

Mid-America Head Start Advisory Committee Meeting
Tuesday, March 12, 2024
Minutes

1. Meeting Called to Order / Establish Quorum Molly Merrigan
 - a. Meeting called to order at 12:01 pm
2. Attendance
 - a. In Person
 - i. Molly Merrigan, Patty Lucas, Toni Sturdivant, Jarrod Winship, Liz Meng, Lupe Valdovino, Betty Choi, Lynette Fowler, Kasey Lawson, Katie Lawson
 - b. Virtual
 - i. Kaitee Brown, Kathy Fuger, Heather Ross, Alex Ellison, Danielle Sandefur
3. Welcome and Introductions Lynette Fowler
4. Information/ Training Lynette Fowler
 - FCE Outcomes
 - Child enrollment data is broken out by HS and EHS state, national, and expansion.
 - Child enrollment data for 22-23 was 74% HS cumulative, 22% EHS state Cumulative, and 4% EHS expansion cumulative
 - Total families service for 22-23 was 2,093
 - Family assessment completion for all programs 22-23 with two assessments was 32%
 - 69% of families with two assessments made gains
 - Molly asked what does an assessment entail? Lynette responded that assessments are based on needs of families
 - There are two assessments throughout the year
 - Over half of families had gains last year
 - Total number of HS families with resources received was 1,576
 - Total number of EHS families with resources received was 516
 - Molly asked if families could receive numerous services? Lynette said yes
 - Lynette said that our greatest need last year was food, housing, and clothing within crisis intervention
 - 93% of crisis support resources received was crisis intervention
 - Of the 2,056 families who received health care resources, 1,718 was health education, and 338 was mental health services
 - A large increase with IMPACT and job training numbers

- Lynette explained what IMPACT does throughout KC, and how their efforts impact the well-being of the Kansas City metropolitan area through grants and charities
- Kasey added that this is our first year from COVID and the data will be interesting to see
- Kaittee Brown asked what kind of support is there in crisis intervention? Lynette talked about the various resources such as 988
- Enrollment, Attendance, and Disability Betty Choi
 - Betty went over enrollment, attendance, and disability data
 - Enrollment data was 74.45% EHS Federal, 94% EHS State, 97.97% Head Start, 86.54% Program Options Combined
 - Attendance data was 81.3% EHS Federal, 81.55% EHS State, 85.15% Head Start, 82.67% Program Options Combined
 - Disability data for cumulative was 6.5% HS, 1.7% EHS, and 8.1% Combined
 - Disability data for actual was 6.0% HS, 1.4% EHS, and 7.4% Combined
 - Kathy Fuger asked what the difference is between actual and cumulative. Betty responded that cumulative is everyone to current and has received service. Actual is everyone enrolled now
 - Betty added that kids who have IEP's maybe have not dropped
- Budget Report MARC Head Start Dashboard Lupe Valdovino
 - Lupe talked about January financial data
 - Our HS/EHS Core Operating grant has a total budget of \$32,172,048. \$4,757,404 has been spent, which is about 15% of the budget
 - Lupe added we are on track with spending
 - Unrestricted funds are nearly depleted
- CACFP Report Lupe Valdovino
 - Lupe talked about the USDA CACFP data
 - The number of meals served in January were 56,172, totaling \$147,034.31 in reimbursements
- Credit Card Expenditures Lupe Valdovino
 - Lupe talked about January credit card spending
 - Molly asked if we need to vote on financials. Lupe responded that we do not because it is information sharing
 - Daniela Rivera spent \$3,714.91. Brady Konomos spent \$6,274.02. Toni Sturdivant had a charge for \$99.99 that was from November. Jarrod Winship spent \$2,077.92. Lupe Valdovino spent \$6,819.92.
 - The total for all five credit cards was \$18,986.76

- The majority of spending was due to events and upcoming conferences that require flight and hotel expenses
- Head Start Directors Report Kasey Lawson
 - Final report for self-assessment is coming due to ensure providers are following contracts. This will be April 10th from 8:30-11:30
 - FA1 will be the week of April 15th
 - Leadership will work with content leads from programs
 - Parents will be involved, and we will ask at least two members of advisory committee participate
 - Molly asked what day it will be, Kasey will let everyone know when we have a date and time scheduled. It will be fully virtual
 - Kathy asked if this has to do with program summary report, Kasey went over this summary report next
 - Kasey talked about the report that was submitted of noncompliance. A second report put us into a deficiency status
 - Kasey is working on report to ensure this is mitigated
 - Deficiency needs to be submitted within 30 days
 - We will prepare to provide as much as possible to ensure all areas are covered
 - Molly asked if we anticipate any problems or concerns with the noncompliance and deficiency submissions. Kasey said this is her first time experiencing this, but she and Pam are working closely with programs to ensure everyone is clear on the situation
 - Heather Ross commented that Head Start has been very transparent about everything

Information will be shared during the discussion of each Action Item to ensure understanding prior to Policy Council approval of any item

1) Action Items to be approved and submitted to the Governing Body:

- Approval of Monthly Items:
 - i. December 2023, January 2024, Molly Merrigan
February 2024 Meeting Minutes
 - One correction- Molly's name needs to be corrected. Kathy Fuger needs to be added to the attendance
 - A few misspellings
 - Molly asks for a motion to approve December, January, and February meeting minutes

- Heather Ross makes a motion to approve, Kaitee seconded
- All ayes, no nays → approved

- New Business

Molly Merrigan

- No new business
- Molly mentioned an article from NPR about Head Start that involved a single mother who was able to attend school/work thanks to Head Start
- Toni shared the strategic planning that is going on throughout the area
 - Various stakeholder groups are working on components to map out plans to fill gaps in early education
 - Workgroups are starting to meet and collaborate
 - Pillars are policy and public engagement, service, governance, quality teaching, data and metrics, supporting families
 - Surveys will go out to gather more information, similar to a needs assessment
 - Fiscal mapping will happen to determine funding sources and find new sources of funding
 - Anyone can participate
 - Kathy added that she attended this morning's meeting, and that the Kansas City area is complicated since it covers two states

- Important Takeaways

Lynette Fowler

- Pam Harris and Lynette took a group of parents to Child Advocacy Day
 - Transportation and staffing were big topics
 - Danielle thought it was a great experience

- Adjournment

Molly Merrigan

- Molly asked for a motion to adjourn
 - Kathy made a motion to adjourn, seconded by Kaitee Brown
 - Adjourned at 12:48 pm

MARC Head Start

Mid-America Regional Council

Financial Report

Grant Status as of January 31, 2024

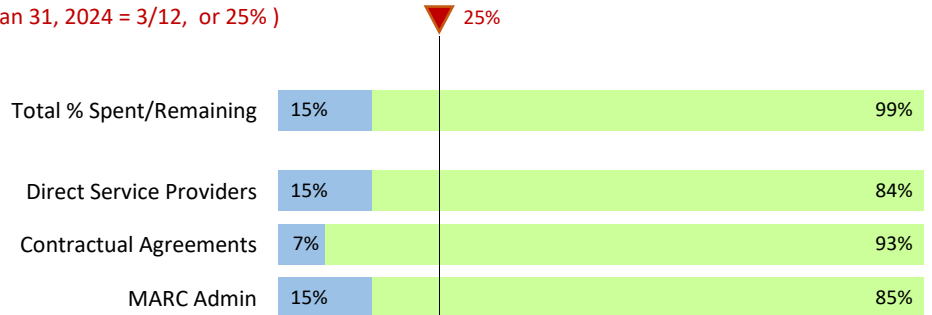
key: = % Spent ▼ = % of Time Elapsed = % Remaining

→ OPEN GRANTS (FY 2023-2024)

42220 - HS / EHS Core Operating

Grant Period: 11/01/2023 - 10/31/2024 (→ Jan 31, 2024 = 3/12, or 25%)

Total Budget: \$ 32,172,048
Amount Spent: \$ 4,757,404
Amount Remaining: \$ 27,414,644



Notes: the Core Operating grant renewal began Nov 1, 2023; data here as of Jan 31, 2024 is very similar to the data as of Dec 31, 2023 that was reported last month -- this is due to the fact that all invoices received in January for services provided and goods purchased in December were accrued to December for purposes of MARC's fiscal year end -- therefore, the data as of Dec 31, 2023 did not reflect the typical lag in monthly invoice submission (as is reflected here); contractual agreements are lagging in general as several contractors did not provide services in November and/or December and, therefore, did not have any invoices to submit

48540 - Missouri EHS Program

Grant Period: 7/01/2023 - 6/30/2024 (→ Jan 31, 2024 = 7/12, or 58%)

Total Budget: \$ 1,642,600
Amount Spent: \$ 774,998
Amount Remaining: \$ 867,602



Notes: the vast majority (99%) of the Missouri EHS grant funds is passed through to two of MARC's providers: the Independence School District and Operation Breakthrough; the remaining 1% is retained by MARC to recoup costs to administer the grant; data here as of Jan 31, 2024 is the same as the data as of Dec 31, 2023 that was reported last month -- this is due to the fact that both of the invoices received in January for services provided in December were accrued to December for purposes of MARC's fiscal year end -- therefore, the data as of Dec 31, 2023 did not reflect the typical lag in monthly invoice submission (as is reflected here)

MARC Head Start

Mid-America Regional Council

Financial Report

Grant Status as of January 31, 2024

key: = % Spent ▼ = % of Time Elapsed = % Remaining

→ UNRESTRICTED FUNDS

41700 - Local Community Support

Grant Period: N/A

Total Budget:	\$	32,770
Amount Spent:	\$	30,698
Amount Remaining:	\$	2,071

Total % Spent/Remaining 94% 6%

Notes: these unrestricted funds result from program income not allowed by Head Start regulations, and provide a buffer should a vendor submit an invoice after a grant has closed and the liquidation period has passed, or the rare possibility that an expense submitted for federal reimbursement would be disallowed

41750 - HRSA MCHB (P4 Challenge)

Grant Period: N/A

Total Budget:	\$	55,000
Amount Spent:	\$	3,270
Amount Remaining:	\$	51,730

Total % Spent/Remaining ← 6% 94%

Notes: Sandra Reece-Tinsley, MARC's Health and Nutrition Program Manager, obtained this funding; it is primarily earmarked for the Excelsior Springs Health Clinic

MID-AMERICA REGIONAL COUNCIL (MARC)
 42220 Federal Core HS/EHS FY23-24
 Cumulative Activity Through January 31, 2024

Account	Description	Cumulative Budget	Current Month	Cumulative Actual	Obligations Encumbrances	Cumulative Total	Actual % Spent
<u>Revenues</u>							
4111-00000	Federal Grant Revenue	\$32,172,048.00	\$13,621.14	\$4,666,701.72	\$0.00	\$4,666,701.72	14.5%
4511-00000	Contributed Services	1,645,649.00	0.00	350,158.17	0.00	350,158.17	21.3%
	Total Revenues	33,817,697.00	13,621.14	5,016,859.89	0.00	5,016,859.89	14.8%
<u>Expenses</u>							
5210-07800	Federal Subrecipient, Independence Public Schools	3,504,307.00	0.00	537,948.87	0.00	537,948.87	15.4%
5210-08550	Federal Subrecipient, Kansas City Public Schools	5,924,818.00	0.00	848,722.68	0.00	848,722.68	14.3%
5210-13205	Federal Subrecipient, Operation Breakthrough	3,363,071.00	0.00	573,039.43	0.00	573,039.43	17.0%
5210-20425	Federal Subrecipient, YMCA of Greater Kansas City	4,922,692.00	0.00	659,703.42	0.00	659,703.42	13.4%
5223-00009	Contracted Services - Tier 1, Ability KC	278,800.00	0.00	46,466.66	0.00	46,466.66	16.7%
5223-01690	Contracted Services - Tier 1, Blue Springs School District	458,372.00	0.00	76,395.34	0.00	76,395.34	16.7%
5223-02370	Contracted Services - Tier 1, Grandview School District	542,046.00	0.00	90,341.00	0.00	90,341.00	16.7%
5223-04923	Contracted Services - Tier 1, Emmanuel F&C Dev Ctr	514,860.00	(42,905.00)	85,810.00	0.00	85,810.00	16.7%
5223-05133	Contracted Services - Tier 1, Excelsior Springs School District	334,560.00	0.00	55,760.00	0.00	55,760.00	16.7%
5223-05391	Contracted Services - Tier 1, Front Porch Alliance	236,160.00	0.00	39,360.00	0.00	39,360.00	16.7%
5223-06160	Contracted Services - Tier 1, Guadalupe Center Inc	678,720.00	0.00	113,120.00	0.00	113,120.00	16.7%
5223-09516	Contracted Services - Tier 1, Learn A Lot Academy	900,616.00	0.00	150,102.66	0.00	150,102.66	16.7%
5223-09715	Contracted Services - Tier 1, Lee's Summit School District	539,792.00	0.00	89,965.32	0.00	89,965.32	16.7%
5224-02565	Contracted Services - Tier 2, Raytown School District	763,600.00	0.00	127,266.66	0.00	127,266.66	16.7%
5224-03770	Contracted Services - Tier 2, Center School District	828,000.00	0.00	138,000.00	0.00	138,000.00	16.7%
5224-05515	Contracted Services - Tier 2, The Family Conservancy	997,080.00	(83,090.00)	166,180.00	0.00	166,180.00	16.7%
5224-18116	Contracted Services - Tier 2, EarlystART (UICS)	843,904.00	0.00	140,650.66	0.00	140,650.66	16.7%
5220-00000	Contracted Service	1,007,202.00	(3,550.00)	33,496.79	0.00	33,496.79	3.3%
5220-02361	Contracted Service, Cultivating Potential (Amy Thompson)	82,368.00	0.00	12,937.32	0.00	12,937.32	15.7%
5220-02590	Contracted Service, Cornerstones of Care	34,000.00	0.00	4,750.00	0.00	4,750.00	14.0%
5220-02937	Contracted Service, Marcos Castillo	5,280.00	0.00	0.00	0.00	0.00	0.0%
5220-03245	Contracted Service, Child Plus	52,950.00	0.00	10,283.34	0.00	10,283.34	19.4%
5220-05105	Contracted Service, Easter Seals Midwest	10,000.00	0.00	2,200.00	0.00	2,200.00	22.0%
5220-05515	Contracted Service, The Family Conservancy (MH + PD)	120,000.00	0.00	6,550.00	0.00	6,550.00	5.5%
5220-06037	Contracted Service, Suzanne Grace	68,640.00	0.00	10,295.55	0.00	10,295.55	15.0%
5220-07982	Contracted Service, Jewish Vocational Service	30,000.00	0.00	1,091.70	0.00	1,091.70	3.6%
5220-08003	Contracted Service, Jewish Family Services	10,000.00	0.00	0.00	0.00	0.00	0.0%
5220-08753	Contracted Service, KVC	17,500.00	0.00	2,800.00	0.00	2,800.00	16.0%
5220-09503	Contracted Service, Angela Lanigan	5,280.00	0.00	712.80	0.00	712.80	13.5%
5220-10492	Contracted Service, Crystalynn Belt	10,560.00	0.00	1,784.64	0.00	1,784.64	16.9%
5220-10689	Contracted Service, Georgia Mueller	23,380.00	0.00	2,827.44	0.00	2,827.44	12.1%
5220-13247	Contracted Service, Karen Osborn	57,024.00	0.00	8,636.76	0.00	8,636.76	15.1%

MID-AMERICA REGIONAL COUNCIL (MARC)
 42220 Federal Core HS/EHS FY23-24
 Cumulative Activity Through January 31, 2024

Account	Description	Cumulative Budget	Current Month	Cumulative Actual	Obligations Encumbrances	Cumulative Total	Actual % Spent
5220-14545	Contracted Service, Proprio Language Services	55,000.00	0.00	3,453.92	0.00	3,453.92	6.3%
5220-14906	Contracted Service, Reflect to Connect Psychology	15,560.00	0.00	2,450.00	0.00	2,450.00	15.7%
5220-16089	Contracted Service, Social Work PRN	30,000.00	0.00	3,604.14	0.00	3,604.14	12.0%
5220-16926	Contracted Service, Partners in Play (Jill Smith)	47,000.00	0.00	2,508.00	0.00	2,508.00	5.3%
5220-18027	Contracted Service, True Journey Consulting	8,000.00	0.00	0.00	0.00	0.00	0.0%
5220-19303	Contracted Service, Kathy Waage	49,000.00	5,322.24	14,894.88	0.00	14,894.88	30.4%
5220-19542	Contracted Service, Rise & Shine (Pam Wine)	21,119.00	0.00	528.00	0.00	528.00	2.5%
5220-20660	Contracted Service, Kathi Winkler	28,000.00	0.00	3,120.48	0.00	3,120.48	11.1%
5230-00000	Legal Fees	2,500.00	0.00	185.60	0.00	185.60	7.4%
5240-00000	Service Agreements	30,687.00	0.00	4,880.90	0.00	4,880.90	15.9%
5240-18835	Service Agreements, Verizon Wireless	15,400.00	0.00	2,404.99	0.00	2,404.99	15.6%
5250-00000	Media Advertising	20,000.00	0.00	0.00	0.00	0.00	0.0%
5310-00000	Insurance	27,600.00	0.00	3,822.00	0.00	3,822.00	13.8%
5410-00000	In Region Travel	16,499.00	(144.56)	2,705.38	0.00	2,705.38	16.4%
5420-00000	Out of Region Travel	83,517.00	2,948.90	23,288.63	0.00	23,288.63	27.9%
5430-00000	Registration Fees	43,888.00	0.00	9,714.81	0.00	9,714.81	22.1%
5440-00000	Meeting	31,230.00	0.00	5,002.15	0.00	5,002.15	16.0%
5450-00000	Periodical & Subscriptions	1,060.00	0.00	0.00	0.00	0.00	0.0%
5450-20545	Periodical & Subscriptions, WIPFLI	995.00	0.00	0.00	0.00	0.00	0.0%
5460-00000	Professional Memberships	4,474.00	5,350.00	6,880.00	0.00	6,880.00	153.8%
5625-00000	Child Care Reimbursements	29,799.00	0.00	5,974.00	0.00	5,974.00	20.0%
5660-00000	Other Expense	23,850.00	0.00	2,373.40	0.00	2,373.40	10.0%
5685-00000	Printing	15,000.00	0.00	0.00	0.00	0.00	0.0%
5700-00000	Supplies and General Expense	62,699.00	0.00	16,395.46	0.00	16,395.46	26.1%
5706-00000	Supplies - Equipment - <\$2,500	9,420.00	0.00	487.16	0.00	487.16	5.2%
5760-00000	Training Expense	68,857.00	0.00	0.00	0.00	0.00	0.0%
5760-00009	Training Expense, Ability KC	5,483.00	0.00	0.00	0.00	0.00	0.0%
5760-01690	Training Expense, Blue Springs School District	10,924.00	0.00	0.00	0.00	0.00	0.0%
5760-02370	Training Expense, Grandview School District	9,246.00	0.00	0.00	0.00	0.00	0.0%
5760-02565	Training Expense, Raytown School District	12,446.00	0.00	0.00	0.00	0.00	0.0%
5760-03770	Training Expense, Center School District	14,296.00	0.00	0.00	0.00	0.00	0.0%
5760-04923	Training Expense, Emmanuel F&C Dev Ctr	9,441.00	0.00	0.00	0.00	0.00	0.0%
5760-05133	Training Expense, Excelsior Springs School District	6,718.00	0.00	0.00	0.00	0.00	0.0%
5760-05391	Training Expense, Front Porch Alliance	2,933.00	0.00	0.00	0.00	0.00	0.0%
5760-05515	Training Expense, The Family Conservancy	10,949.00	0.00	0.00	0.00	0.00	0.0%
5760-06160	Training Expense, Guadalupe Center Inc	13,435.00	0.00	0.00	0.00	0.00	0.0%
5760-09516	Training Expense, Learn A Lot Academy	16,804.00	0.00	0.00	0.00	0.00	0.0%
5760-09715	Training Expense, Lee's Summit School District	9,105.00	0.00	0.00	0.00	0.00	0.0%
5760-18116	Training Expense, EarlystART (UICS)	14,951.00	0.00	3,480.00	0.00	3,480.00	23.3%
6000-00000	Salaries - Regular - Direct	2,031,625.00	0.00	300,204.79	0.00	300,204.79	14.8%
6100-00000	Fr Benefits - Regular - Direct	1,068,263.00	0.00	154,305.24	0.00	154,305.24	14.4%
6800-00000	Indirect Costs - Regular	911,367.00	0.00	137,716.55	0.00	137,716.55	15.1%

MID-AMERICA REGIONAL COUNCIL (MARC)
 42220 Federal Core HS/EHS FY23-24
 Cumulative Activity Through January 31, 2024

Account	Description	Cumulative Budget	Current Month	Cumulative Actual	Obligations Encumbrances	Cumulative Total	Actual % Spent
6830-00000	Indirect Costs - Subsidy Trans	0.00	0.00	(4,090.60)	0.00	(4,090.60)	-----
6910-00000	Rent - MARC Main Office Space	117,326.00	0.00	13,915.23	0.00	13,915.23	11.9%
	Total Expenses	32,172,048.00	(116,068.42)	4,757,404.15	0.00	4,757,404.15	14.8%
Balance / % Remaining						27,414,643.85	85.2%
7000-00000	Contributed Services	1,645,649.00	0.00	4,007.13	0.00	4,007.13	0.2%
7000-07800	Contributed Services, Independence Public Schools	0.00	0.00	148,217.96	0.00	148,217.96	0.0%
7000-08550	Contributed Services, Kansas City Public Schools	0.00	0.00	34,214.11	0.00	34,214.11	0.0%
7000-13205	Contributed Services, Operation Breakthrough	0.00	0.00	138,216.68	0.00	138,216.68	0.0%
7000-20425	Contributed Services, YMCA Of Greater Kansas City	0.00	0.00	25,502.29	0.00	25,502.29	0.0%
	Total Contributed Services	1,645,649.00	0.00	350,158.17	0.00	350,158.17	21.3%
GRAND TOTAL		33,817,697.00	(116,068.42)	5,107,562.32	0.00	5,107,562.32	15.1%
	DSPs	25,768,129.00		3,942,312.70			15.3%
	Contractual Agrmnts	1,787,863.00		128,925.76			7.2%
	MARC Admin	4,616,056.00		686,165.69			14.9%
		32,172,048.00		4,757,404.15			14.8%

MID-AMERICA REGIONAL COUNCIL (MARC)
 48540 MO EHS FY23-24
 Cumulative Activity Through January 31, 2024

Account	Description	Cumulative Budget	Current Month	Cumulative Actual	Obligations Encumbrances	Cumulative Total	Actual % Spent
<u>Revenues</u>							
4211-00000	State Grant Revenue	\$1,642,600.00	\$0.00	\$774,998.11	\$0.00	\$774,998.11	47.2%
	Total Revenues	1,642,600.00	0.00	774,998.11	0.00	774,998.11	47.2%
<u>Expenses</u>							
5220-07800	Contracted Service, Independence Public Schools	717,025.00	0.00	303,392.37	0.00	303,392.37	42.3%
5220-13205	Contracted Service, Operation Breakthrough	909,150.00	0.00	465,027.12	0.00	465,027.12	51.1%
6000-00000	Salaries - Regular - Direct	8,150.00	0.00	3,241.05	0.00	3,241.05	39.8%
6100-00000	Fr Benefits - Regular - Direct	4,188.00	0.00	1,665.89	0.00	1,665.89	39.8%
6800-00000	Indirect Costs - Regular	3,739.00	0.00	1,486.79	0.00	1,486.79	39.8%
6830-00000	Indirect Costs - Subsidy Trans	(111.00)	0.00	0.00	0.00	0.00	0.0%
6910-00000	Rent - MARC Main Office Space	459.00	0.00	184.89	0.00	184.89	40.3%
	Total Expenses	1,642,600.00	0.00	774,998.11	0.00	774,998.11	47.2%
Balance / % Remaining						867,601.89	52.8%
GRAND TOTAL		1,642,600.00	0.00	774,998.11	0.00	774,998.11	47.2%

MID-AMERICA REGIONAL COUNCIL (MARC)
 41700 HS Local Community Support
 Cumulative Activity Through January 31, 2024

Account	Description	Cumulative Budget	Current Month	Cumulative Actual	Obligations Encumbrances	Cumulative Total	Actual % Spent
<u>Revenues</u>							
4390-00000	Program Income	\$32,769.64	\$0.00	\$30,370.63	\$0.00	\$30,370.63	92.7%
	Total Revenues	32,769.64	0.00	30,370.63	0.00	30,370.63	92.7%
<u>Expenses</u>							
5220-00000	Contracted Service	1,460.50	0.00	2,350.50	0.00	2,350.50	160.9%
5220-04795	Contracted Service, Carol Dietzschold	2,500.80	0.00	2,500.80	0.00	2,500.80	100.0%
5220-14545	Contracted Service, Proprio Language Services	802.70	0.00	802.70	0.00	802.70	100.0%
5420-00000	Out of Region Travel	403.85	0.00	447.34	0.00	447.34	110.8%
5431-00000	Registration Fees	535.00	0.00	535.00	0.00	535.00	100.0%
5440-00000	Meeting	1,829.55	0.00	1,941.57	0.00	1,941.57	106.1%
5625-00000	Child Care Reimbursements	664.19	0.00	664.19	0.00	664.19	100.0%
5660-00000	Other Expense	13,561.30	0.00	16,138.52	0.00	16,138.52	119.0%
5685-00000	Printing	1,563.21	0.00	1,563.21	0.00	1,563.21	100.0%
5700-00000	Supplies and General Expense	6,826.54	0.00	804.80	0.00	804.80	11.8%
5760-00000	Training Expense	2,622.00	0.00	2,949.75	0.00	2,949.75	112.5%
	Total Expenses	32,769.64	0.00	30,698.38	0.00	30,698.38	93.7%
Balance / % Remaining						2,071.26	6.3%
GRAND TOTAL		32,769.64	0.00	30,698.38	0.00	30,698.38	93.7%

MID-AMERICA REGIONAL COUNCIL (MARC)
 41750 HRSA MCHB - P4 Challenge FY21
 Cumulative Activity Through January 31, 2024

Account	Description	Cumulative Budget	Current Month	Cumulative Actual	Obligations Encumbrances	Cumulative Total	Actual % Spent
<u>Revenues</u>							
4390-00000	Program Income	\$55,000.00	\$0.00	\$3,270.44	\$0.00	\$3,270.44	5.9%
	Total Revenues	55,000.00	0.00	3,270.44	0.00	3,270.44	5.9%
<u>Expenses</u>							
5660-00000	Other Expense	55,000.00	0.00	3,270.44	0.00	3,270.44	5.9%
	Total Expenses	55,000.00	0.00	3,270.44	0.00	3,270.44	5.9%
Balance / % Remaining						51,729.56	94.1%
GRAND TOTAL		55,000.00	0.00	3,270.44	0.00	3,270.44	5.9%

MAHS
 USDA/CACFP Monthly Report
 November 2023-January 2024

	Nov-23		Dec-24		Jan-24	
	<i># of Meals Served</i>	<i>Amount Reimbursed</i>	<i># of Meals Served</i>	<i>Amount Reimbursed</i>	<i># of Meals Served</i>	<i>Amount Reimbursed</i>
Tier 1						
Ability KC	526	\$ 1,185.32	357	\$ 703.29	587	\$ 1,156.39
Blue Springs School District	1701	\$ 4,536.00	1362	\$ 3,632.00	1344	\$ 3,584.00
Emmanuel Child & Family Development	2445	\$ 5,403.45	1914	\$ 4,229.94	1590	\$ 3,513.90
Excelsior Springs School District	1875	\$ 5,506.25	738	\$ 4,449.05	600	\$ 1,762.00
Grandview School District	3096	\$ 9,304.68	1903	\$ 3,681.70	3044	\$ 5,842.48
Guadalupe Center Inc.	2132	\$ 5,683.91	2392	\$ 6,435.69	1742	\$ 4,720.98
Learn A Lot Academy	2624	\$ 5,982.72	1795	\$ 4,092.60	2073	\$ 4,726.44
Lee's Summit School District	1623	5563.75	1295	\$ 3,245.19	1236	\$ 3,104.86
Tier 1 Subtotal	16022	\$ 43,166.08	11756	\$ 30,469.46	12216	\$ 28,411.05
Tier 2						
Center	3051	\$ 6,742.71	2661	\$ 5,880.81	2211	\$ 4,886.31
Raytown School District	1562	\$ 5,162.97	1443	\$ 5,045.31	1017	\$ 3,362.86
United Inner City Services	2976	\$ 7,936.00	2487	\$ 6,632.00	3195	\$ 8,520.00
Tier 2 Subtotal	7589	19,841.68	6591	\$ 17,558.12	6423	\$ 16,769.17
Tier 3						
Independence School District	14378	\$ 16,575.62	9655	\$ 22,661.32	11588	\$ 27,719.76
Kansas City Public Schools	14009	\$ 41,194.62	9087	\$ 26,837.62	11742	\$ 35,855.87
Operation Breakthrough	7943	\$ 21,120.82	5910	\$ 15,973.22	6928	\$ 18,847.61
YMCA Greater Kansas City	8994	\$ 23,783.64	6324	\$ 16,704.63	7275	\$ 19,430.85
Tier 3 Subtotal	45324	\$ 102,674.70	30976	\$ 82,176.79	37533	\$ 101,854.09
Grand Total	68935	\$ 165,682.46	49323	\$ 130,204.37	56172	\$ 147,034.31

Note:

Credit Card Summary
Credit Card Statements November 2023-January 2024
Totals

Kasey Lawson

\$ -

Daniela Rivera

January 2024 \$ 3,714.91

\$ 3,714.91

Brady Konomos

January 2024 \$ 6,274.02

\$ 6,274.02

Toni Sturdivant

November 2023 \$ 99.99

\$ 99.99

Jarrod Winship

January 2024 \$ 2,077.92

\$ 2,077.92

Lupe Valdovino

December 2023 \$ 6,819.92

\$ 6,819.92

\$ 18,986.76

February 2024 STATEMENT FOR THE MONTH Ending January 31st

Expense Account	Federal Cost Category	Date of Transaction	MARC Employee	Account Code	Vendor	Date of Statement	Amount	Description
5420	Out of Region Travel	1/25/2024	Daniela Rivera	61-2-55-42220-4222010-5420-00000	Southwest Air	2/1/2024	\$460.44	NHSA Conference Bchoi
		1/25/2024	Daniela Rivera	61-2-55-42220-4222210-5420-00000	Southwest Air	2/1/2024	\$137.53	NHSA Conference Bchoi
		1/25/2024	Daniela Rivera	61-2-55-42220-4222010-5420-00000	Southwest Air	2/1/2024	\$460.44	NHSA Conference Klawson
		1/25/2024	Daniela Rivera	61-2-55-42220-4222210-5420-00000	Southwest Air	2/1/2024	\$137.53	NHSA Conference Klawson
		1/25/2024	Daniela Rivera	61-2-55-42220-4222010-5420-00000	Southwest Air	2/1/2024	\$460.44	NHSA Conference Lfolk
		1/25/2024	Daniela Rivera	61-2-55-42220-4222210-5420-00000	Southwest Air	2/1/2024	\$137.53	NHSA Conference Lfolk
	Total						\$1,793.91	
5430	Registration Fees	1/24/2024	Daniela Rivera	61-2-55-42220-4222010-5430-00000	NHSA	2/1/2024	\$1,291.29	NHSA Conference Bchoi, Klawson, Lfolk
				61-2-55-42220-4222210-5430-00000	NHSA	2/1/2024	\$385.71	NHSA Conference Bchoi, Klawson, Lfolk
	Total						\$1,677.00	
5460	Professional Memberships	1/17/2024	Daniela Rivera	61-2-55-42220-4222007-5460-00000	SHRM	2/1/2024	\$187.88	SHRM Membership JLF
		1/17/2024	Daniela Rivera	61-2-55-42220-4222207-5460-00000	SHRM	2/1/2024	\$56.12	SHRM Membership JLF
	Total						\$244.00	
TOTAL							\$3,714.91	

February 2024 STATEMENT FOR THE MONTH Ending January 31st

Expense Account	Federal Cost Category	Date of Transaction	MARC Employee	Account Code	Vendor	Date of Statement	Amount	Description
2111	Accounts Payable	1/24/2024	Brady Konomos	90-1-90-00000-0000000-2111-00000	PEARSON	2/1/2024	(\$68.68)	Tax Refund credit
	Total						(\$68.68)	
5240	Service Agreements	1/15/2024	Brady Konomos	61-2-55-42220-4222001-5240-18835	VERIZON WRLS	2/1/2024	\$955.29	HS Mifi Jan Charges
		1/15/2024	Brady Konomos	61-2-55-42220-4222001-5240-18835	VERIZON WRLS	2/1/2024	\$285.34	HS Mifi Jan Charges
	Total						\$1,240.63	
5420	Out of Region Travel	1/25/2024	Brady Konomos	61-2-55-42220-4222011-5420-00000	SOUTHWEST AIR	2/1/2024	\$337.23	NHSA CChollet Airfare
		1/25/2024	Brady Konomos	61-2-55-42220-4222211-5420-00000	SOUTHWEST AIR	2/1/2024	\$100.73	NHSA CChollet Airfare
		1/30/2024	Brady Konomos	61-2-55-42220-4222003-5420-00000	Marriott Hotels	2/1/2024	\$575.53	Bholderby Conference Hotel
		1/30/2024	Brady Konomos	61-2-55-42220-4222203-5420-00000	Marriott Hotels	2/1/2024	\$171.91	Bholderby Conference Hotel
		1/30/2024	Brady Konomos	61-2-55-42220-4222003-5420-00000	Marriott Hotels	2/1/2024	\$575.53	Bhalterman Conference Hotel
		1/30/2024	Brady Konomos	61-2-55-42220-4222203-5420-00000	Marriott Hotels	2/1/2024	\$171.91	Bhalterman Conference Hotel
	Total						\$1,932.84	
5430	Registration Fees	1/24/2024	Brady Konomos	61-2-55-42220-4222011-5430-00000	National Head Start Association	2/1/2024	\$430.43	NHSA Conf CChollet Reg
		1/24/2024	Brady Konomos	61-2-55-42220-4222211-5430-00000	National Head Start Association	2/1/2024	\$128.57	NHSA Conf CCholle Reg
		1/18/2024	Brady Konomos	61-2-55-42220-4222004-5430-00000	Teachstone Inc.	2/1/2024	\$500.00	CLASS Recert HS Ed Coord
	Total						\$1,059.00	
5440	Meeting	1/18/2024	Brady Konomos	61-2-55-42220-4222006-5440-00000	EzCater	2/1/2024	\$616.49	COP 1/18 lunch
		1/18/2024	Brady Konomos	61-2-55-42220-4222206-5440-00000	EzCater	2/1/2024	\$184.15	COP 1/18 lunch
		1/17/2024	Brady Konomos	61-2-55-42220-4222004-5440-00000	JASON'S DELI	2/1/2024	\$194.63	ECC Coaches Jan Meeting
		1/17/2024	Brady Konomos	61-2-55-42220-4222204-5440-00000	JASON'S DELI	2/1/2024	\$58.13	ECC Coaches Jan Meeting
		1/23/2024	Brady Konomos	61-2-55-42220-4222006-5440-00000	MINSKY'S PIZZA CAFE	2/1/2024	\$137.95	COP 1/23 Lunch
		1/23/2024	Brady Konomos	61-2-55-42220-4222206-5440-00000	MINSKY'S PIZZA CAFE	2/1/2024	\$41.20	COP 1/23 Lunch
		1/18/2024	Brady Konomos	61-2-55-42220-4222006-5440-00000	PANERA BREAD	2/1/2024	\$389.93	COP 1/18 Breakfast
		1/18/2024	Brady Konomos	61-2-55-42220-4222206-5440-00000	PANERA BREAD	2/1/2024	\$116.47	COP 1/18 Breakfast
		1/23/2024	Brady Konomos	61-2-55-42220-4222006-5440-00000	PANERA BREAD	2/1/2024	\$77.98	COP 1/23 Breakfast
		1/23/2024	Brady Konomos	61-2-55-42220-4222206-5440-00000	PANERA BREAD	2/1/2024	\$23.30	COP 1/23 Breakfast
	Total						\$1,840.23	
5700	Supplies & General Expense	1/24/2024	Brady Konomos	61-2-55-42220-4222003-5700-00000	LANtec of Louisiana, LLC	2/1/2024	\$165.55	Project Manag Fund course
		1/24/2024	Brady Konomos	61-2-55-42220-4222203-5700-00000	LANtec of Louisiana, LLC	2/1/2024	\$49.45	Project Manag Fund course
		1/11/2024	Brady Konomos	61-2-55-42220-4222003-5700-00000	Safe Kids Worldwide	2/1/2024	\$42.35	ARivera Child Pass Safety Cert
		1/11/2024	Brady Konomos	61-2-55-42220-4222203-5700-00000	Safe Kids Worldwide	2/1/2024	\$12.65	ARivera Child Pass Safety Cert
	Total						\$270.00	
					TOTAL		\$6,274.02	

December 2023 STATEMENT FOR THE MONTH Ending November 30th

Expense Account	Federal Cost Category	Date of Transaction	MARC Employee	Account Code	Vendor	Date of Statement	Amount	Description
5660	Other	11/6/2023	Toni Sturdivant	61-2-55-42220-4222000-5660-00000	CVS Minute Clinic	12/1/2023	\$76.23	Required physical for Head Start/EHS compliance
		11/6/2023	Toni Sturdivant	61-2-55-42220-4222200-5660-00000	CVS Minute Clinic	12/1/2023	\$22.77	Required physical for Head Start/EHS compliance
	Total						\$99.00	
TOTAL							\$99.00	

February 2024 STATEMENT FOR THE MONTH Ending January 31st

Expense Account	Federal Cost Category	Date of Transaction	MARC Employee	Account Code	Vendor	Date of Statement	Amount	Description
5420	Out of Region Travel	1/24/2024	Jarrold Winship	61-2-55-42220-4222006-5420-00000	Southwest Airlines	2/1/2024	\$739.14	NHSA Annual Conf-L Fowler and S Clay
		1/24/2024	Jarrold Winship	61-2-55-42220-4222206-5420-00000	Southwest Airlines	2/1/2024	\$220.78	NHSA Annual Conf-L Fowler and S Clay
	Total						\$959.92	
5430	Registration Fees	1/24/2024	Jarrold Winship	61-2-55-42220-4222006-5430-00000	NHSA	2/1/2024	\$430.43	NHSA Annual Conf-L Fowler
		1/24/2024	Jarrold Winship	61-2-55-42220-4222206-5430-00000	NHSA	2/1/2024	\$128.57	NHSA Annual Conf-L Fowler
		1/24/2024	Jarrold Winship	61-2-55-42220-4222006-5430-00000	NHSA	2/1/2024	\$430.43	NHSA Annual Conf-S Clay
		1/24/2024	Jarrold Winship	61-2-55-42220-4222206-5430-00000	NHSA	2/1/2024	\$128.57	NHSA Annual Conf-S Clay
	Total						\$1,118.00	
				TOTAL			\$2,077.92	

FEDERAL HEAD START CREDIT CARD TRANSACTIONS

February 2024 STATEMENT FOR THE MONTH Ending January 2024

Expense Account	Federal Cost Category	Date of Transaction	MARC Employee	Account Code	Vendor	Date of Statement	Amount	Description
5420	Out of Region Travel							
		1/26/2024	Ivaldovino	61-2-55-42220-4222010-5420-00000	Renaissance Hotel	2/1/2024	\$ 890.74	NHSA-Winter Leadership M Ameku
				61-2-55-42220-4222210-5420-00000			\$ 266.06	NHSA-Winter Leadership M Ameku
		1/26/2024	Ivaldovino	61-3-55-42220-4222011-5420-00000	Renaissance Hotel	2/1/2024	\$ 890.74	NHSA-Winter Leadership L Fowler
				61-2-55-42220-4222211-5420-00000			\$ 266.06	NHSA-Winter Leadership L Fowler
		1/26/2024	Ivaldovino	61-2-55-42220-4222006-5420-00000	Renaissance Hotel	2/1/2024	\$ 890.74	NHSA-Winter Leadership C Harris-Wheeler
				61-2-55-42220-4222206-5420-00000			\$ 266.06	NHSA-Winter Leadership C Harris-Wheeler
		1/26/2024	Ivaldovino	61-2-55-42220-4222006-5420-00000	Renaissance Hotel	2/1/2024	\$ 890.74	NHSA-Winter Leadership R Huerta-Crosby
				61-2-55-42220-4222206-5420-00000			\$ 266.06	NHSA-Winter Leadership R Huerta-Crosby
	Total						<u>\$ 4,627.20</u>	
5430	Registration							
		1/8/2024	Ivaldovino	61-2-55-42220-4222006-5430-00000	National Head Start Assoc	2/1/2024	\$ 445.83	NHSA-Winter Leadership M Ameku
				61-2-55-42220-4222206-5430-00000			\$ 133.17	NHSA-Winter Leadership M Ameku
		1/8/2024	Ivaldovino	61-2-55-42220-4222006-5430-00000	National Head Start Assoc	2/1/2024	\$ 445.83	NHSA-Winter Leadership L Fowler
				61-2-55-42220-4222206-5430-00000			133.17	NHSA-Winter Leadership L Fowler
		1/8/2024	Ivaldovino	61-3-55-42220-4222008-5430-00000	National Head Start Assoc	2/1/2024	\$ 445.83	NHSA-Winter Leadership C Harris-Wheeler
				61-2-55-42220-4222208-5430-00000			\$ 133.17	NHSA-Winter Leadership C Harris-Wheeler
							<u>\$ 1,737.00</u>	
	Grand Total						<u>\$ 6,364.20</u>	

ACTION ITEMS FOR APPROVAL

MARC Head Start Shared Governance
Meeting Monday, December 11th, 2023
Agenda

1. Meeting Called to Order / Establish Quorum Danielle Sandefur
 - a. Meeting/quorum established at 6:05pm
 - b. Present in-person
 - i. Learn A Lot Academy, Patty Lucas (YMCA), Heather Gilliam (YMCA), Kasey Lawson, Dr. Shelley Cooper, Touvesha Hutten, Jerome Banks, Chelcuate Lewis, Lynette Fowler, Chilah Harris Wheeler, Rose Crosby, Di'Shae Hargrove, Gregory Harris II, Danielle Sandefur, Brad Gaeddert, Angelica Mattingly, Shalese Clay, Molly Merrigan, Pamela Woodcox, Bonita Powel, Brady Konomos, Jarrod Winship, Stephanie Conyers, Betty Choi, Shalese Coleman, Fahima Osakin
 - c. Present via Zoom
 - i. Kalina Smalls
 - ii. Phyllis Latimore
 - iii. Pam Kabrick

2. Welcome and Introductions Lynette Fowler

Information will be shared during the discussion of each Action Item to ensure understanding prior to Policy Council approval of any item

3. Action Items to be approved and submitted to the Governing Body:
 - Approval of Head Start Community Reps Danielle Sandefur
 - i. Danielle Sandefur requests a motion to approve. Motioned by Shalese Coleman. Seconded by Greg Harris.
 - **All ayes, no nays → motion passes**
 - Qualification Requirements for Center-based Teaching Staff Danielle Sandefur
 - i. Danielle Sandefur requests a motion to approve. Motioned by Shalese Coleman. Seconded by Greg Harris.
 - Pam Kabrick clarified requirements that difference is that Head Start teachers may be hired if their degrees are in related fields. This is up to MARC to determine if it is related. Teachers go through rigorous trainings in first aid.
 - Does on-the-job training or experience qualify?
 - The Head Start requirements of CDA and other qualifications are set by the Office of Head Start. Colleges can make exceptions.
 - A teaching certificate in Missouri requires at least a Bachelors degree-
 - Danielle Sandefur requests a motion to approve. Motioned by Shalese Coleman. Seconded by Greg Harris.

- **All ayes, no nays → motion passes**
- Approval of Monthly Items:
 - i. November 2023 Minutes Danielle Sandefur
 - Danielle Sandefur requests a motion to approve. Motioned by Shalese Coleman. Seconded by Greg Harris.
 - Kasey Lawson requests to table meeting minutes until next meeting.
 - Danielle Sandefur requests a motion to approve. Motioned by Shalese Coleman. Seconded by Greg Harris.
 - **All ayes, no nays → motion passes**

4. Information/ Training

- Confidentiality/Conflict of Interest Lynette Fowler
 - Confidentiality/Conflict of Interest packets passed out for signature.
- Child Outcomes/CLASS for PY3 Carol Bolz
 - DFDP does testing along a developmental continuum. This determines abilities from birth to Kindergarten.
 - These are more strength based tests.
 - Levels of DRDP go from Early Infancy to Kindergarten Entry.
 - The children's strengths determine what they can do now and what they will be able to do.
 - DRDP is the early childhood assessment system we use to keep track of children's progress.
 - DRDP is an observation-based system. Children are observed during everyday learning experiences. Educators observe what children say and do. Educators collect notes, photos, videos, and samples of children's work.
 - Educators rate children by determining which level they have mastered.
 - Infant/Toddler and Preschool Developmental Levels have six levels. Percentages can be compared from one domain to another. The levels are divided into two and compared.
 - Exploring Earlier, Exploring Later, Building Earlier, Building Middle, Building Later, Integrating Earlier.
 - Domains of Learning and Development
 - Approaches to Learning/Self-Regulation
 - Social and Emotional Development
 - Language and Literacy Development
 - Cognitive Development
 - Physical Development and Health

- Infant/Toddler ratings for self regulation percentages. Preschool
- Language and Literacy Development
 - • Speaking and listening, Vocabulary, Interest in books, rhymes, songs
Understanding books and stories, Early writing, Knowing about words, letters, print, sounds
- Domain Testing was a comparison of children from Fall 2022 to Spring 2023
- Physical Development and Health- Gross and fine motor skill testing

- Program Year 5 Outcomes Data and Strategies
 - Provide training along with individual and group coaching on DRDP implementation and DRDP Domains and Measures.
 - Support Direct Service Providers in analyzing their child outcomes data and developing strategies specific to their programs.
 - Support Direct Service Providers with their systems for continuity of care for infants and toddlers.
 - For the Approaches to Learning/Self-Regulation Domain: Continue to collaborate with the Mental Health Content Area with Conscious Discipline, Trauma Smart, Devereux Early Childhood Assessment.
 - For the Science and Social Science Domains: Increase training and coaching on the Project Approach, an approach to curriculum which engages young children in in-depth investigations of real-world topics.
- Dual language learner numbers were high because Carol believes those children already spoke the language they were being tested on.
- IEP's (Individual Education Plans)
- We do not set benchmarks. We want to see how we are supporting their progress.
- We try to keep infants and toddlers with the same caretakers for three years
- Project Approach- An approach to curriculum which engages children
 - Danielle Sandefur asked if MARC does mental health evaluations. Tamara Graves is the best contact for that with MARC. Kasey responded that a large portion of funding has been committed to mental health services. Mental health has been very robust.
 - Who should we talk with to advocate? Kasey responded that she should speak with the child's teacher.
 - Kathy asked what is used for track children? Carol responded Learning Genie is used for that data collection.
 - Carol talked about the process of school districts have in place for diverse learners. Developmental and social/emotional screenings are conducted.
 - There are thresholds for what qualifies children.
 - CLASS data

- Focus is child-teacher interactions
 - Better child-teacher interactions lead to better development
 - Class Dimensions
 - Class Ratings
 - Positive Climate, Negative Climate
 - Concept Development has been a struggle for all of Head Start nationwide. Analysis is conducted during hygiene routines and it difficult to do without a well-trained teacher.
 - Shalese asked how often these assessments are conducted. Carol responds that official observations are done each Spring.
- Child Abuse and Neglect Training Pt 1 Lynette Fowler & Melissa Ameku

This will be moved to next meeting.

- Health and Safety Screener Pam Kabrick
 - Kasey asked Pam to explain further the Tiers and their qualifications.
 - Tier 3's monitor their policies and procedures. We did a survey of Tier 1 and 2's.
 - This is the third time this tool has been used in 10 years.
 - On The Case-Active Supervision
 - Human Resources-Data is collected in Child Plus.
 - Four DSP's provide transportation. They are all Tier 1's and 2's
- Program Governance Screener Lynette Fowler
 - Screener/plan will be due December 30th.
 - Three partners need to establish parent committees per Kasey
 - How is home based incorporated in CLASS? DRDP is done with all students, including home based.
 - Kasey encouraged everyone to reach out with any questions.
- Enrollment, Attendance, and Disability Betty Choi
 - Betty Choi presented the Enrollment, Attendance, & Disability reports
 - November 2023 Enrollment was 75.73% for EHS Federal. 82.52% for EHS State. 88.06% for Head Start. Program Options Combined were at 79.84%.
 - November 2023 Attendance was 82.17% for EHS Federal. 82.95% for EHS State. 86.98% for Head Start. Program Options Combined were at 84.03%.
 - November 2023 Disabilities were at 4.6% for HS. 1.50% for EHS. Combined was 6.10%.
- Danielle Sandefur made a motion to extend meeting by 15 minutes. Seconded by Greg Harris.
- Budget Report MARC Head Start Dashboard Brad Gaeddert
 - Liquidation period is 90 days after grant life to close out the grant.
 - The HS/EHS Core grant has a remaining balance of \$8,759,769 as of 10/31/2023

- The EHS Expansion grant has a remaining balance of \$73,118 as of 10/31/2023
- The Missouri EHS Program has a remaining balance of \$1,156,925 as of 10/31/2023
- The Parent Advisory Council has a remaining balance of \$15,301 as of 10/31/2023
- In unrestricted funds, the Local Community Support fund has a remaining balance of \$7,826 as of 10/31/2023
- HRSA MCHB has a remaining balance of \$52,649 as of 10/31/2023
- CACFP Report Brad Gaeddert
 - September and October were added to make up for gaps in previous reporting
 - 2022 needs to be corrected to 2023
 - October 2023 Tier 1, 2, and 3 number of meals served totaled 79,731 with an amount of \$183,785.76 reimbursed
- Credit Card Expenditures Brad Gaeddert
 - Kasey clarified that all spending must be told to the council
 - August credit card expenses totaled \$6,518.30, while September credit card expenses totaled \$10,909.42
- Head Start Directors Report Kasey Lawson
 - Enrollment Plan, Child H/S incidents, PI, RFP
 - Kasey shared that the preliminary plan has been submitted. 10 out of 17 providers have been placed on plan. Due December 15th.
 - RFP-50 slots unattended. Plan is to have it done by EOM.
 - Plan is supposed to be out to public by January 12th.
 - Down 373 slots. EHS slots were out trigger.
 - Three programs are severely under enrolled.
 - What are the consequences? We could lose funding.
 - Not being able to offer HS does not affect numbers.
 - Has Covid affected these numbers? EHS has taken the biggest hit staffing wise.
 - Plan and Progress updates open until end of January. Mental health is a big factor. Workforce.
 - Three incidents of child health and safety. Kasey is working with Pam on these incidents.
 - Training with regional office. This is a national crisis.
 - Kasey will come up with a plan to share with group.
 - Suggestion to move health and safety, and finance piece to beginning of meeting.

Mid-America Head Start Advisory Committee Meeting
Tuesday, January 9, 2024
Minutes

1. Meeting Called to Order / Establish Quorum Kasey Lawson
 - a. Meeting called to order at 12:00 pm
2. Welcome and Introductions Molly Merrigan
 - a. Attendance (All Virtual)
Melissa Ameku, Kasey Lawson, Brad Gaeddert, Jarrod Winship, Betty Choi, Patty Lucas, Kathryn Fuger, Alex Ellison, Toni Sturdivant, Kaitee Brown, Molly Merrigan, Heather Gilliam, Danielle Sandefur, Heather Ross, Kathy Fuger
3. Information/ Training
 - Child Abuse and Neglect Training Melissa Ameku
 - Melissa presented on Child Abuse and Neglect Training
 - Neglect is a failure to meet the child’s basic needs.
 - Physical abuse refers to the injury of a child on purpose.
 - Sexual abuse is the use, persuasion or forcing of a child to engage in sexual acts or imitation of such acts.
 - Development is greatly affected by the various forms of abuse.
 - Children who live in poverty or violent homes experience more stressful life events and can worsen hostility, anxiety, or depression among family members and increase the level of family conflict and maltreatment.
 - Child risk factors include infants and young children, children with disabilities or chronic illnesses, and behavioral problems.
 - Alex Ellison asked if all delegates are required to take this training. Kasey responded that yes, it is required. Molly added that Section 2.11 of Missouri statutes outlines this information.
 - Eligibility Training/Selection Criteria Betty Choi
 - 1302.12(m)(1): A program must train all governing body, policy council, management and staff who determine eligibility on applicable federal regulations and program policies and procedures. Training must, at a minimum:
 - ☐ (i): Include methods on how to collect complete and accurate eligibility information from families and third-party sources;
 - ☐ (ii): Incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma and privacy; and,
 - ☐ (iii): Explain program policies and procedures that describe actions taken against staff families or participants who intentionally attempt to provide or provide false information

- o Income Eligibility- Income must be below the Federal Poverty Level: \$24,860/year OR SSI, TANF, SNAP
- o MARC Head Start requires all its staff sign a policy that addresses the consequences for staff and families that intentionally mislead or misrepresent eligibility information :Policy i5190
 - Alex Ellison asked why income examples were used for a college student? Betty responded that national standards dictate this.
 - Kathy Fuger asked which priorities in the selection criteria are required by law? Betty responded that age eligibility, income eligibility, and special needs are what dictate the most needs. They can move up or down the ladder depending on the community assessments.
 - Kathy Fuger asked if the data is summarized, Betty responded that it is through the community assessments. These will be shared at some point to give indication of what the assigned points are.
 - Alex Ellison asked if the points must be a certain range? Betty responded that not necessarily and it depends on eligibility. It depends on the total score. The higher the score, the higher the need. We select from the top of the waitlist.
 - Kaitee Brown asked why it adds points for working parents? Betty responded that those children need to be in school so the parents can work.
 - Molly Merrigan asked if this is federally mandated? Betty responded yes.
- Enrollment, Attendance, and Disability Betty Choi
 - o Betty Choi went over December Enrollment, Attendance, and Disability data.
 - o December 2023 Program Options Combined for Enrollment was 79.75%
 - o December 2023 Program Options Combined for Attendance was 83.52%
 - o December 2023 Combined Disabilities was 6.50%
- Budget Report MARC Head Start Dashboard Brad Gaeddert
 - o \$64,000 left in EHS Expansion was from two providers that MARC is in touch with to ensure this money is not left over again.
 - o MARC is pushing to get all invoices for previous FY paid.
 - o Halfway through state grant. There is a typical lag in invoicing. Most funding is ISD and OBI.
 - o FCE invoices are now coming in.
 - o NO grant period associated for unrestricted funds.
 - Alex Ellison asked why so few has been spent in Admin. Brad responded that we have not received invoices yet from many contractors. Kasey responded that there has also been a lag in employment that has left nearly 10% unspent.

- Kathy Fuger asked if those funds can be recovered? Kasey responded that since the grant is ending, we will give them back to the fed.
 - Kathy Fuger asked if providers have the opportunity to spend any of the \$64,000 in EHS Expansion. Brad responded that they do not. We will work with providers next year to spend their funds.
- Most of our Missouri EHS grant is OBI and ISD.
- Kasey talked about community café's and how they are getting more participation. These café's are helping share about what the community is saying about the work that is being done.
 - Alex Ellison asked if donor money is unrestricted, how long can it sit? Brad responded that this money is held indefinitely.
- CACFP Report Brad Gaeddert
 - Grand total of November 2023 meals served was 67,312, and the total amount reimbursed was \$160,118.71
- Credit Card Expenditures Brad Gaeddert
 - We will provide data on Kasey's card next month
 - Daniela Rivera's October and November 2023 combined total was \$31,856.30
 - Brady Konomos' October and November 2023 combined total was \$31,399.10
 - Lupe Valdovino's October and November 2023 combined total was \$29,886.82
 - The total for all three was \$93,142.22
 - Kathy Fuger asked what Daniela's position is? Kasey responded that she is ERSEA Data Admin Assistant.
 - Alex Ellison asked why the credit card spending was so high? Kasey responded that we had remaining budget that needed to be spent to support other teams.
 - COLA and QI dollars were received in September and did not give us much time to spend those dollars.
- Head Start Directors Report Kasey Lawson
 - Focus Area 1 Review
 - Kasey talked about the involvement from the community. We need specific areas to be covered in Advisory Committee such as an attorney, a fiscal/accounting person, community leader.
 - Data Tours- DSP meeting this week will be with directors. Managers will review data that will be shared with reviewers.
 - We were found out of compliance in our OHS Monitoring Review Report.
 - We had another safety issue that we are waiting to hear from OHS.
 - The prior two incidents came back unsubstantiated.

- Alex Ellison asked if it is their responsibility to check the bus before they get off the bus. Kasey responded that it is protocol to check the bus and they did not follow this protocol.
 - Certification for Health and Safety Screener and Governance, Leadership and Oversight Capacity Screener
 - See PC
 - Kathy Fuger asked how Toni is acclimating to Kansas City. Toni responded that it is going well. Toni is enjoying learning about the community.

Information will be shared during the discussion of each Action Item to ensure understanding prior to Policy Council approval of any item

1) Action Items to be approved and submitted to the Governing Body:

- Approval of Monthly Items:
 - i. November 2023 Meeting Minutes Molly Merrigan
 - Molly Merrigan asked for a motion to approve meeting minutes, Kaitee Brown motioned, needs name respelled, seconded by Kathy Fuger
 - All ayes, no nays- motion passes
 - Alex Ellison asked who the advisory committees are and if a quorum is established. Kasey clarified all members.
 - ii. 2024 Child Selection Criteria
 - Kathy Fuger asked if any numbers have changed since last year. Kasey responded that no numbers have changed.

Alex Ellison made a motion to approve, seconded by Heather Gilliam
No further discussion

All ayes, no nays- passes

- 2) New Business Molly Merrigan
 - a) No new business
- 3) Important Takeaways Melissa Ameku
 - a) Melissa talked about how it is great to see everyone and how she is still learning.
 - b) Melissa appreciates the watchful eyes on the department's spending.
- 4) Adjournment Molly Merrigan
 - a) Molly Merrigan asked for motion to adjourn, Alex Ellison motioned, Danielle Sandefur seconded.
 - i) **All ayes, no nays-** meeting adjourned at 1:09 pm.

Mid-America Head Start Shared Governance Meeting
Monday, February 12, 2024
Minutes

1. Meeting Called to Order / Establish Quorum Danielle Sandefur
 - a. Meeting/quorum established at 6:00 pm
 - i. Danielle Sandefur asked for a motion, Shalese Clay motioned, seconded by Jerome
 - b. Attendance (In-person)
 - i. Parents
Jerome Banks, Shalese Clay, Shalese Coleman, Stephanie Conyers, Dr. Shelley Cooper, Heather Gilliam, Diashae Hargrove, Chilah Harris-Wheeler, Rose Huerta-Crosby, Phyllis Larimore, Patty Lucas, Da'Jion Lymore, Bonita Powell, Heather Ross, Danielle Sandefur, Fahima Osman
 - ii. Staff
Betty Choi, Lynette Fowler, Kasey Lawson, Jarrod Winship, Toni Sturdivant, Pam Kabrick, Tamara Graves, Melissa Ameku, Clara Chollett, Lupe Valdovino, Sandra Reece
 - c. Virtual
 - i. Mercedes Morgan-Rufai
2. Welcome and Introductions Lynette Fowler
3. Information/ Training Sandy Reece
 - Health Outcomes
 - Sandy Reece talked about Health Services and how they provide a coordinated approach to families in the Head Start program
 - MARC Head Start Health Services recognizes the link between health and school readiness. The program promotes the concept of healthy children are more successful in school. Head Start focuses on providing a coordinated service approach for medical, dental, and other health care needs.
 - Children with insurance=95%, children without insurance=5%, children on Medicaid were 90%
 - Children with medical home was 96%, children without medical home were 4%, children who received primary care from FQHC was 20%
 - Children with dental home was 90%, children without dental home were 10%
 - Children with physical exams was 75%, children without physical exams were 25%

- Children who received oral health care and preventative services was 75%, children who required dental treatment were 26%, children who received dental treatment were 65%, children under 3 who received oral assessment were 81%
- Immunizations in compliance were 95%
 - Danielle Sandefur asked if MARC assists with kids who do not have insurance? Sandy responded yes, we have dollars set aside for exams
 - Sandy received grant funds to assist with families medical needs
- **Mental Health Outcomes PY3** Tamara Graves
 - Tamara talked about mental health and disabilities
 - Devereux Early Childhood Assessments 2023
 - Tamara will have more in depth data next year
 - DECA Fall ratings are screenings completed when students start school
 - The fields are strengths, typical, and needs
 - Parent strengths were about 25%, teacher strengths were about 18%
 - Parent typical were about 58%, teacher typical were about 65%
 - Parent needs were about 18%, teacher needs were about 19%
 - All programs have someone approved to work in the mental health area
 - Children with needs either have observations or get referred to outside mental health professionals, and we offer parents counseling if needed
 - 76 HS families referred last year, and 17 EHS
 - Currently have 47 families EHS
 - PIR Disability- We had total enrollment last year
 - Primary diagnoses were noncategorical
- **PIR and Self-Assessment** Pam Kabrick
 - Pam presented on PIR
 - The Office of Head Start (OHS) Program Information Report (PIR) provides comprehensive data on the services, staff, children, and families served by Head Start and Early Head Start programs nationwide.
 - Office of HS requires annual submission of PIR. This is a comprehensive report that includes data on children, staff, and families provided by Head Start nationwide
 - Submitted every year by August 31st
 - Data is collected whether a child is enrolled one day or the entire program year
 - There are four sections of the PIR
 - A B C D
 - Section A is Program Information
 - Funded enrollment for Center Based is 2174, and 176 home based
 - Cumulative enrollment is 1768 HS, 580 EHS, 23 pregnant women. This was slightly over our funded enrollment because some slots went unfilled
 - Enrollment by Age is about 70% 3 and 4 year olds

- Second year means children were enrolled last year and the year before. Three years or more includes children who were with us for 3 years. Last year there was 40% of enrollment projected to go to Kindergarten
 - Where was the other 25%?
 - This was their first year in the program. Office of Head Start collects 2 years, 3 years, and going into Kindergarten
- Ethnicity and Race included 11% bi-racial/multi-racial, 24% white, 51% black or African American, 1% Asian
- Primary language of family at home
 - Majority of children speak English at home, but there is a variety
 - Spanish is the next biggest group
 - 26% of children are dual language learners
- Section B is Program Staff and Qualifications
- Head Start Teachers
 - HS teachers require a minimum of an Associate's degree
 - Dr. Cooper asked does the degree need to be in education?
 - Yes, it must be early education
- Head Start Teacher Assistants
 - This is where we have the most difficulty finding qualified teachers
 - Anyone who doesn't meet requirements must have PDP
 - EHS Teachers
 - Minimum of CDA but in infant/toddler
 - We struggle to fill these positions as well
 - 54% met requirements, 46% did not
 - Home visitors included eight who meet qualification and four who did not meet qualifications
 - Those who did not meet qualifications were enrolled in FDC course
- Section C is Child and Family Services
 - This includes health services for children and pregnant women, disabilities, education, family and community partnerships, family demographics, and father engagement
- Section D is Grant Level Questions
 - Intensive coaching for teachers
 - Education management staff qualifications
 - Family services staff qualifications
 - Formal agreements for collaboration
- Is there a more in depth study on father engagement?
 - Lynette responded that PIR collects data about father involvement

- Danielle asked if there is a policy about a child who turns 5 in the middle of the school year?
 - Kasey responded that there is a policy about 3-year-olds who are leaving Early Head Start to go to Head Start
 - New application is needed to go from EHS to HS and qualifications are determined
- Kids who are already in our services are pushed to stay in our services
- Pam said students may be able to stay in program but not necessarily be Head Start
- Eligibility Training/Selection Criteria Betty Choi
 - Betty Choi talked about Eligibility Training and Selection Criteria.
- Enrollment, Attendance, and Disability Betty Choi
 - Betty Choi went over January Enrollment, Attendance, and Disability data.
 - January 2024 Program Options Combined for Enrollment was 83.75%
 - We fell below 85% because of illnesses and cold weather
 - January 2024 Program Options Combined for Attendance was 82.24%
 - January 2024 Combined Disabilities was 7.3%
 - We are going to start reporting disabilities in two different ways; actual and prior kids
 - Is there a site that is struggling more that is causing concerns?
 - Schools with transportation have a higher attendance rate
- Budget Report MARC Head Start Dashboard Lupe Valdovino
 - Lupe went over the December data
 - We returned 3% of core grant to federal government
 - Kasey added that we only had two months to spend down remaining dollars
 - Retention pay for front line staff helped spend funds down
 - MU Grant had \$6,583 returned
- CACFP Report Lupe Valdovino
 - Lupe reported on the CACFP December report.
 - Grant total of meals served was 49,323, totalling \$130,204.37
- Credit Card Expenditures Lupe Valdovino
 - Lupe reported on the October-January credit card reports
 - Daniela Rivera's December total was \$2,223.67
 - Brady Konomos' December total was \$5,770.85
 - Lupe Valdovino's December total was \$6,819.92
 - Kasey Lawson's October, November, and December combined total was \$30,159.95
 - The total for all four was \$44,974.39

- Kasey's credit card was presented late because of being short staffed and busy with end of year
- Parent Advocacy (NHSA Winter Leadership Conference, Child Advocacy Day) Chilah Harris-Wheeler, Rose Huerta-Crosby
 - Chilah talked about Child Advocacy Day
 - Chilah just got back from DC and understands the importance of voting
 - Chilah said that Congress is willing to listen and loves to talk to parents, but that congressmen tend to be one side or the other. They are looking at dollar signs
 - It is important to show up for child advocacy day
 - Rose explained the importance of the program and how it impacts our communities, and added bi-partisan leadership can provide a bright future for our children
 - Rose encouraged everyone to not be scared and to be united
 - Chilah said many congressmen do not understand the full benefits of Head Start and Early Head Start
 - Kasey added that health and safety concerns as well as under enrollment play a big part in the legislation
 - Do they look at testimonies?
 - Kasey added there are campaigns throughout the year
- Head Start Directors Report Kasey Lawson
 - Focus Area 1 Review
 - New law is specific to the closing of our grant
 - 90 days is the new limit
 - Final self-assessment meeting is coming up to go over contract requirements
 - We will send out an invite for that and it's April 10th
- EL Director Report Toni Sturdivant
 - Toni has enjoyed learning about KC and the everything it has to offer
 - Toni is working on a strategic plan that includes groups of stakeholders who want to improve Early Learning
 - It is important to have parents voices in furthering Early Learning resources
 - Work Groups meetings will include policy and engagement
 - Community programs rely on subsidy payments or private payments, so funding is needed to further Early Learning
 - Toni added that programs should value quality over quantity
 - Work groups will be once a month

- Stories by parents are important to bring attention to Early Learning, as well as surveys
- There will be a symposium in July to present information and get more input from the community
- Early Learning includes Head Start and everything that is not Head Start, including comprehensive services

1) New Business

Danielle Sandefur

a) None

2) Important Takeaways

Lynette Fowler

- i) Learned about children’s health, growth and development, new changes, PIR, different languages spoken in Head Start families, and the importance of letters to legislators

3) Adjournment

Danielle Sandefur

- a) Danielle Sandefur asked for a motion to adjourn, motioned by Shalese Clay, seconded by Da'Jion Lymore

- Adjourned at 7:11 pm.

Next Shared Governance Meeting Date: April 8, 2024

Next Policy Council Meeting; March 11, 2024

Next Advisory Committee Meeting; March 12, 2024

Important Takeaways
