEPOT	\$233.33	8/7/2017	7007	062	7521	4110
MOORE, SANDRA	OFFICE DEPOT	\$49.96	9/1/2017	7007	062	7527	4110
MOORE, SANDRA	OFFICE DEPOT	\$39.19	9/1/2017	7007	062	7527	4110
MOORE, SANDRA	OFFICE DEPOT	\$94.49	9/1/2017	7007	062	7522	4110
MOORE, SANDRA	OFFICE DEPOT	\$81.19	9/1/2017	7007	062	7522	4110
MOORE, SANDRA	OFFICE DEPOT	\$19.90	9/1/2017	7007	062	7527	4115
MOORE, SANDRA	OFFICE DEPOT	\$132.54	9/1/2017	7007	062	7527	4115
MOORE, SANDRA	PUBLIX #436	\$18.44	8/17/2017	7007	062	7522	4116
MOORE, SANDRA	JASON'S DELI ORS	\$300.23	8/17/2017	7007	062	7522	4116
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6871	\$80.69	8/7/2017	7007	062	7521	4121
MOORE, SANDRA	OFFICE DEPOT	\$349.80	9/1/2017	7007	062	7527	4121
MOORE, SANDRA	OFFICE DEPOT	\$137.28	8/7/2017	7007	062	7521	4123
MOORE, SANDRA	CDW GOVT #JTJ7222	\$13.01	8/14/2017	7007	062	7522	4123
MOORE, SANDRA	OFFICE DEPOT	\$76.56	9/1/2017	7007	062	7527	4123
ORLEMAN, EILEEN	TEACHSTONE	\$200.00	8/10/2017	7007	062	7526	4040
ORLEMAN, EILEEN	TEACHSTONE	\$100.00	8/14/2017	7007	062	7526	4040
ORLEMAN, EILEEN	TEACHSTONE	\$100.00	8/18/2017	7007	062	7526	4040
ORLEMAN, EILEEN	PUBLIX #405	\$142.84	8/21/2017	0001	062	7529	4116
ORLEMAN, EILEEN	IN ELAINES EMBROIDERY AN	\$125.00	8/11/2017	0001	062	7529	4175
RIVERA, LIMARYS	TEACHSTONE	\$100.00	8/25/2017	7007	062	7522	4030
RIVERA, LIMARYS	LAKESHORE LEARNING	\$319.36	8/2/2017	7007	062	7522	4115
RIVERA, LIMARYS	DICKS SPORTING	\$28.95	8/2/2017	7007	062	7522	4115
SHEIKH, SHAMIN	BOS TAXI 1502	\$47.50	8/8/2017	7007	062	7525	3420
SHEIKH, SHAMIN	SQ SUKBIR PABLA GO	\$37.00	8/11/2017	7007	062	7525	3420
SHEIKH, SHAMIN	HYATT HOTELS CAMBRIDGE	\$899.58	8/14/2017	7007	062	7525	3420
SHEIKH, SHAMIN	USPS PO 1169430820	\$39.60	8/24/2017	7007	062	7521	3510
SHEIKH, SHAMIN	PUBLIX #605	\$31.08	8/2/2017	7407	062	7524	4135
SHEIKH, SHAMIN	APNA BAZAAR	\$71.91	8/3/2017	7407	062	7524	4135
SHEIKH, SHAMIN	PUBLIX #1122	\$169.80	8/14/2017	7407	062	7524	4135
SHEIKH, SHAMIN	WAL-MART #0890	\$80.01	8/14/2017	7407	062	7524	4135
SHEIKH, SHAMIN	PUBLIX #1122	\$5.99	8/15/2017	7407	062	7524	4135
SHEIKH, SHAMIN	PUBLIX #436	\$61.34	8/17/2017	7407	062	7524	4135
SHEIKH, SHAMIN	WAL-MART #0890	\$96.32	8/18/2017	7407	062	7524	4135
SHEIKH, SHAMIN	GFS STORE #1971	(\$131.96)	8/18/2017	7407	062	7524	4135
SHEIKH, SHAMIN	GFS STORE #1971	\$225.94	8/18/2017	7407	062	7524	4135
SHEIKH, SHAMIN	WINN-DIXIE	\$11.58	8/25/2017	7407	062	7524	4135
SHEIKH, SHAMIN	WAL-MART #0890	\$9.92	8/29/2017	7407	062	7524	4135
SMITH, KERRY-ANN	HYATT HOTELS CAMBRIDGE	\$899.58	8/14/2017	7007	062	7525	3420
SMITH, KERRY-ANN	WM SUPERCENTER	\$15.52	8/2/2017	7407	062	7524	4130
SMITH, KERRY-ANN	WM SUPERCENTER	\$107.48	8/15/2017	7407	062	7524	4135
SMITH, KERRY-ANN	CARIBBEAN SUPERCENT	\$71.72	8/15/2017	7407	062	7524	4135
SMITH, KERRY-ANN	PUBLIX #331	\$80.99	8/15/2017	7407	062	7524	4135
SMITH, KERRY-ANN	WM SUPERCENTER	\$134.85	8/15/2017	7407	062	7524	4135
SMITH, KERRY-ANN	PUBLIX #761	\$85.60	8/16/2017	7407	062	7524	4135
SMITH, KERRY-ANN	PUBLIX #331	\$4.00	8/21/2017	7407	062	7524	4135
SMITH, KERRY-ANN	PUBLIX #331	\$22.76	8/31/2017	7407	062	7524	4135
SMITH, KERRY-ANN	WAL-MART #1220	\$161.82	8/31/2017	7407	062	7524	4135
SMITH, KERRY-ANN	PUBLIX #436	\$54.20	8/31/2017	7407	062	7524	4135
SMITH, KERRY-ANN	PUBLIX #761	\$18.36	8/31/2017	7407	062	7524	4135

**Orange County Head Start  
Policy Council  
Meeting: September 28, 2017  
Director's Program Information Update**

**Local Head Start Information**

Orange County Head Start experienced a very busy summer with a huge relocation project. Orange County closed four sites this summer due to the data provided in the community assessment or at the request of Orange County Public Schools. The program also opened four new sites based on growth noted in the community assessment. The new centers included Washington Shores Elementary, McCoy Elementary, Three Points Elementary and Frontline Outreach Center. The project included the moving of a total of 47 classrooms. The project started early June, and was completed the first week of August. The program continues to work through issues such as technology, and ensuring all facilities meet Department of Children & Families standards and federal regulations. The project was led by Monitoring & Evaluation Coordinator Ashley Gay

Orange County Head Start in collaboration with Capital Projects completed year 3 of the ADA playground project. Hal Marston and Bithlo received new equipment that is ADA accessible, and Pine Hills, Lila Mitchell and John Bridges all received sidewalk projects making the playgrounds accessible for children with disabilities.

Orange County Head Start hosted a successful two day Professional Development conference at the Orange County Convention Center. All employees were in attendance and participated in various trainings as it relates to job position. The conference included a track for teachers/assistants, and a track for Family Service Workers. The unit staff completed trainings such as Safe Medication Practices, Standards of Excellence in the Teaching Environment, CLASS, Establishing Successful Community Partnerships and many more. Staff completed evaluations noting the professional development conference being extremely effective and successful.

Orange County Head Start successfully started the school year on August 14, 2017 with all 22 centers and 84 classrooms opening. The program accepted 1536, and on the first day started with 1496 enrolled, 45 children were unable to start due to not having up to date medical documentations. The LPNs and Family Service Workers worked in collaboration to obtain the necessary documentation. As OCHS continues in the first 45 days of the program, children are receiving all the required screenings such as heights, weights, vision, blood pressure, speech & language, social & emotional and developmental screenings.

Orange County Head Start is recognizing September as Attendance Awareness Month. Our goal this year is to ensure that every student attends school regularly. The program has established new procedures aligning with the Head Start Program Performance Standards. OCHS is implementing strategies such as attendance action plans, attendance webinars at parent meetings and discussions during weekly team meetings. A student missing 10 percent of preschool (2 days per month) can make it harder to develop early reading skills, makes it harder to get ready for kindergarten and first grade and could lead to developing poor attendance patterns. A child is less likely to succeed if he or she is chronically absent, which means missing 18 or more days over the course of an entire school year.

### **Region IV Head Start Updates:**

OCHS received the final report from the Consumer Financial Protection Bureau's (CFPB) Pathways Project from February 2017 to September 2017. The Family Service Workers received train the trainer on the financial literacy program and implemented the training throughout all 22 centers. Due to the high demand from parents, the Bureau staff will return this month to complete additional training for parents.

Region IV provided the Notice of Award for the remaining of the 2016/2017 grant as well as the COLA benefits. OCHS will work hard to complete the budget transfers, submit all purchase orders and provide a more accurate report of expenditures. The fiscal program manager continues to work fully on the purchase of the vehicle for warehouse personnel.

Orange County Head Start uploaded the Program Information Report (PIR) on August 30, 2017, and will review the results with the Region IV Program Specialist.

### **National Head Start Updates:**

**Office of Head Start (OHS) has declared September as National Preparedness Month.** OHS encouraged programs to use this as an opportunity for Head Start programs and families to strengthen their readiness and response capacity. Programs can also promote a better understanding of how children might respond to tragic events and share their plans to provide support. Head Start programs are strongly encouraged to use National Preparedness Month to engage in planning and conduct drills. OSH requested programs to update agreements with community partners (e.g., fire and police department personnel and off-site shelter-in-place locations) and to ensure they are aware of any changes in your programs' preparedness activities.

Orange County Head Start spoke with children and families about what it means to be prepared. Information was provided in the parent meetings regarding how the program responds to emergency situations. The program conducted several activities and programs throughout Orange County Government to ensure residents are knowledgeable.

Office of Head Start issued the Program Instruction (PI) Federal Reporting of Standard Forms (SF) 425 and 428 on 8/21/2017. Programs are encouraged to add procedures to internal policies that align with the PI. The PI notifies grantees of the requirements for submission of the Federal Financial Report Standard Form (SF)-425 for cash transactions and for expenditures to the U.S. Department of Health and Human Services (HHS) Payment Management System. All Head Start grantees are required to submit financial reports detailing the cash transactions made for its federal award(s) and separate reports detailing the expenditures made for the same award(s). For most grantees, filing requirements are satisfied using the same report, Federal Financial Report SF-425. This reporting method became effective with the FY 2016 financial reports.

The office of Head Start provided additional communication to programs regarding **ACF-IM-HS-16-01 Expulsion and Suspension Policy Statement** (attached). The Information Memorandum highlights requirements in the Head Start Program Performance Standards related to expulsion and suspension. It also encourages Head Start grantees and delegates to adopt practices set forth in the **Policy Statement on Expulsion and Suspension in Early Childhood Settings** issued by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Education (ED). Appendices 1 and 2 offer free resources grantees can use in their implementation efforts. Orange County Head Start continues to follow the Information Memorandum with not suspending children.

# Expulsion and Suspension Policy Statement

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 [eclkc.ohs.acf.hhs.gov/policy/early-childhood-16-17](https://eclkc.ohs.acf.hhs.gov/policy/early-childhood-16-17)

To: Head Start and Early Head Start Grantees and Delegates, and Other Interested Parties

## Related References:

- Improving Head Start for School Readiness Act of 2007
- Head Start Program Performance Standards (2016)
- U.S. Departments of Health and Human Services and Education Policy Statement on Expulsion and Suspension in Early Childhood Settings (2014)<sup>1</sup>

## Information:

### **Purpose:**

This Information Memorandum highlights new requirements in the Head Start Program Performance Standards related to expulsion and suspension. It also encourages Head Start grantees and delegates to adopt practices set forth in the Policy Statement on Expulsion and Suspension in Early Childhood Settings issued by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Education (ED). Appendices 1 and 2 offer free resources grantees can use in their implementation efforts.

### **Background:**

The Head Start Program Performance Standards (2016) prohibit programs from expelling or un-enrolling children from Head Start because of a child's behavior in 45 CFR §1302.17. These Standards also require programs to prohibit or severely limit the use of suspension due to a child's behavior. Programs are required to partner with families, consult with specialists, help the child and family obtain additional services as appropriate, and take all possible steps to ensure the child's successful participation in the program.

Aligned with the Head Start Program Performance Standards, HHS and ED released a joint policy statement [PDF, 189KB] with state and local recommendations to address expulsion and suspension in early learning settings, including in Head Start programs. The policy statement affirms the Departments' efforts to prevent and eventually eliminate expulsion and suspension in all early childhood settings and support young children's social, emotional, and behavioral development. The policy statement also provides information about resources that are available at no cost to programs.

Neuroscientists agree that the first five years of a child's life are critical for building the foundation of learning, health, and wellness needed for success in school and later in life. While access to high-quality early learning can have important benefits on children's development and learning, expulsion and suspension from such programs can have detrimental effects, particularly on children's social and emotional development and learning outcomes. Expulsion and suspension are stressful and negative experiences for children, their families, and their teachers and can negatively affect child development and outcomes. Research indicates that expulsion and suspension early in a child's life predicts expulsion and suspension later in school. Children who are expelled or suspended from school are as much as 10 times more likely to drop out of high school, experience academic failure, hold negative school attitudes, and face incarceration than those who were never suspended or expelled.

Furthermore, data consistently show racial disparities in expulsion and suspension. For example, recent data from ED's Office of Civil Rights indicate that African-American boys make up 19 percent of preschool enrollment, but 45 percent of preschoolers suspended. African-American girls represent 20 percent of female preschool enrollment, but

54 percent of female preschoolers suspended.<sup>2</sup>

Though each case is different, suspensions and expulsions may be products of misguided or absent policies and/or insufficient training and support services for staff, especially in managing challenging behavior, recognizing trauma, and promoting social and emotional development. Research indicates that disparities in these practices may be influenced by implicit biases, uneven implementation of discipline policies, and under-resourced, inadequate education and training for teachers, especially in self-reflective strategies to identify and correct potential biases in perceptions and practice.

#### **Guidance:**

Aligned with the new requirements on expulsion and suspension found at 45 CFR §1302.17 of the Head Start Program Performance Standards, grantees are encouraged to implement the following recommendations included in the HHS and ED federal policy statement. A brief summary of program-level recommendations is below, but we urge grantees to read the Policy Statement on Expulsion and Suspension in Early Childhood Settings [PDF, 189KB] in its entirety.

- 1. Develop and Clearly Communicate Preventive Guidance and Discipline Practices:** Programs should establish developmentally appropriate social, emotional, and behavioral health promotion practices, as well as discipline and intervention procedures. These practices and procedures should be clearly communicated to all staff, families, and community partners, and implemented consistently and without bias or discrimination. Preventive and discipline practices should be used as learning opportunities to guide children's appropriate behavioral development, and distinct attention should be paid to the developmental appropriateness of both behavioral expectations and consequences for challenging behavior.
- 2. Develop and Clearly Communicate Expulsion and Suspension Policies:** Head Start grantees and delegates are required to implement expulsion and suspension policies consistent with the Head Start Program Performance Standards at 45 CFR §1302.17, such that expulsions are prohibited and suspensions are prohibited or severely restricted.
- 3. Access Technical Assistance and Workforce Development to Prevent Expulsion and Suspension:** All program staff should have a strong set of skills to support children's social, emotional, and behavioral development. Programs should also ensure that teachers have support from specialists or consultants, such as early childhood mental health consultants, behavioral coaches, school counselors, or special educators. Head Start programs should also promote teacher health and wellness and ensure that teachers work reasonable hours with breaks and have access to social services, health, and mental health supports, as needed.
- 4. Set Goals for Improvement and Analyze Data to Assess Progress :** Programs should set goals to optimally support children's social, emotional, and behavioral development, monitor data to assess progress, and modify their practices and investment, as needed, to reach their goals.
- 5. Access Free Resources to Develop and Scale Best Practices:** Programs should access free resources to assist in eliminating suspensions and expulsions in early childhood settings. The Administration for Children and Families' (ACF) new Training and Technical Assistance System provides resources and training on a variety of issues, including those related to suspension and expulsion; children's health and well-being; and development, teaching, and learning. Many of those resources can be found on the Early Childhood Learning Knowledge Center (ECLKC) website. Additional resources to support children's social and emotional development can also be found at the Center on the Social and Emotional Foundation for Early Learning and at the Technical Assistance Center on Social Emotional Intervention websites. The HHS-funded Center of Excellence for Infant and Early Childhood Mental Health Consultation website will offer a comprehensive toolkit on building early childhood mental health consultation systems in the fall of 2016. Appendices 1 and 2 provide several free resources that programs and families can access to address expulsion and suspension

practices.

Please contact your Office of Head Start Regional Office for more information.

/ Blanca E. Enriquez /

Blanca E. Enriquez

Director

Office of Head Start



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ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-17-02	2. Issuance Date: 09/21/2017
	3. Originating Office: Office of Head Start	
	4. Key Words: Disaster Relief; Recovery Efforts; Displaced Families; Homeless; Hurricanes Harvey, Irma, Jose, and Maria; Natural Disaster	

**INFORMATION MEMORANDUM**

**TO:** All Head Start and Early Head Start Agencies and Delegate Agencies in Areas Affected by the 2017 Hurricanes and Related Recovery Efforts

**SUBJECT:** Disaster Recovery from 2017 Hurricanes

**INFORMATION:**

The Administration for Children and Families (ACF) and the Office of Head Start (OHS) are very concerned about the devastation resulting from recent disasters affecting large numbers of Head Start programs, children, families, and staff. OHS is removing barriers to make it easier for Head Start agencies to meet the needs of those children and families affected by disasters, especially newly homeless children and families. Head Start programs serve a critical role in the recovery of impacted communities.

First, Head Start programs are urged to begin taking steps to resume services. Even if facilities are inoperable, program staff can support families in meeting their basic needs, including nutrition, health and mental health support, and alternative care for their children. Second, programs that have operable facilities are encouraged to allow displaced Head Start families supervised access to those facilities, including kitchens, rest/napping areas, computer labs, bathrooms, laundry, and power sources for re-charging phones and other communication devices. Grantees are encouraged to support families in accessing local, state, and federal relief and leveraging their community partnerships and resources to support other relief efforts.

**Serving Other Eligible Head Start Families**

Grantees near impacted areas are encouraged to assess how their services and resources might be used or shared to assist others affected by these disasters. Please consider your physical resources (e.g., facilities, equipment, supplies) and your human assets (e.g., staff, physicians, social workers, mental health personnel) that might be of assistance. In some cases, Head Start eligible children and their families might relocate to your community from other communities or close by states that were devastated by disasters. Finding creative ways to reach out and serve these families is encouraged.

**Administrative Flexibility**

OHS will rely on the judgment of governing bodies and program administrators at the community level to determine the most expeditious steps necessary to resume services. Individual states may waive some aspects of licensing requirements post-disaster, and programs are encouraged to contact their state licensing representative or Regional Office for guidance.

In some circumstances, if a grantee is unable to comply with a Head Start standard as a direct result of a disaster, OHS will consider waiver of that standard. However, no Head Start standard or requirement will be waived where failure to comply endangers the health and safety of children or constitutes fraud or misuse of federal funds. Grantees must, at all times, be able to assure the safety of children and financial accountability for funds and property.

### **Eligibility, Recruitment, Selection, and Enrollment**

Grantees that offer both Head Start and Early Head Start may serve eligible impacted children ages birth to 5 within their overall funded enrollment and are not restricted to the current funded enrollment slots assigned to each program. Grantees that do not currently offer Early Head Start but that have appropriate space and staff qualified to serve infant and toddlers may contact their Regional Office about the potential to serve displaced infants and toddlers. Head Start programs that do not have qualified infant and toddler staff are encouraged to work with local programs that may have space for infants and toddlers or offer home visiting programs. As we work together to serve affected children and families, we must do so in ways that do not put children at risk.

Any age-eligible child from a family that has had to abandon their home because of the disaster should be considered homeless under the definition of "homeless children" in the McKinney-Vento Homeless Assistance Act. These children are eligible for Head Start services due to loss of housing or the fact they are living in emergency shelters or sharing housing with family or friends.

If a displaced family does not have the eligibility documentation in-hand, programs should be flexible in accepting signed statements from the family attesting to necessary eligibility information. Migrant and Seasonal Head Start programs can consider serving displaced children and families without regard to their income primarily coming from agricultural work if they have the space and resources to do so without diminishing services to children of agricultural workers.

### **Program Options and Hours of Program Operations**

OHS will, for the remainder of the school year, allow any grantee to serve impacted or displaced children in any program option or options without obtaining advance approval. This applies to a conversion of a program segment, such as a center, to another program option so programs can accommodate as many children as possible. This time-limited exception to required procedures for obtaining OHS permission to convert services to a different program option as a "change to the scope or objectives of a program" under 45 CFR § 75.308(c)(1)(i) is based on the need for programs to act quickly in response to this large-scale and widespread emergency situation to ensure children's safety and well-being. Also for the remainder of this school year, affected programs may add or reduce hours or days of program operations without obtaining prior approval as long as these changes can be justified.

Grantees are required to notify their Regional Office of the action(s) taken as soon as it is practical to do so, using Head Start Enterprise System (HSES) correspondence.

### **Space, Class Size, and Ratios**

Adequate classroom space may be a challenge post-disaster as programs strive to serve children displaced by the disaster. To allow grantees to be as responsive as possible to these children and their families, this communication constitutes waiver approval, for grantees in areas affected by large-scale disasters, as described under 45 CFR § 1302.24(c)(1) and (2) to exceed the class size/group size requirements of 45 CFR § 1302.21(b) and 1302.23(b) as long as grantees maintain appropriate adult to child ratios and comply with state and local licensing requirements, except when the state or local licensing agency waives these requirements, in which case grantees would not need to comply with the waived requirements. In cases where grantees cannot comply with square footage requirements for centers in 45 CFR Part § 1302.21(d)(2) during a temporary recovery period, compliance with a less stringent state or local standard will be regarded by OHS as evidence of a good faith effort to comply with the Head Start standard to the degree possible.

Grantees are required to notify their Regional Office of the action(s) taken as soon as it is practical to do so, using HSES correspondence.

#### **Additional Classroom Staffing and Teacher Credentials**

Using funds from existing operating budgets, programs may temporarily open additional classrooms to serve displaced children now considered homeless under the McKinney-Vento Act or children whose Head Start programs have closed due to damage. In addition, programs are encouraged to give priority to hiring staff displaced from other programs when hiring new classroom staff to cover classrooms. All staff working directly with children must be eligible for employment under applicable criminal background check requirements under the Head Start Act and state child care licensing requirements.

#### **Safe Environments**

Floodwater carries a wide variety of contaminants that can cause illness to young children. Contaminants can also aggravate existing medical conditions and accelerate the progress and severity of infections. Grantees are cautioned to be sure services are resumed only when children can be safely served in their centers and outdoor play areas. If centers or playgrounds were flooded, grantees should test indoor air quality and playground soil to be sure that contaminant levels are safe for children birth through age 5. Porous objects (e.g., wood, paper, bedding, books, etc.) should be carefully cleaned and inspected to assure they do not harbor contaminants that pose a danger to children. All state child care licensing requirements related to re-opening centers post-disaster must also be met before service in centers is resumed. Consult local and state health authorities for further information and be aware of flood recovery information available from the Centers for Disease Control and Prevention, which includes information and helpful links to other resources: <https://www.cdc.gov/features/flood-safety/index.html>.

#### **Health and Mental Health Services**

Addressing the health and mental health of children, families, and staff impacted by a disaster is critical to the recovery process. Children, families, and Head Start staff may experience stress and even trauma related to a hurricane or other disaster. These effects can be short-term or long-term and responses may vary across individuals. Grantees are encouraged to work with local agencies and partners to assure that all affected children receive needed health and mental health services as quickly as possible. When enrolling newly homeless children, programs must make best efforts to ascertain children's health status and immediate needs. Programs are also encouraged to work cooperatively to share children's records with health care providers locally and those who may be serving displaced children in other locations.

The following resources are available to assist programs in responding to a disaster as well as preparing for any future emergencies.

**The Head Start Emergency Preparedness Manual** addresses response and recovery as well as preparation. The Head Start Emergency Preparedness Manual addresses response and recovery as well preparation.

**Psychological First Aid** is an evidence-informed approach for assisting children, adolescents, adults, and families in the aftermath of disaster. The field manual includes handouts for parents, caregivers, as well as children birth to 5.

**Children's Responses to Crises and Tragic Events** is a tip sheet identifying what behaviors young children may display after a tragic event. Knowing what to look for can help programs determine when to get children the support they need.

**Helping Your Child Cope After a Disaster** is a tip sheet that provides families and staff with tools to help a child after a disaster or crisis. Children benefit when adults assure them that they are safe and help them learn how to cope effectively.

#### **Nutrition**

The U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS) has provided additional flexibilities for Child Nutrition Programs, including the Child and Adult Care Food Program (CACFP). For example, on August 29, 2017, FNS approved a request from Texas for waivers or program flexibilities for CACFP that will allow all schools and child care institutions and facilities in declared disaster counties to waive meal pattern requirements through September 30, 2017. Additionally, on September 3, 2017, FNS approved a request from Texas to substitute certain Women, Infants, and Children (WIC) approved food items (e.g., fluid milk, bread, and eggs) through September 24, 2017, due to regional demand and supply chain disruptions caused by Hurricane Harvey. For the latest information on disaster-related flexibilities in your service area, please visit <https://www.fns.usda.gov/disaster/>.

### **Children with Disabilities**

When serving displaced children, programs should, where possible, acquire the Individualized Education Plans (IEPs) or Individual Family Service Plans (IFSPs) to assure the least possible disruption of these critical services.

### **Fiscal Management**

**Recovery Costs:** Grantees are expected to seek out and apply for all available national, state, and local disaster recovery funding. Insurance policies should be carefully reviewed to determine the extent to which losses may be covered. Insurance claims should be submitted promptly with regular follow-up on claims status. Insurance proceeds received on account of losses related to Head Start-funded property are related program income which must be spent on allowable program and recovery expenses.

If necessary, affected grantees may use funds already awarded for program operations and training and technical assistance (T/TA) to support needed recovery efforts (see Budget Modifications below). If OHS receives disaster relief funding, that funding may be used to replace program operation and T/TA funds re-directed to post-disaster recovery and resumption of services. Grantees should be mindful of budget consequences when using program and T/TA funds for recovery activities to assure that sufficient program operations and T/TA funding remains available for ongoing provision of services.

**Budget Modifications:** It is anticipated that funds awarded for program operations may need to be re-directed to different budget categories to address post-disaster clean-up, repairs, health and safety issues, replacement of damaged equipment, furnishing and supplies, and other costs associated with resumption of services. Within a fiscal year, grantees may re-budget up to the lesser of \$250,000 or 25 percent of their annual funding between budget categories without prior written approval. In the event that re-budgeting in excess of the noted amount is needed, a revised SF-424 and prior written approval is required per 45 CFR § 75.308(b)(v).

**Staffing and Wages:** Program staff and volunteers may have suffered personal and property losses on account of the disaster. Employees may not be able to reach their work locations and centers may be closed for extended periods of time. Grantees should consider federal and state labor laws to determine whether they are required to compensate staff unable to work on account of inclement weather. The U.S. Department of Labor website provides helpful information about disaster related benefits and support: <https://www.dol.gov/general/hurricane-recovery>.

Laid-off employees should be encouraged to apply for unemployment compensation benefits and any other financial assistance available to support dislocated workers. If there are tasks that can be performed offsite, employees may be allowed to temporarily work from home during the disaster recovery period. Employees who take on new job responsibilities during the disaster recovery period, such as contacting parents or cleaning up centers, can be paid their regular wages for such work. Reasonable amounts of overtime may be paid if necessary to support recovery activities. Employees and volunteers should engage in clean-up and other onsite recovery activities only with appropriate supervision and safety gear.

To facilitate the retention and availability for recall of employees when services resume, employees laid off on account of the disaster may be paid their regular wages (allocated for shared employees) from Head Start funds

for up to two weeks (80 hours for hourly employees, one half of the regular monthly salary for salaried employees) if they are unable to engage in other employment activities, such as those noted above.

**Equipment:** Replacement of equipment needed for classroom operations, transportation and nutrition services is critical to resumption of services in affected areas. Grantees in the affected areas are hereby given ACF approval under 45 CFR § 75.308(c)(1)(xi) to purchase equipment needed to replace damaged or destroyed items at a per-unit cost of up to \$25,000. As soon as possible following purchase, grantees are required to inform their Regional Office of the equipment purchased, the equipment it replaced, and the cost of the purchased items. Prior written approval is required for replacement of equipment with a per-unit cost of more than \$25,000.

**Procurement:** Programs may experience post-disaster scarcity of materials and labor needed for recovery, particularly construction services. Grantees are encouraged to seek out reputable, licensed, local contractors to assist in recovery efforts. In consideration of the emergency and the pressing need to move forward with recovery activities, vehicle replacement, equipment, furnishing, materials, supplies and minor repairs and renovations related to these disasters which do not require compliance with 45 CFR § 1303-Subpart E may be undertaken by noncompetitive proposals as allowed in 45 CFR § 75.329(f)(2) for up to 12 months following the date of this Information Memorandum (IM). Procurement requirement as noted in 45 CFR §§ 75.329–75.335 must be followed and a complete application using SF-429 and Attachment B in compliance with 45 CFR § 1303-Subpart D must be submitted for purchase, construction, or major renovations as defined in 45 CFR § 1305.2. Grantees are reminded of the need to retain adequate documentation of all disaster recovery expenses noting their relationship to post-disaster recovery.

**Davis-Bacon Act:** Unless waived in disaster relief legislation passed by Congress, the Davis-Bacon Act applies to covered construction activities in excess of \$2,000. Davis-Bacon Act compliance information may be found at: <https://www.dol.gov/whd/govcontracts/dbra.htm>.

### Information on Damage and Recovery

Collecting accurate data on damages and recovery costs is critical. Head Start facilities that have been damaged should be inspected as soon as it is safe to do so. Grantees should prioritize those repairs that must be completed before the facilities can reopen. Your Regional Office will be in close communication with you about your recovery efforts and it is very important that you submit accurate data as soon as you have determined the scope and projected costs of these repairs. The following information will be particularly helpful:

- Did the center experience flooding or other damage?
- Was the structure of the center damaged (e.g., windows blown out, serious roof damage, exterior walls damaged, foundation settled, floodwater more than 2 feet in depth at highest point)?
- What non-structural damage did the center experience (e.g., playground flooded, soaked flooring, minor roof damage, floodwater less than 2 feet in depth at highest point, some windows broken)?
- Were supplies and furnishings damaged at the center?
- Were buses or other vehicles at the center damaged directly or submerged over wheel depth in water? How many?

While we do not have information on the potential recovery funds for Head Start, having accurate information as soon as possible will help to inform federal recovery efforts. Given the extensive power outages, OHS will also grant extensions to those grantees affected by the recent disaster and recovery efforts in submitting SF-425s, SF-429s, End of Month Enrollment Data, and refunding applications due October 1, 2017. As soon as practical, please notify your Regional Office of the need for such an extension.

### Next Steps

OHS recognizes the incredible commitment and strength of program staff across the country, even as we know many staff are themselves personally affected when a disaster strikes a community. ACF and OHS will assist and support you in every way possible. National and Regional ACF staff will be available to help coordinate services

among the Head Start programs in neighboring communities and in your state, as well as the federal, state, and local entities with which you partner. If programs encounter other barriers to responding to children and families in need or to partnering with local education agencies or child care agencies, aside from those included in this IM, please let your Regional Office know so we can work together to resolve those barriers. Additionally, fiscal year 2018 monitoring schedules will be adjusted, as necessary, for programs impacted by the disaster.

Lastly, this IM focuses on what you can do now with the funding you have or can leverage through other sources. If Congress appropriates recovery funds for Head Start, OHS is committed to work as expeditiously as possible to communicate the process for applying for relief funding.

Thank you so much for doing all you can to help children, families, and staff who have experienced such disruption and loss.

/ Ann Linehan /

Ann Linehan  
Acting Director  
Office of Head Start

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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Interoffice Memorandum



AGENDA ITEM

July 21, 2017

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

*Lonnie C Bell*  
*Sonya L Hill*

SUBJECT: Filing of Head Start Policy Council Program Information and Updates  
for the Official County Record  
**CONSENT AGENDA ITEM August 22, 2017**

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	July 2017
Head Start Policy Council Meeting Minutes (corrected)	May 18, 2017
Head Start Policy Council Meeting Minutes	June 15, 2017

**ACTION REQUESTED:** Receipt and filing of Head Start Policy Council Program Information and Updates July 2017; Head Start Policy Council Meeting Minutes (corrected) May 18, 2017; and Head Start Policy Council Meeting Minutes June 15, 2017 for the official county record.

SH/kp

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

*Monthly Report to Head Start Policy Council*

**Nutrition: AUGUST 2017**

Number of breakfasts served	19,452
Number of lunches served	19,952
Number of snacks served	15,525
Number of meals reimbursed by USDA	52,897
Number of meals disallowed for reimbursement	
Number of children evaluated for nutritional concerns	599
Number of children receiving nutritional education and further care	100
Number of monitoring visits to ensure compliance with USDA Regulations	
Number of monitoring visits requiring a corrective action plan	
Number of nutritional activities conducted <b>(ALL CLASSROOMS)</b>	0
Types of nutritional activities conducted	0



## DISABILITIES/MENTAL HEALTH REPORT

AUGUST 2017

A total of one hundred five (105) 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 thirty-one (31) children have been enrolled in Head Start with a diagnosed disability by contracted providers since school started last August 2017.

Twenty-four (24) children were receiving mental health services for behavior issues since school started last August 2017. In addition, there was one (1) behavior plan developed for enrolled children.

Four hundred forty (440) hearing screenings were completed since school started last August 2017.

Forty-three (43) 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.

Note: Reports for 3 out of 4 staff.

## MEDICAL/DENTAL MONTHLY REPORT

### AUGUST 2017

Seven hundred and twenty-seven (727) health status evaluations were performed during the month of August 2017.

Two hundred and eleven (211) updated Physical Exam reviewed during the month of August 2017.

Five hundred and eighty (580) immunization records were evaluated for compliance during the month of August 2017.

One hundred and thirty (130) blood test results were reviewed during the month of August 2017.

One hundred and eighty-nine (189) dental exams were reviewed during the month of August 2017. Out of these, twenty-six (26) children were diagnosed as needing dental treatment.

Four (4) Verifications of Dental treatment completed were received for August 2017.

Two hundred and eleven (211) parent contacts were initiated regarding health concerns in children during the month of August 2017.

Two hundred (200) health action plans were developed and discussed with Head Start staff and parents during the month of August 2017.

Three hundred and thirty (330) Blood Pressure screenings were completed during August 2017.

Three hundred and forty-two (342) Vision screenings were completed during August 2017.

Technical assistance provided to nine (9) Head Start teaching staff during August 2017.

Twenty-three (23) center visits were conducted related to health issue observations and monitoring.

One hundred and fifty (150) Physician Medication Orders were received, evaluated, and reviewed with staff. Medication information and administration technique training was provided as needed.

Three hundred and forty-five (345) staff and parents were trained during the month of August 2017.

Twenty (20) Health Provider consultations were completed during the month of August 2017.

Eighty-one (81) children were evaluated for health concerns.

## Orange County Head Start

### Parent Family and Community Engagement 2017-2018

#### *Monthly Report: August 2017*

- One thousand five hundred twenty six (1526) children were enrolled in the Head Start Program for the month of August 2017.
- One hundred sixty three (163) children are on the Waiting List 2017-2018.
- Two (2) Attendance home visits
- Zero (0) families received Crisis/Emergency Assistance.
- Zero (0) parents received Educational Services.
- Three hundred twenty eight (328) Health Services Follow ups were done by Community Service Worker.
- Eight (8) families were referred for family services.
- One hundred thirty seven (137) were provided families services
- Four (4) Parent Meetings were held this month. Three hundred ten (310) parents attended parents meetings. Thirty eight (38) males attended.
- Zero (0) Fatherhood Activities was held this month. Zero (0) fathers attended fatherhood initiatives.
- Zero (0) Parents Trainings were held this month. Zero (Zero) parents attended Parents Trainings.

#### **Trainings:**

- 
-

# ORANGE COUNTY HEAD START 2017-2018

ERSEA REPORT

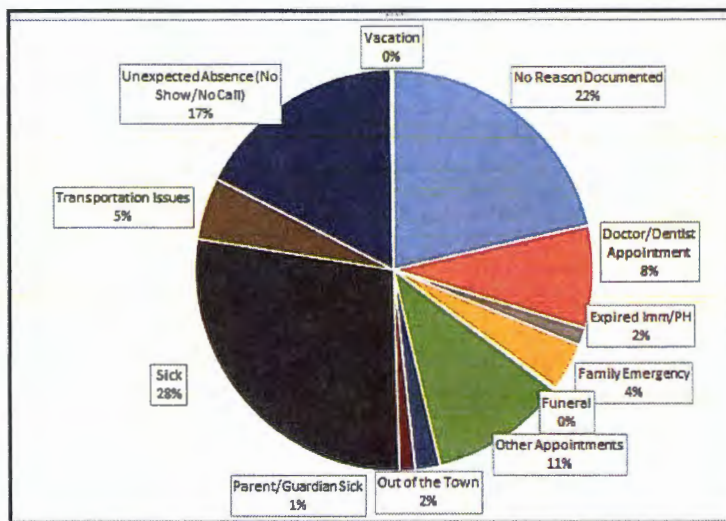
MONTH: August

YEAR: 2018



Sites	Funded Enrollment	Monthly Enrollment	10% IEP YTD	Drops YTD	Monthly Waiting List	Monthly New Applications	Monthly Attendance 14 Days
Aloma	37	36	4	0	1	5	86%
Bithlo	30	28	0	2	0	6	89%
Callahan	49	49	3	3	5	5	94%
Denton Johnson	35	35	5	1	11	4	90%
Dover Shores	68	68	7	0	5	12	89%
East Orange	140	139	8	3	2	18	91%
Engelwood	56	56	11	0	8	3	93%
Evans	13	11	1	0	0	8	93%
Frontline	69	69	3	1	7	0	94%
Hal P Marston	102	102	6	2	5	7	93%
John Bridges	120	118	7	1	3	18	89%
Lila Mitchell	70	70	3	0	15	8	95%
Maxey	40	40	7	0	3	1	91%
McCoy	34	34	1	0	3	19	95%
Pine Hills	200	199	13	2	37	18	92%
SO YMCA	60	60	0	2	14	11	92%
Southwood	120	120	19	1	25	21	93%
Taft	120	119	10	1	3	9	90%
Three Points	34	34	3	0	3	10	92%
Ventura	20	20	8	0	2	2	93%
WS ELC	85	85	5	0	8	4	92%
WS Elementary	34	34	3	0	3	2	95%
<b>OCHS Total</b>	<b>1536</b>	<b>1526</b>	<b>127 (8%)</b>	<b>19</b>	<b>163 (10%)</b>	<b>191</b>	<b>92%</b>

Reasons of Absences	
No Reason Documented	342
Doctor/Dentist Appointment	131
Expired Imm/PH	23
Family Emergency	62
Funeral	3
Other Appointments	177
Out of the Town	32
Parent/Guardian Sick	20
Sick	444
Transportation Issues	80
Unexpected Absence (No Show/No Call)	276
Vacation	3



## Recruitment Efforts per Site

Aloma		
Bithlo		
Callahan		
Denton Johnson		
Dover Shores		
East Orange		
Engelwood		
Evans		
Frontline		
Hal P Marston	4	Evans High School Open House, Princeton Pediatrics, McDonalds, Chris Johnson Book Bag Giveaway Health and Education Resource Fair
John Bridges		
Lila Mitchell		
Maxey		
McCoy		
Pine Hills		
SO YMCA		
Southwood		
Taft		
Three Points		
Ventura		
WS ELC		
WS Elementary		
Other	1	Commissioner Bonilla's Annual Back to School and Community Wellness Fair at Winter Park



Lonnie C. Bell Jr.  
Director, Family Services

Orange County Government

HEAD START

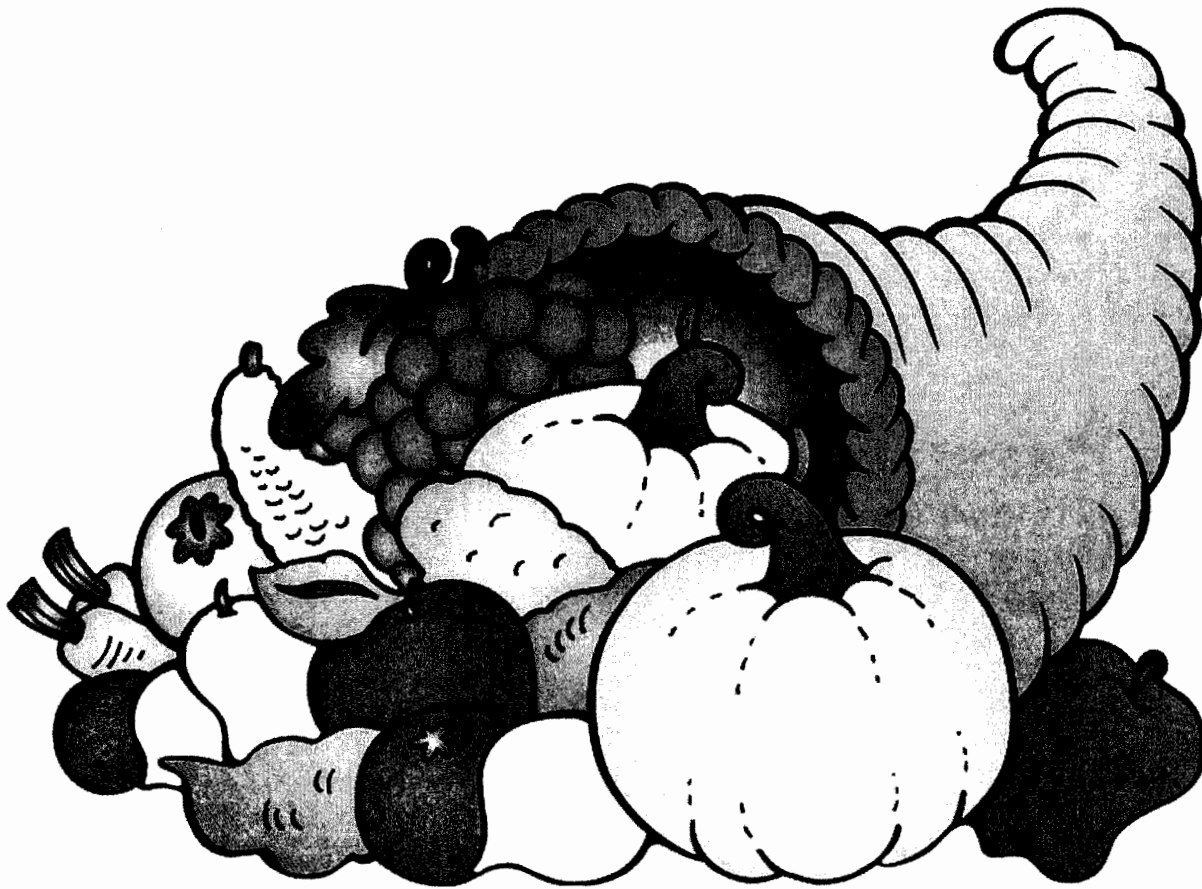
POLICY COUNCIL

PROGRAM

INFORMATION & UPDATES



Sonya L. Hill  
Head Start Division Manager



OCTOBER 2017



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



**POLICY COUNCIL  
MONTHLY MEETING**

**Who: Policy Council Members**

**Date: SATURDAY, OCTOBER 21, 2017**

**Time: 2:00 PM**

**Location: HAL MARSTON COMMUNITY CTR  
3933 W.D. JUDGE DRIVE  
ORLANDO, FL 32808**

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

*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 Meeting  
3933 W.D. Judge Drive, Orlando, FL 32808

October 21, 2017 2:00 p.m.

1. *Call to Order – Chairperson*

2. *Roll Call – Secretary*

- *Confirm Quorum*

3. *Adoption of Agenda*

4. *Secretary Report*

*a. Review of Minutes from 9/21/17*

5. **Human Resources Report**

6. **Budget Report**

7. **Report of Board of County Commissioners Vote- Khadija Pirzadeh**

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

9. **Commissioner/Commissioner's Liaison Report- Commissioner Victoria Siplin**

10. **Service Area Reports:**

**ERSEA, Mental Health & Disabilities, PFCE, Education**

11. **Public Comment**

12. **Adjourn**



**Head Start Policy Council  
Human Resources Committee  
September 2017 Actions**

**I. Pending Approval for hire**

Job Title	Candidate's Name

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

Job Title	Reason	Employee's Name
Teacher	Unsatisfactory Performance	Kevin Lang

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

Job Title	Reason	Employee's Name
Technician On Call (Temporary)	Personal Reasons	Ronald Tan
Monitoring & Eval Coordinator	Another Job	Ashley Gay
Center Supervisor	Personal Reasons	Helen Hill

**IV. Current Head Start Openings – As of 09/15/17**

Job Title	Number of Positions	Potential Candidates in process for hire
Teacher Assistant	6	
Food Service Assistant	2	
Family Services Worker	2	
Teacher	1	
Sr. Program Manager	1	
Center Supervisor	1	
Monitoring & Eval Coordinator	1	
Social Services Supervisor	1	

Orange County Head Start September 2017

	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENC AMOUNT	TOTAL YTD	BALANCE	% BUGT USED
HEAD START SERVICES	1,321,904.00	60,024.97	91,311.75	87,819.26	104,012.78	81,905.06	248,054.80	85,784.75	93,661.81	88,367.20	88,206.03	127,002.48	89,814.69	2,048.48	1,245,965.58	73,889.94	94.41
HEAD START OPERATIONS	10,130,412.00	609,953.61	792,765.16	799,471.61	1,126,751.13	649,435.42	1,205,857.75	776,624.79	635,161.46	664,705.04	416,499.70	1,007,904.19	1,022,377.57	286,128.15	9,707,507.43	136,776.42	98.65
TOTAL HEAD START TRAINING	122,891.00	.00	709.95	3,551.41	11,027.92	8,372.41	13,567.87	1,453.70	23,282.11	9,287.35	22,207.06	19,535.23	6,561.69	.00	119,556.70	3,334.30	97.29
HEAD START HEALTH AND DENTAL	507,546.00	16,359.73	20,982.65	24,298.78	29,987.05	23,696.50	42,183.60	27,935.28	28,815.53	27,829.82	27,924.47	60,138.40	42,225.92	50,877.00	372,377.73	84,291.27	83.39
HEAD START DISABILITIES	450,674.00	11,894.22	25,350.49	24,511.70	29,222.88	27,022.94	38,675.85	25,886.99	28,290.51	26,186.89	29,203.97	53,780.46	39,270.35	.00	11,387.50	359,297.25	75.87
HEAD START PARENT FAMILY COMMUNITY ENGAGEMENT	1,408,062.00	51,554.35	110,823.76	108,289.62	105,259.95	94,486.99	153,576.44	105,966.23	115,206.06	115,019.07	112,883.51	161,493.78	114,702.93	.00	1,349,282.69	58,779.31	95.83
USDA ADMINISTRATION	179,411.00	8,186.12	11,006.89	11,108.33	13,112.17	11,276.94	24,263.15	11,203.09	11,358.89	11,364.02	11,209.93	17,886.22	12,749.72	.00	154,725.47	24,685.53	86%
USDA OPERATIONS	1,760,627.00	14,306.69	117,234.49	105,937.62	201,300.17	76,004.57	173,360.29	108,749.56	96,956.87	224,443.49	55,174.64	21,816.60	20,430.93	177,760.00	1,215,715.92	367,151.08	79%
TOTAL	15,881,527.00	772,279.69	1,170,185.14	1,164,988.33	1,620,674.05	972,200.83	1,899,539.75	1,143,624.39	1,032,733.24	1,167,202.88	763,309.31	1,469,557.36	1,348,133.80	516,813.63	14,176,519.02	1,108,205.10	

7007-062-7521 HEADSTART SERVICES

OBJECT NAME	CURRENT	ENCUMBERED												TOTAL	BALANCE	% BUDGET USED YTD	
	BUOGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	AMOUNT			YTD
REGULAR SALARIES and WAGES	824,794.00	45,559.81	64,850.86	62,458.70	62,814.13	63,513.00	94,999.80	63,009.20	63,363.20	63,387.20	62,483.64	92,613.75	62,645.95	.00	801,699.24	23,094.76	97.20
OTHER SALARIES and WAGES	8,000.00	.00	198.83	1,198.98	1,244.77	1,794.25	2,105.15	.00	.00	.00	.00	.00	.00	.00	6,541.98	1,458.02	81.77
OVERTIME	7,000.00	500.18	479.66	87.84	.00	29.28	559.55	178.55	686.05	305.53	339.58	738.41	999.33	.00	4,903.96	2,096.04	70.06
FICA TAXES	63,093.00	3,367.74	4,817.18	4,680.77	4,712.56	4,752.90	7,103.34	4,588.50	4,653.31	4,609.50	4,542.92	6,755.70	4,623.62	.00	59,208.04	3,884.96	93.84
RETIREMENT CONTRIBUTION	62,025.00	3,570.49	5,063.03	4,844.22	4,861.08	5,008.08	7,406.88	4,855.52	4,946.50	4,903.11	5,070.67	7,594.76	5,253.44	.00	63,377.78	-1,352.78	102.18
LIFE and HEALTH INSURANCE	164,333.00	7,026.75	9,375.50	9,375.50	11,703.52	10,953.52	16,430.28	10,953.52	11,604.34	11,404.34	11,404.34	16,832.07	10,855.46	.00	137,919.14	26,413.86	83.93
HSA/FSA CONTRIBUTION	1,800.00	.00	.00	.00	6,000.00	-6,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,800.00	.00
PAYMENTS TO OPEB TRUST	8,959.00	.00	.00	.00	.00	.00	8,959.00	.00	.00	.00	.00	.00	.00	.00	8,959.00	.00	100.00
INDIRECT COSTS	106,329.00	.00	.00	.00	.00	.00	106,329.00	.00	.00	.00	.00	.00	.00	.00	106,329.00	.00	100.00
CONTRACT SVC EMPLOY AGENT	2,400.00	.00	.00	.00	.00	.00	.00	.00	1,224.70	711.66	.00	.00	.00	.00	1,936.36	463.64	80.68
LOCAL TRAVEL	5,300.00	.00	.00	532.98	685.84	405.87	751.57	.00	1,217.10	434.67	431.06	243.92	578.66	.00	5,281.67	18.33	99.65
OUT OF COUNTY TRAVEL	1,100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	999.77	.00	999.77	100.23	90.89
POSTAGE and MESSENGER SVCS	200.00	.00	.00	.00	.00	29.71	.00	.00	.95	52.83	.00	.00	15.97	.00	99.46	100.54	49.73
TOLL CHARGES	350.00	.00	.00	35.26	27.04	13.12	38.49	.00	70.58	25.16	20.88	.00	28.36	.00	289.89	91.11	73.97
RENTAL OF EQUIPMENT	5,600.00	.00	.00	711.69	237.23	237.23	237.23	237.23	237.23	237.23	237.23	237.23	237.23	.00	2,846.76	2,753.24	50.84
COMMUNICATIONS	4,600.00	.00	382.69	414.40	414.40	414.16	414.16	417.28	417.68	417.68	417.68	417.44	417.44	.00	4,545.01	54.99	98.80
MAINTENANCE OF EQUIPMENT	5,567.00	.00	.00	1,132.86	196.92	181.72	220.35	226.04	407.10	283.66	215.86	237.20	239.01	2,048.48	3,340.72	177.80	96.81
GRAPHIC REPROD SVCS	600.00	.00	.00	.00	63.65	.00	.00	.00	.00	280.00	.00	.00	.00	.00	343.65	256.35	57.28
DUES and MEMBERSHIPS	9,395.00	.00	6,144.00	450.00	.00	.00	.00	.00	2,500.00	.00	.00	.00	.00	.00	9,094.00	301.00	96.80
SUBSCRIPTIONS	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	24.50	.00	.00	.00	.00	24.50	1,475.50	1.63
OFFICE SUPPLIES (NOT INCLUDING PRINTING)	6,250.00	.00	.00	335.31	648.29	365.81	.00	846.23	1,905.55	420.02	576.08	.00	2,161.42	.00	7,258.71	-1,008.71	116.14
MISCELLANEOUS OPERATING SUPPLIES	3,000.00	.00	.00	.00	.00	.00	.00	.00	6.78	319.70	.00	-255.53	309.13	.00	380.08	2,619.92	12.67
SOFTWARE < \$1000	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	.00
\$500	1,520.00	.00	.00	.00	173.35	146.41	.00	.00	.00	229.99	880.00	60.00	.00	.00	1,489.75	30.25	98.01
EQUIPMENT LESS THAN \$1000	5,000.00	.00	.00	310.75	.00	60.00	.00	-60.00	420.74	320.42	104.99	1,493.03	449.90	.00	3,099.83	1,900.17	62.00
PROMOTIONAL EXPENSES	3,900.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,900.00	.00
EDUCATIONAL ASSISTANCE PROGRAM	1,000.00	.00	.00	1,250.00	-1,250.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00
SCHOLARSHIPS, AWARDS, BENEF	1,759.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,481.10	34.50	.00	.00	1,515.60	243.40	86.16
SELF INS-PROP CASUALTY	11,480.00	.00	.00	.00	11,480.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	11,480.00	.00	100.00
COMPUTER EQUIPMENT > \$500	3,550.00	.00	.00	.00	.00	.00	2,500.00	532.68	.00	.00	.00	.00	.00	.00	3,032.68	517.32	85.43
TOTAL SERVICES	1,321,904.00	60,024.97	91,311.75	87,819.26	104,012.78	81,905.06	248,054.80	85,784.75	93,661.81	88,367.20	88,206.03	127,002.48	89,814.69	2,048.48	1,245,965.58	73,889.94	94.41



**7407-062-7523 USDA SERVICES**

OBJECT NAME	BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	AMOUNT	YTD	BALANCE	BUDGET
REGULAR SALARIES and WAGES	114,615.00	6,553.40	8,817.60	8,817.60	7,845.59	8,817.60	12,826.55	8,817.60	8,817.60	8,817.60	8,817.60	13,226.40	9,386.73	.00	111,561.87	3,053.13	97%
OVERTIME	1,870.00	.00	.00	.00	.00	.00	.00	112.93	125.48	.00	.00	597.27	263.50	.00	1,099.18	770.82	59%
FICA TAXES	8,767.00	485.11	652.89	652.91	576.78	651.13	946.13	659.77	660.74	651.12	651.15	1,020.34	712.75	.00	8,320.82	446.18	95%
RETIREMENT CONTRIBUTION	8,619.00	492.83	663.10	663.10	590.00	663.10	964.58	671.59	672.53	663.10	698.34	1,094.81	764.29	.00	8,601.37	17.63	100%
LIFE and HEALTH INSURANCE	28,559.00	654.78	873.30	873.30	941.20	941.20	1,411.80	941.20	941.20	941.20	941.20	1,947.40	1,476.80	.00	12,884.58	15,674.42	45%
HSA/FSA CONTRIBUTION	300.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	300.00	0%
PAYMENTS TO OPEB TRUST	1,497.00	.00	.00	.00	.00	.00	1,497.00	.00	.00	.00	.00	.00	.00	.00	1,497.00	.00	100%
INDIRECT COSTS	6,543.00	.00	.00	.00	.00	.00	6,543.00	.00	.00	.00	.00	.00	.00	.00	6,543.00	.00	100%
LOCAL TRAVEL	1,970.00	.00	.00	101.42	58.60	148.13	74.09	.00	182.28	127.90	101.64	.00	145.65	.00	939.71	1,030.29	48%
OUT OF COUNTY TRAVEL	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
TOLL CHARGES	30.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	30.00	0%
MAINTENANCE OF EQUIPMENT	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
TRAINING AND EDUCATIONAL COST	600.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	600.00	0%
PRINTING)	700.00	.00	.00	.00	.00	55.78	.00	.00	-40.94	23.12	.00	.00	.00	.00	37.96	662.04	5%
EQUIPMENT LESS THAN \$1000	741.00	.00	.00	.00	.00	.00	.00	.00	.00	139.98	.00	.00	.00	.00	139.98	601.02	19%
PROGRAM	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
SELF INS-PROP CASUALTY	3,100.00	.00	.00	.00	3,100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,100.00	.00	100%
<b>TOTAL USDA ADMINISTRATION</b>	<b>179,411.00</b>	<b>8,186.12</b>	<b>11,006.89</b>	<b>11,108.33</b>	<b>13,112.17</b>	<b>11,276.94</b>	<b>24,263.15</b>	<b>11,203.09</b>	<b>11,358.89</b>	<b>11,364.02</b>	<b>11,209.93</b>	<b>17,886.22</b>	<b>12,749.72</b>	<b>.00</b>	<b>154,725.47</b>	<b>24,685.53</b>	<b>86%</b>

7007-062-7526 HEALTH AND DENTAL

OBJECT NAME	CURRENT												ENCUMBER ED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD		
	BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG					SEP	
WAGES	206,058.00	12,227.80	15,576.97	16,393.92	14,839.05	17,119.22	24,068.78	16,364.80	15,598.19	16,656.10	13,775.96	22,366.41	17,982.28	.00	202,969.28	3,086.72	98.50	
OTHER SALARIES and WAGES	20,216.00	.00	.00	.00	.00	1,183.20	2,386.80	1,951.60	2,210.00	1,227.40	588.20	.00	.00	.00	9,547.20	10,668.80	47.23	
OVERTIME	1,200.00	60.10	.00	79.40	.00	460.26	.00	.00	.00	.00	.00	.00	1,721.68	.00	2,321.44	-1,121.44	193.45	
FICA TAXES	15,494.00	869.11	1,097.13	1,165.71	1,038.09	1,328.77	1,863.98	1,294.61	1,263.39	1,245.27	976.01	1,541.97	1,380.75	.00	15,064.79	429.21	97.23	
RETIREMENT CONTRIBUTION	15,782.00	924.05	1,171.41	1,238.82	1,115.91	1,321.99	1,810.00	1,230.65	1,173.00	1,252.56	1,091.05	1,771.42	1,560.56	.00	15,661.42	120.58	99.24	
LIFE and HEALTH INSURANCE	44,600.00	2,278.87	3,039.04	3,039.04	3,278.50	3,278.50	4,917.75	3,278.50	3,378.50	3,727.22	3,727.22	5,590.83	3,946.07	.00	43,480.04	1,119.96	97.49	
HSA/FSA CONTRIBUTION	600.00	.00	.00	.00	3,250.00	-3,250.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	600.00	.00	
PAYMENTS TO OPEB TRUST	2,488.00	.00	.00	.00	.00	.00	2,488.00	.00	.00	.00	.00	.00	.00	.00	2,488.00	.00	100.00	
CONTRACT SERVICES MEDICAL	102,000.00	.00	.00	2,202.00	1,026.00	1,677.00	3,891.00	3,716.00	4,384.00	3,145.00	3,482.00	156.00	129.00	50,877.00	23,808.00	27,315.00	73.22	
MEDICAL SVCS	34,370.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	34,370.00	.00	
LOCAL TRAVEL	5,000.00	.00	.00	62.61	275.95	465.70	388.98	.00	685.63	429.87	211.55	.00	381.19	.00	2,901.48	2,098.52	58.03	
TOLL CHARGES	150.00	.00	.00	.00	5.45	13.91	4.36	.00	23.46	13.92	.00	.00	12.82	.00	73.92	76.08	49.28	
COMMUNICATIONS	1,250.00	.00	98.10	98.10	98.10	97.95	97.95	99.12	99.36	132.48	132.48	132.32	132.32	.00	1,218.28	31.72	97.46	
VIDEOS, AND SUBSCRIPTIONS INCLUDING PRINTING)	3,200.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,289.90	.00	2,289.90	910.10	71.56	
SUPPLIES	23,650.00	.00	.00	19.18	.00	.00	266.00	.00	.00	.00	.00	2,180.00	9,510.30	10,073.70	.00	22,049.18	1,600.82	93.23
THAN \$500	1,800.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,760.00	.00	.00	.00	1,760.00	40.00	97.78	
MEDandSURG SUPPLIES	630.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	599.15	.00	.00	599.15	30.85	95.10	
PROGRAM	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00	
SELF INS-PROP CASUALTY	5,060.00	.00	.00	.00	5,060.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,060.00	.00	100.00	
EQUIPMENT	20,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	18,470.00	.00	.00	18,470.00	1,530.00	92.35	
TOTAL HEALTH AND DENTAL	507,546.00	16,359.73	20,982.65	24,298.78	29,987.05	23,696.50	42,183.60	27,935.28	28,815.53	27,829.82	27,924.47	60,138.40	42,225.92	50,877.00	372,377.73	84,291.27	83.39	

7007-062-7527 DISABILITIES

OBJECT NAME	CURRENT BUDGET	ENCUMBE												TOTAL YTD	BUDGET USED		
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP		RED AMOUNT	YTD	BALANCE
REGULAR SALARIES and WAGES	121,857.00	4,586.40	9,145.89	9,172.80	7,899.75	9,172.80	13,136.27	9,172.80	9,172.80	8,836.81	9,239.30	17,530.79	12,363.44	.00	.00	119,429.85	98.01
OTHER SALARIES and WAGES	1,700.00	.00	.00	.00	.00	1,207.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,207.00	71.00
OVERTIME	3,500.00	.00	.00	.00	.00	50.19	105.70	205.38	319.27	.00	453.42	1,666.55	333.05	.00	.00	3,133.56	89.53
FICA TAXES	10,508.00	339.41	676.81	675.18	572.17	765.74	964.77	685.29	693.98	643.86	709.34	1,420.35	932.73	.00	.00	9,079.63	86.41
RETIREMENT CONTRIBUTION	9,972.00	344.90	687.78	689.80	594.06	693.57	995.81	705.24	713.81	664.53	767.67	1,520.46	1,005.57	.00	.00	9,383.20	94.10
LIFE and HEALTH INSURANCE	33,100.00	676.40	1,352.80	1,600.76	1,994.60	1,994.60	2,991.90	1,994.60	1,994.60	1,994.60	1,998.26	3,002.88	2,269.72	.00	.00	23,865.72	72.10
HSA/FSA CONTRIBUTION	400.00	.00	.00	.00	1,250.00	-1,250.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
	181,037.00	5,947.11	11,863.28	12,138.54	12,310.58	12,633.90	18,194.45	12,763.31	12,894.46	12,139.80	13,167.99	25,141.03	16,904.51	.00	.00	166,098.96	91.75
CONTRACT SVC EMPLOY AGENT	19,000.00	.00	1,553.75	.00	.00	1,485.00	2,062.50	261.25	.00	.00	.00	.00	.00	.00	1,387.50	5,362.50	35.53
CONTRACT SERVICES MEDICAL	17,500.00	.00	.00	.00	.00	.00	.00	.00	126.34	.00	.00	.00	.00	.00	10,000.00	126.34	57.86
OTHERWISE SPECIFIED	18,650.00	.00	.00	.00	.00	.00	.00	.00	.00	110.00	.00	.00	.00	.00	.00	110.00	.59
LOCAL TRAVEL	4,000.00	.00	.00	128.38	87.53	162.91	126.38	.00	239.38	129.09	61.28	81.46	120.98	.00	.00	1,137.39	28.43
OUT OF COUNTY TRAVEL	350.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	272.00	.00	.00	272.00	77.71
TOLL CHARGES	100.00	.00	.00	8.14	3.77	9.28	.00	.00	5.46	.00	.00	.00	.00	.00	.00	26.65	26.65
COMMUNICATIONS	5,000.00	.00	69.19	98.10	98.10	97.95	98.07	99.12	99.36	99.36	99.24	99.24	.00	.00	.00	1,057.09	21.14
AND SUBSCRIPTIONS	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
TRAINING AND EDUCATIONAL COST	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	354.00	.00	.00	354.00	70.80
PRINTING)	2,000.00	.00	.00	.00	40.86	.00	.00	.00	388.97	114.80	217.19	.00	537.63	.00	.00	1,299.45	64.97
SUPPLIES	6,500.00	.00	.00	.00	2,208.42	.00	.00	.00	1,237.00	1,454.04	610.48	467.70	1,084.25	.00	.00	7,061.89	108.64
\$500	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,760.00	95.00	.00	.00	.00	1,855.00	92.75
EQUIPMENT LESS THAN \$1000	2,000.00	.00	.99	.00	120.00	.00	.00	.00	.00	.00	.00	1,514.92	.00	.00	.00	1,635.91	81.80
MEDandSURG SUPPLIES	8,350.00	.00	.00	.00	2,043.04	.00	.00	.00	405.08	.00	.00	2,755.00	1,478.31	.00	.00	6,681.43	80.02
CLOTHING AND WEARING APPAREL	150.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	119.68	.00	.00	.00	.00	119.68	79.79
PROGRAM	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
PARENT ACTIVITY FUND	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL DISABILITIES	450,674.00	11,894.22	25,350.49	24,511.70	29,222.88	27,022.94	38,675.85	25,886.99	28,290.51	26,186.89	29,203.97	53,780.46	39,270.35	.00	11,387.50	359,297.25	75.87

7007-062-7528 PARENT FAMILY COMMUNITY ENGAGEMENT

OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
REGULAR SALARIES and WAGES	963,988.00	37,889.23	81,654.28	78,707.62	69,485.68	73,267.38	110,578.86	75,466.07	75,275.20	78,436.71	78,394.48	113,046.37	80,146.07	.00	952,347.95	11,640.05	98.79
OTHER SALARIES and WAGES	10,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	10,000.00	.00
OVERTIME	24,000.00	49.68	730.59	234.98	.00	481.28	1,054.59	598.39	5,371.38	3,918.26	4,086.88	4,548.78	3,706.94	.00	24,781.75	-781.75	103.26
FICA TAXES	71,450.00	2,740.26	5,978.41	5,694.67	4,973.42	5,295.66	8,019.04	5,455.49	5,934.22	5,938.76	5,948.44	8,455.40	6,058.03	.00	70,481.80	958.20	98.66
RETIREMENT CONTRIBUTION	74,908.00	2,853.01	6,195.34	5,503.68	5,225.32	5,545.89	8,394.73	5,720.03	6,064.63	6,193.06	6,532.48	9,305.29	6,641.16	.00	74,174.62	733.38	99.02
LIFE and HEALTH INSURANCE	217,900.00	8,022.17	16,044.34	15,554.12	17,014.62	17,021.94	25,000.89	17,384.22	19,034.22	17,391.54	17,391.54	25,815.74	16,848.40	.00	212,523.74	5,376.26	97.53
HSA/FSA CONTRIBUTION	2,500.00	.00	.00	.00	8,000.00	-8,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,500.00	.00
LOCAL TRAVEL	4,900.00	.00	.00	272.31	324.09	605.07	303.90	.00	341.97	370.19	137.86	99.50	291.97	.00	2,746.86	2,153.14	56.06
TOLL CHARGES	200.00	.00	.00	5.47	16.02	49.16	3.82	.00	13.37	33.03	7.64	.00	10.66	.00	139.17	60.83	69.59
COMMUNICATIONS	8,000.00	.00	220.80	220.80	220.80	220.61	220.61	222.56	222.87	222.87	222.87	222.70	222.70	.00	2,440.19	5,559.81	30.50
BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	.00
OFFICE SUPPLIES (NOT INCLUDING PRINTING)	7,000.00	.00	.00	1,985.98	.00	.00	.00	1,139.47	1,475.76	349.65	.00	.00	654.92	.00	5,605.78	1,394.22	80.08
MISCELLANEOUS OPERATING SUPPLIES	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	.00
COMPUTER EQUIPMENT LESS THAN \$500	2,000.00	.00	.00	.00	.00	.00	.00	.00	95.00	.00	.00	.00	.00	.00	95.00	1,905.00	4.75
EQUIPMENT LESS THAN \$1000	2,000.00	.00	.00	109.89	.00	.00	.00	.00	.00	.00	161.32	.00	122.08	.00	393.39	1,606.61	19.67
PROMOTIONAL EXPENSES	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,000.00	.00
EDUCATIONAL ASSISTANCE PROGRAM	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00
PARENT ACTIVITY FUND	9,216.00	.00	.00	.00	.00	.00	.00	.00	1,377.44	2,165.00	.00	.00	.00	.00	3,542.44	5,673.56	38.44
<b>TOTAL PARENT FAMILY COMMUNITY ENGAGEMENT</b>	<b>1,408,062.00</b>	<b>51,554.35</b>	<b>110,823.76</b>	<b>108,289.62</b>	<b>105,259.95</b>	<b>94,486.99</b>	<b>153,576.44</b>	<b>105,986.23</b>	<b>115,206.06</b>	<b>115,019.07</b>	<b>112,883.51</b>	<b>161,493.78</b>	<b>114,702.93</b>	<b>.00</b>	<b>1,349,282.69</b>	<b>58,779.31</b>	<b>95.83</b>



7007-062-7525 TRAINING

	CURRENT	ENCUMBER												TOTAL	BALANCE	% BUDGET	
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP				ED
CONTRACT SVC-TRAINING	24,915.00	.00	.00	.00	.00	.00	7,450.00	.00	400.00	.00	4,350.00	11,299.00	1,415.64	.00	24,914.64	.36	100.00
CONTRACTUAL SERVICES NOT	9,400.00	.00	.00	.00	1,125.00	.00	.00	.00	8,200.00	.00	.00	.00	.00	.00	9,325.00	75.00	99.20
OUT OF COUNTY TRAVEL	25,700.00	.00	709.95	1,531.41	1,602.92	2,227.41	3,710.91	446.71	3,364.74	3,765.33	5,762.06	-116.40	2,661.05	.00	25,666.09	33.91	99.87
RENTAL OF EQUIPMENT	1,100.00	.00	.00	.00	.00	1,095.90	.00	.00	.00	.00	.00	.00	.00	.00	1,095.90	4.10	99.63
LEASES-	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	4,880.00	.00	.00	.00	4,880.00	120.00	97.60
GRAPHIC REPROD SVCS	25.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	25.00	.00
BOOKS, COMPACT DISKS,	25.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	25.00	.00
TRAINING AND EDUCATIONAL	35,705.00	.00	.00	770.00	3,950.00	853.00	2,106.96	.00	9,651.47	5,220.00	2,890.00	8,225.00	1,135.00	.00	34,801.43	903.57	97.47
LICENSE AND CERTIFICATION	7,000.00	.00	.00	.00	.00	-150.00	300.00	200.00	1,375.00	-225.00	4,325.00	.00	1,350.00	.00	7,175.00	-175.00	102.50
OFFICE SUPPLIES (NOT	2,771.00	.00	.00	.00	.00	.00	.00	563.82	.00	.00	.00	.00	.00	.00	563.82	2,207.18	20.35
MISCELLANEOUS OPERATING	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
EVENT/MEAL REIMBURSEMENTS	1,200.00	.00	.00	.00	.00	.00	.00	243.17	290.90	527.02	.00	127.63	.00	.00	1,188.72	11.28	99.06
EDUCATIONAL ASSISTANCE	10,000.00	.00	.00	1,250.00	4,350.00	4,346.10	.00	.00	.00	.00	.00	.00	.00	.00	9,946.10	53.90	99.46
<b>TOTAL HEAD START TRAINING</b>	<b>122,891.00</b>	<b>.00</b>	<b>709.95</b>	<b>3,551.41</b>	<b>11,027.92</b>	<b>8,372.41</b>	<b>13,567.87</b>	<b>1,453.70</b>	<b>23,282.11</b>	<b>9,287.35</b>	<b>22,207.06</b>	<b>19,535.23</b>	<b>6,561.69</b>	<b>.00</b>	<b>119,556.70</b>	<b>3,334.30</b>	<b>97.29</b>

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 ORANGE COUNTY  
 Department 062  
 FY 2017 Monthly Expense Report  
 For the selected Department and Unit, by Object and Appropriation

Through 20170930

Fund: 8290 ,Dept: 062 , HEAD START , Unit: 7536 , VOLUNTARY PRE-KINDERGARTEN 05/06

'UNIT	UNIT NAME	OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	PRE-ENCUM. AMOUNT	ENCUM. AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1	VOLUNTARY PRE-KINDERGARTEN 05/06	1120	8EA	REGULAR SALARIES and WAGES	\$ 855,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	4,252.80	2,126.40	.00	.00	\$ 6,379.20	\$ 848,620.80	1%
	VOLUNTARY PRE-KINDERGARTEN 05/06	2110	8EA	FICA TAXES	\$ 65,408.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ 276.15	\$ 138.08	.00	.00	\$ 414.23	\$ 64,993.77	1%
	VOLUNTARY PRE-KINDERGARTEN 05/06	2120	8EA	RETIREMENT CONTRIBUTION	\$ 67,631.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ 336.84	\$ 168.42	.00	.00	\$ 505.26	\$ 67,125.74	1%
	VOLUNTARY PRE-KINDERGARTEN 05/06	2130	8EA	LIFE and HEALTH INSURANCE	\$ 85,333.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ 1,845.32	\$ 922.66	.00	.00	\$ 2,767.98	\$ 82,565.02	3%
	VOLUNTARY PRE-KINDERGARTEN 05/06	2131	8EA	HSA/FSA CONTRIBUTION	\$ 100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ -	\$ -	.00	.00	\$ -	\$ 100.00	0%
	VOLUNTARY PRE-KINDERGARTEN 05/06	2200	8EA	PAYMENTS TO OPEB TRUST	\$ 5,583.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ -	\$ -	.00	.00	\$ -	\$ 5,583.00	0%
	OBJECT CATEGORY 1				\$1,079,055.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$8,711.11	\$3,355.56	.00	.00	\$10,066.67	\$1,068,988.33	9%
2	VOLUNTARY PRE-KINDERGARTEN 05/06	3125	8EB	INDIRECT COSTS	\$ 42,498.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ -	\$ -	.00	.00	\$ -	\$ 42,498.00	0%
	VOLUNTARY PRE-KINDERGARTEN 05/06	3185	8EC	CONTRACT SVC-TRAINING	\$ 1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ -	\$ -	.00	.00	\$ -	\$ 1,500.00	0%
	VOLUNTARY PRE-KINDERGARTEN 05/06	4020	8EC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	\$ 25,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ -	\$ -	.00	.00	\$ -	\$ 25,000.00	0%
	VOLUNTARY PRE-KINDERGARTEN 05/06	4110	8EC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	\$ 31,255.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ -	\$ -	.00	.00	\$ -	\$ 31,255.00	0%
	VOLUNTARY PRE-KINDERGARTEN 05/06	4115	8EC	MISCELLANEOUS OPERATING SUPPLIES	\$ 30,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ -	\$ -	.00	.00	\$ -	\$ 30,000.00	0%
	VOLUNTARY PRE-KINDERGARTEN 05/06	4123	8EC	EQUIPMENT LESS THAN \$1000	\$ 10,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ -	\$ 76.00	.00	.00	\$ 76.00	\$ 9,924.00	8%
	VOLUNTARY PRE-KINDERGARTEN 05/06	4482	8EC	SELF INS-PROP CASUALTY	\$ 1,092.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$ -	\$ -	.00	.00	\$ -	\$ 1,092.00	0%
	TOTAL				\$1,220,400.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	\$8,711.11	\$3,431.58	.00	.00	\$10,142.67	\$1,210,257.33	8%

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 For the selected Department and Unit, by Object and Appropriation

Through 20170930

Fund: 8299 ,Dept: 062 , HEAD START , Unit: 7538 , VOLUNTARY PRE-KINDERGARTEN 07/08

'UNIT	UNIT NAME	OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	PRE-ENCUM.	ENCUMB.	TOTAL	BALANCE	% BUDGET		
																		AMOUNT	AMOUNT	YTD		USED YTD		
1	7538	VOLUNTARY PRE-KINDERGARTEN 07/08	1120	7EA	REGULAR SALARIES and WAGES	\$ 696,350.00	\$ -	\$ -	\$ 79,360.49	\$ 38,664.83	\$ 36,655.85	\$ 42,543.41	\$ 35,397.01	\$ 115,588.14	\$ 105,297.90	\$ 94,208.70	\$ (1,063.20)	\$ 977.88	\$ -	\$ -	\$ 547,628.81	\$ 148,721.19	78.64	
	7538	VOLUNTARY PRE-KINDERGARTEN 07/08	2110	7EA	FICA TAXES	\$ 53,673.00	\$ -	\$ -	\$ 5,782.96	\$ 2,812.91	\$ 2,655.23	\$ 3,076.21	\$ 2,543.13	\$ 8,351.16	\$ 7,813.25	\$ 6,850.07	\$ (69.03)	\$ 72.26	\$ -	\$ -	\$ 39,688.15	\$ 13,984.85	73.94	
	7538	VOLUNTARY PRE-KINDERGARTEN 07/08	2120	7EA	RETIREMENT CONTRIBUTION	\$ 52,295.00	\$ -	\$ -	\$ 6,038.87	\$ 2,944.16	\$ 2,792.63	\$ 3,236.68	\$ 2,722.53	\$ 8,882.89	\$ 8,095.96	\$ 7,226.67	\$ (84.21)	\$ 73.54	\$ -	\$ -	\$ 41,929.72	\$ 10,365.28	80.18	
	7538	VOLUNTARY PRE-KINDERGARTEN 07/08	2130	7EA	LIFE and HEALTH INSURANCE	\$ 170,857.00	\$ -	\$ -	\$ 19,330.20	\$ 9,701.13	\$ 9,431.19	\$ 11,156.73	\$ 9,894.83	\$ 31,983.20	\$ 29,401.45	\$ 25,767.73	\$ (461.33)	\$ 322.00	\$ -	\$ -	\$ 146,607.13	\$ 24,249.87	85.81	
	7538	VOLUNTARY PRE-KINDERGARTEN 07/08	2150	7EA	UNEMPLOYMENT COMPENSATION	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,012.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,012.00)	\$ 3,012.00	-50.60	
		OBJECT CATEGORY 1				\$ 975,175.00	\$ -	\$ -	\$ 110,512.52	\$ 54,122.83	\$ 51,534.90	\$ 59,001.03	\$ 50,657.50	\$ 164,785.39	\$ 150,408.56	\$ 134,051.17	\$ (1,677.77)	\$ 1,445.68	\$ -	\$ -	\$ 774,841.81	\$ 200,333.19	79.46	
2	7538	VOLUNTARY PRE-KINDERGARTEN 07/08	3125	7EB	INDIRECT COSTS	\$ 42,498.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,498.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,498.00	\$ -	100.00	
	7538	VOLUNTARY PRE-KINDERGARTEN 07/08	3185	7EC	CONTRACT SVC-TRAINING	\$ 1,300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,300.00	.00	
	7538	VOLUNTARY PRE-KINDERGARTEN 07/08	3410	7EC	LOCAL TRAVEL	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12.46	\$ -	\$ 63.28	\$ 25.37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 101.11	\$ 398.89	20.22
	7538	VOLUNTARY PRE-KINDERGARTEN 07/08	3530	7EC	TOLL CHARGES	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	.00	
	7538	VOLUNTARY PRE-KINDERGARTEN 07/08	4020	7EC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	\$ 476.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 476.00	.00	
	7538	VOLUNTARY PRE-KINDERGARTEN 07/08	4030	7EC	TRAINING AND EDUCATIONAL COST	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 190.00	\$ -	\$ -	\$ -	\$ -	\$ 190.00	\$ 10.00	95.00	
	7538	VOLUNTARY PRE-KINDERGARTEN 07/08	4110	7EC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	\$ 5,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124.33	\$ 239.27	\$ -	\$ 92.78	\$ 25.74	\$ 327.68	\$ -	\$ -	\$ 809.80	\$ 4,590.20	15.00		
	7538	VOLUNTARY PRE-KINDERGARTEN 07/08	4115	7EC	MISCELLANEOUS OPERATING SUPPLIES	\$ 7,880.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,880.00	.00	
	7538	VOLUNTARY PRE-KINDERGARTEN 07/08	4123	7EC	EQUIPMENT LESS THAN \$1000	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96.59	\$ 4,903.41	1.93	
	7538	VOLUNTARY PRE-KINDERGARTEN 07/08	4482	7EA	SELF INS-PROP CASUALTY	\$ 162.00	\$ -	\$ -	\$ -	\$ 1,092.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,092.00	\$ (930.00)	674.07
		TOTAL				\$ 1,038,691.00	\$ -	\$ -	\$ 110,512.52	\$ 55,214.83	\$ 51,534.90	\$ 101,511.49	\$ 50,878.42	\$ 165,087.94	\$ 150,433.93	\$ 134,333.95	\$ (1,652.03)	\$ 1,773.36	\$ -	\$ -	\$ 819,629.31	\$ 219,061.69	78.91	

CH Full Name	Comp Supp Name	Item Total	Placeholde	GL: FUND	GL: DEPT	GL: UNIT_	GL: OBJ
FLORES, DAISY	PUBLIX #436	\$70.74	9/19/2017	7007	062	7522	4115
FLORES, DAISY	PUBLIX #436	\$41.70	9/21/2017	7007	062	7522	4115
FLORES, DAISY	QUANTUM DISTRIBUTORS	\$456.40	9/4/2017	7007	062	7524	4135
FLORES, DAISY	PUBLIX #436	\$89.63	9/19/2017	7007	062	7522	4135
FLORES, DAISY	PUBLIX #436	\$138.37	9/21/2017	7007	062	7522	4135
FORE, ANGELA M	CHILDPLUS SOFTWARE	\$206.50	9/29/2017	7007	062	7525	4030
GRULLON, JULIO	THE HOME DEPOT	\$30.24	9/11/2017	7007	062	7522	3810
GRULLON, JULIO	KORKAT	(\$300.00)	9/4/2017	7007	062	7522	4115
GRULLON, JULIO	THE HOME DEPOT	\$15.94	9/11/2017	7007	062	7522	4115
GRULLON, JULIO	THE HOME DEPOT	\$39.94	9/22/2017	7007	062	7522	4115
GRULLON, JULIO	THE HOME DEPOT	\$254.66	9/22/2017	7007	062	7522	4115
GRULLON, JULIO	THE HOME DEPOT	\$463.92	9/22/2017	7007	062	7522	4115
GRULLON, JULIO	THE HOME DEPOT	\$116.29	9/22/2017	7007	062	7522	4115
JOHNSON, JUNE	OC FIRE RESCUE FEES	\$233.20	9/19/2017	7007	062	7522	3167
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$20.97	9/4/2017	7007	062	7522	3610
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$17.97	9/4/2017	7007	062	7522	3610
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$13.98	9/4/2017	7007	062	7522	3610
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$21.15	9/4/2017	7007	062	7522	3710
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$28.60	9/4/2017	7007	062	7522	3710
JOHNSON, JUNE	DISCOUNTPLA	\$859.70	9/7/2017	7007	062	7522	3810
JOHNSON, JUNE	OFFICE DEPOT	\$827.31	10/2/2017	7007	062	7525	4030
JOHNSON, JUNE	COUNCIL FOR PROFESSIONAL	\$425.00	9/20/2017	7007	062	7525	4040
JOHNSON, JUNE	OFFICE DEPOT	\$1,186.60	9/18/2017	7007	062	7522	4110
JOHNSON, JUNE	OFFICE DEPOT	\$22.59	9/21/2017	7007	062	7526	4110
JOHNSON, JUNE	OFFICE DEPOT	\$529.49	9/21/2017	7007	062	7526	4110
JOHNSON, JUNE	OFFICE DEPOT	\$27.35	9/28/2017	7007	062	7526	4110
JOHNSON, JUNE	OFFICE DEPOT	\$63.18	9/28/2017	7007	062	7521	4110
JOHNSON, JUNE	OFFICE DEPOT	\$149.99	10/2/2017	7007	062	7521	4110
JOHNSON, JUNE	OFFICE DEPOT	\$178.14	10/2/2017	7007	062	7525	4110
JOHNSON, JUNE	OFFICE DEPOT	\$1,305.03	10/2/2017	7007	062	7521	4110
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$8.98	9/4/2017	7007	062	7522	4115
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$4.49	9/4/2017	7007	062	7522	4115
JOHNSON, JUNE	TRAINERS WAREHOUSE	\$1,483.40	10/2/2017	7007	062	7525	4115
JOHNSON, JUNE	ULINE SHIP SUPPLIES	\$1,090.52	9/6/2017	7007	062	7522	4123
JOHNSON, JUNE	Discount School Supply	\$607.96	9/7/2017	7007	062	7522	4123
JOHNSON, JUNE	OFFICE DEPOT	\$81.58	9/11/2017	7007	062	7522	4123
JOHNSON, JUNE	AMAZON.COM	\$749.50	9/19/2017	7007	062	7522	4123
JOHNSON, JUNE	OFFICE DEPOT	\$1,259.04	9/20/2017	7007	062	7522	4123
JOHNSON, JUNE	OFFICE DEPOT	\$69.99	10/2/2017	7007	062	7521	4123
MOORE, SANDRA	OCBCC SOLID WASTE	\$14.85	9/21/2017	7007	062	7522	3710
MOORE, SANDRA	OFFICE DEPOT	\$1,231.37	9/18/2017	7007	062	7528	4110
MOORE, SANDRA	OFFICE DEPOT	\$1,194.76	9/21/2017	7007	062	7528	4110
MOORE, SANDRA	OFFICE DEPOT	\$51.06	9/21/2017	7007	062	7522	4110
MOORE, SANDRA	OFFICE DEPOT	\$26.60	9/21/2017	7007	062	7522	4110
MOORE, SANDRA	OFFICE DEPOT	\$190.93	9/29/2017	7007	062	7522	4110
MOORE, SANDRA	OFFICE DEPOT	\$30.87	10/2/2017	7007	062	7524	4110
MOORE, SANDRA	OFFICE DEPOT	\$376.24	10/2/2017	7007	062	7521	4110
MOORE, SANDRA	OFFICE DEPOT	\$68.09	9/25/2017	7007	062	7528	4115
MOORE, SANDRA	OFFICE DEPOT	\$54.98	10/2/2017	7007	062	7521	4115
MOORE, SANDRA	JASON'S DELI ORS	\$361.00	9/7/2017	0001	062	2405	4116
MOORE, SANDRA	JASON'S DELI ORS	\$388.34	9/21/2017	7007	062	7525	4116
MOORE, SANDRA	OFFICE DEPOT	\$153.98	9/11/2017	7007	062	7522	4123
MOORE, SANDRA	EMPIRE OFFICE	\$442.27	9/18/2017	7007	062	7521	4123
MOORE, SANDRA	CRESTLINE SPECIALTIES	\$1,499.42	9/25/2017	7007	062	7528	4412
MOORE, SANDRA	UNITED TROPHY DOWNTOWN	\$120.30	9/29/2017	7007	062	7522	4422
RIVERA, LIMARYS	KOHL'S #0954	\$439.96	9/18/2017	7007	062	7522	4115
RIVERA, LIMARYS	KOHL'S #1230	\$543.94	9/19/2017	7007	062	7522	4115
RIVERA, LIMARYS	BED BATH & BEYOND	\$41.97	9/25/2017	7007	062	7522	4115

SHEIKH, SHAMIN	WINN-DIXIE	\$97.96	9/6/2017	7007	062	7522	4115
SHEIKH, SHAMIN	ITIN SCALE CO	(\$271.20)	9/11/2017	7007	062	7522	4115
SHEIKH, SHAMIN	PUBLIX #1122	\$20.97	9/14/2017	7407	062	7524	4115
SHEIKH, SHAMIN	PUBLIX #436	\$27.45	9/18/2017	7407	062	7524	4115
SHEIKH, SHAMIN	PUBLIX #436	\$20.72	9/4/2017	7407	062	7524	4135
SHEIKH, SHAMIN	WM SUPERCENTER	\$34.56	9/6/2017	7407	062	7524	4135
SHEIKH, SHAMIN	WINN-DIXIE	\$59.14	9/6/2017	7407	062	7524	4135
SHEIKH, SHAMIN	PUBLIX #1122	\$46.76	9/14/2017	7407	062	7524	4135
SHEIKH, SHAMIN	APNA BAZAAR	\$79.90	9/18/2017	7407	062	7524	4135
SHEIKH, SHAMIN	WM SUPERCENTER	\$19.92	9/19/2017	7407	062	7524	4135
SHEIKH, SHAMIN	WM SUPERCENTER	\$33.96	9/20/2017	7407	062	7524	4135
SHEIKH, SHAMIN	WAL-MART #1084	\$30.08	9/20/2017	7407	062	7524	4135
SHEIKH, SHAMIN	WM SUPERCENTER	\$55.32	9/21/2017	7407	062	7524	4135
SHEIKH, SHAMIN	WM SUPERCENTER	\$55.32	9/22/2017	7407	062	7524	4135
SHEIKH, SHAMIN	PUBLIX #436	\$98.63	9/27/2017	7407	062	7524	4135
SHEIKH, SHAMIN	PUBLIX #436	\$117.90	9/28/2017	7407	062	7524	4135
SMITH, KERRY-ANN	PUBLIX #761	\$9.99	9/25/2017	7407	062	7524	4115
SMITH, KERRY-ANN	WAL-MART #4588	\$12.96	9/26/2017	7407	062	7524	4115
SMITH, KERRY-ANN	PUBLIX #1174	\$26.97	9/29/2017	7407	062	7524	4115
SMITH, KERRY-ANN	WM SUPERCENTER	\$31.96	9/28/2017	7007	062	7522	4116
SMITH, KERRY-ANN	LITTLE CAESARS	\$30.00	9/29/2017	7007	062	7522	4116
SMITH, KERRY-ANN	PUBLIX #761	\$15.96	9/29/2017	7007	062	7522	4116
SMITH, KERRY-ANN	GOLDEN CORRAL	\$178.50	9/29/2017	7007	062	7522	4116
SMITH, KERRY-ANN	CARIBBEAN SUPERCENT	\$44.94	9/26/2017	7407	062	7524	4135
SMITH, KERRY-ANN	WAL-MART #4588	\$19.74	9/26/2017	7407	062	7524	4135
SMITH, KERRY-ANN	WAL-MART #4588	\$53.94	9/28/2017	7407	062	7524	4135

September 28, 2017

**TO: BOARD CHAIRPERSON**

Hon. Teresa Jacobs  
Orange County Board of Commissioners / 04CH010230  
201 S Rosalind Ave  
Orlando, FL 32801

Dear Ms. Jacobs,

This letter is to notify you that your agency will receive a Focus Area 2 and a Classroom Assessment Scoring System (CLASS®) review in FY2018. Please note you will be given the option of having your reviews conducted concurrently or in separate weeks.

Your Monitoring Event Coordinator will be in contact with you to answer any questions you may have regarding the review process. During your call, you will be given an opportunity to let us know if you need to have your CLASS® review conducted in a separate week.

Approximately 60 days prior to the review, you will receive additional information, including review dates, for your Focus Area 2 and CLASS® review.

**Monitoring Reviews for Fiscal Year 2018\***

<b>04CH010230</b>	Focus Area 2
<b>04CH010230</b>	Classroom Assessment Scoring System (CLASS®)

\* The OHS may conduct Follow-Up and Targeted reviews as necessary

Lastly, for your reference, the Monitoring Protocols are available on the Early Childhood Learning & Knowledge Center at <https://eelke.ohs.acf.hhs.gov/federal-monitoring> and the Aligned Monitoring System Virtual Expo at <https://onlinexperiences.com/Launch/Event.htm?ShowKey=13418>

Sincerely,

DLH Danya Scheduling Team

cc: Mr. Lonnie Bell, Jr.  
Ms. Sonya Hill

[View the web version](#)[Go to ECLKC](#) U.S. Department of Health & Human Services  Administration for Children & Families **OFFICE OF HEAD START**

## **New Compliance Date around Head Start Program Performance Standards at 45 CFR § 1302**

The following was published today, Thursday, September 28, 2017, in the Federal Register:

URL: <https://www.gpo.gov/fdsys/pkg/FR-2017-09-28/pdf/2017-20499.pdf>

**Summary:** The Office of Head Start will delay the compliance date for background check procedures and the date for programs to participate in their state or local Quality Rating and Improvement Systems (QRIS). Both requirements are described in the Head Start Program Performance Standards (HSPPS) final rule that was published in the Federal Register on September 6, 2016. We believe programs and states will benefit from more time to fully implement these changes.

**Dates:** The date for programs to comply with background checks procedures described in 45 CFR 1302.90(b) and for programs to participate in QRIS described in 45 CFR 1302.53(b)(2) is delayed until September 30, 2018.

### **Supplemental Information:**

#### **Background**

The Head Start program provides grants to local public and private nonprofit and for-profit agencies to deliver comprehensive education and child development services to economically disadvantaged children, birth to age 5, and their families. It also strives to help young children develop the skills they need to be successful in school.

The Head Start Program Performance Standards (HSPPS) define requirements grantees and delegate agencies must implement to operate high-quality Head Start or Early Head Start programs and provide a structure to monitor and enforce quality standards. The Office of Head Start (OHS) amended the HSPPS in a final rule that was published in the **Federal Register** on Sept. 6, 2016.

#### **Promoting Child Safety and State Partnerships**

Child safety is a top priority in the final rule. We strengthened our criminal background check requirements at **45 CFR 1302.90(b)**, in the final rule, to reflect changes in the Improving Head Start for School Readiness Act of 2007, Public Law 110-134, and to complement background check requirements in the Child Care and Development Block Grant (CCDBG) Act of 2014, Public Law 113-186.

In addition to background check requirements, we aim to strengthen partnerships between states and Head Start programs. As part of this effort, 45 CFR 1302.53(b) in the final rule requires Head Start programs to take an active role in promoting coordinated early childhood systems, including those in their state. As part of these requirements, most Head Start programs must participate in QRIS, if they meet certain conditions.

#### **Compliance Dates**

In the Supplementary Information section of the final rule, we provided a table, *Table 1: Compliance Table*, that lists dates by which programs must implement specific standards. We currently list September 30, 2017, as the date by which programs must comply with background check requirements at 45 CFR 1302.90(b). We had previously extended background check requirements until September 30, 2017, to align with the background check requirement deadline in the CCDBG Act through a Federal Register document, published on December 6, 2016. However, programs are required to continue to adhere to the criminal record check requirements in section 648A of Head Start Act, as amended by the Improving Head Start for School Readiness Act of 2007, Public Law 110-

134. We list August 1, 2017, as the date programs must participate in their states' Quality Rating and Improvement Systems (QRIS) pursuant to 45 CFR 1302.53(b)(2).

#### **Background Checks**

Generally, 45 CFR 1302.90(b)(1) requires that before a person is hired, programs must conduct a sex offender registry check and obtain either a state or tribal criminal history records, including fingerprint checks, or a Federal Bureau of Investigation (FBI) criminal history records, including fingerprint checks.

In 45 CFR 1302.90(b)(2), (4), and (5), we afford programs 90 days to obtain whichever check they could not obtain before the person was hired, as well as child abuse and neglect state registry check, if available. We require programs to have systems in place that ensure these newly hired employees do not have unsupervised access to children until their background process is complete. A complete background check consists of a sex offender registry check, state or tribal history records, including fingerprint check and FBI criminal history records, including fingerprint check, as well as a child abuse and neglect state registry check, if available. We also require programs to conduct complete background checks for each employee at least once every five years.

We believe programs will need more time to implement systems to complete the backgrounds checks process listed at 45 CFR 1302.90(b)(2), (4), and (5) in our final rule. Also, we recognize most states will have systems that can accommodate our programs' background checks requests by September 30, 2018. Congress requires states that receive CCDBG funds to implement systems for comprehensive background checks for all child care teachers and staff. These states must have requirements, as well as policies and procedures to enforce and conduct criminal background checks for existing and prospective child care providers, by September 30, 2017, but Congress gave states the authority to request extensions until September 30, 2018, and several states have done so. Since these systems enable Head Start programs to meet the HSPPS requirements in 45 CFR 1302.90(b), we can minimize burden on Head Start programs if we extend the compliance date for 45 CFR 1302.90(b) to September 30, 2018. Until September 30, 2018, the criminal record check requirements from section 648A of the Head Start Act continue to remain in place.

#### **QRIS Requirement in the Final Rule**

QRIS is a systemic approach to assess, improve, and communicate the level of quality in early and school-age care and education programs. QRIS award quality ratings to programs that meet a set of defined program standards. Since the 1990s, many states have developed a QRIS.

The requirements at 45 CFR 1302.53(b) require Head Start programs to take an active role in promoting coordinated early childhood systems to maximize access to services, reduce system duplication, foster informed quality improvement, and ensure Head Start programs are part of larger early childhood systems within their states. These requirements went into effect on November 7, 2016. To further Head Start's role in state systems of quality improvement, the HSPPS requires programs to participate in QRIS, if they meet certain conditions described at 45 CFR 1302.53(b)(2).

We understood from the public comment process and from subsequent discussions with Head Start grantees and state organizations that there are concerns about the time and resources needed by both the states and grantees to ensure Head Start grantees are able to participate in their QRIS.

We understand programs have taken steps to participate in QRIS and that many states are assessing their QRIS with new Head Start QRIS participation policies, but additional time is needed to align these systems. We want to minimize any unintentional burden on states that choose to adapt their systems to incorporate Head Start participation, as well as alleviate programs' concerns about meeting the current compliance date for participation in QRIS.

Given the variation in the state/local QRIS landscape and the applicability of the conditions in the regulation, the original compliance date for the requirement in the HSPPS at 45 CFR 1302.53(b)(2) was August 1, 2017 in the previously mentioned compliance table. Through this document, we are delaying the date by which programs must implement the specific requirement for QRIS participation until September 30, 2018. The broader requirement for



Head Start programs to take an active role in promoting coordinated early childhood systems continues to be in effect.

**Conclusion**

We ordinarily publish a notice of proposed rulemaking in the Federal Register to provide a period for public comment before the provisions of a rule take effect in accordance with section 553(b) of the Administrative Procedure Act (APA) (5 U.S.C. 553(b)). However, we can waive this notice and comment procedure if the Secretary finds, for good cause, that the notice and comment process is impracticable, unnecessary, or contrary to the public interest, and incorporates a statement of the finding and the reasons therefore in the notice.

We find good cause to waive public comment under section 553(b) of the APA because it is unnecessary and contrary to the public interest to provide for public comment in this instance. The delayed compliance date poses no harm or burden to programs or the public. A period for public comment would have only extended programs' concerns about complying with these requirements by the compliance date. Programs may voluntarily come into compliance at an earlier date if they have the processes already in place. Programs that do not have processes already in place, have until September 30, 2018, to comply with the requirements on background checks at 45 CFR 1302.90(b) and the requirement to participate in their states' QRIS at 45 CFR 1302.53(b)(2).

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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Interoffice Memorandum



**AGENDA ITEM**

September 21, 2017

**TO:** Mayor Teresa Jacobs  
and  
Board of County Commissioners

**THRU:** Lonnie C. Bell, Jr., Director *DC for LCB*  
Family Services Department

**FROM:** Sonya L. Hill, Manager  
Head Start Division  
**Contact:** Khadija Pirzadeh, (407) 836-8912  
Sonya Hill, (407) 836-7409

**SUBJECT:** Filing of Head Start Policy Council Program Information and Updates  
for the Official County Record  
**CONSENT AGENDA ITEM October 3, 2017**

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	August 2017
Head Start Policy Council Meeting Minutes (corrected)	July 20, 2017

**ACTION REQUESTED:** Receipt and filing of Head Start Policy Council Program Information and Updates August 2017 and Head Start Policy Council Meeting Minutes (corrected) July 20, 2017 for the official county record.

SH/kp

C: Randy Singh, Assistant County Administrator  
Wanzo Galloway, Assistant County Attorney, County Attorney's Office  
John Petrelli, Director, Risk Management and Professional Standards  
Yolanda Brown, Manager, Fiscal Division, Family Services Department  
Jamillem Clemens, Grants Supervisor, Finance Division  
Patria Morales, Grant Coordinator, Office of Management and Budget

*Monthly Report to Head Start Policy Council*

**Nutrition: SEPTEMBER 2017**

Number of breakfasts served	19,614
Number of lunches served	20,151
Number of snacks served	15,949
Number of meals reimbursed by USDA	53,892
Number of meals disallowed for reimbursement	0
Number of children evaluated for nutritional concerns	1,441
Number of children receiving nutritional education and further care	138
Number of monitoring visits to ensure compliance with USDA Regulations	7
Number of monitoring visits requiring a corrective action plan	0
Number of nutritional activities conducted <b>(ALL CLASSROOMS)</b>	0
Types of nutritional activities conducted	0

## DISABILITIES/MENTAL HEALTH REPORT

SEPTEMBER 2017

A total of one hundred thirty-three (133) 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 forty (40) children have been enrolled in Head Start with a diagnosed disability by contracted providers since school started last August 2017.

Sixty-two (62) children were receiving mental health services for behavior issues since school started last August 2017. In addition, there was thirty-nine (39) behavior plan developed for enrolled children.

One thousand one hundred and sixty-nine (1,169) hearing screenings were completed since school started last August 2017.

One hundred thirty-four (134) 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.

## MEDICAL/DENTAL MONTHLY REPORT

SEPTEMBER 2017

Twenty (20) health status evaluations were performed during the month of September 2017.

One hundred and forty-five (145) updated Physical Exam reviewed during the month of September 2017.

Sixty (60) immunization records were evaluated for compliance during the month of September 2017.

Thirty (30) blood test results were reviewed during the month of September 2017.

Fifty-five (55) dental exams were reviewed during the month of September 2017. Out of these, twelve (12) children were diagnosed as needing dental treatment.

One hundred and twelve (112) parent contacts were initiated regarding health concerns in children during the month of September 2017.

Twenty-one (21) health action plans were developed and discussed with Head Start staff and parents during the month of September 2017.

Six hundred and ninety-three (693) Blood Pressure screenings were completed during September 2017.

Six hundred and ninety-three (693) Vision screenings were completed during September 2017.

Technical assistance provided to thirty-two (32) Head Start teaching staff during September 2017.

Forty-eight (48) center visits were conducted related to health issue observations and monitoring.

Thirty-four (34) Physician Medication Orders were received, evaluated, and reviewed with staff. Medication information and administration technique training was provided as needed.

Twenty-five (25) staff and parents were trained during the month of September 2017.

Eight (8) Health Provider consultations were completed during the month of September 2017.

Twenty-eight (28) 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: September 2017*

- One thousand five hundred twenty (1520) children were enrolled in the Head Start Program for the month of September 2017.
- One hundred seventy three (173) children are on the Waiting List 2017-2018.
- Nine (9) Attendance home visits
- Eighteen (18) families received Crisis/Emergency Assistance.
- Thirty three (33) parents received Educational Services.
- Three hundred ninety four (394) Health Services Follow ups were done by Community Service Worker.
- Twenty (20) families were referred for family services.
- Fifty six (56) were provided families services
- Twenty one (21) Parent Meetings were held this month. Six hundred fifty three (653) parents attended parents meetings. One hundred six (106) males attended.
- Three (3) Fatherhood Activities was held this month. Thirty two (32) fathers attended fatherhood initiatives.
- Thirteen (13) Parents Trainings were held this month. Three hundred thirty two (332) parents attended Parents Trainings.

#### **Trainings:**

- You are your child's first Teacher
- Bus and Pedestrian Safety (Transportation Safety)
- Fatherhood Appeal
- Emergency Plan
- Program Governance
- 4-C/NCF
- Job Training
- Mental Health
- Family Counseling – “Aspire Health”

# ORANGE COUNTY HEAD START 2017-2018

ERSEA REPORT

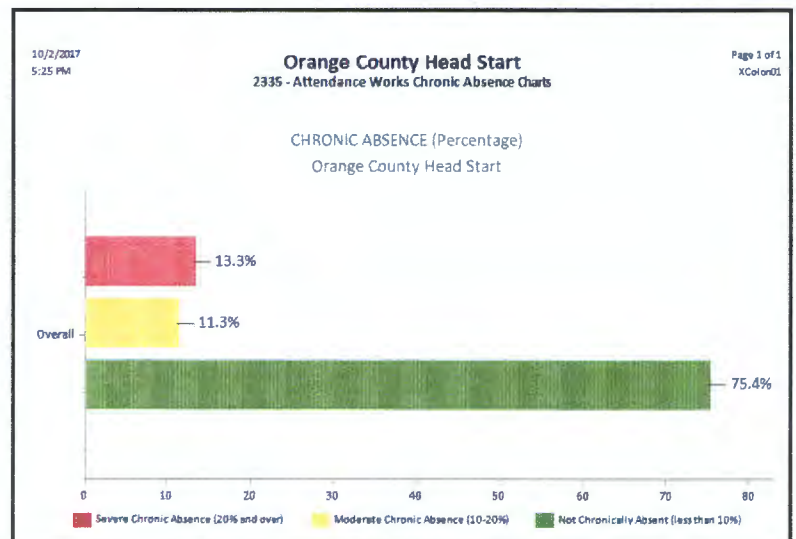
MONTH: August

YEAR: 2018



Sites	Funded Enrollment	Monthly Enrollment	10% IEP YTD	Drops YTD	Monthly Waiting List	Monthly New Applications	Monthly Attendance 14 Days
Aloma	37	37	4	0	1	2	92%
Bithlo	30	30	0	2	0	0	90%
Callahan	49	49	5	4	3	1	91%
Denton Johnson	35	34	4	2	10	0	88%
Dover Shores	68	68	5	1	5	1	88%
East Orange	140	139	10	4	2	5	90%
Engelwood	56	55	11	2	6	0	94%
Evans	13	13	1	0	1	1	86%
Frontline	69	69	4	1	7	2	93%
Hal P Marston	102	101	9	3	5	7	89%
John Bridges	120	115	8	9	3	4	87%
Lila Mitchell	70	70	4	1	13	6	91%
Maxey	40	40	7	0	3	0	92%
McCoy	34	33	1	1	3	0	94%
Pine Hills	200	199	20	4	35	13	93%
SO YMCA	60	60	0	4	16	1	89%
Southwood	120	120	20	1	32	7	94%
Taft	120	120	11	1	3	8	90%
Three Points	34	34	2	1	5	1	93%
Ventura	20	19	8	0	2	0	92%
WS ELC	85	81	4	4	6	4	91%
WS Elementary	34	34	5	0	3	1	92%
<b>OCHS Total</b>	<b>1536</b>	<b>1520</b>	<b>143 (9%)</b>	<b>45</b>	<b>164 (10%)</b>	<b>64</b>	<b>91%</b>

Reasons of Absences	
Sick	538
Unexpected Absence (No Show/No Call)	386
Doctor/Dentist Appointment	178
No Reason Documented	162
Transportation Issues	153
Expired Immunization/Physical	116
Family Emergency	112
Out of the Town	66
Other Appointments	49
Parent/Guardian Sick	33
Funeral	9
Vacation	0



Recruitment Efforts per Site		
Aloma		
Bithlo		
Callahan	4	Bargain Store, Health Department, Sun Life, Callahan Oaks
Denton Johnson		
Dover Shores		
East Orange		
Engelwood		
Evans		
Frontline		
Hal P Marston		
John Bridges		
Lila Mitchell		
Maxey		
McCoy	3	WIC, True Health Clinic, Israel Food Center
Pine Hills	9	Department Children and Families, Perfection Nails, Pep boys, SDA Church North Orlando, Family ACCESS Center Hiawassee, Plus One Insurance, WIC Program, Mama's Jamaican Restaurant, Career Sources of Central Florida
SO YMCA	3	Target, Toys R' Us, Oakridge NCF
Southwood	6	Bravo Supermarket, Family Dollar, EZ Price Inc., Cocina Caribeña Restaurant, P. Dental Oakridge Plaza, A TAX Preparation
Taft	3	Versalle Café, Shell Gas Station, WAWA Gas Station
Three Points	6	OCPS Library, Ana G Mendez University, Mi Pan Boricua Bakery, Dixie Bell Café, Hartville's Produce, Baby and Kids Depot
Ventura		
WS ELC		
WS Elementary		
Other		

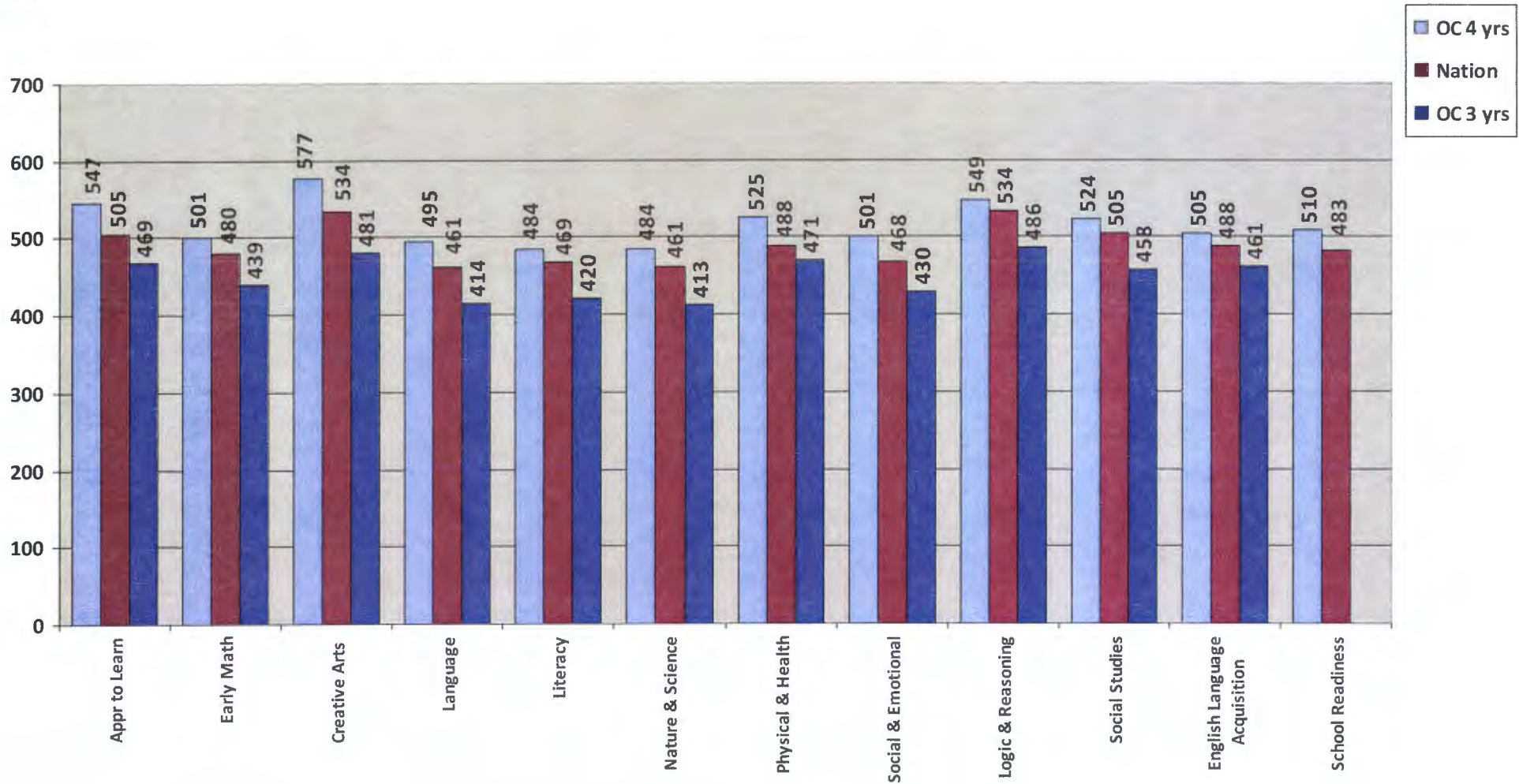
Orange County Government and Orange County Head Start are committed in supporting our brothers and sisters in Puerto Rico following the devastation caused by Hurricane Maria. OCHS will remove any barriers to meet the needs of families and eligible children affected by natural disasters, especially newly homeless children and families who move to Orange County and want to apply for our program.





Orange County Head Start  
 Educational Children Outcomes  
 August 14 through September 30, 2017

Orange County's 4 years old, Nation's 4 years old and Orange County's 3 years old





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



1768 East Michigan Street  
 Orlando, FL 32806  
 August 24, 2017

Call to Order by: Heather Chisholm-Wright, Parliamentarian, 6:45 p.m.

Roll Call by: Leah Ackerman

Quorum Established: Jeneka Lloyd, Vice-Chairperson

**Attended By:**

Jeneka Lloyd	Past Parent	Chairperson
Cecilia Pierre	Aloma	Representative
Annakay McCrae	Callahan	Representative
Charmaine Jobson	East Orange	Vice-Chairperson
Hortensia Rodriguez	East Orange	Alternate
Jacqueline Eugene	Hal Marston	Treasurer
Tequila Henderson	Lila Mitchell	Representative
Leah Ackerman	Orlando Tech	Representative
Heather Chisholm-Wright	Pine Hills	Parliamentarian
Abigail Soriano	Southwood	Representative
Shearly Mirabal	Taft	Representative
Tonette Vance	WS / ELC	Representative
Dexter Nelson	Past Parent	Community Rep

**Excused**

Gail Pressley	Career Source	Community Rep
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**Staff:**

Polly Bouler	Hal Marston	Teacher Assistant
Pedro Berrios	Warehouse	Warehouse Specialist
Sandra Moore	Main Office	Admin Assistant
Yvette Meade	Admin Specialist	Main Office
Felicia Williams	Teacher Assistant	Frontline
John Holmes	Lila Mitchell	Center Manager
Vivian Jones	Maxey / Evans	Center Manager
Avis McWhite	Main Office	Sr. Program Manager
Tonett Stenson	Callahan	Center Manager
Milagros Font	Main Office	Sr. Program Manager
Teresa Williams	Main Office	Field Ops Supervisor

**Chairperson Jeneka Lloyd requested a motion to adopt the agenda**

Motion: Cecilia Pierre, Representative, Aloma

Second: Abigail Soriano, Representative, Southwood

Status: The motion was carried with no objections

**Chairperson Jeneka Lloyd requested a motion to approve the minutes from July 20, 2017 with corrections; Polly Bouler was listed twice, changing of the guard date was wrong s/b 9/28/17**

Motion: Dexter Nelson, Community Rep

Second: Tonette Vance, Representative, Washington Shores/ELC

Status: The motion was carried with no objections

**HR Report by Avis McWhite**

**Chairperson Jeneka Lloyd requested a motion to accept the HR report with recommendations for hire for On-Call Substitutes**

Motion: Heather Chisholm-Wright, Parliamentarian, Pine Hills

Second: Shearly Mirabal, Representative, Taft

Status: The motion was carried with no objections

**Budget Report by Jacqueline Eugene, Treasurer**

**Status of Board of County Commissioners Vote by Avis McWhite**

The Head Start Division requests Board approval of the Head Start Policy Council Program Information and Updates from June 2017. Also the Policy Council Meeting Minutes from May 18, 2017

**Division Manager's Report by Avis McWhite in Sonya Hill's absence**

**Highlights:**

- OCHS successfully moved 47 classrooms into 4 new sites that opened August 14<sup>th</sup>.
- FSWs worked to make sure we met the requirements for funded enrollment.
- ADA playground projects completed at Hal Marston and Bithlo.
- We are awaiting the balance of funds for FY 2017 grant and COLA funds. Once received, plans for purchases and payments are ready to submit to fiscal.
- The Parent Activity Fund is no longer in the Performance Standards. Let parents know.
- High Scope is the curriculum Head Start uses. More staff will be trained to be able to train the teachers.

**Service Area Reports:**

**Childhood Health and Developmental Services by Milagros Font** – Time was spent preparing for the new school year since there were no classes before August 14<sup>th</sup>.

**Education Report by Avis McWhite** – the parent calendar is in the packet detailing the teacher's activity. Home visits are coming up. Home visits can be conducted at an offsite from home location if requested by the parent. They will bring a Head Start 101 booklet to each parent with resources for different divisions and Head Start resources.

**PFCE report by Avis McWhite** – 15 families referred for services

## **ERSEA report by Avis McWhite**

### **Old Business:**

- Pre-Service review – Pre-service was shortened this year as requested. Focused on what was needed for the start of school. Speakers were brought in to motivate and inform.
- FHSA meeting – attended by Charmaine Jobson. Updates given. Possible October/November conference in West Palm Beach. Some bylaws were re-written. Trying to update policies with the new executive director.
- One Goal – attended by Leah Ackerman with Head Start staff and received good information.
- CFPB Training – Denise from Washington DC came to present valuable information to increase financial literacy. Practical information was given with specific contact information to needed help. She will be coming back for a full day training.
- Changing of the Guard – will be held September 28<sup>th</sup> at the Pine Hills Community Center. Registration starts at 5:00. You may invite a family member to attend. Elections need to be held at each center to select the new Reps and Alts. Correct July 20, 2017 minutes which reflect 9/21/17.
- Program Governance Training – October 14, 2017 from 8:00 to 2:00 at the Hal Marston Community center. Child care will be provided. Breakfast and lunch will be served. All new reps and alts must attend.

### **New Business**

- By-Laws – Under tab 4 in the Policy Council binder. There are changes being made to comply with the new Performance Standards. They will be changed in the new binder handed out at the Program Governance training.
- Community Representative Applicants – So far we only have two. We need to spread the word about the need for more qualified applicants. Past parents do qualify. We need people from organizations who can contribute to helping our families out. Voting will be tabled until the next meeting

### **Public Comment**

- New apartments; 2 & 3 bedroom apartments and 2 bedroom townhomes for low and mixed income is going up in the Orange Center area. A flyer is attached.
- Jacqueline Eugene, Treasurer, bid farewell to the group and expressed appreciation for the experience over the past year. She cannot attend the Changing of the Guard due to being accepted into the job partnership program.
- Heather Chisholm-Wright, Parliamentarian, brought information about a non-profit Program. It is a 3 month grooming program for young women ages 16 – 25. October 1<sup>st</sup> will be an event at Hilton Hotel in Altamonte Springs, Miss Orlando Caribbean Pageant. She encouraged all to support.

### **Chairperson Lloyd requested a motion to adjourn meeting**

Motion: Dexter Nelson, Community Representative

Second: Cecilia Pierre, Aloma, Representative

Status: The motion was carried with no objections

Meeting Adjourned at 8:06 p.m.



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



6408 Jennings Road  
 Orlando, FL 32818  
 September 28, 2017

Call to Order by: Jeneka Lloyd, Chairperson, 6:40 p.m.

Roll Call by: Charmaine Jobson, Vice-Chairperson

Quorum Established: Jeneka Lloyd, Chairperson

**Attended By:**

Jeneka Lloyd	Past Parent	Chairperson
Cecilia Pierre	Aloma	Representative
Annakay McCrae	Callahan	Representative
American Cameron	Callahan	Alternate
Charmaine Jobson	East Orange	Vice-Chairperson
Wilthere Philistin	Evans	Representative
Leah Ackerman	Orlando Tech/McCoy	Secretary
Heather Chisholm-Wright	Pine Hills	Parliamentarian
Abigail Soriano	Southwood	Representative
Shearly Mirabal	Taft	Representative
Tonette Vance	WS / ELC	Representative
Dexter Nelson	Past Parent	Community Rep
Victoria Siplin	BCC	Commissioner

**Visitors**

Ann Marie Alvarado	Children's Home Society
Shantara Gibson	4C Head Start

**Staff:**

Sonya Hill	Main Office	Division Manager
Polly Boulter	Hal Marston	Teacher Assistant
Pedro Berrios	Warehouse	Warehouse Specialist
Sandra Moore	Main Office	Admin Assistant
John Holmes	Lila Mitchell	Center Manager
Avis McWhite	Main Office	Sr. Program Manager
Toinett Stenson	Callahan	Center Manager
Milagros Font	Main Office	Sr. Program Manager
Julio Grullon	Warehouse	Warehouse Assistant
Jasmine Purlin	Main Office	Admin Support
Yira Rodriguez	McCoy/Three Points	Center Manager
Mercedes Grullon	Taft	Center Manager

Milagros Hoyos	Taft	FSW
Wilna Francois	Hal Marston	Center Manager
Kathy Millsap	John Bridges	FSW
Marcia Cotton	John Bridges	Center Manager
Bernice Mendez	Main Office	Sr. FSW
Xeix Colon	Main Office	Sr. FSW
Sunitha Koorathota	Main Office	Field Ops Supervisor
Danette Martin	WS/ELC	Center Manager
Tambra Jackson	Pine Hills	Center Manager
Tiffany Brown	Frontline	Center Manager
Sandra Ruff	Main Office	Program Manager
Aturia Hall	SOYMCA	Center Manager

**Chairperson Jeneka Lloyd requested a motion to adopt the agenda**

Deter Nelson proposed an amendment to the Agenda to move Changing of the Guard from Old Business to New Business

Leah Ackerman, Secretary

The motion carried with no objections.

**Chairperson Jeneka Lloyd requested a motion to approve the minutes from August 24, 2017**

Motion: Dexter Nelson, Community Rep

Second: Charmaine Jobson, Vice-Chairperson

Status: The motion was carried with no objections

**HR Report by Avis McWhite** – Ms. McWhite is seeking approval to hire the named candidates for Teacher Assistant and Teacher Aide

**Chairperson Jeneka Lloyd requested a motion to accept the HR report with recommendations for hire for of named candidates**

Motion: Dexter Nelson, Community Rep

Second: Leah Ackerman, Secretary

Status: The motion was carried with no objections

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

All contracts have been submitted downtown along with the Grant for the new school year. She invited anyone who wants to know more about the budget and fiscal side of Policy Council to call her anytime

**Status of Board of County Commissioners Vote by Sonya Hill**

The Head Start Division requests Board approval of the Head Start Policy Council Program Information and Updates from July 2017. Also the Policy Council Meeting Minutes (corrected) from May 18, 2017 and Policy Council Meeting Minutes from June 15, 2017.

**Division Manager's Report by Sonya Hill**

**Highlights:**

- Kudos to select staff for the successful move of 47 classrooms into 4 new centers
- Five centers have received new equipment or sidewalk projects making the playgrounds accessible for children with disabilities.
- September is Head Start Attendance Awareness month.

- There were minor damages in some centers as a result of Hurricane Irma. Orange County has made all repairs and all classrooms are in safe condition.
- As a part of the disaster relief efforts, OHS is updating the policies and make changes to accommodate possible influx of families as a result of Hurricane Irma.

### **Commissioner's Report by Commissioner Victoria Siplin**

She knows many are suffering as a result of Hurricane Irma but people have come forward to help wherever they can. She is proud of the new group that is willing to advocate for all the children in the program.

### **Service Area Reports:**

- **ERSEA by Xeix Colon** – Three centers tied for 95% attendance in August.
- **Childhood Health and Developmental Services by Milagros Font, Sr. Program Manager** – Ms. Font spent time as a Shelter Manager at Barnett Park in the aftermath of Hurricane Irma.
- **PFCE report by Bernice Mendez, Sr. Family Service Worker** – 137 families were provided family services.

### **Old Business:**

- Program Governance Training – Mandatory training on October 21, 2017 at Hal P. Marston.
- Community Representative Applications – Sonya Hill presented 5 applications along with their education and employment history for consideration. We can have 9 representatives.

### **Heather Chisholm-Wright, Parliamentarian, oversaw the elections**

#### **Heather Chisholm-Wright requested a motion to accept Dr. Mary Harper as Community Rep**

Motion: Dexter Nelson, Community Rep

Seconded: Leah Ackerman, Secretary

Status: Motion carried with no objections

#### **Heather Chisholm-Wright requested a motion to accept Charmaine Jobson as Community Rep**

Motion: Shearly Mirabal, Representative, Taft

Seconded: Tonette Vance, WS/ ELC

Status: Motion carried with no objections

#### **Heather Chisholm-Wright requested a motion to accept AnnMarie Alvarado as Community Rep**

Motion: AnnaKay McCrae, Representative, Callahan

Seconded: Abigail Soriano, Representative, Southwood

Status: Motion carried with no objections

#### **Heather Chisholm-Wright requested a motion to accept Jeneka Lloyd as Community Rep**

Motion: Cecilia Pierre, Representative, Aloma

Seconded: Leah Ackerman, Secretary

Status: Motion carried with no objections

**Heather Chisholm-Wright requested a motion to accept Dexter Nelson as Community Rep**

Motion: Annakay McCrae, Representative, Callahan

Seconded: Leah Ackerman, Seretary

Status: Motion carried with no objections

**New Business**

- Changing of the Guard

Sonya Hill organized the old and new reps at the table. Jeneka Lloyd, Chairperson and Commissioner Victoria Siplin swore in the new members. Statements were signed and dated.

Representatives and Alternates were given Policy Council pins.

Roll Call for the new members by Charmaine Jobson, Vice-Chairperson:

**Attended by:**

Cecilia Pierre	Aloma	Representative
Jamie Santiago	Aloma	Alternate
Leigh Thomason	Bithlo	Representative
Quyen Tu	Bithlo	Alternate
Roxanne Williams	Callahan	Representative
Sandra Noel	Denton Johnson	Representative
Liz Velez	Denton Johnson	Alternate
Crystal Salcedo	East Orange	Representative
Crystal Ortiz	Engelwood	Representative
Lakesha Barington	Evans	Representative
Darline Demosthene	Frontline	Representative
Jennifer Green	Frontline	Alternate
Lateasha Stevenson	Hal P. Marston	Representative
Jekeyah Holmes	John Bridges	Representative
Emma Aguirre-Flores	John Bridges	Alternate
Chandrea Washington	Lila Mitchell	Alternate
Leah Ackerman	McCoy	Representative
Ingrid Perilla	McCoy	Alternate
Heather Chisholm-Wright	Pine Hills	Representative
Lakertia Graham	Pine Hills	Alternate
Samona Heard	South Orlando YMCA	Representative
Cyndi Salami	South Orlando YMCA	Alternate
Cathy Chandler	Southwood	Representative
Alyne Agenor	Southwood	Alternate
Johanna Nieves	Taft	Representative
Nicole Miranda	Taft	Alternate
Anna Garcia	Three Points Elem.	Representative
Clara Alicea	Ventura	Representative
Bilan Wilson	WS/ ELC	Representative
Sacara Council	WS/ELC	Alternate
Marche Henderson	WS/Elementary	Representative



Plaques were presented by Sonya Hill for outgoing members who attended 10 or more meetings last year. All others received Certificates of Appreciation.

Centers that had the 10 or more meetings participation were recognized with certificates.

**Public Comment**

Jeneka Lloyd welcomed the new members and encouraged all to take advantage of all that Head Start offers to improve their situations. Get acquainted with the staff and parents. Remind parents of meetings. Read all information available and packets sent out. Ask questions if you don't understand something.

**Chairperson Lloyd requested a motion to adjourn meeting**

Motion: Dexter Nelson, Community Representative

Second: Leah Ackerman, Secretary

Status: The motion was carried with no objections

Meeting Adjourned at 8:20 p.m.

**NEXT POLICY COUNCIL MEETING  
OCTOBER 21, 2017  
3933 W.D. Judge Drive  
Orlando, FL 32808  
2:00 p.m.**