



Interoffice Memorandum

April 30, 2018

AGENDA ITEM

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

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

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

SUBJECT: **Consent Agenda Item - May 22, 2018**
Filing of Head Start Policy Council Program Information and Updates
for the Official County Record

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

Head Start Policy Council Program Information and Updates
Head Start Policy Council Meeting Minutes

April 2018
March 15, 2018

ACTION REQUESTED: Receipt and filing of Head Start Policy Council Program Information and Updates April 2018 and Head Start Policy Council Meeting Minutes March 15, 2018 for the official county record.

SH/kp

Attachment

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



Lonnie C. Bell, Jr.
Director, Family Services

Orange County Government

HEAD START POLICY COUNCIL



Sonya L. Hill
Head Start Division Manager

PROGRAM INFORMATION & UPDATES

April is National Child Abuse Prevention Month



APRIL 2018



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



**POLICY COUNCIL
MEETING**

Who: Policy Council Members

Date: THURSDAY, APRIL 19, 2018

Time: 6:30 P.M.

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

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

Children's snacks provided

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

SEE YOU THERE!!!!



AGENDA

Orange County Government • Policy Council Meeting
1718 E. Michigan Street, Orlando, FL 32806
April 19, 2018 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 March 15, 2018*
5. Budget Report
6. HR 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, Nutrition, PFCE, Education
11. Old Business
 - a. GA Foods
 - b. Fathers and Families Dance
 - c. NHSA Conference
 - d. Community Rep Vote
12. New Business
 - a. Self-Assessment Plan
 - b. Mother Son Prom
13. Public Comment
14. Adjourn

Head Start Policy Council
Human Resources Committee
March 2018 Actions

I. Pending Approval for hire

Job Title	Candidate's Name

II. Termination from employment (Involuntarily)

Job Title	Reason	Employee's Name
None		

III. Separation from employment (Voluntarily)

Job Title	Reason	Employee's Name
None		

IV. Current Head Start Openings – As of 03/28/18

Job Title	Number of Positions	Potential Candidates in process for hire
Center Supervisor	2	
Food Service Assistant	1	
Licensed Practical Nurse	1	
Monitoring & Eval Coordinator	1	
Sr. Family Services Worker	1	
Sr. Program Manager	1	
Teacher	1	
Teacher Assistant	7	



ORANGE COUNTY FAMILY SERVICES HEAD START EDUCATION

Recommended Staff Qualifications for hire

Name: Miguerline Elibert

Position: Substitute on call

- **Teacher Recruitment participant**
- **Head Start Parent (Engelwood)**
- **Bilingual (Creole & French)**
- **Early Childhood experience w/ Church ministry**

Name: Calisia Coston

Position: Substitute on call

- **Teacher Recruitment participant**
- **Head Start Parent (Denton Johnson)**

Name: Francelly Castano

Position: Substitute on call

- **Teacher Recruitment participant**
- **Head Start Parent (Engelwood)**
- **Opening Doors Facilitator**
- **Jobs & Partnership Graduate**
- **Bilingual (Spanish)**

Name: Jennifer Rodriguez

Position: Substitute on call

- **Head Start Parent (SOYMCA)**
- **Bilingual (Spanish)**
- **Infant/Toddler CDA**
- **Associate Degree ECE**
- **Bachelors Degree in Secretarial**

Name: Arelisse Rodriguez

Position: Substitute on call

- **Teacher Recruitment participant**
- **Bilingual (Spanish)**
- **Presently completing 45 hours state mandated**
- **Presently waiting on CDA certification**

Name: Zapporah Barbour

Position: Substitute on call

- **Teacher Recruitment participant**
- **Head Start Parent (Frontline)**
- **Presently completing 45 hours state mandated**
- **Presently enrolled in ECE at Ashford University**

Name: Arlene Gonzalez

Position: Substitute on call

- **Teacher Recruitment participant**
- **Head Start Potential Parent (waitlist Three Points)**
- **CDA certification expired**
- **Bilingual (Spanish)**

Name: Lourdes E. Vazquez Velez

Position: Teacher

- **Head Start Teacher Assistant 12/14/2015**
- **45 hours State Mandated Hours DCF**
- **Bilingual (Spanish)**
- **Bachelor of Arts Early Childhood Education Magna Cum Laude**
- **Staff Credential Verification No expiration date**

Name: Cyndi Salami

Position: On Call technician substitute

- **Head Start Parent SOYMCA**
- **Associate Degree General Studies**
- **Policy Council Committee Member 2017-2018**
- **Pursuing Bachelor's Arts Degree Business Management**

Name: Enstar Elsayed

Position: On Call technician substitute

- **Head Start Parent Volunteer East Orange**
- **5 years experience**
- **State Mandated Course 45 hours**
- **CDA readiness course completed**
- **Bachelor Arts Degree Foreign Language**

Name: Jenny Marte

Position: Teacher Assistant

- **Bachelor of Arts ECE Interdisciplinary Studies**
- **Over 15 years experience Early Childhood**
- **45 hours state mandated**

Name: Jessica Rivera Diaz

Position: Teacher Assistant

- **CDA credential expired 11/16/2020**
- **Some courses in Elementary Education Bachelor of Arts**
- **FIRST AID/CPR EXPIRES 11/29/18**

Name: Eman Jadallah

Position: Teacher Aide

- **Over 3 years experience working Early Childhood Education**
- **45 hours State Mandated**
- **FIRST AID/CPR EXPIRES 11/29/18**
- **OCHS on call substitute**

Name: Margarita De Jesus

Position: Teacher Assistant

- **ECE teacher 12 years Puerto Rico**
- **Bilingual (Spanish)**
- **Bachelors of Arts Preschool Education**
- **Masters of Arts Degree Special Education**
- **45 hours State Mandated**
- **Staff Credential Verification no expiration date**



ORANGE COUNTY FAMILY SERVICES HR REPORT
CHILDHOOD HEALTH & DEVELOPMENTAL SERVICES

Recommended for hire

Name: Alisha Vonal Burton

Years of Experience: 8

Orange County Employee from Corrections

Years in Orange County: 4

Head Start Budget Summary March 2018

Head Start Budget Summary

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

Unit Name	Current Budget 2017 - 2018	OCT	NOV	DEC	JAN	FEB	MAR	Encumbered	Total YTD	BALANCE	YTD
7521 - ADMINISTRATION	\$1,364,563	\$60,100	\$111,295	\$83,920	\$227,830	\$71,987	\$81,131	\$4,960	\$636,264	\$723,339	47%
7522 - OPERATIONS	\$9,953,131	\$641,625	\$1,138,410	\$657,027	\$1,331,760	\$777,452	\$165,685	\$210,709	\$5,312,845	\$4,474,602	55%
7523 - USDA ADMINISTRATION	\$182,442	\$9,015	\$13,723	\$12,309	\$18,051	\$18,894	\$13,432	\$0	\$85,424	\$99,751.09	46%
7524 - USDA OPERATIONS	\$1,607,682	\$12,150	\$78,671	\$198,254	\$124,439	\$94,470	\$156,628	\$773,216	\$664,613	\$328,698	81%
7525 - TRAINING	\$122,891	\$361	\$507	\$20,061	\$8,687	\$3,147	\$14,454	\$22,050	\$47,218	\$53,623	56%
7526 - DISABILITIES	\$480,952	\$17,493	\$28,762	\$28,746	\$37,600	\$26,574	\$29,434	\$119,756	\$168,609	\$192,587	59%
7527 - HEALTH AND DENTAL	\$280,663	\$12,123	\$16,604	\$16,478	\$15,631	\$12,374	\$10,221	\$10,000	\$83,430	\$187,233	33%
7528 - PCFE	\$1,553,252	\$79,443	\$109,663	\$114,881	\$171,582	\$119,373	\$127,536	\$0	\$722,475	\$835,777	46%

Budget Summary Report

Debarment and Suspension

Head Start carefully checks and determines if vendors are listed on the Government's Suspension and Debarment list. We conduct this check by ensuring all vendors are not listed on the SAM's (System for Award Management) website prior to processing contracts and purchase orders. Vendors are required to register with SAM's when conducting business with the U.S. Government. Suspension and debarment is the way to protect the Federal government from contractors that are not presently responsible.

What is suspension or debarment?

Imputation (FAR 9.406-5):

(a) "The fraudulent, criminal, or other seriously improper conduct of any officer, director, shareholder, partner, employee, or other individual associated with a contractor may be imputed to the contractor when the conduct occurred in connection with the individual's performance of duties for or on behalf of the contractor, or with the contractor's knowledge, approval or acquiescence. [. . .]"

Imputation (FAR 9.406-5)- Continued:

(c) "The fraudulent, criminal, or other seriously improper conduct of one contractor participating in a joint venture or similar arrangement may be imputed to participating contractors if the conduct occurred for or on behalf of the joint venture or similar arrangement, or with the knowledge, approval, or acquiescence of these contractors. Acceptance of the benefits derived from the conduct shall be evidence of such knowledge, approval, or acquiescence."

Causes for suspension or debarment

- A conviction or civil judgment for committing fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public contract or subcontract.
- Violating antitrust statutes related to offer submission
- Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property
- Intentionally using "Made in America" or similar inscription on item sold or shipped to US/outlying areas when not made in either
- Committing other offenses indicating a lack of business integrity or business honesty (that affects the present responsibility of the contractor)
- Violation of Drug-Free Workplace Act
- Violation of terms of Government contract/subcontract "so serious to justify debarment." For example: Willful failure to perform one or more contracts
- History of failure to perform, or unsatisfactory performance, of one or more contracts
- Committing Unfair Trade Practice
- Delinquent Federal taxes (in excess of \$3,000)
- Knowing failure of a principal of a contractor, until 3 years after final payment on any Government contract awarded to contractor, to timely disclose to the Government, in connection with the award, performance, or closeout of the contract or a subcontract there under:
 - Credible evidence of violations of certain criminal laws
 - The civil False Claims Act
 - Significant overpayment(s) on contract

Resources

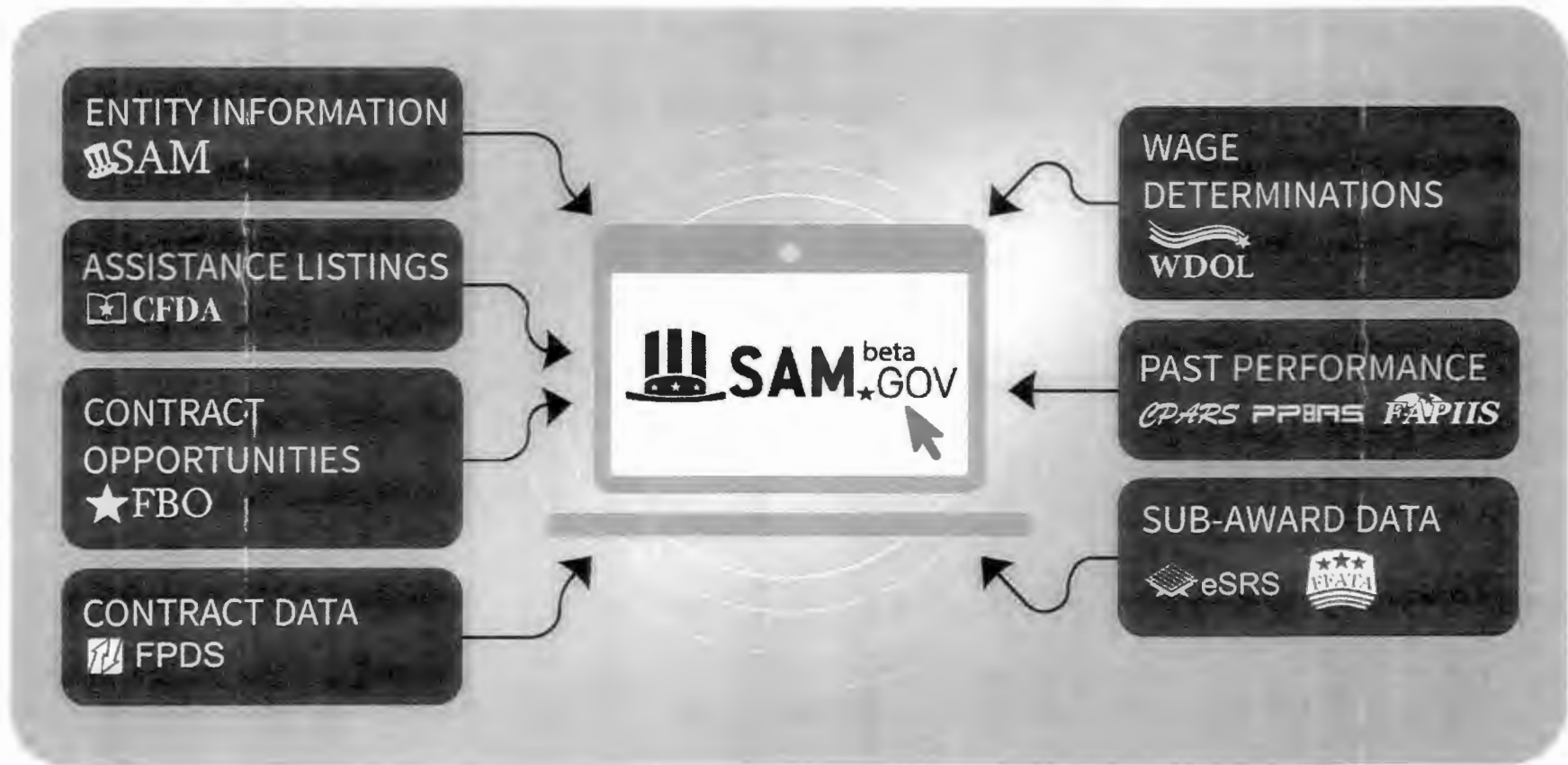
System for Award Management: www.sam.gov

Interagency Suspension and Debarment Committee: <http://www.epa.gov/ogd/sdd/isdc.htm>

Inspector General's Directory: <http://www.ignet.gov/igs/homepage1.html>

FAR 9.4: https://www.acquisition.gov/far/current/html/Subpart%209_4.html#wp1083280

Reference: GSA(2018), *Suspension & Debarment – What the Acquisition Workforce Needs to Know*. (U.S. General Services Administration pptx). <https://www.gsa.gov/about-us/organization/office-of-governmentwide-policy/office-of-acquisition-policy/gsa-acq-policy-integrity-workforce/suspension-and-debarment-division> ; accessed April 9, 2018.



Current Search Terms: macalester* college*

Clear Search

TOTAL RECORDS: 1

Result page 1 of 1

Save PDF

Export Results

Print

Sort by Modified Date Order by Ascending

FILTER RESULTS

Your search for "macalester* college*" returned the following results...

By Record Status

☒ Active

☐ Inactive

By Functional Area

☐ Entity Management

☐ Performance Information

Apply Filters

Entity

MACALESTER COLLEGE

Status: Active (+)

DUNS: 077626778

Has Active Exclusion?: No

Expiration Date: 09/17/2014

CAGE Code: 0DBS9

DoDAAC:

Delinquent Federal Debt? No

View Details

Glossary

Search Results

Entity

Exclusion

Search Filters

By Record Status

By Functional Area - Entity

Management

By Functional Area - Performance

Information

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 04CH010230-03-03	4. AMEND. NO. 3
5. TYPE OF AWARD: Service		6. TYPE OF ACTION: Balance of Funds	7. AWARD AUTHORITY: 42 USC 9801 ET SEQ	
8. BUDGET PERIOD: 10/01/2017 THRU 09/30/2018		9. PROJECT PERIOD: 10/01/2015 THRU 09/30/2020		10. CAT NO.: 93.600
11. RECIPIENT ORGANIZATION: ORANGE COUNTY BOARD OF COMMISSIONERS 201 S Rosalind Ave Orlando, FL 32801-3527 Grantee Authorizing Official: Teresa Jacobs , Mayor			12. PROJECT / PROGRAM TITLE: Head Start	
13. COUNTY: Orange		14. CONGR. DIST: 07	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Lonnie C. Bell	
16. APPROVED BUDGET:		17. AWARD COMPUTATION:		
Personnel..... \$ 6,175,118.00		A. NON-FEDERAL SHARE..... \$ 2,893,601.00 20%		
Fringe Benefits..... \$ 3,667,910.00		B. FEDERAL SHARE..... \$ 11,574,405.00 80%		
Travel..... \$ 0.00		18. FEDERAL SHARE COMPUTATION:		
Equipment..... \$ 33,067.00		A. TOTAL FEDERAL SHARE..... \$ 11,574,405.00		
Supplies..... \$ 252,535.00		B. UNOBLIGATED BALANCE FEDERAL SHARE..... \$ 0.00		
Contractual..... \$ 458,240.00		C. FED. SHARE AWARDED THIS BUDGET PERIOD...\$ 6,430,225.00		
Facilities/Construction..... \$ 0.00		19. AMOUNT AWARDED THIS ACTION:		\$ 5,144,180.00
Other..... \$ 919,906.00		20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:		\$ 37,169,195.00
Direct Costs..... \$ 11,506,776.00		21. AUTHORIZED TREATMENT OF PROGRAM INCOME:		
Indirect Costs..... \$ 138,228.00		Additional Costs		
At % of \$				
In Kind Contributions..... \$ 0.00		22. APPLICANT EIN: 596000773	23. PAYEE EIN: 1591101610A1	24. OBJECT CLASS: 41.51
Total Approved Budget..... \$ 11,645,004.00				

25. FINANCIAL INFORMATION:					DUNS 064797251	
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
	04CH01023003	75-18-1536	8-G044122	\$5,095,024.00		
	04CH01023003	75-18-1536	8-G044120	\$49,156.00		

26. REMARKS: (Continued on separate sheets)

27. SIGNATURE - ACF GRANTS OFFICER Ms. Cheryl Pressley	DATE: 03/23/2018	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY Ms. TaWanda Goodman	DATE: 03/22/2018
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) Captain Robert Bialas - Regional Program Manager		DATE: 03/23/2018	

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

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11. RECIPIENT ORGANIZATION: ORANGE COUNTY BOARD OF COMMISSIONERS				

STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children and Families
U.S. Department of Health and Human Services
Office of Grants Management
ATTN: Grants Management Specialist
330 C Street, SW.,
Switzer Building Corridor 3200
Washington, DC 20201 AND
U.S. Department of Health and Human Services
Office of Inspector General
ATTN: Mandatory Grant Disclosures
Intake Coordinator
330 Independence Avenue, SW, Cohen Building
Room 5527
Washington, DC 20201
Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov
Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180& 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

AWARD ATTACHMENTS

ORANGE COUNTY BOARD OF
COMMISSIONERS

04CH010230-03-03

1. Remarks

26. REMARKS (Continued from previous page)

This grant action awards additional operations and training and technical assistance funds for the Head Start program for the 10/01/2017-09/30/2018 budget period. The balance of the funds will be awarded when available, subject to the final appropriation for the Head Start program for Fiscal Year 2018.

FUND: 7008 DEPT: 062 UNIT: 7521 ADMINISTRATION

	OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1	1120	9FA	REGULAR SALARIES and WAGES	852,875.00	45,221.45	59,040.14	59,631.42	89,203.21	50,261.55	52,181.60	.00	355,539.37	497,335.63	41.69
	1130	9FA	OTHER SALARIES and WAGES	.00	.00	.00	2,175.33	3,312.16	2,210.19	1,126.74	.00	8,824.42	-8,824.42	.00
	1140	9FA	OVERTIME	7,000.00	594.97	97.80	357.76	.00	501.51	191.55	.00	1,743.59	5,256.41	24.91
	2110	9FA	FICA TAXES	65,245.00	3,322.26	4,284.64	4,501.78	6,677.14	3,818.79	3,839.34	.00	26,443.95	38,801.05	40.53
	2120	9FA	RETIREMENT CONTRIBUTION	67,462.00	3,553.35	4,645.30	4,385.11	6,207.16	4,184.07	4,280.63	.00	27,255.62	40,206.38	40.40
	2130	9FA	LIFE and HEALTH INSURANCE	187,000.00	7,408.29	9,879.48	9,613.56	14,519.48	9,490.50	10,154.70	.00	61,066.01	125,933.99	32.66
	2131	9FA	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
	2200	9FA	PAYMENTS TO OPEB TRUST	8,959.00	.00	.00	.00	.00	.00	5,714.00	.00	5,714.00	3,245.00	63.78
OBJECT CATEGORY 1				1,188,541.00	60,100.32	77,947.36	80,664.96	119,919.15	70,466.61	77,488.56	.00	486,586.96	701,954.04	40.94
2	3125	9FB	INDIRECT COSTS	106,329.00	.00	.00	.00	106,329.00	.00	.00	.00	106,329.00	.00	100.00
	3179	9FC	CONTRACT SVC EMPLOY AGENT	6,000.00	.00	.00	.00	.00	.00	1,495.59	4,452.17	1,495.59	52.24	99.13
	3410	9FC	LOCAL TRAVEL	5,000.00	.00	.00	575.20	388.91	.00	984.21	.00	1,948.32	3,051.68	38.97
	3510	9FC	POSTAGE and MESSENGER SVCS	250.00	.00	.00	.00	.00	4.33	.00	.00	4.33	245.67	1.73
	3530	9FC	TOLL CHARGES	150.00	.00	.00	16.24	35.55	.00	58.16	.00	109.95	40.05	73.30
	3610	9FC	RENTAL OF EQUIPMENT	3,000.00	.00	237.23	474.46	237.23	.00	474.46	237.23	1,423.38	1,339.39	55.35
	3720	9FC	COMMUNICATIONS	3,000.00	.00	.00	678.42	335.26	335.74	328.27	.00	1,677.69	1,322.31	55.92
	3820	9FC	MAINTENANCE OF EQUIPMENT	3,500.00	.00	123.17	638.82	275.67	.00	266.31	271.03	1,303.97	1,925.00	45.00
	3910	9FC	GRAPHIC REPROD SVCS	500.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
	4010	9FC	DUES and MEMBERSHIPS	8,000.00	.00	6,144.00	.00	.00	450.00	.00	.00	6,594.00	1,406.00	82.43
	4020	9FC	SUBSCRIPTIONS	2,000.00	.00	.00	.00	83.58	.00	.00	.00	83.58	1,916.42	4.18
	4110	9FC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	3,500.00	.00	.00	566.63	65.85	535.80	24.87	.00	1,193.15	2,306.85	34.09
	4115	9FC	MISCELLANEOUS OPERATING SUPPLIES	750.00	.00	.00	.00	9.78	.00	.00	.00	9.78	740.22	1.30
	4120	9FC	SOFTWARE < \$1000	50.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
	4121	9FC	COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00	.00	.00	.00	.00	10.56	.00	10.56	39.44	21.12
	4123	9FC	EQUIPMENT LESS THAN \$1000	3,000.00	.00	.00	305.54	149.99	105.10	.00	.00	560.63	2,439.37	18.69
	4412	9FC	PROMOTIONAL EXPENSES	500.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
	4418	9FC	EDUCATIONAL ASSISTANCE PROGRAM	2,500.00	.00	.00	.00	.00	.00	.00	.00	.00	2,500.00	.00
	4422	9FC	SCHOLARSHIPS,AWARDS,BENEF	1,100.00	.00	.00	.00	.00	89.90	.00	.00	89.90	1,010.10	8.17
	4482	9FG	SELF INS-PROP CASUALTY	26,843.00	.00	26,843.00	.00	.00	.00	.00	.00	26,843.00	.00	100.00
OBJECT CATEGORY 2				176,022.00	.00	33,347.40	3,255.31	107,910.82	1,520.87	3,642.43	4,960.43	149,676.83	21,384.74	87.85
*TOTAL UNIT_CD 7521				1,364,563.00	60,100.32	111,294.76	83,920.27	227,829.97	71,987.48	81,130.99	4,960.43	636,263.79	723,338.78	46.99

FUND: 7008 DEPT: 062 UNIT: 7522 OPERATIONS

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1 1120	9FE	REGULAR SALARIES and WAGES	5,586,048.00	432,103.05	599,084.38	425,715.83	825,604.98	487,096.45	418,347.94	.00	3,187,952.63	2,398,095.37	57.07
1130	9FE	OTHER SALARIES and WAGES	50,000.00	9,858.04	14,970.49	8,372.56	8,558.10	8,067.05	6,535.54	.00	56,361.78	-6,361.78	112.72
1140	9FE	OVERTIME	10,000.00	2,113.76	1,838.14	1,968.60	1,669.12	2,548.59	1,142.67	.00	11,280.88	-1,280.88	112.81
2110	9FE	FICA TAXES	431,922.00	32,479.35	45,174.55	31,852.24	61,136.49	36,268.27	30,795.82	.00	237,706.72	194,215.28	55.03
2120	9FE	RETIREMENT CONTRIBUTION	446,602.00	34,847.69	48,040.40	34,399.47	66,629.98	39,527.93	33,963.30	.00	257,408.77	189,193.23	57.64
2130	9FE	LIFE and HEALTH INSURANCE	2,083,400.00	103,443.30	139,085.93	103,261.42	227,588.97	130,622.67	115,723.31	.00	819,725.60	1,263,674.40	39.35
2131	9FE	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
2150	9FE	UNEMPLOYMENT COMPENSATION	7,000.00	.00	.00	.00	.00	.00	.00	.00	.00	7,000.00	.00
2200	9FE	PAYMENTS TO OPEB TRUST	108,996.00	.00	.00	.00	.00	.00	83,802.00	.00	83,802.00	25,194.00	76.89
OBJECT CATEGORY 1			8,723,968.00	614,845.19	848,193.89	605,570.12	1,191,187.64	704,130.96	690,310.58	.00	4,654,238.38	4,069,729.62	53.35
2 3167	9FF	GOVERNMENTAL AGENCIES	8,000.00	.00	420.00	540.00	636.00	870.28	1,180.14	6,996.00	3,646.42	-2,642.42	133.03
3170	9FF	JANITORIAL SVC and SUPPLY	25,000.00	1,295.46	647.73	1,005.70	1,005.70	647.73	1,363.67	.00	5,965.99	19,034.01	23.86
3185	9FF	CONTRACT SVC-TRAINING	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	5,000.00	.00
3192	9FF	SOFTWARE LICENSING SUPPORT FEE	42,390.00	.00	.00	.00	.00	17,392.94	23,568.00	.00	40,960.94	1,429.06	96.63
3195	9FF	CONTRACT SERVICES MEDICAL	1,700.00	.00	.00	.00	.00	.00	.00	.00	.00	1,700.00	.00
3197	9FF	OTHERWISE SPECIFIED	22,442.00	.00	.00	510.00	.00	182.85	.00	11,945.20	692.85	9,803.95	56.31
3350	9FF	OTHER INSURANCE and BONDS	11,000.00	.00	12,119.00	.00	.00	.00	.00	.00	12,119.00	-1,119.00	110.17
3410	9FF	LOCAL TRAVEL	10,000.00	.00	.00	1,260.33	575.41	.00	1,756.32	.00	3,592.06	6,407.94	35.92
3520	9FF	MOVING EXPENSE-CO ASSETS	3,000.00	.00	.00	.00	.00	.00	.00	.00	.00	3,000.00	.00
3530	9FF	TOLL CHARGES	1,500.00	.00	.00	235.03	136.86	.00	221.99	.00	593.88	906.12	39.59
3610	9FF	RENTAL OF EQUIPMENT	40,000.00	.00	4,632.57	8,153.81	4,699.47	4,462.24	4,936.70	17,818.59	26,884.79	-4,703.38	111.76
3620	9FF	LEASES-BUILDINGS/STRUCTURES	263,356.00	20,553.40	10,276.70	10,376.70	104,599.75	10,176.70	10,276.70	.00	166,259.95	97,096.05	63.13
3710	9FF	UTILITIES	30,000.00	1,678.74	1,969.31	2,109.25	1,324.15	1,982.59	2,327.80	.00	11,391.84	18,608.16	37.97
3720	9FF	COMMUNICATIONS	30,000.00	700.13	504.90	3,090.82	1,733.59	1,571.85	1,827.74	.00	9,429.03	20,570.97	31.43
3810	9FF	IMPROVEMENTS, AND GROUNDS	50,000.00	677.50	338.75	338.75	338.75	10,676.09	338.75	7,174.66	12,708.59	30,116.75	39.77
3820	9FF	MAINTENANCE OF EQUIPMENT	25,000.00	.00	1,185.23	2,147.87	1,405.15	2,963.69	3,281.30	14,046.27	10,983.24	-29.51	100.12
3823	9FF	EQUIPMENT	50.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
3825	9FD	CHARGES	20,145.00	.00	374.26	293.95	2,201.09	456.74	339.72	.00	3,665.76	16,479.24	18.20
3910	9FF	GRAPHIC REPROD SVCS	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	.00
4020	9FF	AND SUBSCRIPTIONS	3,500.00	.00	.00	.00	.00	2,037.15	.00	.00	2,037.15	1,462.85	58.20
4040	9FF	LICENSE AND CERTIFICATION FEES	1,000.00	.00	.00	100.00	100.00	.00	629.88	.00	829.88	170.12	82.99
4110	9FF	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	29,300.00	.00	.00	.00	1,600.91	4,043.69	2,450.47	.00	8,095.07	21,204.93	27.63
4115	9FF	MISCELLANEOUS OPERATING SUPPLIES	70,000.00	.00	.00	304.64	1,677.47	307.19	1,068.15	.00	3,357.45	66,642.55	4.80
4116	9FF	EVENT/MEAL REIMBURSEMENTS	8,500.00	.00	.00	393.30	.00	654.30	148.48	.00	1,196.06	7,303.94	14.07
4120	9FF	SOFTWARE < \$1000	6,902.00	.00	.00	.00	.00	.00	.00	.00	.00	6,902.00	.00
4121	9FF	\$500	5,000.00	.00	.00	413.08	.00	102.00	3,232.00	.00	3,747.08	1,252.92	74.94
4123	9FF	EQUIPMENT LESS THAN \$1000	19,800.00	.00	.00	2,241.52	.00	272.46	421.89	12,086.72	2,935.87	4,777.41	75.87
4135	9FF	FOODandDIETARY	150,000.00	.00	3,461.48	16,692.16	12,836.50	12,020.47	14,963.91	88,666.06	59,974.52	1,359.42	99.09
4175	9FF	CLOTHING AND WEARING APPAREL	100.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	.00
4195	9FF	MISC SUPPLIES OR EXPENSES	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00
4412	9FF	PROMOTIONAL EXPENSES	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	.00
4418	9FF	EDUCATIONAL ASSISTANCE PROGRAM	19,452.00	1,875.00	1,220.40	1,250.00	810.78	2,500.00	276.15	.00	7,932.33	11,519.67	40.78
4440	9FF	ASSETS	6,000.00	.00	.00	.00	.00	.00	.00	.00	.00	6,000.00	.00
4450	9FF	PARENT ACTIVITY FUND	100.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	.00
4452	9FN	FIELD TRIPS-HEAD START	15,360.00	.00	.00	.00	.00	.00	.00	.00	.00	15,360.00	.00
4482	9FD	SELF INS-PROP CASUALTY	253,066.00	.00	253,066.00	.00	.00	.00	.00	.00	253,066.00	.00	100.00
6310	9FD	STRUCT and FAC OTH TH BLDGS	25,000.00	.00	.00	.00	.00	.00	.00	.00	.00	25,000.00	.00
6410	9FD	EQUIPMENT	10,000.00	.00	.00	.00	4,890.65	.00	.00	.00	4,890.65	5,109.35	48.91

6420	9FD	ROLLING STOCK	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	5,000.00	.00
6438	9FD	COMPUTER EQUIPMENT > \$500	1,000.00	.00	.00	.00	.00	.00	1,650.00	.00	1,650.00	-650.00	165.00
6440	9FD	SOFTWARE	7,000.00	.00	.00	.00	.00	.00	.00	6,951.00	.00	49.00	99.30
OBJECT CATEGORY 2			1,229,163.00	26,780.23	290,216.33	51,456.91	140,572.23	73,320.96	76,259.74	165,684.50	658,606.40	404,872.10	67.06
*TOTAL UNIT_CD 7522			9,953,131.00	641,625.42	1,138,410.22	657,027.03	1,331,759.87	777,451.92	766,570.32	165,684.50	5,312,844.78	4,474,601.72	55.04

FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH MARCH 31, 2018: FUND: 7408 DEPT: 062 UNIT: 7523 [ADMIN] - 50% OF FY ELAPSED

OBJ	APR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	9FQ	REGULAR SALARIES and WAGES	118,640.00	6,768.40	9,128.00	9,128.00	13,388.90	9,128.00	8,776.41	.00	.00	56,317.71	62,322.29	47%
1140	9FQ	OVERTIME	1,500.00	89.61	.00	129.90	.00	207.84	.00	.00	.00	427.35	1,072.65	28%
2110	9FQ	FICA TAXES	9,191.00	505.54	672.81	682.76	981.04	685.36	642.59	.00	.00	4,170.10	5,020.90	45%
2120	9FQ	RETIREMENT CONTRIBUTION	9,503.00	543.15	722.94	733.23	1,060.41	739.40	695.10	.00	.00	4,494.23	5,008.77	47%
2130	9FQ	LIFE and HEALTH INSURANCE	33,000.00	1,108.09	1,477.78	1,477.78	2,385.18	1,590.12	1,590.12	.00	.00	9,629.07	23,370.93	29%
2200	9FQ	PAYMENTS TO OPEB TRUST	1,497.00	.00	.00	.00	.00	.00	1,440.00	.00	.00	1,440.00	57.00	96%
		SALARIES	173,331.00	9,014.79	12,001.53	12,151.67	17,815.53	12,350.72	13,144.22	.00	.00	76,478.46	96,852.54	44%
3125	9FP	INDIRECT COSTS	6,543.00	.00	.00	.00	.00	6,543.00	.00	.00	.00	6,543.00	.00	100%
3410	9FR	LOCAL TRAVEL	1,000.00	.00	.00	157.71	235.76	.00	271.99	.00	.00	665.46	334.54	67%
3530	9FR	TOLL CHARGES	30.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	30.00	0%
3820	9FR	MAINTENANCE OF EQUIPMENT	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	0%
4110	9FR	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,500.00	.00	.00	.00	.00	.00	15.99	.00	.00	15.99	1,484.01	1%
4418	9FR	EDUCATIONAL ASSISTANCE PROGRAM	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	0%
4482	9FS	SELF INS-PROP CASUALTY	1,721.00	.00	1,721.00	.00	.00	.00	.00	.00	.00	1,721.00	.00	100%
		OPERATIONS	11,844.00	.00	1,721.00	157.71	235.76	6,543.00	287.98	.00	.00	8,945.45	2,898.55	76%
		TOTAL UNIT 7523	185,175.00	9,014.79	13,722.53	12,309.38	18,051.29	18,893.72	13,432.20	.00	.00	85,423.91	99,751.09	46%

FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH MARCH 31, 2018: FUND: 7408 DEPT: 062 UNIT: 7524 [SERV] - 50% OF FY ELAPSED

OBJ	APR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	9FT	REGULAR SALARIES and WAGES	168,185.00	8,033.45	10,796.45	10,759.31	15,980.65	11,581.43	10,689.84	.00	.00	67,841.13	100,343.87	40%
2110	9FT	FICA TAXES	12,866.00	568.56	764.59	761.74	1,125.45	821.26	753.08	.00	.00	4,794.68	8,071.32	37%
2120	9FT	RETIREMENT CONTRIBUTION	13,303.00	636.26	855.11	852.17	1,265.72	917.26	846.67	.00	.00	5,373.19	7,929.81	40%
2130	9FT	LIFE and HEALTH INSURANCE	77,000.00	2,912.11	3,883.06	3,883.06	6,280.23	4,187.06	4,187.06	.00	.00	25,332.58	51,667.42	33%
2131	9FT	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
2200	9FT	PAYMENTS TO OPEB TRUST	3,992.00	.00	.00	.00	.00	.00	2,880.00	.00	.00	2,880.00	1,112.00	72%
		SALARIES	275,346.00	12,150.38	16,299.21	16,256.28	24,652.05	17,507.01	19,356.65	.00	.00	106,221.58	169,124.42	39%
3170	9FU	JANITORIAL SVC and SUPPLY	3,000.00	.00	.00	1,559.90	.00	.00	.00	.00	.00	1,559.90	1,440.10	52%
3197	9FU	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	6,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	6,000.00	0%
4115	9FU	MISCELLANEOUS OPERATING SUPPLIES	19,000.00	.00	.00	6,469.36	8.94	.00	.00	.00	.00	6,478.30	12,521.70	34%
4130	9FU	HOUSEHOLD AND KITCHEN SUPPLIES	6,041.00	.00	.00	.00	145.19	71.84	.00	.00	.00	216.83	5,824.17	4%
4135	9FU	FOODandDIETARY	1,441,873.00	.00	48,235.39	173,968.45	99,633.09	76,891.62	137,271.39	.00	773,215.76	535,999.94	132,657.30	91%
4482	9FS	SELF INS-PROP CASUALTY	14,136.00	.00	14,136.00	.00	.00	.00	.00	.00	.00	14,136.00	.00	100%
6410	9FZ	EQUIPMENT	5,000.00	.00	.00	.00	.00	.00	.00	3,870.00	.00	.00	1,130.00	0%
		OPERATIONS	1,495,050.00	.00	62,371.39	181,997.71	99,787.22	76,963.26	137,271.39	3,870.00	773,215.76	558,390.97	159,573.27	89%
		TOTAL UNIT 7524	1,770,396.00	12,150.38	78,670.60	198,253.99	124,439.27	94,470.27	156,628.04	3,870.00	773,215.76	664,612.55	328,697.69	81%

FUND: 7008 DEPT: 062 UNIT: 7527 HEALTH AND DENTAL

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1 1120	9FV	REGULAR SALARIES and WAGES	158,717.00	8,872.16	12,209.47	11,529.81	11,141.76	8,831.79	6,593.20	.00	59,178.19	99,538.81	37.29
1140	9FV	OVERTIME	.00	.00	.00	141.36	64.26	270.44	.00	.00	476.06	-476.06	.00
2110	9FV	FICA TAXES	12,141.00	645.03	889.12	850.07	819.73	675.34	483.41	.00	4,362.70	7,778.30	35.93
2120	9FV	RETIREMENT CONTRIBUTION	11,405.00	702.68	967.00	811.90	887.53	720.89	522.19	.00	4,612.19	6,792.81	40.44
2130	9FV	LIFE and HEALTH INSURANCE	44,000.00	1,903.60	2,538.49	2,085.00	2,370.11	1,227.84	1,227.90	.00	11,352.94	32,647.06	25.80
2200	9FV	PAYMENTS TO OPEB TRUST	1,150.00	.00	.00	.00	.00	.00	1,143.00	.00	1,143.00	7.00	99.39
OBJECT CATEGORY 1			227,413.00	12,123.47	16,604.08	15,418.14	15,283.39	11,726.30	9,969.70	.00	81,125.08	146,287.92	35.67
2 3179	9FW	CONTRACT SVC EMPLOY AGENT	7,000.00	.00	.00	.00	.00	.00	.00	.00	.00	7,000.00	.00
3195	9FW	CONTRACT SERVICES MEDICAL	20,900.00	.00	.00	.00	.00	.00	.00	10,000.00	.00	10,900.00	47.85
3410	9FW	LOCAL TRAVEL	1,200.00	.00	.00	129.45	244.61	.00	76.81	.00	450.87	749.13	37.57
3530	9FW	TOLL CHARGES	250.00	.00	.00	.00	2.73	.00	.00	.00	2.73	247.27	1.09
3720	9FW	COMMUNICATIONS	4,750.00	.00	.00	299.55	99.78	120.34	114.26	.00	633.93	4,116.07	13.35
4110	9FW	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00
4115	9FW	MISCELLANEOUS OPERATING SUPPLIES	1,000.00	.00	.00	.00	.00	.00	60.00	.00	60.00	940.00	6.00
4121	9FW	COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00	.00	.00	.00	440.00	.00	.00	440.00	-390.00	880.00
4123	9FW	EQUIPMENT LESS THAN \$1000	1,000.00	.00	.00	630.88	.00	.00	.00	.00	630.88	369.12	63.09
4139	9FW	MEDICINESandDRUGS	100.00	.00	.00	.00	.00	87.00	.00	.00	87.00	13.00	87.00
4143	9FW	MEDandSURG SUPPLIES	15,000.00	.00	.00	.00	.00	.00	.00	.00	.00	15,000.00	.00
4418	9FW	EDUCATIONAL ASSISTANCE PROGRAM	500.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
4450	9FW	PARENT ACTIVITY FUND	500.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
OBJECT CATEGORY 2			53,250.00	.00	.00	1,059.88	347.12	647.34	251.07	10,000.00	2,305.41	40,944.59	23.11
*TOTAL UNIT_CD 7527			280,663.00	12,123.47	16,604.08	16,478.02	15,630.51	12,373.64	10,220.77	10,000.00	83,430.49	187,232.51	33.29

FUND: 7008 DEPT: 062 UNIT: 7526 DISABILITIES

										ENCUMBERED	TOTAL	BALANCE	BUDGET
										AMOUNT	YTD		USED
OBJECT	APPR	OBJECT NAME	CURRENT	OCT	NOV	DEC	JAN	FEB	MAR				YTD
BUDGET													
1 1120	9FI	REGULAR SALARIES and WAGES	209,068.00	12,656.00	16,372.25	18,841.53	24,513.82	17,067.20	16,593.27	.00	106,044.07	103,023.93	50.72
2110	9FI	FICA TAXES	15,994.00	860.60	1,109.03	1,297.96	1,646.20	1,152.91	1,116.62	.00	7,183.32	8,810.68	44.91
2120	9FI	RETIREMENT CONTRIBUTION	16,537.00	1,002.36	1,296.68	1,492.25	1,941.48	1,351.72	1,314.18	.00	8,398.67	8,138.33	50.79
2130	9FI	LIFE and HEALTH INSURANCE	44,000.00	2,974.43	3,966.40	3,966.40	6,409.11	4,272.74	4,272.74	.00	25,861.82	18,138.18	58.78
2131	9FI	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
2200	9FI	PAYMENTS TO OPEB TRUST	2,488.00	.00	.00	.00	.00	.00	1,524.00	.00	1,524.00	964.00	61.25
OBJECT CATEGORY 1			288,087.00	17,493.39	22,744.36	25,598.14	34,510.61	23,844.57	24,820.81	.00	149,011.88	139,075.12	51.72
2 3195	9FK	CONTRACT SERVICES MEDICAL	171,375.00	.00	428.00	2,650.00	2,762.00	2,570.00	3,672.00	119,756.00	12,082.00	39,537.00	76.93
3275	9FK	MEDICAL SVCS	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	5,000.00	.00
3410	9FK	LOCAL TRAVEL	4,100.00	.00	.00	212.18	185.48	.00	499.57	.00	897.23	3,202.77	21.88
3530	9FK	TOLL CHARGES	250.00	.00	.00	2.18	8.88	.00	13.64	.00	24.70	225.30	9.88
3720	9FK	COMMUNICATIONS	2,100.00	.00	.00	266.08	133.04	133.44	162.63	.00	695.19	1,404.81	33.10
4020	9FK	SUBSCRIPTIONS	500.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
4110	9FK	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,700.00	.00	.00	17.10	.00	25.99	265.10	.00	308.19	1,391.81	18.13
4115	9FK	MISCELLANEOUS OPERATING SUPPLIES	1,250.00	.00	.00	.00	.00	.00	.00	.00	.00	1,250.00	.00
4418	9FK	EDUCATIONAL ASSISTANCE PROGRAM	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00
4482	9FK	SELF INS-PROP CASUALTY	5,590.00	.00	5,590.00	.00	.00	.00	.00	.00	5,590.00	.00	100.00
OBJECT CATEGORY 2			192,865.00	.00	6,018.00	3,147.54	3,089.40	2,729.43	4,612.94	119,756.00	19,597.31	53,511.69	72.25
*TOTAL UNIT_CD 7526			480,952.00	17,493.39	28,762.36	28,745.68	37,600.01	26,574.00	29,433.75	119,756.00	168,609.19	192,586.81	59.96

FUND: 7008 DEPT: 062 UNIT: 7528

			CURRENT							TOTAL		70 BUDGET
OBJECT	APPR	OBJECT NAME	BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	YTD	BALANCE	USED
1	1120	9FX REGULAR SALARIES and WAGES	1,051,129.00	57,326.60	80,122.28	82,112.49	119,406.07	80,067.81	77,344.89	496,380.14	554,748.86	47.22
	1130	9FX OTHER SALARIES and WAGES	.00	.00	.00	2,241.28	2,364.88	3,085.12	2,689.60	10,380.88	-10,380.88	.00
	1140	9FX OVERTIME	.00	709.34	666.76	312.81	1,670.48	.00	.00	3,359.39	-3,359.39	.00
	2110	9FX FICA TAXES	80,410.00	4,171.07	5,809.22	6,119.18	8,911.83	6,019.31	5,746.78	36,777.39	43,632.61	45.74
	2120	9FX RETIREMENT CONTRIBUTION	71,697.00	4,596.46	6,209.60	6,528.12	9,589.32	6,341.41	6,125.74	39,390.65	32,306.35	54.94
	2130	9FX LIFE and HEALTH INSURANCE	297,000.00	12,639.43	16,854.72	16,854.86	29,050.00	19,368.78	18,994.08	113,761.87	183,238.13	38.30
	2131	9FX HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
	2200	9FX PAYMENTS TO OPEB TRUST	11,450.00	.00	.00	.00	.00	.00	11,427.00	11,427.00	23.00	99.80
OBJECT CATEGORY 1			1,511,686.00	79,442.90	109,662.58	114,168.74	170,992.58	114,882.43	122,328.09	711,477.32	800,208.68	47.07
2	3410	9FY LOCAL TRAVEL	2,500.00	.00	.00	263.17	137.10	.00	371.29	771.56	1,728.44	30.86
	3530	9FY TOLL CHARGES	100.00	.00	.00	.00	.00	.00	13.24	13.24	86.76	13.24
	3720	9FY COMMUNICATIONS	14,000.00	.00	.00	447.02	223.51	190.56	190.56	1,051.65	12,948.35	7.51
	4020	9FY SUBSCRIPTIONS	500.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
		OFFICE SUPPLIES (NOT INCLUDING										
	4110	9FY PRINTING)	7,000.00	.00	.00	.00	.00	2,231.36	83.94	2,315.30	4,684.70	33.08
	4115	9FY MISCELLANEOUS OPERATING SUPPLIES	1,000.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00
	4116	9FY EVENT/MEAL REIMBURSEMENTS	4,000.00	.00	.00	.00	228.42	21.24	54.31	303.97	3,696.03	7.60
	4121	9FY COMPUTER EQUIPMENT LESS THAN \$500	5,050.00	.00	.00	.00	.00	201.20	4,495.00	4,696.20	353.80	92.99
	4123	9FY EQUIPMENT LESS THAN \$1000	1,200.00	.00	.00	.00	.00	366.71	.00	366.71	833.29	30.56
	4412	9FY PROMOTIONAL EXPENSES	5,000.00	.00	.00	.00	.00	1,479.13	.00	1,479.13	3,520.87	29.58
	4418	9FY EDUCATIONAL ASSISTANCE PROGRAM	1,000.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00
	4450	9FY PARENT ACTIVITY FUND	5,216.00	.00	.00	.00	.00	.00	.00	.00	5,216.00	.00
OBJECT CATEGORY 2			46,566.00	.00	.00	710.19	589.03	4,490.20	5,208.34	10,997.76	35,568.24	23.62
*TOTAL UNIT_CD 7528			1,558,252.00	79,442.90	109,662.58	114,878.93	171,581.61	119,372.63	127,536.43	722,475.08	835,776.92	46.36

FUND: 7008 DEPT: 062 UNIT: 7525 TRAINING

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	BUDGET USED YTD
2 3185	9FH	CONTRACT SVC-TRAINING	13,500.00	.00	.00	15,400.00	.00	.00	12,125.00	22,050.00	27,525.00	-36,075.00	367.22
3420	9FH	OUT OF COUNTY TRAVEL	21,400.00	561.40	507.00	1,521.48	5,181.35	2,722.40	633.64	.00	11,127.27	10,272.73	52.00
3610	9FH	RENTAL OF EQUIPMENT	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	.00
3620	9FH	LEASES-BUILDINGS/STRUCTURES	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	.00
3910	9FH	GRAPHIC REPROD SVCS	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	.00
4020	9FH	SUBSCRIPTIONS	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00
4030	9FH	TRAINING AND EDUCATIONAL COST	73,400.00	-125.00	.00	2,444.00	3,506.00	.00	1,695.00	.00	7,520.00	65,880.00	10.25
4040	9FH	LICENSE AND CERTIFICATION FEES	1,500.00	-75.00	.00	350.00	.00	425.00	.00	.00	700.00	800.00	46.67
4110	9FH	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	.00
4115	9FH	MISCELLANEOUS OPERATING SUPPLIES	1,591.00	.00	.00	.00	.00	.00	.00	.00	.00	1,591.00	.00
4116	9FH	EVENT/MEAL REIMBURSEMENTS	2,000.00	.00	.00	345.78	.00	.00	.00	.00	345.78	1,654.22	17.29
4418	9FH	EDUCATIONAL ASSISTANCE PROGRAM	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00
OBJECT CATEGORY 2			122,891.00	361.40	507.00	20,061.26	8,687.35	3,147.40	14,453.64	22,050.00	47,218.05	53,622.95	56.37
*TOTAL UNIT_CD 7525			122,891.00	361.40	507.00	20,061.26	8,687.35	3,147.40	14,453.64	22,050.00	47,218.05	53,622.95	56.37

FUND: 0001 DEPT: 062 UNIT: 7529 GENERAL FUNDS

												BUDGET		
			CURRENT							ENCUMBERED	TOTAL	USED		
OBJECT	APPR	OBJECT NAME	BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	AMOUNT	YTD	BALANCE	YTD	
1	1120	HZE	REGULAR SALARIES and WAGES	81,636.00	.00	.00	.00	3,620.00	7,240.00	7,240.00	.00	18,100.00	63,536.00	22.17
	1130	HZE	OTHER SALARIES and WAGES	.00	.00	.00	.00	1,210.32	.00	.00	.00	1,210.32	-1,210.32	.00
	2110	HZE	FICA TAXES	5,901.00	.00	.00	.00	358.63	532.09	532.09	.00	1,422.81	4,478.19	24.11
	2120	HZE	RETIREMENT CONTRIBUTION	6,102.00	.00	.00	.00	286.70	573.40	573.40	.00	1,433.50	4,668.50	23.49
	2130	HZE	LIFE and HEALTH INSURANCE	22,000.00	.00	.00	.00	782.63	1,565.26	1,565.26	.00	3,913.15	18,086.85	17.79
OBJECT CATEGORY 1			115,639.00	.00	.00	.00	6,258.28	9,910.75	9,910.75	.00	26,079.78	89,559.22	22.55	
2	3197	HZE	OTHERWISE SPECIFIED	22,800.00	.00	.00	.00	.00	10,000.00	.00	12,280.00	10,000.00	520.00	97.72
	3810	HZE	IMPROVEMENTS, AND GROUNDS	50,000.00	.00	.00	.00	.00	.00	.00	.00	.00	50,000.00	.00
			OFFICE SUPPLIES (NOT INCLUDING											
	4110	HZE	PRINTING)	200.00	.00	.00	.00	.00	.00	.00	.00	.00	200.00	.00
	4115	HZE	SUPPLIES	1,500.00	.00	.00	.00	.00	99.57	.00	.00	99.57	1,400.43	6.64
	4121	HZE	\$500	24,750.00	.00	.00	.00	.00	.00	.00	.00	.00	24,750.00	.00
	4123	HZE	EQUIPMENT LESS THAN \$1000	300.00	.00	.00	.00	.00	.00	.00	.00	.00	300.00	.00
	4135	HZE	FOODandDIETARY	300.00	.00	.00	34.41	76.44	.00	.00	404.07	110.85	-214.92	171.64
	4452	HZE	FIELD TRIPS-HEAD START	3,000.00	.00	.00	.00	.00	.00	.00	.00	.00	3,000.00	.00
	6310	HZE	STRUCT and FAC OTH TH BLDGS	100,000.00	.00	.00	.00	.00	.00	.00	14,977.00	.00	85,023.00	14.98
OBJECT CATEGORY 2			202,850.00	.00	.00	34.41	76.44	10,099.57	.00	27,661.07	10,210.42	164,978.51	18.67	
*TOTAL UNIT_CD 7529			318,489.00	.00	.00	34.41	6,334.72	20,010.32	9,910.75	27,661.07	36,290.20	254,537.73	20.08	

FUND: 8290 DEPT: 062 UNIT: 7536 VPK

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL YTD	BALANCE	BUDGET USED
1 1120	8EA	WAGES	796,347.00	1,632.40	2,498.60	154,104.01	3,302.40	76,170.49	121,614.43	359,322.33	437,024.67	45.12
2110	8EA	FICA TAXES	61,187.00	106.44	164.91	11,292.59	212.40	5,533.20	8,882.46	26,192.00	34,995.00	42.81
2120	8EA	RETIREMENT CONTRIBUTION	62,923.00	129.29	174.36	12,415.43	261.54	6,173.80	9,907.53	29,061.95	33,861.05	46.19
2130	8EA	LIFE and HEALTH INSURANCE	69,858.00	692.10	922.86	35,089.00	1,492.98	18,648.24	32,662.47	89,507.65	-19,649.65	128.13
2131	8EA	HSA/FSA CONTRIBUTION	100.00	.00	.00	.00	.00	.00	.00	.00	100.00	.00
2200	8EA	PAYMENTS TO OPEB TRUST	5,583.00	.00	.00	.00	.00	.00	587.00	587.00	4,996.00	10.51
OBJECT CATEGORY 1			995,998.00	2,560.23	3,760.73	212,901.03	5,269.32	106,525.73	173,653.89	504,670.93	491,327.07	50.67
2 3125	8EB	INDIRECT COSTS	42,498.00	.00	.00	.00	.00	42,498.00	.00	42,498.00	.00	100.00
3185	8EC	CONTRACT SVC-TRAINING	1,500.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	.00
3410	8EC	LOCAL TRAVEL	500.00	.00	.00	23.32	.00	.00	22.78	46.10	453.90	9.22
4020	8EC	VIDEOS, AND	25,000.00	.00	.00	.00	.00	.00	.00	.00	25,000.00	.00
4110	8EC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	31,255.00	.00	.00	63.69	.00	.00	.00	63.69	31,191.31	.20
4115	8EC	SUPPLIES	29,500.00	.00	.00	.00	.00	.00	.00	.00	29,500.00	.00
4123	8EC	\$1000	8,324.00	.00	.00	305.54	.00	.00	.00	305.54	8,018.46	3.67
4482	8EC	SELF INS-PROP CASUALTY	1,092.00	.00	.00	.00	.00	.00	155.00	155.00	937.00	14.19
6410	8ED	EQUIPMENT	1,600.00	.00	.00	.00	.00	.00	.00	.00	1,600.00	.00
OBJECT CATEGORY 2			141,269.00	.00	.00	392.55	.00	42,498.00	177.78	43,068.33	98,200.67	30.49
*TOTAL UNIT_CD 7536			1,137,267.00	2,560.23	3,760.73	213,293.58	5,269.32	149,023.73	173,831.67	547,739.26	589,527.74	48.16
TOTAL			1,137,267.00	2,560.23	3,760.73	213,293.58	5,269.32	149,023.73	173,831.67	547,739.26	589,527.74	48.16

P-CARD EXPS. REPORT

FAMILY SERVICES-062

CH Full Name	Comp Supp Name	Purchase Date	Post Date	Amount	GL: FUND	GL: DEPT	GL: UNIT_SUBUNIT	GL: OBJ	Program Card Name
Bast, Anne Marie	WILLIAM V MACGILL	2/27/2018	3/1/2018	\$1,317.65	7008	062	7527	4143	ORANGE COUNTY BOCC- PCard
Bast, Anne Marie	OFFICEMAX/OFFICEDEPT#6876	3/14/2018	3/16/2018	\$56.21	7008	062	7526	4110	ORANGE COUNTY BOCC- PCard
Bast, Anne Marie	OFFICEMAX/OFFICEDEPT#6876	3/14/2018	3/16/2018	\$2.49	7008	062	7526	4110	ORANGE COUNTY BOCC- PCard
Bast, Anne Marie	OFFICEMAX/OFFICEDEPT#6876	3/14/2018	3/16/2018	\$11.99	7008	062	7526	4110	ORANGE COUNTY BOCC- PCard
Bast, Anne Marie	OFFICEMAX/OFFICEDEPT#6876	3/15/2018	3/19/2018	\$23.16	7008	062	7521	4110	ORANGE COUNTY BOCC- PCard
Bast, Anne Marie	OFFICEMAX/OFFICEDEPT#6876	3/21/2018	3/23/2018	\$139.80	7008	062	7527	4110	ORANGE COUNTY BOCC- PCard
Bast, Anne Marie	POSITIVE PROMOTIONS INC	3/23/2018	3/26/2018	\$1,107.35	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	SQ HORIZONS MEDICA	3/13/2018	3/14/2018	\$1,055.84	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	SQ HORIZONS MEDICA	3/13/2018	3/14/2018	(\$323.64)	7007	062	7522	4135	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	SQ MYPLATE MATERIALS	3/13/2018	3/14/2018	\$1,054.20	7408	062	7524	4115	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	SQ HORIZONS MEDICA	3/13/2018	3/14/2018	\$323.64	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	THE WEBSTRAURANT STORE	3/14/2018	3/15/2018	\$1,106.57	7408	062	7524	4130	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	CHANNING BETE CO AHA	3/16/2018	3/19/2018	\$1,331.85	7008	062	7525	4115	ORANGE COUNTY BOCC- PCard
FORE, ANGELA M	SOUTHWES 5261419448982	3/1/2018	3/5/2018	\$168.97	7007	062	7525		ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	TEACHSTONE	3/12/2018	3/13/2018	\$715.89	7007	062	7525		ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	EB FHSA 2018 CONFEREN	3/23/2018	3/26/2018	\$3,150.00	7007	062	7525		ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	WIPFLILLP	3/26/2018	3/27/2018	\$195.00	7007	062	7525		ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	FRPA	3/27/2018	3/27/2018	\$570.00	7007	062	7525		ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	FRPA	3/27/2018	3/27/2018	\$570.00	7007	062	7525		ORANGE COUNTY BOCC- TCard
GRULLON, JULIO	ALLEN LOCK COMPANY	2/28/2018	3/1/2018	\$59.25	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
GRULLON, JULIO	ALLEN LOCK COMPANY	3/2/2018	3/5/2018	\$71.10	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
GRULLON, JULIO	THE HOME DEPOT	3/14/2018	3/16/2018	\$199.00	7008	062	7522	4123	ORANGE COUNTY BOCC- PCard
GRULLON, JULIO	THE HOME DEPOT	3/23/2018	3/26/2018	\$332.37	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
GRULLON, JULIO	ALLEN LOCK COMPANY	3/28/2018	3/29/2018	\$51.30	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
GRULLON, JULIO	ALLEN LOCK COMPANY	3/28/2018	3/29/2018	\$25.55	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	2/28/2018	3/2/2018	\$85.88					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	READYREFRESH BY NESTLE	3/8/2018	3/8/2018	\$13.98					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	READYREFRESH BY NESTLE	3/8/2018	3/8/2018	\$51.82					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	READYREFRESH BY NESTLE	3/8/2018	3/8/2018	\$59.14					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	READYREFRESH BY NESTLE	3/8/2018	3/8/2018	\$46.53					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICE DEPOT	3/8/2018	3/12/2018	\$3.43					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	3/8/2018	3/12/2018	\$20.82					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	3/9/2018	3/12/2018	\$600.50					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	WAL-MART #3162	3/15/2018	3/16/2018	\$18.16					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	3/17/2018	3/19/2018	\$8.89					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	CRESTLINE SPECIALTIES	3/19/2018	3/20/2018	\$1,460.61					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	3/19/2018	3/21/2018	\$49.76					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICE DEPOT	3/19/2018	3/21/2018	\$4.33					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICE DEPOT	3/19/2018	3/21/2018	\$66.78					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	3/20/2018	3/22/2018	\$21.07					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	3/20/2018	3/22/2018	\$20.62					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	THE LOCK PEOPLE	3/21/2018	3/22/2018	\$37.82					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	3/22/2018	3/26/2018	\$82.99					ORANGE COUNTY BOCC- PCard

P-CARD EXPS. REPORT
FAMILY SERVICES-062

CH Full Name	Comp Supp Name	Purchase Date	Post Date	Amount	GL: FUND	GL: DEPT	GL: UNIT_SUBUNIT	GL: OBJ	Program Card Name
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	3/23/2018	3/26/2018	\$66.99					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	AMAZON MKTPLACE PMTS	3/28/2018	3/28/2018	\$71.80					ORANGE COUNTY BOCC- PCard
ORLEMAN, EILEEN	CDA COUNCIL	3/16/2018	3/19/2018	\$425.00	7008	062	7521	4040	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	APNA BAZAAR	2/27/2018	3/1/2018	\$42.55	7006	062	7521	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WM SUPERCENTER	2/28/2018	3/1/2018	\$12.96	7006	062	7521	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #1122	2/28/2018	3/1/2018	\$17.97	7006	062	7521	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WAL-MART #5179	3/8/2018	3/9/2018	\$9.72	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WM SUPERCENTER	3/12/2018	3/13/2018	\$113.22	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WAL-MART #5179	3/13/2018	3/14/2018	\$54.96	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #436	3/13/2018	3/14/2018	\$78.92	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WAL-MART #5179	3/13/2018	3/14/2018	\$22.52	7408	062	7524	4115	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WM SUPERCENTER	3/26/2018	3/27/2018	\$69.88	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WAL-MART #5988	3/26/2018	3/27/2018	\$11.64	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WAL-MART #5988	3/27/2018	3/28/2018	\$37.98	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WM SUPERCENTER	3/27/2018	3/28/2018	\$131.41	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WAL-MART #1084	3/27/2018	3/28/2018	\$26.64	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	SEDANO'S #41	3/27/2018	3/28/2018	\$9.96	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #1501	3/27/2018	3/28/2018	\$48.67	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #1440	3/28/2018	3/29/2018	\$95.50	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #436	3/28/2018	3/29/2018	\$240.78	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #347	3/28/2018	3/29/2018	\$103.98	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WAL-MART #0955	3/1/2018	3/2/2018	\$39.88	7408	062	7524	4130	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WM SUPERCENTER	3/15/2018	3/16/2018	\$50.76	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WAL-MART #4588	3/16/2018	3/19/2018	\$19.83	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	PUBLIX #761	3/26/2018	3/27/2018	\$126.58	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WM SUPERCENTER	3/27/2018	3/28/2018	\$37.12	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	PUBLIX #761	3/28/2018	3/29/2018	\$21.17	7006	062	7521		ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WAL-MART #4211	3/28/2018	3/29/2018	\$101.29	7006	062	7521		ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WAL-MART #4197	3/28/2018	3/29/2018	\$146.62	7006	062	7521		ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WAL-MART #4588	3/28/2018	3/29/2018	\$53.23	7006	062	7521		ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WAL-MART #1220	3/28/2018	3/29/2018	\$109.32	7006	062	7521		ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	PUBLIX #405	3/29/2018	3/30/2018	\$33.53	7006	062	7521		ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WAL-MART #4425	3/29/2018	3/30/2018	\$8.85	7006	062	7521		ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	PUBLIX #1174	3/29/2018	3/30/2018	\$22.04	7006	062	7521		ORANGE COUNTY BOCC- PCard

ORANGE COUNTY, FL

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SUMMARY TRIAL BALANCE BY FUND

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For Fiscal Period 6 for FY 2018

Fund# (227/318)

Fund	B.S.Account	Type	Ind.	Obj.	Rev.Src	Begin Balance	Total Debits	Total Credits	Ending Balance
7008	1000 DISBUR CLEAR	1				0.00	328,709.97	328,709.97	0.00
7008	1001 EFT DISB CLRG	1				0.00	16,850.65	16,850.65	0.00
7008	1003 PAYROLL CLRG	1				0.00	679,085.68	679,085.68	0.00
7008	1010 POOLED CASH	1				468,886.44-	1,688,102.98	1,225,522.98	6,306.44-
7008	1460 ACCOUNT RECV	1				1,856.42	0.00	0.00	1,856.42
7008	1900 ALLOW FOR DO	1				1,856.42-	0.00	0.00	1,856.42-
Total Assets						468,886.44-	2,712,749.28	2,250,169.28	6,306.44-
7008	4010 ACCOUNTS PAY	2				24,776.77-	119,329.31	101,690.77	7,138.23-
7008	4015 UNCLAIM OUTS	2				10.15-	0.00	0.00	10.15-
7008	4016 ABANDONED PR	2				63.73-	0.00	4.27	68.00-
7008	4017 GARNISHMNTS	2				166.97-	2,641.96	2,474.99	0.00
7008	4251 RETMT PAY EMPYE2					31,595.60-	21,121.98	20,139.56	30,613.18-
7008	4252 HSA EMPLOYEE	2				1,809.31-	5,427.96	3,618.65	0.00
7008	4254 TOBAC PAYBL	2				0.00	100.00	100.00	0.00
7008	4256 MED BENFLX	2				0.00	203,468.60	203,468.60	0.00
7008	4257 FLEX SPDG AC	2				0.00	2,406.53	2,406.53	0.00
7008	4258 NON-MED BNFLX	2				0.00	16,227.49	16,227.49	0.00
7008	4263 RETMT PAY EMPYF2					87,311.45-	58,221.37	56,039.56	85,129.64-
7008	4265 DEF COMP	2				3,646.86-	10,784.04	7,137.18	0.00
7008	4267 CHAR CONT	2				0.00	3,337.05	3,337.05	0.00
7008	4268 SUP INSUR	2				0.00	1,387.11	1,387.11	0.00
7008	4271 ROTH DEF COMP	2				505.59-	1,559.27	1,053.68	0.00
Total Liabilities						149,886.43-	446,012.67	419,085.44	122,959.20-
7008			1120		REG SALARIES	3,634,033.50	690,473.73	119,412.83	4,205,094.40
7008			1130		OTHER SALARI	65,215.20	10,351.88	0.00	75,567.08
7008			1140		OVERTIME	15,525.70	1,334.22	0.00	16,859.92
7008			2110		FICA TAXES	270,492.11	50,739.79	8,757.82	312,474.08
7008			2120		RETIREMENT C	290,859.86	55,939.21	9,733.17	337,065.90
7008			2130		LIFE HLTH IN	881,395.51	181,710.22	31,337.49	1,031,768.24
7008			2200		PAYMTS-OPEB TR	0.00	103,610.00	0.00	103,610.00

ORANGE COUNTY, FL

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SUMMARY TRIAL BALANCE BY FUND

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For Fiscal Period 6 for FY 2018

Fund# (227/318)

Fund	B.S.Account	Type	Ind.	Obj.	Rev.Src	Begin Balance	Total Debits	Total Credits	Ending Balance
7008				3125	INDIRECT COS	106,329.00	0.00	0.00	106,329.00
7008				3167	PYMTS TO OTH	2,466.28	1,548.14	368.00	3,646.42
7008				3170	JANITORIAL S	4,602.32	2,727.34	1,363.67	5,965.99
7008				3179	CONTR SV-EMP	0.00	1,607.98	112.39	1,495.59
7008				3185	CONTR SV-TRN	15,400.00	24,250.00	12,125.00	27,525.00
7008				3192	SFTWR LICENS	17,392.94	64,528.94	40,960.94	40,960.94
7008				3195	CONTR-MEDICA	8,410.00	7,344.00	3,672.00	12,082.00
7008				3197	CONTR SV NOS	692.85	0.00	0.00	692.85
7008				3350	OTH INSURANC	12,119.00	0.00	0.00	12,119.00
7008				3410	LOCAL TRAVEL	3,971.84	6,941.28	3,253.08	7,660.04
7008				3420	OUT CNTY TRV	10,493.63	633.64	0.00	11,127.27
7008				3510	POSTAGE and ME	4.33	0.00	0.00	4.33
7008				3530	TOLL CHARGES	437.47	570.60	263.57	744.50
7008				3610	RENTAL EQUIP	22,897.01	13,112.78	7,701.62	28,308.17
7008				3620	LEASES-BUILDING	155,983.25	20,553.40	10,276.70	166,259.95
7008				3710	UTILITIES	9,064.04	4,540.39	2,212.59	11,391.84
7008				3720	COMMUNICATIO	10,864.03	6,355.42	3,731.96	13,487.49
7008				3810	MAINTENANCE OF	12,369.84	677.50	338.75	12,708.59
7008				3820	MT OF EQUIP	8,739.60	6,971.78	3,424.17	12,287.21
7008				3825	INTERNAL FLEET	3,326.04	339.72	0.00	3,665.76
7008				4010	DUESandMEMBERS	6,594.00	0.00	0.00	6,594.00
7008				4020	BOOKS, COMPACT	2,120.73	0.00	0.00	2,120.73
7008				4030	TRAINING AND ED	5,825.00	1,695.00	0.00	7,520.00
7008				4040	LICENSE and CE	900.00	629.88	0.00	1,529.88
7008				4110	OFFICE SUPPLIES	9,087.33	2,824.38	0.00	11,911.71
7008				4115	MISCELLANEOUS O	2,299.08	1,128.15	0.00	3,427.23
7008				4116	EVENT/MEAL REIM	1,643.04	202.77	0.00	1,845.81
7008				4121	COMPU EQ <\$500	1,156.28	15,464.56	7,727.00	8,893.84
7008				4123	EQUIPMT < \$1000	4,072.20	421.89	0.00	4,494.09
7008				4135	FOODandDIETARY	45,010.61	29,814.02	14,850.11	59,974.52
7008				4139	MEDICINESandDR	87.00	0.00	0.00	87.00
7008				4412	PROMO EXPEN	1,479.13	0.00	0.00	1,479.13
7008				4418	ED ASSIST PR	7,656.18	276.15	0.00	7,932.33
7008				4422	SCHOLARSHIPS	89.90	0.00	0.00	89.90

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ORANGE COUNTY, FL
SUMMARY TRIAL BALANCE BY FUND
For Fiscal Period 6 for FY 2018

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Fund# (227/318)

Fund	B.S.Account	Type	Ind.	Obj.	Rev.Src	Begin Balance	Total Debits	Total Credits	Ending Balance
7008				4482	SELF INS-PRO	285,499.00	0.00	0.00	285,499.00
7008				6410	EQUIPMENT	4,890.65	0.00	0.00	4,890.65
7008				6438	CMPUTER EQ>\$500	0.00	3,300.00	1,650.00	1,650.00
Total Expenditure						5,941,495.48	1,312,618.76	283,272.86	6,970,841.38
7008				3140	HLTH & HUMAN	4,909,489.86-	0.00	1,518,853.13	6,428,342.99-
7008				8130	GEN FD-INTRF	413,232.75-	0.00	0.00	413,232.75-
Total Revenue						5,322,722.61-	0.00	1,518,853.13	6,841,575.74-
Total for fund 7008						0.00	4,471,380.71	4,471,380.71	0.00-

Policy Council Meeting

Thursday, April 19, 2018

6:30 pm

Board Agenda Items Report

By: Khadija Pirzadeh, Contract Administrator

The following agenda items were submitted for approval to the Orange County Board of County Commissions meeting scheduled on **March 6, 2018:**

1. Florida Department of Children and Families Application for a License to Operate a Child Care Facility (John H. Bridges)
2. Florida Department of Children and Families Application for a License to Operate a Child Care Facility (Denton Johnson)

The following agenda items were submitted for approval to the Orange County Board of County Commissions meeting scheduled on **March 20, 2018:**

1. Filing of HS Policy Council Program Information and Updates (February 2018)
2. Head Start Policy Council Bylaws

**Orange County Head Start
Policy Council
Meeting: April 19, 2018
Director's Program Information Update**

Orange County Head Start Division Administration Updates

- Focus Area 2 Federal Monitoring grantee close out meeting with the Monitoring Event lead to review the week review. The Monitoring Event Lead provided feedback regarding the program showing examples of strong systems, consistency across the board, strategies being implemented, teachers with good customer service and overall strong program. The areas for improvement included strengthen fiscal policies, adding targets on monthly reports and ensuring families understood requirements regarding volunteering. The official report shall be received from the Office of Head Start in 60 days after the review ends.
- Capital Project Meeting to discuss the projects for Orange County Head Start which includes the East Orange Head Start Modular relocation project and Southwood Head Start ADA playground rebuild.
- LUINA meeting for discussion on absence & tardiness policy. Currently Head Start has three employees covered under the LUINA union.
- Office of Head Start received CLASS scores from the CLASS review held 2/26/2018-3/2/2018. The scores were as follow: Emotional Support 5.91, Classroom Organization 5.29, Instructional Support 3.23. Compared with the 2017 scores from Head Start programs across the nation, Head Start continues to score in the top tier.
- Completed Job Analysis Questionnaire for the two proposed position changes which include the reclassification of a Sr. Program Manager to Facilities Maintenance Supervisor, and Administrative Specialist to Administrative Facilitator. Both of the positions will be reflected in the new budget. Orange County Head Start has data to support the position changes.
- Collaboration meeting with Community Action Division to discuss the Community Action National Performance Indicators. Head Start will share unduplicated numbers with Community Action to meet the goals of the National Performance Indicators.

Early Childhood Development & Education

- Planning Meeting with Legends Academy for the Educational pipeline pilot project. The project will incorporate the sharing of data between the two educational institutes, as well as tracking children through 3rd grade. Hopefully the project will give validity to the effects of high quality early childhood education. Head Start will train the teaching staff at Legends Academy on reading the early childhood assessments and using the data to plan instruction.
- Education unit held a Teacher recruitment event to provide information regarding a career in Early Childhood Education. The event was advertised to Head Start parent, partners and community persons. There were a total 35 persons in attendance and 26 applications have been received.

Parent, Family and Community Engagement

- Parent Family & Community Engagement (PFCE) unit held the monthly training institute that covered the following topics: Standard Operating Procedures, Cultural Responsiveness, Health Documentation and PIR monitoring report.
- PFCE workers worked with the Head Start families to start and or follow up on the Partnership Agreements. The Family Service Workers are working on the goal setting process with the Head Start families.

Childhood Health and Developmental Services

- The nutrition unit celebrated Nutrition Month with various activities in the classrooms. The focus was on healthy eating. This year's National Nutrition Month theme is "**Go Further with Food**". The goal of nutrition month is to help the children create an eating pattern and physical activity plan that focuses on: consuming fewer calories, getting daily exercise, and making good food choice. The goals were to promote health and fitness, prevent childhood obesity, enhance concentration and behavior and optimize academic performance.
- The Health unit completed Oral Health Presentations to Head Start parents. The trainings were designed according to the data on the Oral Health Assessment surveys. The Health unit continues to partner with Orange Blossom Family Health Clinic for the dental exams.

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

- ERSEA hosted a conference with the Family Service Workers to provide guidance and instructions on completing enrollment applications for students eligible to return for the 18-19 school year. The deadline to have the application completed was March 16, 2018.
- Planning meeting to discuss the center/classroom moves for the 2018-2019 school year. The slots have moved around to support the current community assessment. There will be two centers relocated (Maxey & Dover Shores) and classrooms. Once approval is provided from Orange County Public Schools, a final report will be shared with stakeholders.

Fiscal Infrastructure

- Orange County Head Start received \$5,144, 180 for the 2nd installment of the total grant award. The award was received on 3/22/2018. Congratulations were received from Congresswoman Stephanie Murray's office on receiving the award.
- Budget Preparation meeting held to present the FY 18-19 budget to the Family Service Director. Orange County Head Start will request additional funding for the budget to cover the increase in salaries, increased insurance, and the increase in teacher hours from 37.5 to 40 hours weekly.
- Fiscal unit hosted a webinar on Contractor vs Subcontractor relationships.

Meetings and Events for February

- Weekly Reflective meetings with Sr. Program Manager & Fiscal Program Manager
- Conference call with Nemours and Early Head Start for collaboration project
- Managers meeting
- Programmatic update meeting with Family Service Director
- Meeting with Orange County attorney Cristina Berrios re: OCPS Modular program
- Transition meeting with new Monitoring Evaluation Coordinator
- Meeting with Assistant County Administrator R. Singh



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 4th floor Switzer Memorial Building, 330 C Street SW, Washington DC | eclkc.ohs.acf.hhs.gov

To: Board Chairperson

Hon. Teresa Jacobs

Board Chairperson

ORANGE COUNTY BOARD OF COMMISSIONERS

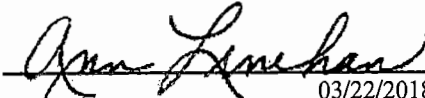
201 S Rosalind Ave

Orlando, FL 32801-3527

From: Responsible HHS Official

Ms. Ann Linehan

Acting Director, Office of Head Start


03/22/2018

Results from CLASS® Observations

Thank you for your support during the recent Office of Head Start onsite CLASS® review conducted from **02/26/2018** to **03/02/2018** of your Head Start program. Grant **04CH010230**.

Observations were conducted in preschool center-based classrooms using the Pre-K Classroom Assessment Scoring System (CLASS®). The CLASS® tool looks at three domains and ten dimensions of teacher-child interactions and measures those observed interactions on a seven point scale. Please share these results with the appropriate governing board, policy council, management, staff and stakeholders.

DOMAIN	Score	DOMAIN	Score	DOMAIN	Score
Emotional Support	5.9167	Classroom Organization	5.5992	Instructional Support	3.2381

DIMENSIONS					
Positive Climate	5.65	Behavior Management	5.69	Concept Development	2.51
Negative Climate*	1.02	Productivity	5.81	Quality of Feedback	3.32
Teacher Sensitivity	5.75	Instructional Learning Formats	5.30	Language Modeling	3.88
Regard for Student Perspectives	5.29				

*Note: To calculate the Emotional Support domain, subtract the Negative Climate score from 8, add the Positive Climate, Teacher Sensitivity, and Regard for Student Perspective scores, then divide by 4.

For more information on CLASS® domains and dimensions, please see the attached description and visit the Early Childhood Learning and Knowledge Center, National Center on Quality Teaching and Learning at <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/teaching>.

If you have any questions, please contact your Regional Office.

cc: *Mr. Robert Bialas*, Regional Program Manager
Ms. Janeka Lloyd, Policy Council Chairperson
Mr. Lonnie Bell, CEO/Executive Director
Ms. Sonya Hill, Head Start Director

About CLASS®

The Improving Head Start for School Readiness Act of 2007 requires that the Office of Head Start (OHS) include in the monitoring reviews of Head Start agencies a valid and reliable research-based observational instrument that assesses classroom quality, including the assessment of multiple dimensions of teacher-child interactions that are linked to positive child outcomes and later achievement.

CLASS® assesses interactions between children and teachers in three broad domains of classroom quality: Emotional Support, Classroom Organization, and Instructional Support. The Office of Head Start believes that the domains of quality measured by CLASS® remain central to its approach to child development and education and serve as important indicators of the future school readiness of all Head Start children.

For all dimensions*, the scoring principles are as follows¹:

Low range score

1—The low range description of the CLASS® dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the low range are present.

2—The low range description of the CLASS® dimension mostly fits the classroom and/or teacher, but there are one or two indicators that are in the middle range.

Middle range score

3—The middle range description of the CLASS® dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the low range.

4—The middle range description of the CLASS® dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the middle range are present.

5—The middle range description of the CLASS® dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the high range.

High range score

6—The high range description of the CLASS® dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the middle range.

7—The high range description of the CLASS® dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the high range are present.

*Note: The Negative Climate dimension is inversely scored with a higher score indicating lower quality. For all other dimensions and domains, a higher score indicates higher quality.

The scores from each class observation are averaged across the grantee to result in **grantee-level** dimension scores. The grantee dimension scores are then used to calculate the grantee-level domain scores.

The scores from CLASS® observations can be used for a variety of purposes, including professional development, program improvement, policy, goal-setting and monitoring. The Office of Head Start began using the CLASS® for monitoring purposes in FY2010 to collect information on the experiences of children at each grantee.

In FY2012, OHS refined the use of the CLASS® in monitoring to include the use of a randomly selected sample of center-based preschool classes for observations, a clearly articulated methodology followed by CLASS® reviewers, and additional support for the CLASS® reviewer pool. For each preschool class selected in the sample, trained and certified CLASS reviewers conduct two 20 minute observations and score at the dimension level using a 7-point scale at the end of each observation cycle.

¹ Pianta R, La Paro K, Hamre, B. *Classroom Assessment Scoring System Manual—Pre-K*, Paul H. Brookes Publishing Co., 2008.

Monthly Report to Head Start Policy Council

Nutrition: MARCH 2018

Number of breakfasts served	20,750
Number of lunches served	21,637
Number of snacks served	18,002
Number of meals reimbursed by USDA	60,389
Number of meals disallowed for reimbursement	0
Number of children evaluated for nutritional concerns	20
Number of children receiving nutritional education and further care	113
Number of monitoring visits to ensure compliance with USDA Regulations	0
Number of monitoring visits requiring a corrective action plan	0
Number of nutritional activities conducted " Rainbow Fruits and Veggies"	84

DISABILITIES/MENTAL HEALTH REPORT

MARCH 2018

A total of one hundred and ninety-three (193) 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 one hundred and seven (107) children have been enrolled in Head Start with a diagnosed disability by contracted providers since school started last August 2017.

One hundred and twenty-one (121) children were receiving mental health services for behavior issues since school started last August 2017. In addition, there were ninety-nine (99) behavior plans developed for enrolled children.

One thousand seven hundred and sixty-seven (1,767) hearing screenings were completed since school started last August 2017.

One thousand two hundred and thirty-nine (1,239) new children completed their developmental screening using the ACUSCREEN research-based assessment.

Three hundred and seventy-seven (377) visits to centers were completed since August 2017 to centers to: provide technical assistance to staff, conduct observations, conduct health screenings, and complete monitoring visits.

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

Disabilities/Mental Health staff conducted a Power Point presentation to the Family Services Department's ADA (American Disability Act) Coordinator.

MEDICAL/DENTAL MONTHLY REPORT

MARCH 2018

Two (2) health status evaluations were performed during the month of March 2018.

Sixty-nine (69) updated Physical Exam reviewed during the month of March 2018.

Sixty-four (64) immunization records were evaluated for compliance during the month of March 2018.

Eleven (11) blood test results were reviewed during the month of March 2018.

Sixty-one (61) dental exams were reviewed during the month of March 2018. Out of these, nineteen (19) children were diagnosed as needing dental treatment.

Twenty (20) parent contacts were initiated regarding health concerns in children during the month of March 2018.

Twelve (12) health action plans were developed and discussed with Head Start staff and parents during the month of March 2018.

Twelve (12) Blood Pressure screenings were completed during February 2018.

Eighteen (18) Vision screenings were completed during March 2018.

Technical assistance provided to fourteen (14) Head Start teaching staff during March 2018.

Forty-one (41) center visits were conducted related to health issue observations and monitoring.

Thirteen (11) Physician Medication Orders were received, evaluated, and reviewed with staff. Medication information and administration technique training was provided as needed.

Thirteen (13) training sessions were provided to staff and parents during the month of March 2018.

Ten (10) Health Provider consultations were completed during the month of March 2018.

Fourteen (14) 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: March 2018

- Five (5) home visits for attendance.
- Four (4) families received Crisis/Emergency Assistance.
- Two hundred and fourteen (214) parents received Educational Services.
- Six hundred and forty two (642) Health Services Follow ups were done by Community Service Worker.
- Twenty six (26) families were referred for family services.
- Two hundred and ninety eight (298) were provided families services
- Twenty Two (22) Parent Meetings were held this month. Six hundred and eighteen (618) parents attended parents meetings. Eighty (80) males attended.
- Eight (8) Fatherhood Activities was held this month. Seventy four (74) fathers attended fatherhood initiatives.
- Eight (8) Parents Trainings were held this month. Four hundred and sixty three (463) parents attended Parents Trainings.

Trainings:

- Eating Right/Nutrition
- Health
- School Readiness/Transition
- Oral Health
- Behavior Therapy
- Cooking Matters
- Gift of Swimming
- Housing -1st Time Buyers (Habitat for Humanity)
- Connection to Community

ORANGE COUNTY HEAD START 2017-2018

ERSEA REPORT

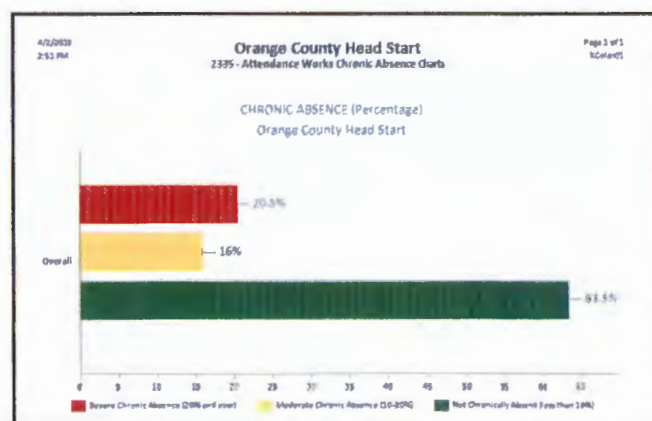
MONTH: March

YEAR: 2018



Sites	Funded Enrollment	Monthly Enrollment	10% IEP YTD	Drops YTD	Monthly Waiting List	Monthly New Applications	Monthly Attendance 16 Days
Aloma	37	35	6	4	13	4	88%
Bithlo	30	30	0	2	5	3	86%
Callahan	49	49	3	7	6	4	90%
Denton Johnson	35	35	5	6	6	3	84%
Dover Shores	68	68	8	4	9	19	88%
East Orange	140	139	16	19	21	16	91%
Engelwood	56	56	14	5	16	10	89%
Evans	13	13	3	1	6	0	87%
Frontline	69	69	6	7	6	4	89%
Hal P Marston	102	102	11	11	12	2	89%
John Bridges	120	120	16	19	4	7	91%
Lila Mitchell	70	70	7	3	25	8	92%
Maxey	40	40	10	5	0	3	90%
McCoy	34	34	6	7	3	5	89%
Pine Hills	200	199	18	21	54	4	91%
SO YMCA	60	58	1	12	16	3	90%
Southwood	120	120	27	4	51	8	91%
Taft	120	120	15	6	24	6	88%
Three Points	34	34	3	1	10	7	92%
Ventura	20	20	10	1	6	3	91%
WS ELC	85	85	7	11	6	5	89%
WS Elementary	34	34	3	3	0	2	89%
Total	1536	1530	195 (12%)	159	299 (19%)	126	90%
Goal	1536	1536	+ 154 (10%)	-199	+ 154 (10%)	Pending	90%
Previous Month	1536	1533	189 (12%)	149	308 (20%)	37	91%

Monthly Chronic Absenteeism	Current Month	Monthly Goal	Previous Month	Reasons w/ Highest Percentages	
Severe Chronic Absences (20% Over)	20.5%	Pending	11.5%	Sick	36%(876)
Moderate Chronic Absences (10-20% Over)	16%	Pending	25.6%	Unexcused/Unexpected	26% (636)
Not Chronically Absent (Less than 10%)	63.5%	Pending	62.8%	Dr. Appointment	7% (179)
				Transportation	7% (179)



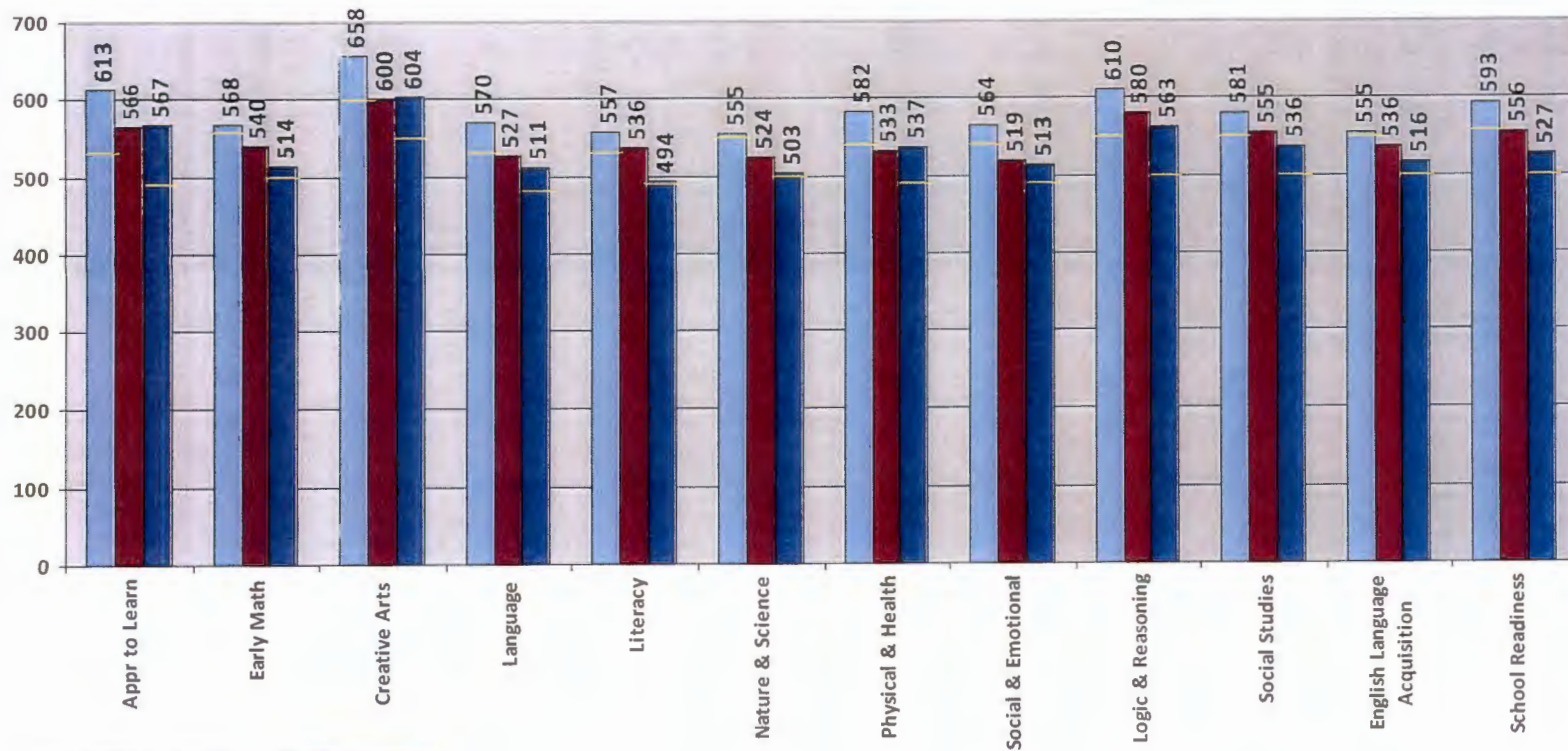
ORANGE COUNTY HEAD START 2018-2019

Site (Subject to Change)	Funded Enrollment (Subject to Change)	Returning Children (Subject to Change)	New Applications Needed by Site for Selections (Subject to Change)	Total Applications Completed for Selections	Recruitment Efforts
Aloma	40	17	26	13	
Bithlo	30	16	17	6	Avalon Medical Clinic, Derwood RV Park
Callahan	48	19	37	7	
Denton Johnson	35	15	27	8	
Dover Shores (Pending New Site)	40	29	14	13	Stonebridge Landings Apartments, Centro de Ayuda para Hispanos, Inc., Greenburg Dental and Orthodontics
East Orange	140	54	100	61	Union Park Elementary, Union Park Middle School, Union Park NCF, Community Health Center, Advance America, East Side Health Center
Engelwood	60	20	44	31	
Evans	13	7	8	6	
Frontline	69	38	34	24	Lake Mann Homes Housing Project, Murchison Terrace OHA, Legends Academy Charter
Hal P Marston	102	44	67	34	City of Orlando, Healthcare Marketplace, Florida Blue
John Bridges	118	63	72	38	
Lila Mitchell	70	28	45	46	Boys and Girls Club, Timber Sound Apartments, Timberleaf Apartments
Maxey (Pending New Site)	37	15	23	12	
McCoy	37	21	20	3	
Pine Hills	200	94	123	90	Final Touch Beauty Salon, Clarendon Cuisine, Amazing Nails My Studio, Silver Star Beauty Salon, Rene Sport Center, My Studio Salon Suites
SO YMCA	60	29	41	21	
Southwood	120	43	80	79	Summerset Apartments, Oakridge Plaza Dental, Pathways Private Schools, Royal Palms, Calvary City Academy
Taft	120	57	68	34	Orange County Library, Advance Coin Laundry, UCEDA School, Versalle Café, Chevron Gas, NCF,
Three Points	60	20	42	9	
Ventura	35	7	30	14	
WS ELC	68	44	36	25	
WS Elementary	34	23	13	9	
Total	1536	703	945	593	

March 2018 Updates:

- Funded Enrollment 2018-2019
 - Pending New Locations (Changes Funded Enrollment)
- Open Enrollment 2018-19:
 - Started February 2018
 - Selections May 2018
- Updates Returning Enrollment / VPK

Orange County Head Start
Early Childhood Assessment Scores
August 14, 2017-March 31, 2018



Orange County 4 yrs	
Nation 4yrs	
Orange County 3 yrs	

* Benchmark		
Domain	3yrs	4yrs
APL	480	530
EM	500	550
CA	550	600
LG	480	530
LT	490	550
NS	500	550
PHD	490	540
SE	490	540
LR	500	550
SS	500	550
ELA	500	550
SR	500	550

*The benchmark indicates a child's position on a developmental path and is the estimated measure of what a child has learned in the form of a Developmental Level (DL) scale score.

HEAD START POLICY COUNCIL BY-LAWS

ARTICLE I COUNCIL CREATION AND PURPOSE

Section A. **Creation of Head Start Policy Council.** As the Governing Board of Orange County's Head Start Program (the "Program"), and in accordance with the Head Start Act ("Act"), codified at 45 U.S.C. §9801 *et. seq.* and the Head Start Performance Standards ("Performance Standards"), as promulgated in 45 CFR 1301 *et. seq.*, both as may be amended from time to time, the Orange County Board of County Commissioners (the "Grantee") created the Orange County Head Start Policy Council (the "Council") to administer and manage all grants funds received relating to the Program.

Section B. **Council Purpose.** The Council shall serve as a liaison between the private and public sectors, the Grantee, the communities served, and the parents of the children enrolled in the Program. The Council shall maintain a structured form of shared governance through which parents are able to participate in policy making decisions and other decisions relating to the Program, in accordance with the Performance Standards.

Section C. **Cooperative Governance.** The Grantee shall appoint one (1) individual, preferably an Orange County Commissioner or their designee, to serve as the Grantee's non-voting liaison. The Council may elect a member, preferably the Chairperson and an alternate, to serve as the Council's Representative on the Grantee's Community Action Board.

ARTICLE II COUNCIL MEMBERS

Section A. **Membership.** Council members shall consist of parents of children currently enrolled in the Program ("Parent Representatives") and selected representatives from the community ("Community Representatives") (Parent Representatives and Community Representatives are hereinafter collectively referred to as "Council Representatives"). Council membership for Parent Representatives shall be retained at no less than fifty-one percent (51%) with the remaining members of the Council being composed of Community Representatives. No Orange County staff members shall serve on the Council.

- 1) **Parent Representatives.** The Council shall include one Parent Representative, and an alternate ("Parent Alternate"), from each Program center ("Program Center").

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- 1) **Parent Representatives.** The Council shall include one Parent Representative, and an alternate ("Parent Alternate"), from each Program center ("Program Center").

Parent Representatives and Parent Alternates for each Program Center shall be determined based upon elections held each year during each Program Center's September Parent Committee meeting. Separate elections shall be held for each Program Center.

Elected Parent Representatives shall serve for a term of one-year, with a limited combined total of five (5) years in a lifetime, as set forth in the Performance Standards. Service by Parent Representatives for any portion of a year shall be considered as a full year of service.

All Parent Representatives shall be required to have a child enrolled in the Program at the time of election and throughout the term, with the exception of those Parent Representatives whose child will be transitioning into kindergarten.

- 2) **Community Representatives.** The Council shall include Community Representatives who are chosen from (i) the local community; (ii) businesses; (iii) public or private community, civic, and professional organizations; or (iv) individuals who are familiar with resources and services available for low-income children. Former Parent Representatives shall be eligible to serve on the Council as Community Representatives so long as they do not exceed their five (5) year lifetime service limit.

Community Representatives shall be selected by a majority vote of the Parent Representatives from recommendations made by Program staff members. Community Representatives shall not make up more than forty-nine percent (49%) of the total Council membership. Each Community Representative may designate an alternate, from the same organization ("Community Alternate"), to represent them in case of absence. Alternates shall be approved by the Council Representatives (Parent Alternate and Community Alternate are hereafter collectively referred to as "Alternates").

As required by the Performance Standards, Community Representatives shall be selected on an annual basis and serve for a term of one-year with a combined total of no more than five (5) years in a lifetime, which shall include time served as a Parent Representative, Community Representative, or a combination of the two. Community Representatives shall be required to maintain their affiliation with the organization or business they represent for the entire one-year term served. In the event that such affiliation ends before the completion of the one-year term, a replacement Community Representative shall be selected in accordance with the process set forth in these By-Laws.

Section B. **Voting.** Each Council Representative shall be entitled to one (1) vote. Community Alternates shall be entitled to a vote only in the absence of their associated Representative.

Section C. **Absenteeism and Scheduled Leave.** Council Representatives and Alternates may be removed from the Council as a result of unexcused absences from three (3) consecutive regular monthly meetings during a one-year period. Alternates shall not be deemed as absent for any regularly scheduled meetings, so long as their associated Representative is present.

Every effort shall be made to notify all Representatives and Alternates with two (2) unexcused absences of their status within five (5) business days after their absence. In addition, a letter shall be sent to the Supervisor of the relevant Program Center to advise that Program Center's Parent Committee of their Council Representative's attendance status. This absenteeism policy shall apply to the Council as well as all Council sub-committees.

Representatives and Alternates shall submit a request for an excused absence to the Program's staff no less than seven (7) business days before the scheduled meeting date. Excused absences shall not be included when calculating the number of unexcused absences for any Representative or Alternate. In the event of an unforeseen absence, the Representative shall notify Program staff in a timely manner and shall attempt to notify their Alternate to ensure representation at the Council meeting.

Section D. **Vacancies and Replacements.** The Parent Committee for each Program Center shall elect a replacement for any Parent Representative vacancy to the Council within thirty (30) days. Vacancies left by Community Representatives shall be filled through a recruitment process performed by the Program Division Manager, or their designee, in order to fill the vacancy within the thirty (30) day period. Replacements for all vacancies left by any Representative shall require approval by the Council.

Section E. **Termination and Recall.** An Officer and/or Representative's position as either an officer or member of the Council shall automatically terminate in the event that the Officer and/or Representative ceases to either represent his/her original appointment category or Program Center.

Officers and/or Representatives may also be removed from their position on the Council for cause which shall include:

- 1) Any action which adversely impacts the operations or services of Orange County government;
or
- 2) By a recall vote approved by a super-majority (66%) of the voting Council members.

Upon the vote, the position shall be deemed vacant and the council shall immediately move to fill the position as provided herein.

Section F. Resignation. A Representative's term shall terminate upon submission of the Representative's written notification of resignation to the Council.

Section G. Conflict of Interest. No individual shall serve as a Representative to the Council so long as they or any member of their immediate family is a permanent or casual employee of the County.

Any Representative who is hired by the County as a permanent or casual employee shall tender their resignation to the Council prior to accepting any such position. Parents who occasionally substitute as staff may serve on Policy Council, in accordance with the Performance Standards at 45 CFR 1301.3(b)(2), as amended. In accordance with the Orange County Policies and Procedures Manual, all Council members shall comply with the County's Code of Ethics, as amended.

ARTICLE III REPRESENTATIVE FUNCTIONS AND RESPONSIBILITIES

Section A. Representative Functions. Council Representatives shall directly perform the following functions:

- 1) Serve as a link to the various Parent Committees, Grantee, public and private organizations, and the communities they serve;
- 2) Assist the various Parent Committees in communicating with those parents enrolled in all of the Program options to ensure that they understand their rights, responsibilities, and opportunities, as well as encourage parent participation, in the Program;
- 3) Assist the various Parent Committee in planning, coordinating, and organizing Program activities for other parents, with the assistance of Program staff;
- 4) To ensure that funds set aside from the Program budget are used to support parent activities;
- 5) To assist in the recruitment of parents, community residents, and community organizations for volunteer services;
- 6) To assist in the mobilization of community resources to meet identified needs; and
- 7) To establish and maintain procedures for working with the Grantee to resolve community complaints about the Program.

Section B. Representative Responsibilities. Council Representatives shall work in partnership with key Program management staff and the Grantee to develop, review, and approve or disapprove policies and procedures that conform to the Head Start Act, codified at 45 U.S.C. §9801 *et. seq.* and the Head Start Performance Standards, as promulgated in 45 CFR 1301 *et. seq.*, both as may be amended from time to time.

ARTICLE IV
COUNCIL MEMBER ORIENTATION AND LEADERSHIP DEVELOPMENT TRAINING

Section A. **Orientation.** Orientation for all Council members shall be provided and shall include an overview of the Program, as well as training in leadership development, team building, and the roles and responsibilities of the Council.

Section B. **Training.** Council members shall be provided with training which shall commence at the beginning of each fiscal year and shall continue throughout the year. A minimum of two (2) training sessions shall be offered during each Program year. Training sessions shall include (i) Program governance; (ii) Performance Standards, By-Laws, and Standard Operating Procedures; (iii) Public Records and Florida Sunshine law; and (iv) the budget process. Council members shall attend no less than two training sessions during each fiscal year. Such training shall be mandatory in order to serve as a member of the Council. Further training sessions shall be made available to all Council members as may be deemed necessary to enable them to carry out the Program governance responsibilities effectively.

ARTICLE V
COUNCIL MEMBER REIMBURSEMENT

Section A. **Purpose.** To ensure that all Council members are able to fully participate in their Council responsibilities, the Grantee shall provide the reimbursement of reasonable expenses incurred by low income Council members in connection with the Program. Procedures for reimbursement shall be governed by the Grantee, as set forth in the Program Policies and Procedures and in accordance with the Performance Standards.

Section B. **Out-of-Town Travel.** Council members may receive reimbursement for certain transportation expenses for out-of-town travel as it may relate to official appointments. Eligible transportation shall be the least expensive and the most convenient means of transportation available, which shall include public transportation. Should public transportation not be available, taxi or private vehicle may be considered. Reimbursement rates to Council members using private vehicles shall not exceed Orange County's approved rate. In addition to travel, allowances and reimbursement may be provided to Council members for lodging and other per diem expenses, as approved by the Grantee.

In the event child care services are required and not otherwise made available by the Program, child care reimbursement may be provided at the current rate established by Community Coordinated Care for Children, Inc.

Section C. **Local Expenses.** The Grantee may provide allowances and reimbursement for travel and child care incurred by Council members as they relate to the Council members' attendance at the

Council meetings or training. Child care expenses shall only be considered if such services are not otherwise provided for by the Program. All allowances or reimbursements require Grantee approval and must be in accordance with the Grantee's Policies and Procedures and the Performance Standards.

ARTICLE VI COUNCIL OFFICERS

Section A. Authority to elect officers.

- 1) The Council shall have the authority to elect Council members to serve as officers ("Council Officers"). Council Officers shall serve in that capacity for a one-year term unless otherwise re-elected during the Council member's next year-term.
- 2) Council officers shall consist of the following: (i) Chairperson; (ii) Vice-Chairperson; (iii) Secretary; (iv) Treasurer; (v) Parliamentarian; and (vi) other elected officers, as may be deemed necessary.

Section. B. Duties of Officers. Council Officers shall have those duties described in these By-Laws.

- 1) **Chairperson:** The Chairperson shall be the chief officer of the Council, subject to those limitations imposed by the Council, and shall be responsible for performing the following: (i) preside over all meetings; (ii) restrict debates of committee issues before the Council; (iii) make requests for motions; (iv) determine and make declaration whether a quorum is present; and (v) request special meetings and ensure that notices and explanations for any such special meetings are provided to each Council Representative.
- 2) **Vice-Chairperson:** The Vice-Chairperson shall preside over the Council meetings in the absence or abstention of the Chairperson, as directed by the Chairperson or Council, or in the event office of Chairperson is temporarily vacant. The Vice-Chairperson shall continue to assume the duties and responsibilities of the office of Chairperson until a permanent Chairperson is elected by the Council.
- 3) **Secretary:** The Secretary shall ensure that accurate recordings are made of all meetings of the full Council and Executive Committee. The Secretary shall be responsible for ensuring that all regular secretarial duties are completed, and may sign official documents, as appropriate. The Secretary shall receive additional support by the Program administrative staff, as needed.

- 4) **Treasurer:** The Treasurer shall work closely with the Program's Fiscal Manager to monitor Program and Council expenditures. The Treasurer shall make regular financial reports to the Council regarding all expenditures and other fiscal business.
- 5) **Parliamentarian:** The Parliamentarian shall be familiar with parliamentary procedures, as stated in the most recent publication of Roberts Rules of Order, and shall ensure that all such rules of order are maintained. The Parliamentarian shall also assist the Chairperson in keeping order during meetings. In the event of a conflict regarding rules of order, the decision of the Parliamentarian shall be final.

Section C. **Removal from office.** Officers elected by the Council shall be subject to removal from office according to the process set forth in Article II, Section E of these By-Laws.

ARTICLE VII PROCEDURES FOR COUNCIL MEETINGS

Section A. **Regular Meetings.** Regular Council meetings and Council Committee meetings will be held on the third Thursday of every month, with the exception of the month of October in which training may occur on a Saturday. Notification for regularly scheduled Council and Committee meetings shall be: (i) properly publicly noticed in conformance with Florida's Sunshine Law; and (ii) mailed, or e-mailed when possible, to all Council Representatives at least one (1) week prior to the scheduled meeting date.

Section B. **Quorum.** At any Council meeting, one-third (1/3) of the current membership shall constitute a quorum. Alternates shall not count toward quorum if their respective Council Representative is present. For all committee meetings, a quorum shall require at least three (3) active committee members. Active members shall be defined as those members who are eligible, in accordance with Performance Standards, and are presently in good standing with the Council. Regular meetings failing to have a quorum shall be for informational and administrative purposes (i.e., approval of agenda and previous meeting minutes) only. Quorums are constituted after any duly advertised or notified meeting.

Section C. **Special Meetings.** Special meetings of the Council may occur on an as needed basis. All special meetings shall be called by the Chairperson, with notice to the public and all Council Representatives.

Section D. **Public Notice.** In accordance with the State of Florida Sunshine Law, all meetings of the Council and its Committees shall be publicly noticed and open to the general public with minutes recorded and an opportunity for public comment provided.

Section E. **Rules for Conduct of Council Meetings.** The most recent edition of Robert's Rules of Order shall prevail when questions of parliamentary procedure arise.

ARTICLE VIII COMMITTEES

Section A. **Committee Appointments.** The Council, through the Chairperson, shall appoint such committees as deemed necessary to properly conduct Council business. Council Representatives shall serve on a maximum of two (2) of the Council Committees at any one time. Alternates shall serve on the same Council Committees as their respective Council Representative and shall only have voting rights in the absence of the Council Representative.

Section B. **Executive Committee.** There shall be an Executive Committee and it shall be composed of the Council Officers and two (2) Council Representatives. When the Council is not in session (does not meet for the month), the Council, by a majority vote, may delegate other responsibilities and authority to the Executive Committee. Such delegation may include the voting authority on behalf of the entire Council during the summer months of June through August. In addition, the Executive Committee may convene as a fact gathering body whose recommendations shall be submitted to the Council for approval at the next regularly scheduled Council meeting.

ARTICLE IX MISCELLANEOUS

Section A. **Amendments.** Amendments to these by-laws must be approved by the Council by a majority (51%) vote and then ratified by the Grantee to be put into effect.

Section B. **Review.** These by-laws shall be reviewed by staff and the Orange County Attorney's Office every five (5) years to ensure continued compliance with the Head Start Act, codified at 45 U.S.C. §9801 *et. seq.* and the Head Start Performance Standards, as promulgated in 45 CFR 1301 *et. seq.*, both as may be amended from time to time.

Section C. **Conflicts.** If at any point any term of these by-laws come into conflict with the Head Start Act, codified at 45 U.S.C. §9801 *et. seq.* and the Head Start Performance Standards, as promulgated in 45 CFR 1301 *et. seq.*, both as may be amended from time to time, the terms of those regulations will prevail.

Section D. **Supersession.** These by-laws shall supersede any and all previous versions.

[ADOPTION HEREOF ON THE FOLLOWING PAGE]

ADOPTED by the Head Start Policy Council on this 15th day of February, 2018.

By: _____

Dexter Nelson

Chairperson, Head Start Policy Council

ADOPTED by the Orange County Board of County Commissioners on this MAR 20 day of 2018, 2018.



ORANGE COUNTY, FLORIDA

By: Orange County Board of County Commissioners

By: _____

Teresa Jacobs

Orange County Mayor

ATTEST: Phil Diamond, CPA, County Comptroller
As Clerk of the Board of County Commissioners

BY: _____

for Deputy Clerk

QUALITY ASSURANCE UNIT

Annual Self-Assessment Orange County Head Start Division

ANNUAL SELF-ASSESSMENT

3/26/2018

The purpose of this document is to provide a framework for conducting annual self-assessments.

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Introduction:

The purpose of this document is to provide a framework for conducting annual self-assessments. Although the assessment is designed to be conducted annually, due to the dynamic nature of monitoring progress of program goals on an ongoing basis, this management system will be reviewed at least quarterly to ensure regular and ongoing supervision that will support:

- The achievement of program goals to ensure child safety and the delivery of effective, high quality program services.
- Professional development of staff and continuous program quality improvement.
- The use of program data to demonstrate progress toward program goals.
- Compliance with program performance standards
- The effectiveness of family engagement systems
- Communication with, and submission of findings to, the governing body, policy council, program staff, parents of enrolled children and HHS.

An appreciative inquiry method is utilized and as such guiding questions have been provided so that discussion amongst team members drives the review process and generate ideas for improvement. A timeline for this year's assessment is included.

Performance Objective:

Senior Management will ensure the effective oversight of progress toward program goals through an annual self-assessment to strengthen program services.

- 1302.100: A program must provide management and a process of ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective, high-quality program services.
- 1302.101(a)(2): (a) *Implementation*. A program must implement a management system that:
(2) Provides regular and ongoing supervision to support individual staff professional development and continuous program quality improvement;
- 1302.102(b)(2): (2) *Ongoing assessment of program goals*. A program must effectively oversee progress towards program goals on an ongoing basis and annually must: (i) Conduct a self-assessment that uses program data including aggregated child assessment data, and professional development and parent and family engagement data as appropriate, to evaluate the program's progress towards meeting goals established under paragraph (a) of this section, compliance with program performance standards throughout the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness;(ii) Communicate and collaborate with the governing body and policy council, program staff, and parents of enrolled children when conducting the annual self-assessment; and,(iii) Submit findings of the self-assessment, including information listed in paragraph (b)(2)(i) of this section to the responsible HHS official.

Self-Assessment Team:

A self-assessment team will be formed and approved by the Project Director. Members of the self-assessment team will include staff from the program's data team in addition to designated policy council and community partners who will be invited to participate in self-assessment activities.

The self-assessment team will be comprised of individuals who are technically qualified and knowledgeable in the areas assessed.

The Self-Assessment team will utilize a strength-based approach to evaluate the program in accordance with the established performance criteria to:

- a) Identify areas of strength and opportunities for improvement from ongoing monitoring results,
- b) Evaluate progress toward meeting program goals and
- c) Make recommendations to inform program planning and continuous improvement.

Self-Assessment Activities:

- a) Self-Assessment activities will include quarterly reviews of data to generate dialogue around program outcomes, make inferences, and determine course correction.
- b) Quarterly reviews will take place at the program level with the data team, at advisory committee meetings, and at Policy Council meetings.

Community Partner Participation:

Three opportunities for community partner participation are offered during the Health Services Advisory, School Readiness, and Education Planning Committee meetings where program data is shared and discussed for collaborative inquiry.

Methodology:

- 1) Planned self-assessments are conducted quarterly and annually to measure service quality, to measure the adequacy of work performance, and to promote continuous improvement. 1302.100, 1302.102(c)(2)(v)
- 2) The Senior Program Managers will assess their management team's processes in collaboration with their teams and be actively involved in the self-assessment process to ensure results contribute to improved performance of systems, work performance, and child and family outcomes, within designated areas of responsibility. 1302.101(a)(1)
- 3) Child and family outcomes data, as well as professional development data, will be analyzed to evaluate progress toward school readiness goals and program goals. 1302.102(b)(2)(i)

- 4) The Senior Program Managers will determine the effectiveness of professional development and family engagement systems and activities in promoting school readiness in their respective areas. 1302.102(b)(2)(i)
- 5) Ongoing monitoring data will be used to evaluate compliance with Head Start program performance standards, program developed standard operating procedures and other regulatory requirements. 1302.102(b)(2)(i)
- 6) An effective assessment will ensure communication and collaboration with the policy council, staff, and parents of enrolled children. 1302.102(b)(2)(ii)
- 7) The self-assessment will identify areas for improvement and areas of strength with regard to service delivery, systems, and progress toward goals. Section 641A(g)(2)(B)
- 8) The self-assessment must provide data to support the program's culture of continuous quality improvement. 1302.102(c)(1)
- 9) An effective self-assessment process must have a tracking system for status reporting and closure. 1302.102(c)(1)
- 10) Information from the annual self-assessment will be used to identify program needs and develop a program improvement plan. 1302.102(c)(2)(iv), Section 641A(g)(2)(B)
- 11) Assessment results must be shared with the governing body and policy council. Section 642(d)(2)(F)
- 12) An effective self-assessment process should incorporate a culture of Lessons Learned and evidence of improvement efforts to subsequent self-assessments should be documented. 1302.102(c)(2)(iv)
- 13) Assessment findings and the program improvement plan must be submitted to the responsible HHS official. 1302.102(b)(2)(iii)

Approach:

A. Document Review –

Based on the focus areas the following documents may be reviewed:

- Community Assessment
- 5 Year Grant
- 5 Year Plan
- Program Progress Monitoring Reports
- Previous Year's Self- Assessment Results
- Program Improvement Plan
- Focus Area Review Protocols

- Standard Operating Procedures
- Ongoing Monitoring Compliance Statistics
- Fiscal Audits
- Risk Management Reports
- DCF Inspections
- CCFP Reviews
- Program Information Report Monitoring
- ERSEA Data
- Child Outcomes Data
- Family Engagement Outcomes
- Professional Development Plan (Formerly Training and Technical Assistance Plan)
- Professional Development Data
- Health Status Reports
- Health & Safety Data
- CLASS Observations
- Parent, Staff, and Community Partner Survey Data

B. Interviews –

Based on the focus areas the following staff may be interviewed:

Head Start Director
 Policy Council Chair
 Sr. Program Managers
 Policy Council Representative
 Community Representative
 Parents
 Service Area Representatives
 Medical/Dental
 Nutrition
 Disabilities/Mental Health
 PFCE
 Education Coordinator
 Field Operations Supervisor
 Center Supervisor

C. Observations –

Based on the focus areas the ongoing monitoring results for the following observations may be reviewed:

- a) Head Start Centers
- b) Playgrounds
- c) Site inspection reports
- d) Supervisors
- e) Workers

Self-Assessment Lines of Inquiry

Asking the Right Questions

Quality Assurance Unit

The purpose of questions #1-24 on this checklist is to start the line of questioning needed to support data analysis and the identification of trends.	YES	NO	N/A	Note
1302.102 Achieving Program Goals				
a) Establishing program goals				
1. Can measurable program goals and objectives be identified and progress toward those goals and objectives demonstrated?				
2. Are periodic reviews of performance metrics held at appropriate management levels and with policy council and the governing body for validating organizational performance?				
3. Has management tracked improvement actions until fully implemented and verified as completed?				
b) Monitoring program performance				
4. Do procedures indicate management's responsibility for tracking progress and course correction?				
5. Are responsibilities for both performing ongoing monitoring and responding to non-compliances defined?				
6. Is there a corrective action tracking system for status reporting, monitoring, and closure?				
7. Are ongoing monitoring activities appropriate for and effective in tracking progress toward program and school readiness goals?				
8. Are health and safety or quality concerns identified through ongoing monitoring for resolution by management?				
9. If concerns were identified, is there a documented corrective action process, defining the course correction that will be used to prevent recurrence or otherwise improve performance?				
10. Does the program take timely actions to resolve health and safety or quality problems?				
11. Is management at all levels responsive to identified issues, regardless of how they are identified?				
c) Ongoing assessment of program goals				
12. Is program data sufficient to evaluate the the program's progress toward meeting goals, compliance with performance standards, and effectiveness of professional development and family engagement systems in promoting school readiness?				
13. Are managers involved in the assessment process to ensure results contribute to improved performance of systems, work performance and quality of services?				
14. Do stakeholders, such as the governing body and policy council receive timely, objective feedback from assessments on the effectiveness of policies, requirements, standards, processes, and procedures, including evaluations of whether the organization complies with them?				
d) Using data for continuous improvement				
15. Is data aggregated, analyzed and compared in a way to identify risks and inform continuous improvement in all program areas?				
16. Does child outcomes data demonstrate progress toward school readiness goals?				
17. Does family engagement outcomes data demonstrate progress toward program and school readiness goals?				

Self-Assessment Lines of Inquiry
Asking the Right Questions
Quality Assurance Unit

18. Does professional development data demonstrate appropriate training and professional development opportunities were provided to staff to ensure progress toward program and school readiness goals?				
19. Has the program demonstrated successes in any particular area(s)? Please describe.				
20. Have areas of poor or questionable performance received increased attention?				
21. Is feedback solicited from a variety of sources (e.g. management, staff, parents, community agencies)?				
22. Looking at patterns or trends, has the program made progress on its goals and objectives? Please describe in detail how we are doing on our most important measures and the impact.				
23. Looking at outcomes for patterns or trends, has the program fallen short of its own expectations? If so, please describe what inferences can be made about the reason for failing to make progress.				
24. Is a self-assessment used to contribute to continuous program quality improvement and inform program planning?				
25. Has lessons learned from assessment results been implemented to improve the self-assessment process?				
This portion of the checklist seeks to evaluate the effectiveness of the overall self-assessment process and identify areas for improvement.	YES	NO	N/A	Note
26. Are managers directly and effectively participating in the success of the self-assessment process?				
27. Does the self-assessment process have a clear document trail, evidencing a culture of Lessons Learned?				
28. Is there a description of how workers are involved with management in implementing the self-assessment process?				
29. Are the methods and frequency of self-assessment based on standards and inclusive of best practices?				
30. Do you have recommendations for how to improve the self-assessment process? Please describe.				

References:

Head Start Program Performance Standards

Head Start Act

National Center on Program Management and Fiscal Operations, *Self-Assessment: Your Annual Journey*

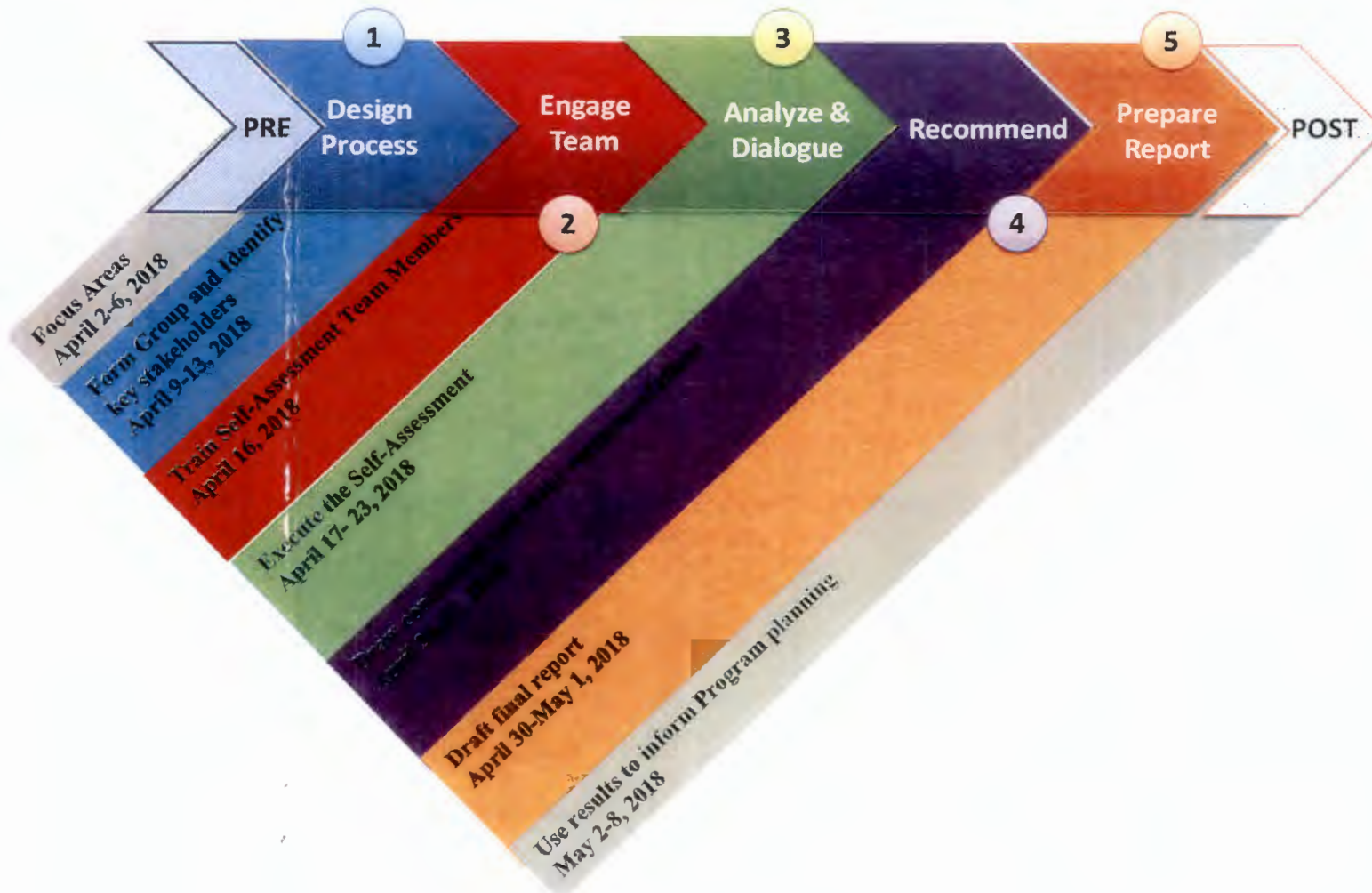
Derrick-Mills, Teresa, Mary K. Winkler, Olivia Healy, and Erica Greenberg. (2015). *A Resource Guide for Head Start Programs: Moving Beyond a Culture of Compliance to a Culture of Continuous Improvement*, OPRE Report # 2015-02, Washington, DC: Office of Planning, Research and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services.

Designing Your New Self-Assessment Process

Rowe, S. F. & Sikes, S. (2006). Lessons learned: taking it to the next level. Paper presented at PMI® Global Congress 2006—North America, Seattle, WA. Newtown Square, PA: Project Management Institute.

Spiridis Consulting. (2016). *Self-Assessment: Developing a Systematic Program Plan*.

2018 SELF-ASSESSMENT TIMELINE





Distribution Center Training Program



*The Second Harvest General Distribution Training Program is a **FREE** 14-week On-the-Job-Training opportunity offering at-risk and economically disadvantaged adults with valuable "hands-on" experience learning in our live operation warehouse. Students will be immersed in all aspects of warehouse operations including: Safety, Inventory, Housekeeping, Receiving, Shipping and Process Flow. Participants will receive compensation for the last 10 weeks of the program.*

Enroll Today!

Applications are being accepted for the following sessions:

SESSION DATES

February 2018

April 2018

July 2018

Start dates are subject to change

Classes are held Monday – Friday

8:00 a.m. – 3:00 p.m. (first four weeks unpaid training)

7:30 AM – 4:00 PM (remaining 10 weeks paid OJT)

Eligibility Requirements:

- ✓ Minimum 18 years of age
- ✓ Authorized to work in the United States
- ✓ Have experienced financial instability (unemployment, low wage, government assistance, etc.) during the last 12 months
- ✓ Must not possess a criminal history involving arson, sexual battery or violent crimes. All other criminal activity records will be considered on a case-by-case basis
- ✓ Must agree to disclose and provide criminal history records
- ✓ Must agree to a background check and drug test
- ✓ Must be drug and alcohol-free for at least one year prior to the application or enrolled in a rehabilitation support program
- ✓ High School Diploma or G.E.D. preferred, or the ability to meet minimum aptitude requirements based on curriculum needs
- ✓ Demonstrate an enthusiasm for and willingness to commit to the Program and food service industry
- ✓ Must have the physical ability to perform required kitchen duties as assigned, including standing for long periods of time, lifting (which may include up to 50 lbs.), bending and, on occasion, working in rooms with cool temperatures (below 40° F)
- ✓ Must be able to attend classes Monday through Friday for 14 weeks

HOW DO YOU APPLY? You may apply in person at 411 Mercy Drive, Orlando, FL or you can download the application from our website at <http://bit.ly/DCTProg>

For more information please contact: Cindy Cha, ccha@feedhopenow.org, (407) 514-1065.



Culinary Training Program

*The Second Harvest Culinary Training Program is an 18-week continuing education opportunity offering economically disadvantaged adults with the culinary and life skills training needed to pursue a full-time sustainable career in the food industry, and is **free of charge** to qualified applicants.*

Enroll Today!

Applications are being accepted for the following sessions:

SESSION DATES

April 23, 2018 – August 24, 2018

August 13, 2018 – December 14, 2018

Start dates are subject to change

APPLICATION DEADLINE

April 16, 2018

August 6, 2018

Classes are held Monday – Friday
8:30 a.m. – 1:30 p.m. for 18 Weeks

Eligibility Requirements:

- ✓ Minimum 18 years of age
- ✓ Authorized to work in the United States
- ✓ Have experienced financial instability (unemployment, low wage, government assistance, etc.) during the last 12 months
- ✓ Must not possess a criminal history involving arson, sexual battery or violent crimes. All other criminal activity records will be considered on a case-by-case basis
- ✓ Must agree to disclose and provide criminal history records
- ✓ Must agree to a background check and drug test
- ✓ Must be drug and alcohol-free for at least one year prior to the application and enrolled in a rehabilitation support program
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- ✓ Must be able to attend classes Monday through Friday, 8:30 am to 1:30 pm for 18 weeks.

HOW DO YOU APPLY? You may apply in person at 411 Mercy Drive, Orlando, FL or you can download the application from our website at <http://bit.ly/CTPapp>

For more information please contact: Idalia Nuñez, inunez@feedhopenow.org, (407) 514- 1037.



ORANGE COUNTY GOVERNMENT
HEAD START
POLICY COUNCIL MEETING
MINUTES



1718 E. Michigan Street
Orlando, FL 32806
March 15, 2018

Call to Order by: Dexter Nelson at 6:45 p.m.

Roll Call by: Sandra Moore, Administrative Assistant

Attended By:

Cecilia Pierre	Aloma	Treasurer
Leigh Thomason	Bithlo	Representative
Roxanne Williams	Callahan	Parliamentarian
Leah Akerman	McCoy	Representative
Samona Heard	SOYMCA	Representative
Cyndi Salami	SOYMCA	Alternate
Cathy Chandler	Southwood	Representative
Johanna Nieves	Taft	Representative
Nicole Miranda	Taft	Alternate
Ana Garcia	Three Points	Representative
Margarita Rodriguez	Ventura	Representative
Lisbel Ferrer	Ventura	Alternate
Bilan Wilson	W/S ELC	Representative
Precious Williams	W/S Elementary	Representative
Jeneka Lloyd	Past Parent	Community Rep
Dexter Nelson	Past Parent	Community Rep
AnnMarie Alvarado	Children's Home Society	Community Rep
Charmaine Jobson	Past Parent	Community Rep
Vanessa Lewis	BCC	Community Rep

Excused

Heather Wright	Pine Hills	Vice Chairperson
Tequila Henderson	Lila Mitchell	Representative
Lara Urdaneta	Maxey	Representative

Quorum Established

Visitors:

Steve Martin	Fifth Third Bank
Shantara Gibson	4C Head Start
Charlie Miranda	Taft

Staff:

Polly Boulter	Hal Marston	Teacher Assistant
Felicia Williams	Frontline	Teacher Assistant
Diana Gamble	Hal Marston	Teacher Assistant
Sandra Moore	Main Office	Admin Assistant
Yvette Meade	Main Office	Admin Specialist
Sandra Ruff	Main Office	Program Manager
Wilna Francois	Hal Marston	Center Manager
Bernice Mendez	Main Office	Sr. FSW
Khadija Pirzadeh	Main Office	Contract Administrator
Avis McWhite	Main Office	Sr. Program Manager
Pedro Berrios	Warehouse	Warehouse Specialist
Aturia Hall	SOYMCA	Center Manager
Yira Rodriguez	McCoy/Three Points	Center Manager
Milagros Font	Main Office	Sr. Program Manager
Sonya Hill	Main Office	Division Manager

Chairperson Dexter Nelson requested a motion to approve the Agenda

Motion: Jeneka Lloyd, Community Rep

Second: Leah Ackerman, Representative, McCoy

Status: The motion was carried with no objections

Chairperson Dexter Nelson requested a motion to approve the minutes from February 15, 2018

Motion: Joanna Nieves, Representative, Taft

Second: Leah Ackerman, Representative, McCoy

Status: The motion was carried with no objections

Budget Report by Sandra Ruff, Fiscal Manager

Sandra Ruff handed out her report and updated the council on the recent Federal review. There is a new General Ledger that will be used from now on in the packets.

Mr. Ruff introduced Steve Martin from Fifth Third Bank as an applicant for Community Rep. He also offers services to all parents in the financial/banking area on a center level or personal. We will vote at the next meeting.

Board Agenda Items Report by Khadija Pirzadeh

HR Report by Sonya Hill, Division Manager

- If anyone is interested in attending the NHSA conference in April at the DoubleTree Hotel please see Sandra Moore
- There is a new park being constructed at the East Orange Facility and modular are being relocated.
- ERSEA is completing applications right now for the 18/19 school year. We still need about 800 children to enroll

Commissioner Liaison Report by Vanessa Lewis

Reminder: Commissioner Siplin is hosting a workshop on March 24th from 11am – 2pm at Camping World Stadium for Middle and High School students.

Unit Updates

ERSEA report by Bernice Mendez, Sr. FSW

Ms. Mendez reported on Centers achieving over 90% attendance and encouraged the centers under that mark to improve. Bernice encouraged all to be recruiters to fill all spots for upcoming school year.

PFCE Report by Bernice Mendez, Sr. FSW

It was a good month for Fatherhood initiatives and male involvement. Financial literacy workshops are in the works for this 4 week program to help parents talk to their children about saving and spending as well as help parents to become more confident financially. This report will be changing a little based on the recommendations from the Federal reviewers.

Mental Health and Disabilities Report by Milagros Font, Sr. Program Manager

This report will also be changing per the recommendations from the Federal reviewers.

We are looking for an alternative to Kinder Consulting in an effort to implement other solutions to address behavioral issues at the centers. Advise all families that all medical/dental documents must be received at the centers before the end of the school year in order for the program to report to OHS accurately.

Nutrition Report by Milagros Font, Sr. Program Manager

Still with GA Foods however the complaints have been sent to the Procurement Division to address issues of deficiencies.

Old Business:

Secretary Position Vote – There was a tie at the last meeting and was tabled to this meeting. Both candidates were absent from this meeting; Jekeyah Holmes and Darline Demosthene. Another vote was taken and resulted in a tie. Per the by-laws the chairperson is allowed to break the tie. Chairperson Nelson selected Jekeyah Holmes for the position

Fathers and Families Night Out – The theme was An Evening if Paris held at Hal P Marston center. Parents and children enjoyed the event. It was a big success. Mr. Nelson thanked all that organized and worked the event. The East side event is being planned for April 4th at 6:00.

New Business:

Education Unit Program Progress Report by Avis McWhite – Share this document at the next parent meeting at each center. Field Ops Supervisors visit each of their sites twice a month to monitor and report outcomes. Areas of concern; completing Corrective Action Plan and staff personnel files. Teacher can be sent to training or have one on one counseling to correct any deficiencies. Staff must encourage parents must go into Galileo to see how their children are doing. CLASS scores; we will start using benchmarks on our reports to compare where we are. Our scores are moving up slowly but we should be moving up quicker. A CLASS consultant was brought in to evaluate 25 classrooms to make sure our data is reliable. Results were that we are right on target and recommended some training for staff.

Parent Security Concern: Taft parents were concerned about security at that center. It has been addressed. Keys have been delivered for all classrooms and the front door is being locked. A buzzer/door bell system will also be implemented. The County security committee will be involved in the process.

Procedure for Complaints: A parent should first contact the Center Manager who will in turn notify the Main Office. It will also be discussed at the Executive Committee meeting.

Mother Son Prom: Chairperson Nelson sent a sign-up sheet around for anyone willing to help out with decorations, planning, etc.

Chairperson Dexter Nelson requested a motion to adjourn meeting

Motion: Charmaine Jobson, Past Parent, Community Rep.

Seconded: Cecilia Pierre, Representative, Aloma

Status: The motion was carried with no objections

Meeting Adjourned at 8:14 p.m.

NEXT POLICY COUNCIL MEETING

April 19, 2018

1718 E. Michigan Street

Orlando, FL 32806

6:30 p.m.