A. CALL TO ORDER

B. PUBLIC COMMENT

C. INTRODUCTIONS

D. ADDITIONS TO AGENDA

E. READING OF MINUTES

I. February Board Minutes

Documents:

FEBRUARY BOARD MINUTES.PDF

F. OLD BUSINESS

G. NEW BUSINESS

H. Region XIII Preschool Developmental Disabilities Services

I. Early Education/Child Care

I. Teaching Strategies GOLD

Documents:

TEACHING STRATEGIES GOLD.PDF

J. Early Head Start

I. EHS Information Memorandum Modular Unit

Documents:

EHS INFORMATION MEMORANDUM MODULAR UNITS ACF-IM-HS-20-02.PDF

II. EHS Funding Increase 2020

Documents:

EHS FUNDING INCREASE.2020.PDF

K. BUDGET

I. Budget 2020-2021

Documents:

BUDGET20-21.PDF

L. OTHER NEW BUSINESS

M. DIRECTOR'S REPORT

I. March Director's Report
March Director's Report

N. TREASURER'S REPORT

I. February Financials

Documents:

FEBRUARY FINANCIALS.PDF

O. STATISTICAL REPORT

I. February Statistical Report

Documents:

FEBRUARY STATISTICAL REPORT.PDF

P. NEXT MEETING DATE:
April 29, 2020

Q. ADJOURN

Children's Developmental Services of Campbell County
· Early Childhood
· Region XIII PDDS
· Early Head Start
1801 South 4-J Road
Gillette, WY 82718
phone 307.682.2392
fax 307.682.8463
http://www.ccgov.net/cds

Children's Developmental Services of Campbell County
Board of Director's Meeting
February 26, 2020

MEETING PLACE:

The Children's Developmental Services of Campbell County Board of Directors met in a regular meeting February 26, 2020 at the Children's Developmental Services of Campbell County.

CALL TO ORDER:

The meeting was called to order by Chairwoman Wendy Balo at 7:02p.m.

PUBLIC COMMENT:

There was no Public Comment.

INTRODUCTIONS:

Board members present were Wendy Balo, Carol Yonkee, Bertine Bahige, Cindy Reardon, and Tyler Watts. Early Head Start Coordinator Stephanie Stevens, Early Childhood Coordinator Tausha Edmonds, Early Intervention Coordinator Trena Bauder, Senior Financial Specialist Carol Curtis, and Senior Administrative Assistant Melissa Kline.

ADDITIONS TO AGENDA:

Bob Tranas added Executive Session.

READING OF MINUTES:

Cindy Reardon made a motion to approve the January 2020 minutes as submitted. Bertine Bahige seconded. With a unanimous vote, the motion carried.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

REGION XIII PDDS:

Kindergarten Transition:

Natalie Terrell provided an overview of the Kindergarten Transition process. This process is set up to help create a seamless transition for children on an IEP transitioning into kindergarten. Natalie shared the number of students that have transitioned in 2019 and how many tested off services during the process, Natalie also provided a prediction

Children's Developmental Services CAMPBELL COUNTY
Children's Developmental Services of Campbell County
· Early Childhood
· Region XIII PDDS
· Early Head Start
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fax 307.682.8463
http://www.ccgov.net/cds

for transition in 2020. The Department of Education committee that has been working on the transition process statewide.

EARLY CHILDHOOD EDUCATION:

Data Policy:

Tausha Edmonds proposed a new policy on Data. This policy covers how personally identifiable data is protected.

Carol Yonkee made a motion to approve the Data Policy as submitted. Cindy Reardon seconded. With a unanimous vote, the motion carried.

Teaching Strategies Gold:

Tausha Edmonds shared a summary of the child assessment data from December 31, 2019.

BUDGET:

Budget Meetings:

Bob Tranas provided an overview of the budget committee meetings.

Capital requests:

Bob Tranas presented the capital requests and recommendations.

The capital requests that were presented were:

*Playground structure $38,841.00
*Harness Systems $2,875.00
*Shade structure, cost to be determined
*IT $10,225.00

Cindy Reardon made a motion to approve the Capital requests as submitted. Bertine Bahige seconded. With a unanimous vote, the motion carried.

OTHER NEW BUSINESS:

County Financial Audit:

Carol Curtis shared that the recent County audit that was completed for Fiscal Year 2018-2019.

DIRECTOR'S REPORT:

Bob Tranas provided a verbal report for February.

TREASURER'S REPORT:

January's Financial Report:

Carol Curtis presented the January Financial Report to the Board.

58% of the year expended
57% of income received
53% expended

Tyler Watts made a motion to accept the January Treasurer's Report as submitted. Cindy Reardon seconded. With a unanimous vote, the motion carried.

STATISTICAL REPORT:

The January statistical reports were reviewed.

ADJOURN:

There being no further business, Carol Yonkee made a motion to adjourn. Bertine Bahige seconded. With a unanimous vote, the motion carried. Meeting adjourned at 8:45pm.

EXECUTIVE SESSION:

Carol Yonkee made a motion for the board to move into executive session to discuss personnel. Bertine Bahige seconded. The Board moved into Executive Session at 8:45 P.M.

The regular meeting was called back to order by Chairperson Wendy Balo at 9:07 pm.

There being no further business, at 9:09 Bertine Bahige made a motion to adjourn. Tyler Watts seconded the motion. With a unanimous vote, the motion carried. Meeting adjourned.

NEXT MEETING DATE:

The next scheduled meeting for Children's Developmental Services of Campbell County Board of Directors is April 29, 2020 7:00 P.M. at the Children's Developmental Services of Campbell County.

Respectfully Submitted,

Cindy Reardon, Secretary
CDS -CC Board of Directors

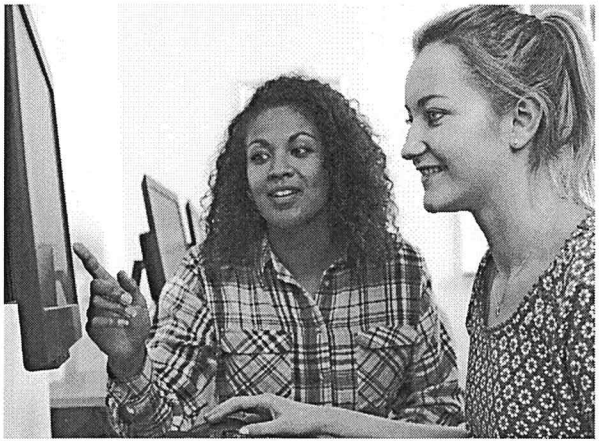
Wendy Balo, Chairwoman
CDS -CC Board of Directors

GOLD®

Using *GOLD*® Data to Plan Instruction and Communicate Children's Progress

In-Person Sessions for Teachers and Caregivers

Designed for experienced *GOLD*® users, this session guides teachers through the process of using *GOLD*® assessment data to plan instruction and share children's progress with families and others involved in children's learning. Teachers will practice using sample data for short- and long-term planning; explore strategies for communicating children's progress in a meaningful way; and practice generating, interpreting, and explaining each of the major reports in *GOLD*®.



A
Advanced Level

1
1-Day Session

E
English

View 1-day session agenda

RELATED PRODUCTS

GOLD® *Objectives for Development and Learning, Birth Through Third Grade*

The Power of Assessment: Transforming Teaching and Learning

The Power of Observation

TeachingStrategies®

1 Day

Using *GOLD*® to Plan Instruction and Communicate Children's Progress

AGENDA

Learning Objectives

- Discuss the purposes of GOLD®.
- Explain how the organization of GOLD® relates to the assessment process.
- Document useful evidence of children's development and learning.
- Use GOLD® to communicate with families and professionals involved in children's development and learning.
- Use GOLD® resources to promote positive teacher–family relationships.
- Generate, interpret, and explain the major reports in GOLD®.
- Use the reports as you plan meaningful learning experiences for individual children and the group.
- Explain how to use additional features of GOLD® to support your program.

Day 1

Welcome and Introductions

Review of Learning Objectives

Brief Overview of GOLD®

The Assessment Process

Documenting Children's Learning: Creating Useful Assessment Information

Using Assessment Information to Plan for Individual Children and Groups

Using the Reports in GOLD®

Understanding Scoring

Practice Applying Reports: Program Scenarios

Sharing Assessment Information With Families and Others

Putting It All Together: Case Study

Reflecting on the Session

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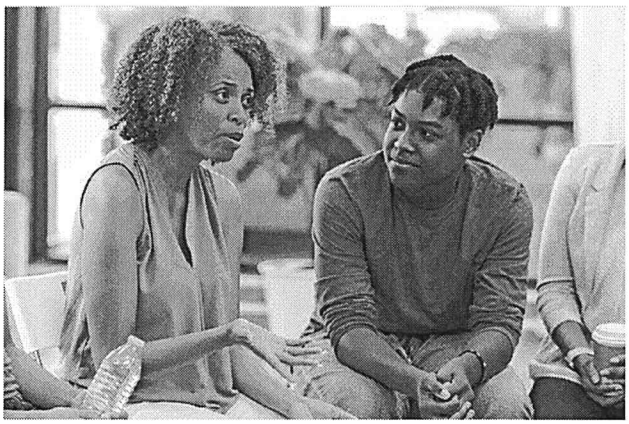
GOLD®

Observation: The Key to Responsive Planning

In-Person Sessions for Teachers and Caregivers

In this 1-day session, teachers will learn the basics of conducting high-quality observations. Through large- and small-group activities, teachers will learn why observation is so important in an early childhood classroom, learn the qualities of an informative observation, and practice conducting observations using their new skills.



I — Intermediate Level

1 — 1-Day Session

E/S — English or Spanish

View 1-day session agenda

RELATED PRODUCTS

GOLD® Objectives for Development and Learning, Birth Through Third Grade

The Power of Assessment: Transforming Teaching and Learning

The Power of Observation

TeachingStrategies®

1 Day

Observation: The Key to Responsive Planning

AGENDA

Learning Objectives

- Understand and explain why observation is important.
- Practice making objective observations.
- Discuss the qualities needed to make informative observations.
- Explain how informative observations provide support for teachers to plan responsively.
- Demonstrate how to use the TEACH Area of *MyTeachingStrategies®* to plan responsively for individual and groups of children.

Day 1

Welcome and Introductions

Review of Learning Objectives

- Understand and explain why observation is important.
- Practice making objective observations.
- Discuss the qualities needed to make informative observations.
- Explain how informative observations provide support for teachers to plan responsively.
- Demonstrate how to use the TEACH Area of *MyTeachingStrategies®* to plan responsively for individual and groups of children.

The Teacher's Role

- The Assessment Process
- Collecting Facts
- Writing Observation Notes

Why Observe Children?

- The Four-Phase Observation Cycle
- Four Reasons to Observe Children

Responsive Planning

Using *MyTeachingStrategies®* to Plan Responsively

Putting It All Together

Review of Learning Objectives

Reflecting on the Session

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ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-20-02	2. Issuance Date: 03/05/2020
	3. Originating Office: Office of Head Start, Office of Grants Management	
	4. Key Words: Modular Unit; Portable Prefabricated Structure; Mobile Units; Manufactured; Real Property; Disposition	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Agencies and Delegate Agencies

SUBJECT: Head Start Modular Units

INFORMATION:

A modular unit is defined as "a portable prefabricated structure made at another location and moved to a site for use by a Head Start grantee to carry out a Head Start program, regardless of the manner or extent to which the modular unit is attached to underlying real property." The definition includes modular units used for any program purpose, including classrooms, kitchens, administrative offices, and storage buildings. See Terms, 45 CFR §1305.2. The purchase of any modular units with Head Start funds is subject to the provisions of 45 CFR Part 1303 Subpart E.

Many different types of prefabricated structures fall within the general term "modular unit." Some are structurally similar to traditional construction, subject to local building codes and firmly attached to an underlying foundation. These units can provide high-quality learning environments with a useful life similar to traditional construction.

At the other end of the spectrum are units that arrive on wheels and are installed by placement on supports without a full foundation. Local building codes are not usually applicable to these types of units. They are often referred to as manufactured or mobile units. Their useful life is significantly less than traditionally constructed buildings. Especially in harsh climates, these units tend to deteriorate quickly and require significant ongoing maintenance. They also lose structural stability, develop mold issues, and lose quality as a learning environment much sooner than high-quality modular units or traditional construction. See Teaching and the learning environment, 45 CFR §1302.31.

The Office of Head Start (OHS) recognizes there are circumstances when modular units are a quality, cost effective option for program services. However, purchase of a modular unit should not be a grantee's first choice when the option of construction or purchase of a traditionally built facility exists in the community. Similarly, when replacing older modular units, grantees should consider whether better quality modular units, construction, or purchase options are available in the community. While reasonableness of cost should always be a consideration for grantees, low-cost modular units are not a preferred option when other better-quality facility options are available.

To assure modular units used as Head Start facilities result in quality, cost effective learning environments, OHS is implementing the following requirements.

Application for Purchase of a Modular Unit

When a grantee applies for purchase of a modular unit under 45 CFR Part 1303 Subpart E, the following additional information is required per 45 CFR §1303.44(a)(14).

1. A statement indicating whether the modular unit will be classified as real property or equipment in the grantee's financial records. This classification must be maintained until the modular unit is disposed of in accordance with Real Property, 45 CFR §75.318(c) or Equipment, 45 CFR §75.320(e), as applicable.

2. A description of the procurement procedures that will be used to purchase the modular unit in compliance with 45 CFR §75.329.

3. If the modular unit proposed for purchase will be classified as real property, the grantee must submit standard form (SF)-429 with Attachment B. If the modular unit proposed for purchase will be classified as equipment, follow 45 CFR §75.407(a)(7) for prior approval. The modular unit must be included in the grantee's equipment inventory maintained in accordance with 45 CFR §75.320(d)(1)–(5).

4. The cost comparison required by 45 CFR §1303.45 must address the full cost of initial purchase of the modular unit. This includes site acquisition and preparation, delivery, set-up, and additional site work needed (e.g., ramps, fencing, parking, play area, landscaping). Estimated operating costs, including ongoing maintenance and repairs, must be also be provided, with an assumed estimated useful life of 15 years. For purposes of comparison with available alternatives within the community (see below), the cost of replacement of the modular unit at the end of 15 years must also be included.

5. Modular unit costs must be compared to available alternatives within the community, including construction of a new facility and purchase or lease of an existing facility (with any associated renovation costs). Initial and ongoing costs for comparable facilities must be estimated, including depreciation, with an assumed useful life of 30 years.

6. The application must describe the placement of the modular unit proposed for purchase. It also must indicate if the modular unit will be placed on leased or grantee-owned

property and the method of installation (e.g., placed on a poured foundation, on blocks, or other supports). The extent to which the modular unit can be removed and relocated must also be addressed, including whether it is possible to relocate the unit without significant damage to its structure once installed.

7. The statement of a real estate professional described in 45 CFR §1303.42(b) must clearly show the realtor making the certification considered the options of construction, purchase, or leasing of facilities as an alternative to purchase of a modular unit.

Request for Disposition of a Modular Unit

The disposition process for a modular unit depends on how the unit was classified in the grantee's financial records (real property or equipment) at the time of purchase and during its period of ownership by the grantee. A grantee may not change the historic classification of a modular unit for purposes of disposition. If classified as real property, the unit is subject to the disposition requirements described in 45 CFR §75.318(c) and 45 CFR §75.308(c)(1)(xi). A unit classified as equipment is subject to the disposition requirements described in 45 CFR §75.320(e) and 45 CFR §75.308(c)(1)(xi). For more information, please see the ACF Property: Disposition website.

Real Property

When the modular unit has been classified as real property, the grantee is required to submit SF-429 with Attachment C in the GrantSolutions Online Data Collection (OLDC) to request approval for disposition of the unit. Note that line 14e requires the grantee to enter the third-party appraised value of the real property (current market value). Current market value must be established by an independent certified real property appraiser (no more than three years old). The appraisal must be uploaded to the SF-429 Attachment C in GrantSolutions OLDC to verify the current market value amount.

The modular unit should be appraised separately from the land upon which it is located. The appraisal must clearly indicate the appraised value of:

1. The land, if owned by the grantee
2. The modular unit value in its existing location

Modular units classified as real property are usually firmly attached to the land upon which they are located. If the grantee does not own the land, all costs related to the proposed disposition (e.g., demolition, site restoration, takedown, moving, and new site preparation) must be identified in the disposition request. If the overall cost of all disposition options result in a net value that is $0 or less, there is no value for OHS to recover in the modular unit. The Office of Grants Management (OGM) will review all disposition requests in which there is no recoverable value. If there are no issues or concerns, the respective Grants Management Officer (GMO) will approve release of the federal interest.

Equipment

When the modular unit has been classified as equipment and has a current market value of $5,000 or more, grantees are required to submit the Tangible Personal Property Report—Disposition Request using SF-428 with Attachment C through the Head Start Enterprise System (HSES). Send correspondence to the GMO no later than 30 days before the proposed disposition. The modular unit may be retained, sold, or transferred as directed by the Administration for Children and Families (ACF) in accordance with 45 CFR §75.320.

When the modular unit has been classified as equipment and has a current market value of $5,000 or less, the modular unit may be retained, sold, or otherwise disposed of without payment of proceeds to the awarding agency (45 CFR §75.320(e)(1)). However, proceeds must be recognized as additive program income and used only for allowable Head Start program expenses. All requests for disposition instructions must be made in writing through HSES Correspondence to the GMO no later than 30 days before the proposed change. If there are no issues or concerns, the respective GMO will proceed with approval to release the federal interest.

Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

March 13, 2020

Grant No. 08CH011225

Dear Head Start Grantee:

The Further Consolidated Appropriations Act, 2020, contains an increase of approximately $550 million for programs under the Head Start Act for Fiscal Year (FY) 2020. The increase provides $193 million for a cost-of-living adjustment (COLA) and $250 million for Quality Improvement investments for Head Start. The COLA supports an increase of two percent for each grantee to increase staff salaries and fringe benefits, and offset higher operating costs. COLA funds are effective at the start of the FY 2020 budget period and are retroactive if this period has already begun. Quality Improvement funds are allocated proportionately based on federal funded enrollment, with additional consideration given to small grantees to allow for a meaningful investment, as permitted by the Act.

The following table reflects the COLA and Quality Improvement increases available for FY 2020.

Funding Type	Early Head Start
Cost-of-Living Adjustment (COLA)	$6,397
Quality Improvement (QI)	$35,000
Total Funding	**$41,397**

The table provides projected amounts for each program, Head Start and/or Early Head Start. The Quality Improvement allocation above was calculated on Head Start and/or Early Head Start funded slots; however, grantees operating both programs have flexibility to use any amount of funding on either program, based on community needs, and not to exceed the total amount available. This flexibility does not extend to COLA allocations. Please note, allocations in the table are based on annual funding and enrollment levels by program as of February 2020, and may be subject to change if there are adjustments to these levels.

Submission Requirements

The supplemental application is due **May 15, 2020** and must be submitted in the Head Start Enterprise System (HSES). To apply, please select the **Financials** tab, **Grant Application** tab, **Fiscal Year 2020**, and add the **'Supplement – COLA and Quality Improvement'** amendment type. No other application type for these funds will be accepted.

Content of 'Supplement – COLA and Quality Improvement' Application

Applications must include separate narratives and detailed budget justifications for each funding type, COLA and Quality Improvement, and by program, Head Start and/or Early Head Start. Each narrative must begin with a Table of Contents, use 12 point font, and not exceed 10 pages. All narratives, budget justifications, and other supporting documentation must be uploaded into respective folders within the **Documents** tab of the application.

COLA Narrative and Budget Justification

Grantees must demonstrate:

- An increase of no less than two percent of the current pay scale for Head Start/Early Head Start employees, including unfilled vacancies, subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The rationale and documentation detailing agency policies and procedures if employees are receiving less than the two percent COLA or differential COLA increases;
- The provision of a no less than two percent increase to all delegate agencies and partners or justification if less than two percent or differential increases are provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds to offset higher operating costs.

Sections 653 and 640(j) of the Head Start Act provide further guidance on the uses and limitations of COLA funds. Sec. 653 restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. Sec. 640(j) of the Act requires compensation of Head Start employees must be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services. Grantees with concerns that staff salaries cannot be increased due to wage comparability issues should ensure public school salaries for kindergarten teachers are included in their considerations.

Quality Improvement Narrative and Budget Justification

Grantees must demonstrate:

- Investments are consistent with Sec. 640(a)(5) of the Act (except programs are not bound by the requirements that at least 50 percent of the funds be used for staff compensation or that no more than 10 percent of funds be used on transportation. For more information on allowable activities as outlined in the Act, please see Attachment A);
- Investments made in Quality Improvement will be ongoing;
- How investments support children, families, and staff impacted by trauma; or justify the reasoning for investing in an activity not directly related to addressing trauma (For specific examples, please see Attachment B or the following resource on Implementing a Trauma-Informed Approach.)
- For programs using flexibility in the proportional share of the funding for Head Start and Early Head Start, justify how that approach fully supports the greatest needs of communities.

Grantees are strongly encouraged to invest this funding into program efforts and activities that help better incorporate a trauma-informed approach that will support children, families, and staff impacted by adverse experiences. **For more information on trauma and implementation of trauma-informed approaches in Head Start and Early Head Start programs, including specific examples, please see Attachment B or the following resource on Implementing a Trauma-Informed Approach**. However, grantees do have the flexibility to use these Quality Improvement funds to meet grantees' most pressing local needs, consistent with Section 640(a)(5) of the Act. With this funding, grantees should plan for ongoing, sustained investments in quality improvements, while also acknowledging one-time investments in FY 2020 year may be necessary to sustain ongoing quality improvement.

Budget Requirements

The data entered on the budget tab within the application populates the SF-424A. Grantees are required to include funds for both COLA and Quality Improvement, and within the appropriate program, Head Start or Early Head Start.

Non-Federal Share

The budget and detailed budget justification must include each source of non-federal match, including estimated amount per source and the valuation methodology. A detailed justification that conforms with the criteria under Section 640(b)(1)-(5) of the Head Start Act must be submitted if the application proposes a waiver of any portion of the non-federal match requirement.

Supporting Documents

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the supplemental application for COLA and Quality Improvement must be provided.

The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Anne Keire, Head Start Program Specialist, at 303-844-7242 or anne.keire@acf.hhs.gov or Bryan Johnson, Grants Management Specialist, at 303-844-1161 or bryan.johnson@acf.hhs.gov.

For technical assistance in preparing the application, please contact the HSES Help Desk at help@hsesinfo.org or 1-866-771-4737.

Sincerely,
The Office of Head Start

Attachment A

Allowable Uses of Quality Improvement Funds

The language in this document comes directly from Sec. 640(a)(5) of the Head Start Act, except that language has been removed from no. 1 specifying that at least 50 percent of the funds must be used for staff compensation and language has been removed from no. 8 specifying that no more than 10 percent of the funds can be used on transportation to align with the FY 2020 enacted appropriation language.

1. To improve the compensation (including benefits) of educational personnel, family service workers, and child counselors, as described in Sections 644(a) and 653 of the Head Start Act, in the manner determined by the Head Start agencies (including Early Head Start agencies) involved, to—
    - ensure that compensation is adequate to attract and retain qualified staff for the programs involved in order to enhance program quality;
    - improve staff qualifications and assist with the implementation of career development programs for staff that support ongoing improvement of their skills and expertise; and
    - provide education and professional development to enable teachers to be fully competent to meet the professional standards established under Sec. 648A(a)(1) of the Act, including—
        - providing assistance to complete postsecondary course work;
        - improving the qualifications and skills of educational personnel to become certified and licensed as bilingual education teachers, or as teachers of English as a second language; and
        - improving the qualifications and skills of educational personnel to teach and provide services to

children with disabilities

2. To support staff training, child counseling, and other services necessary to address the challenges of children from immigrant, refugee, and asylee families; homeless children ; children in foster care; limited English proficient children; children of migrant or seasonal farmworker families; children from families in crisis; children referred to Head Start programs (including Early Head Start programs) by child welfare agencies; and children who are exposed to chronic violence or substance abuse.

3. To ensure that the physical environments of Head Start programs are conducive to providing effective program services to children and families, and are accessible to children with disabilities and other individuals with disabilities.

4. To employ additional qualified classroom staff to reduce the child-to-teacher ratio in the classroom and additional qualified family service workers to reduce the family-to-staff ratio for those workers.

5. To ensure that Head Start programs have qualified staff that promote the language skills and literacy growth of children and that provide children with a variety of skills that have been identified, through scientifically based reading research, as predictive of later reading achievement.

6. To increase hours of program operation, including—
   - conversion of part-day programs to full-working day programs; and
   - increasing the number of weeks of operation in a calendar year.

7. To improve communitywide strategic planning and needs assessments for Head Start programs and collaboration efforts for such programs, including outreach to children described in no. 2 above.

8. To transport children in Head Start programs safely.

9. To improve the compensation and benefits of staff of Head Start agencies, in order to improve the quality of Head Start programs.

Attachment B

Office of Head Start Guidance on Implementing a Trauma-Informed Approach

Trauma occurs when frightening events or situations overwhelm a child or adult's ability to cope or deal with what has happened. These kinds of experiences cause an extended stress response and lasting effects on the physical and mental health of the individual. Trauma can occur in the form of a single event (e.g., a natural disaster or death of a close family member) or as a series of events or chronic condition (e.g., substance misuse, domestic and community violence, child abuse and neglect, extended homelessness, or food insecurity). Exposure to trauma is more common than most people believe. It is also multi-layered, with individual, community, and historical experiences. In addition to enrolled children and families, Head Start staff may experience trauma as well, along with stress associated with their role in supporting children and families impacted by trauma. That said, not everyone exposed to adverse experiences is traumatized.

Head Start and Early Head Start programs play a critical role in buffering the impact of trauma by promoting resilience for children, families, and staff. The effects of trauma are lessened by protective factors such as strong parent-child relationships; relationships between staff, children, and families in Head Start and Early Head Start

programs; and through relationships and supports within the community. Supporting staff wellness is a critical part of any trauma-informed approach in Head Start programs.

The Substance Abuse and Mental Health Services Administration (SAMHSA) defines a trauma-informed approach as one that: 1) **realizes** the widespread impact of trauma and understands potential paths for recovery; 2) **recognizes** potential signs and symptoms of trauma; 3) **responds** by fully integrating knowledge about trauma into program policies, procedures, and practices; and 4) **resists** re-traumatization of impacted individuals. For more information, please see SAMHSA's Concept of Trauma and Guidance for a Trauma-Informed Approach.

Head Start Considerations for Funding Trauma-Informed Approaches

There are many ways Head Start and Early Head Start programs can use Quality Improvement funds to implement a comprehensive, ongoing trauma-informed approach. The following includes a limited, non-exhaustive list of examples:

Expand Mental Health Services

- Improve preventive mental health screening, assessment, and interventions
- Enhance mental health consultation for staff support and organizational improvement to help identify signs and symptoms of trauma and integrate supports and services to assist in healing
- Ensure mental health consultation and other related intervention services include a trauma-informed approach and are integrated at intake and orientation
- Build and/or enhance collaborative services with local substance abuse and mental health treatment programs, domestic violence service providers, disaster response programs, child welfare agencies, and others

Increase Classroom Quality

- Hire additional qualified education staff to lower classroom ratios, enhance caregiver-child relationships
- Provide ongoing coaching and support to education staff to address secondary stress and related turnover
- Hire behavioral specialists to support children, classroom staff, and parents
- Improve physical environments and learning spaces throughout the facility to help address the multiple domains of development and learning that are impacted by trauma
- Invest in professional development and staffing patterns that foster continuity of care, and consistent, predictable, and nurturing environments

Strengthen Family Services

- Enhance services that strengthen families, promote relationships, decrease parental stress, and improve family safety and financial security
- Strengthen service provision related to housing access and stability
- Provide enhanced job training, employment, education, and career services
- Help families better access healthcare and nutrition services
- Enhance transportation services to promote more regular participation by children and families in services designed to support development and learning and address trauma
- Improve collaboration efforts and alignment with family-serving agencies to lessen family confusion and stress in dealing with multiple agencies

Support a Trauma-Informed Workforce

- Provide training on trauma-informed approaches to all staff, governing boards, and Policy Councils, and ensure training is accompanied with coaching and opportunities for reflective practice and supervision
- Support staff capacity with salary increases and additional benefits, such as employee assistance services and break times
- Decrease family service staff and/or home visitor caseloads through hiring of additional qualified staff or other strategies

Create a Program-Wide Trauma-Informed Environment

- Ensure any trauma-informed training implemented at the management-, governing-, or policy-level includes oversight to examine how the approach is being implemented
- Conduct ongoing self-assessment to track program improvements related to integrating a trauma-informed approach over time
- Expand Health Services Advisory Committee efforts to better support health and mental health services for children and families by implementing trauma-informed approaches

CHILDREN'S DEVELOPMENTAL SERVICES
OF CAMPBELL COUNTY
FISCAL YEAR 2020-2021

Budget Detail

DRAFT updated 3-23-2020

yellow indicates new line item)

STANDARD OPERATIONS

	BUDGET Approved 2019-2020	BUDGET Requested 2020-2021	DIFFERENCE	Percentage of Difference	CHART OF ACCOUNTS NUMBER	EXPLANATION
REVENUES: Early Education						
Enrollments Full Day	256,650.00	266,650.00	10,000.00	4%	1.4856	Full day Preschool/eliminate credit days effective 1/1/20
Enrollments/DFS	40,000.00	40,000.00	0.00	0%	1.4856.1	DFS Clients (Varies)
Enrollments/ Preschool	199,500.00	189,500.00	-10,000.00	-5%	1.4856.2	AM & PM Preschool/Outback/Amazon/Meadow/Artic
Interest Income & Misc	1,500.00	1,500.00	0.00	0%	1.5220.20	copies/collections
Sub Totals Preschool Revenue	497,650.00	497,650.00	0.00	0%		
REVENUES: Early Intervention						
Grants						
Title VI-B 619 2020-2021	51,799.40	56,160.00	4,360.60	8%	1.4493.20	Federal funding VIB /funds 216 children @ 260.00
Title VI-B Flow Thru 2020-2021	77,479.75	81,648.00	4,168.25	5%	1.4495.20	Federal Part B Title 611 Flow thru funding / 216 children @ 378.00
BHD Region XIII PART B 2020-2021	1,795,601.00	1,873,670.00	78,069.00	4%	1.4523	State funding - 216 children @ $8311.40 + 363 S.E. = 8674.40
Child Find	65,000.00	65,000.00	0.00	0%	1.4629	school district contract
BHD Region XIII PART C Federal 2020-2021	114,105.00	111,693.00	-2,412.00	-2%	1.4498	Federal Funding 84 children @ 1329.68
BHD Region XIII PART C 2020-2021	736,327.00	745,078.00	8,751.00	1%	1.4497.06	State funding 84 children @ 8387.93 + 363 S.E. = 8750.93 + 10,000 PD
Medicaid Title 19	62,000.00	62,000.00	0.00	0%	1.4432.3	medicaid reimbursement/PT OT/Speech + Evaluations
Reimbursement Income	5,000.00	5,000.00	0.00	0%	1.5491	in/out unexpected reimbursement income & expense
Sub Total Early Intervention Grants	2,907,312.15	3,000,249.00	92,936.85	3%		*3% increase in DDD funding from 19-2020*
Early Head Start 2020-2021	319,859.04	361,256.00	41,396.96	13%	1.4412.22	- EHS Budgeted grant FY20-21 (Sept-June) includes % COLA + QI
Early Head Start 2020-2021 T & TA Funds	10,000.00	10,000.00	0.00	0%	1.4412.23	- EHS Budgeted grant FY20-21 (Sept-June) TA Funds
Sub Total Early Head Start Grants	329,859.04	371,256.00	41,396.96	12.55%		
County Appropriation 2020-2021	2,403,595.81	2,511,043.00	107,447.19	4.5%		4.5% increase from budget 19-20
TOTAL ALL REVENUE	**6,138,417.00**	**6,380,198.00**	**241,781.00**	4%		4% increase from budget 19-20

EXPENDITURES ADMINISTRATION	BUDGET Approved 2019-2020	BUDGET Requested 2020-2021	DIFFERENCE	Percentage of Difference	CHART OF ACCOUNTS NUMBER	EXPLANATION
Wages and Benefits						
Salaries & wages Permanent Emp.						
Regular Earnings	136,681.00	138,077.00	1,396.00	1%	701.6022	4 full time/moved (less DD)
Full Time Overtime	6,200.00	6,200.00	0.00	0%	701.6023	Overtime for full time non-exempt employee
Regular Earnings Part Time	23,797.00	23,797.00	0.00	0%	701.6024	1 part time employees (less DD)
Additional Requested Payroll	0.00	0.00	0.00	#DIV/0!	701.6028	
Compensation Adjustment	10,135.00	0.00	-10,135.00	-100%	701.6039	As per Commissioners Merit Increase
Employers Contributions						
Empl. Contribution Fica	25,526.00	25,145.00	-381.00	-1%	701.6041	FICA @ 7.65%
P/R Benefit Expenditures	184,841.00	204,624.00	19,783.00	11%	701.6042	Life/Health/Dental/Retirement
TOTAL WAGES AND BENEFITS	**387,180.00**	**397,843.00**	**10,663.00**	3%		
Contractual Services						
Communications & Transportation						
Postage & Freight	400.00	300.00	-100.00	-25%	701.6052	postage meter & scale
Publicity						
Public Relations	200.00	400.00	200.00	100%	701.6091	Board Committee Work
50 Year Open House Celebration	2,500.00	0.00	-2,500.00	-100%	701.6091.06	50 year celebration
Dues & Subscriptions						
Periodicals	400.00	400.00	0.00	0%	701.6101	Subscriptions
Collection Agency	750.00	1,000.00	250.00	33%	701.6102	bad debt expense
Utility Service						
Electricity, Water & Sewer	20,000.00	25,000.00	5,000.00	25%	701.6111	shared exp with EHS DDD /utility increase
Propane & Natural Gas	3,500.00	3,000.00	-500.00	-14%	701.6114	shared exp with EHS DDD /utility increase
Garbage Collections	3,500.00	2,000.00	-1,500.00	-43%	701.6116	shared exp with EHS DDD/ Dumpster 2 X week pick ups
Maintenance/Licensing Agreement						
Maintenance Agreement	8,500.00	8,500.00	0.00	0%	701.6234	copier/fax
Travel Employees						
Tuition & Fees	1,000.00	1,000.00	0.00	0%	701.6517.1	
Conferences/Seminars & Workshops	750.00	750.00	0.00	0%	701.6517..3	
Employee Transportation	300.00	300.00	0.00	0%	701.6517.4	mileage @ .57.5
Meals & Lodging	2,250.00	2,250.00	0.00	0%	701.6517.5	Added in Leadership WY
TOTAL CONTRACTUAL SERVICES	**44,050.00**	**44,900.00**	**850.00**	2%		
Supplies						
General Office Supplies	3,000.00	2,500.00	-500.00	-17%	701.6531	shared exp with EHS DDD/shredder
Paper Supplies	1,200.00	1,200.00	0.00	0%	701.6533	shared exp with EHS + DDD (Pre included)
Operating Supplies						
TOTAL SUPPLIES	**4,200.00**	**3,700.00**	**-500.00**	-12%		
Fixed Charges						
Insurance						
General Liability	150.00	150.00	0.00	0%	701.6933	surety bonds for Carol/Emily/Treasurer
Surety Bonds						
TOTAL FIXED CHARGES	**150.00**	**150.00**	**0.00**	0%		
Capital Outlay						
Furniture / Fixtures/Equipment	1,000.00	1,000.00	0.00	0%	701.7202	Replacement of chairs/items under 1,000
Technology/Phone/Pro Care Software	750.00	750.00	0.00	0%	701.7214	support for Pro Care software/up grades
TOTAL CAPITAL OUTLAY	**1,750.00**	**1,750.00**	**0.00**			
TOTALS ADMINISTRATION	**437,330.00**	**448,343.00**	**11,013.00**	3%		*3% increase in Budget from 19-20 for ADM*

EXPENDITURES Early Education/Child Care	BUDGET Approved 2019-2020	BUDGET Requested 2020-2021	DIFFERENCE	Percentage of Difference	CHART OF ACCOUNTS NUMBER	EXPLANATION
Wages and Benefits						
Salaries & wages Permanent Emp.						
Regular Earnings	752,942.00	785,433.00	32,491.00	4%	702.6022	22 full time (less DD)
Regular Earnings Part Time	0.00	0.00	0.00	0%	702.6024	
Salaries & wages Temp. Emp.						
Regular Earnings/Subs	32,000.00	32,000.00	0.00	0%	702.6032	subs on call 12.96 per hour
Regular Earnings/Classroom Assistants	0.00	0.00	0.00	0%	702.6034	15 hour week High School Assistant/DELETE
Additional Requested Payroll	0.00	0.00	0.00	0%	702.6038	
Compensation Adjustment	27,718.00	0.00	-27,718.00	-100%	702.6039	career advancement I to II w/ FICA & Ret + Merit Adj
Employers Contributions						
Empl. Contribution Fica	77,086.00	77,452.00	366.00	0%	702.6041	FICA
P/R Benefit Expenditures	595,458.00	698,334.00	102,876.00	17%	702.6042	life/health/dental/retirement
TOTAL WAGES AND BENEFITS	**1,485,204.00**	**1,593,219.00**	**108,015.00**	7%		
Contractual Services						
Printing/Duplicating						
Booklets/Parent Handbooks	500.00	500.00	0.00	0%	702.6072	ink cartridges for printers
Publicity						
Dues & Subscriptions						
Periodicals/Curriculum	9,000.00	9,000.00	0.00	0%	702.6101	Creative Curriculum/Gold Portfolio /Teaching Strategices
Assoc., Committee Dues	250.00	250.00	0.00	0%	702.6102	DFS and Food Licenses
Hepatitis B Vaccination/CRIML Bckgrnd	1,200.00	1,200.00	0.00	0%	702.6381	cks are 39.00 per new employee
Naeyc Accreditation	1,000.00	1,000.00	0.00	0%	702.6383	NAEYC Accreditation - school chapters
Family Functions	500.00	500.00	0.00	0%	702.6391	Family Activities
Travel Employees						
Tuition & Fees	2,162.00	2,162.00	0.00	0%	702.6517.1	CDA's/CPR Training
Conferences/Seminars/Workshops	4,650.00	4,650.00	0.00	0%	702.6517.3	annual staff training
Employee Transportation	250.00	250.00	0.00	0%	702.6517.4	
Meals & Lodging	500.00	500.00	0.00	0%	702.6517.5	
TOTAL CONTRACTUAL SERVICES	**20,012.00**	**20,012.00**	**0.00**	0%		
Supplies						
School Supplies	10,000.00	10,000.00	0.00	0%	702.6554	
Classroom Supplies	2,200.00	2,200.00	0.00	0%	702.671	Classroom supplies
Food	60,000.00	60,000.00	0.00	0%	702.6665	
Kitchen Supplies	10,000.00	7,500.00	-2,500.00	-25%	702.669	dishes, paper products/moved to Kitchen Maintenance
Medical Supplies	500.00	500.00	0.00	0%	702.6671	misc medical supplies included/sunscreen
Repairs & Maintenance						
Furnishings	1,000.00	1,000.00	0.00	0%	702.6762	Cots/tables/chairs
Kitchen Maintenance	2,850.00	1,000.00	-1,850.00	-65%	702.6762.4	Steamer/ Convey Oven/Repairs & Maintenance
TOTAL SUPPLIES	**86,550.00**	**82,200.00**	**-4,350.00**	-5%		
Fixed Charges						
Insurance						
Preschool Accident Insurance	4,300.00	4,300.00	0.00	0%	702.6942	100.00 deductible/Hartford Ins/ 331 children x 11.00
TOTAL FIXED CHARGES	**4,300.00**	**4,300.00**	**0.00**	0%		
Capital Outlay						
Playground Equipment	2,000.00	2,000.00	0.00	0%	702.7216	outside toys/ 2 playgrounds
Total Capital Outlay	**2,000.00**	**2,000.00**	**0.00**	0%		
Totals Preschool-Childcare	**1,598,066.00**	**1,701,731.00**	**103,665.00**	6%		*6% increase in Budget from 19-20 for PRE*

EXPENDITURES Early Intervention	BUDGET Approved 2019-2020	BUDGET Requested 2020-2021	DIFFERENCE	Percentage of Difference	CHART OF ACCOUNTS NUMBER	EXPLANATION
WAGES AND BENEFITS						
Salaries & wages Permanent Emp.						
Regular Earnings	2,061,600.00	2,090,498.00	28,898.00	1%	703.6022	28 full time + ADM/ PRE /EHS DD exp
Regular Earnings/Part Time	89,540.00	89,111.00	-429.00	0%	703.6024	2 part time + Emily DD
Temporary Part Time Subs	31,185.00	31,185.00	0.00	0%	703.6032	substitutes on call 12.96 per hour
Additional Requested Payroll	0.00	0.00	0.00	#DIV/0!	703.6038	
Compensation Adjustment	55,288.00	0.00	-55,288.00	-100%	703.6039	as per County Commisisoners
Employers Contributions						
Empl. Contribution Fica/WC	171,809.00	169,090.00	-2,719.00	-2%	703.6041	fica/ workers comp
P/R Benefit Expenditures	1,065,403.00	1,192,840.00	127,437.00	12%	703.6042	life/health/dental/18.12% ret/def comp
Flex Benefit	21,010.00	25,895.00	4,885.00	23%	703.6046	100 to 1000. per employee / health savings plan included + wellness
TOTAL PERSONAL SERVICES	**3,495,835.00**	**3,598,619.00**	**102,784.00**	3%		
Contractual Services						
Communications						
Postage & Freight	800.00	800.00	0.00	0%	703.6052	Cost allocation
Telephone/DATA Plan	2,500.00	2,500.00	0.00	0%	703.6053	2 Cell phones bus/Hot Spot for I pads
Publicity						
Advertising	500.00	2,300.00	1,800.00	360%	703.6092	open positions/Developmental Wheels
Recruitment/Relocation	2,500.00	2,500.00	0.00	0%	703.6093.01	open positions
Dues & Subscriptions						
Periodicals	500.00	500.00	**0.00**	0%	703.6101	LRP Publications
Professional Dues	3,000.00	3,000.00	0.00	0%	703.6102.2	Certifications/Licenses Fees/Associate dues
Utilities	61,700.00	54,222.00	-7,478.00	-12%	703.6111	DD portion of CDS Utilities/Annex @ 70% + Source + Garbage
Professional Services						
Children's Transportation	8,830.00	8,830.00	0.00	0%	703.6137	parents transportation reimbursement/fuel
Consulting	10,000.00	10,000.00	0.00	0%	703.6146	Outside contracts/Translaters
Inter Agency Coordinating Council	500.00	500.00	0.00	0%	703.6386	agency activities/luncheons ICC/ 3 per year
Region XIII Social Emotional	10,000.00	10,000.00	0.00	0%	703.6393	Trainings/Contract/parenting classes/ as per SF34 Social Emotional Services/Prymid
Travel Employees						
Tuition & Fees	3,000.00	3,000.00	0.00	0%	703.6517.1	state funds designated for training
State Training and Technical Assistance	15,000.00	5,000.00	-10,000.00	-67%	703.6517.22	
Employee Transportation	500.00	500.00	0.00	0%	703.6517.4	.57.5 per mile
Meals & Lodging	5,000.00	5,000.00	0.00	0%	703.6517.5	
TOTAL CONTRACTUAL SERVICES	**124,330.00**	**108,652.00**	**-15,678.00**	-13%		
Supplies						
General Office Supplies	5,000.00	5,000.00	0.00	0%	703.6531	Cost allocation + Actual/Shredder
Paper Supplies	3,000.00	3,000.00	0.00	0%	703.6533	Cost allocation + Actual
School Supplies	8,000.00	8,000.00	0.00	0%	703.6554	Protocols
School Furnishing	1,000.00	1,000.00	0.00	0%	703.6771.1	items under 1000.00
School Furnishing Additional Classroom	0.00	0.00	0.00	#DIV/0!	703.6771.2	not opening new classroom this year
Part C Supplies/Curriculum	1,400.00	1,400.00	0.00	0%	703.6748	Supplies/Teaching Strategy Gold
Repairs & Maintenance						
Vehicle Parts & Repairs	5,760.00	5,760.00	0.00	0%	703.6751	4 Vehicles/2 buses
TOTAL SUPPLIES	**24,160.00**	**24,160.00**	**0.00**	0%		
Fixed Charges						
Reimbursement Expense	5,000.00	5,000.00	0.00	0%	703.7105	in and out/unexpected
Total Fixed Charges	**5,000.00**	**5,000.00**	**0.00**	0%		
Capital Outlay						
Office Equipment	500.00	500.00	0.00		703.7194	desks/file cabinets/state cuts
School Equipment	5,000.00	5,000.00	0.00	0%	703.7217	Equipment Repairs & Maintenance
Total Capital Outlay	**5,500.00**	**5,500.00**	**0.00**	0%		
Totals for Early Intervention	**3,654,825.00**	**3,741,931.00**	**87,106.00**	2%		*2% increase in Budget from 19-20 for DD*

EXPEDITURES Early Head Start	BUDGET Approved 2019-2020	BUDGET Requested 2020-2021	DIFFERENCE	Percentage of Difference	CHART OF ACCOUNTS NUMBER	EXPLANATION
Wages and Benefits						
Salaries & wages Permanent Emp.						
Regular Earnings	251,636.00	241,828.00	-9,808.00	-4%	704.6022	5 full time - less DDD
Compensation Adjustment	6,790.00	0.00	-6,790.00	-100%	704.6039	as per County Commissioners
Employers Contributions						
Empl. Contribution Fica/WC	23,560.00	22,067.00	-1,493.00	-6%	704.6041	fica/ workers comp
P/R Benefit Expenditures	131,203.00	152,447.00	21,244.00	16%	704.6042	life/health/dental/retirement
Flex Benefit	2,990.00	3,800.00	810.00	27%	704.6046	Flex @ 100.00 / + health savings plan + wellness
TOTAL WAGES AND BENEFITS	**416,179.00**	**420,142.00**	**3,963.00**	1%		Personnel services includes CDS share
Contractual Services						
Communications						
Postage/Freight/Copies	700.00	700.00	0.00	0%	704.6052	monthly expense to CDS/rental maintenance + actual
Printing Special Forms	600.00	600.00	0.00	0%	704.6071	Home Visits/lesson plans
Associate Dues	552.00	552.00	0.00	0%	704.6102	Wyo + Region VIII dues
Utilities						
Utilities	5,359.00	6,393.00	1,034.00	19%	704.6111	monthly expense to CDS for Annex/ 30%/source gas + garbage
Travel & Training						
Consulting Training	300.00	300.00	0.00	0%	704.6146.01	Nutrition Contract/bi annual
Technical Assistance 2020-2021	2,000.00	2,000.00	0.00	0%	704.6146.07	Training monies as set by Feds (July & Aug 2020)
Technical Assistance 2019-2020	8,000.00	8,000.00	0.00	0%	704.6146.09	Training monies as set by Feds (Sept 2020 - June 2021)
Vehicle Transportation	2,500.00	2,500.00	0.00	0%	704.6517.4	monthly expense to keep vehicles running/fuel
Vehicle Maintenance/Repair	900.00	900.00	0.00	0%	704.6751	repairs on vehicles/actual costs/3 vehicles
Out of Town Travel	0.00	0.00	0.00	#DIV/0!	704.6282	out of town travel/balance of TA set by Feds/moved to 6146.07
TOTAL CONTRACTUAL SERVICES	**20,911.00**	**21,945.00**	**1,034.00**	5%		
Supplies						
General Office Supplies	1,300.00	1,300.00	0.00	0%	704.6531	monthly expense to CDS
Classroom/Home Base Educational Supplies	1,775.00	1,775.00	0.00	0%	704.6554	actual for extra supplies/monthly expense for CDS supplies/CC GOLD
Preschool Accident Insurance	171.00	171.00	0.00	0%	704.6942	monthly cost
TOTAL SUPPLIES	**3,246.00**	**3,246.00**	**0.00**	0%		
Parent Services						
Parents Books & Resources	150.00	150.00	0.00	0%	704.6181.01	
Other Parent Services/Child Care	1,400.00	1,400.00	0.00	0%	704.6181.02	child care provided for classes/interactions, etc./Translations/move to utilities
Parents Activities/Travel	250.00	250.00	0.00	0%	704.6517.9	
Family Enrichment Counsel	3,060.00	38,060.00	35,000.00	1144%	704.6181.03	Contract w/M. Bruse (YES House)/QI Mental Health
Health Services Contract	3,000.00	3,000.00	0.00	0%	704.6181.04	contracted nurse/Di Ohman
TOTAL Parents Services	**7,860.00**	**42,860.00**	**35,000.00**	445%		
Totals for Early Head Start	448,196.00	488,193.00	39,997.00	9%		*9% increase in Budget from 19-20 for EHS*
TOTAL EXPENDITURES	6,138,417.00	6,380,198.00	241,781.00	4%		*3% increase in Budget from 19-20*

SUMMARY REPORT

FOR THE MONTH OF February 2020

REVENUES Received	
Enrollments	**$21,835.66**
Over Payment in Child Care	**$0.00**
Enrollments DFS	**$1,727.84**
Enrollments Preschool	**$9,143.00**
Over Payment in 1/2 day Preschool	**$52.80**
Misc	**$348.80**
Sub total Preschool Monies	***$33,002.50***
BHD Region XIII Part B State February	**$149,633.40**
BHD Region XIII Part B VIB Federal February	**$4,316.58**
BHD Region XIII Part B Flow thru Federal February	**$6,456.67**
BHD Region XIII Part C State - February	**$60,527.27**
BHD Region XIII Part C Federal January	**$13,165.92**
Child Find -- CCSD	**$0.00**
Medicaid Waiver/Title 19	**$6,129.92**
Reimbursement	**$0.00**
Early Head Start -January exp	**$41,488.30**
Early Head Start T & TA Funds	**$0.00**
TOTAL RECEIPTS	**$281,718.06**

Monies Transferred to Campbell County	
REGION XIII Expenses - DD Expenses January DD Exp	
including Part C/Title VIB/Medicaid/Flow Thru Expenses	**$233,399.33**
Early Head Start Expenses - January	**$41,488.30**
TOTAL Monies transferred	**$274,887.63**

Miscellaneous Income	
Collections	**$348.80**
Refund - Reinhart and US Foods	**$0.00**
Total	**$348.80**

DISBURSEMENTS	
ADMINISTRATION	**$32,209.67**
EARLY CHILDHOOD	**$130,417.25**
EARLY INTERVENTION	**$289,085.38**
EARLY HEAD START	**$29,038.86**
TOTAL DISBURSEMENTS	**$480,751.16**

Preschool Monies + Transferred Monies - Less Disbrusements	
DIFFERENCE = CAMPBELL CO. APPROPRIATION	**-$172,861.03**

Total Enrollment Accounts Receivable as of 1-31-2020		***-$6,862.45***
Child Care/Preschool & DFS -		
Charges and adjustments	$	47,883.46
Less payments received	$	32,706.50
Balance Accounts Receivable as of 2-29-2020	***$***	***8,314.51***

GRANT FUNDED BANK BALANCES: 1ST NATIONAL BANK	
REGION XIII ACCOUNT	**$240,229.76**
EARLY HEAD START	**$82.70**
2/29/2020	**$240,312.46**

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
FISCAL YEAR 2019-2020
FINANCIAL STATEMENT FOR February 2020
Percentage of Year Expended 67%

	FEBRUARY REVENUES	CURRENT YEAR 2019-2020 BUDGETED	2019-2020 RECEIVED TO DATE	PERCENT OF BUDGET	UNENCUMBERED BALANCE	CHART OF ACCT NUMBER	Explanation
REVENUES EARLY CHILDHOOD EDUCATION							
Enrollments/Full Day Preschool	21,835.66	256,650.00	201,256.52	0.78	55,393.48	1.4856	Parent's Fees
Enrollments/DFS	1,727.84	40,000.00	18,201.40	0.46	21,798.60	1.4856.1	DFS Clients
Enrollments/ Preschool	9,090.20	199,500.00	110,731.41	0.56	88,768.59	1.4856.2	Preschool
Interest Income & Misc	348.80	1,500.00	1,632.04	1.09	-132.04	1.5220.20	Misc Income
Totals Early Childhood Education	**33,002.50**	**497,650.00**	**331,821.37**	**0.67**	**165,828.63**		
REVENUES EARLY INTERVENTION							
Grants							
Title VI-B Federal 619 2019-2020	4,316.58	51,799.40	34,532.66	0.67	17,266.74	1.4493.19	Federal VIB Funding 19-20 205 children @ 252.68
Title VI-B Federal Flow Thru 2019-2020	6,456.67	77,479.75	51,653.36	0.67	25,826.39	1.4495.19	Federal Flow Thru Funding 19-20 205 Children @ 377.95
BHD - Region XIII Part B State 2019-2020	149,633.40	1,795,601.00	1,197,067.20	0.67	598,533.80	1.4523	State Part B Funding includes Social Emotional 207 @ 8674.40
BHD - Region XIII Part C Federal 2019-2020	13,165.92	114,105.00	70,218.27	0.62	43,886.73	1.4498	Federal Part C funding 19-20 83 children @ 1374.76
BHD - Region XIII Part C State 2019-2020	60,527.27	736,327.00	484,218.06	0.66	252,108.94	1.4497.06	State Part C Funding 19-20 83 children @ 8750.93 includes SE + PD Funds
Child Find		65,000.00	65,000.00	1.00	0.00	1.4629	school district contract
Medicaid Title 19	6,129.92	62,000.00	35,019.67	0.56	26,980.33	1.4432.3	reimbursement from State/OT,PT, SPEECH
Reimbursement Income		5,000.00	741.00	0.15	4,259.00	1.5491	in/out unexpected reimbursement
Total Early Intervention	**240,229.76**	**2,907,312.15**	**1,938,450.22**	**0.67**	**968,861.93**		
REVENUES EARLY HEAD START							
Early Head Start 2019-2020	41,488.30	319,859.04	171,295.90	0.54	148,563.14	1.4412.20	EHS Budget FY 19 (Sept-August)
Early Head Start 2019-2020 T & TA Funds		10,000.00	2,199.24	0.00	7,800.76	1.4412.21	Technical Assistant Funds
Total Early Head Start	**41,488.30**	**329,859.04**	**173,495.14**	**0.54**	**156,363.90**		
Campbell County Appropriation	**172,861.03**	**2,403,595.81**	**1,543,006.75**	**0.64**	**860,589.06**		Income less expenses
TOTAL ALL REVENUE	**487,581.59**	**6,138,417.00**	**3,986,773.48**	**0.65**	**2,151,643.52**		*Totals*

EXPENDITURES ADMINISTRATION	FEBRUARY Expenditures	CURRENT YEAR 2019-2020 BUDGETED	2019-2020 Expended TO DATE	PERCENT OF BUDGET	UNENCUMBERED BALANCE		Explanation
Wages and Benefits							
Salaries & wages Permanent Emp.							
Regular Earnings	10,048.55	136,681.00	84,167.60	0.62	52,513.40	701.6022	4 full time/ less DD
Regular Earnings Overtime	311.53	6,200.00	3,128.13	0.50	3,071.87	701.6023	Overtime for non-exempt employee
Regular Earnings/part time	1,820.73	23,797.00	15,789.72	0.66	8,007.28	701.6024	1 part time less DD
Additional Requested Payroll		0.00	0.00		0.00	701.6028	
Compensation Adjustment		10,135.00	10,506.74	1.04	-371.74	701.6039	As per County Commissioners
Employers Contributions							
Empl. Contribution Fica	1,672.58	25,526.00	15,606.00	0.61	9,920.00	701.6041	7.65% Fica Tax
P/R Benefit Expenditures	15,396.37	184,841.00	107,362.46	0.58	77,478.54	701.6042	life/dental/health/17.12% RET
TOTAL WAGES AND BENEFITS	**29,249.76**	**387,180.00**	**236,560.65**	**0.61**	**150,619.35**		
Contractual Services							
Communications & Transportation							
Postage & Freight	-121.49	400.00	30.90	0.08	369.10	701.6052	postage meter and scale
Telephone - Advertising		0.00	0.00	#DIV/0!	0.00	701.6053	
Publicity							
Public Relations/Board Expense		200.00	180.88	0.90	19.12	701.6091	Board/Committee Work
50 Year Anniversary Acitivities		2,500.00	217.50	0.09	2,282.50	701.6091.06	50 year anniversary activites
Dues & Subscriptions							
Periodicals	199.00	400.00	338.56	0.85	61.44	701.6101	Subscriptions
Collection Agency	174.40	750.00	834.82	1.11	-84.82	701.6102	
Utility Service							
Electricity, Water & Sewer	1,305.52	20,000.00	7,480.29	0.37	12,519.71	701.6111	shared exp with EHS DDD
Propane & Natural Gas	522.58	3,500.00	783.36	0.22	2,716.64	701.6114	shared exp with EHS DDD
Garbage Collections	232.75	3,500.00	1,834.00	0.52	1,666.00	701.6116	shared exp with EHS DDD
Maintenance/Licensing Agreement							
Maintenance Agreement		8,500.00	289.00	0.03	8,211.00	701.6234	copier/fax
Travel Employees							
Tuition & Fees		1,000.00	357.00	0.36	643.00	701.6517.1	
Conferences/Seminars & Workshops		750.00	99.75	0.13	650.25	701.6517.3	
Employee Transportation		300.00	84.45	0.28	215.55	701.6517.4	mileage @ .58
Meals & Lodging		2,250.00	825.10	0.37	1,424.90	701.6517.5	Leadership WY
TOTAL CONTRACTUAL SERVICES	**2,312.76**	**44,050.00**	**13,355.61**	**0.30**	**30,694.39**		
Supplies							
General Office Supplies	-85.63	3,000.00	961.51	0.32	2,038.49	701.6531	shared exp with EHS DDD
Paper Supplies	582.78	1,200.00	1,101.50	0.92	98.50	701.6533	shared exp with EHS + DDD
TOTAL SUPPLIES	**497.15**	**4,200.00**	**2,063.01**	**0.49**	**2,136.99**		
Fixed Charges							
Insurance							
General Liability		150.00	150.00	1.00	0.00	701.6933	surety Bonds for Carol/Emily/Treasurer
TOTAL FIXED CHARGES	**0.00**	**150.00**	**150.00**	**1.00**	**0.00**		
Capital Outlay							
Furniture/ Fixtures/Equipment	0.00	1,000.00	281.39	0.28	718.61	701.7202	Replacement of Chairs/items under 1000
Technology/Phone/Pro Care Software	150.00	750.00	150.00	0.20	600.00	701.7214	support Pro Care Software
TOTAL CAPITAL OUTLAY	**150.00**	**1,750.00**	**431.39**	**0.25**	**1,318.61**		
SUB TOTAL ADMINISTRATION	**32,209.67**	**437,330.00**	**252,560.66**	**0.58**	**184,769.34**		

EXPENDITURES EARLY EDUCATION/CHILD CARE	FEBRUARY Expenditures	CURRENT YEAR 2019-2020 BUDGETED	2019-2020 Expended TO DATE	PERCENT OF BUDGET	UNENCUMBERED BALANCE		Explanation
Wages and Benefits							
Salaries & wages Permanent Emp.							
Regular Earnings	56,886.25	752,942.00	469,073.76	0.62	283,868.24	702.6022	22 full time employees (less DD)
Regular Earnings/Part Time		0.00	0.00	#DIV/0!	0.00	702.6024	
Salaries & wages Temp. Emp.							
Regular Earnings/Subs	7,128.56	32,000.00	18,546.40	0.58	13,453.60	702.6032	10.81 per hour on call
Regular Earnings/Class Assistants		0.00	0.00	#DIV/0!	0.00	702.6034	
Additional Requested Payroll		0.00	0.00	#DIV/0!	0.00	702.6038	
Compensation Adjustment		27,718.00	25,255.38	0.91	2,462.62	702.6039	
Employers Contributions							
Empl. Contribution Fica	7,099.46	77,086.00	51,625.06	0.67	25,460.94	702.6041	7.65% fica
P/R Benefit Expenditures	49,246.31	595,458.00	338,572.93	0.57	256,885.07	702.6042	health/dental/ 17.12% RET
TOTAL WAGES AND BENEFITS	**120,360.58**	**1,485,204.00**	**903,073.53**	**0.61**	**582,130.47**		
Contractual Services							
Printing/Duplicating							
Printing Cartdridges	390.47	500.00	390.47	0.78	109.53	702.6072	ink cartridges for printers
Dues & Subscriptions							
Periodicals/Curriculum		9,000.00	5,824.55	0.65	3,175.45	702.6101	Creative Curriculum/Gold Portfolios/Teaching Strat
Assoc., Committee Dues		250.00	0.00	0.00	250.00	702.6102	DFS and Food Licencese
Hepititus B Vacination/CRIML Bckgrnd	78.00	1,200.00	640.00	0.53	560.00	702.6381	background ck 39.00 per person
Naeyc Accreditation		1,000.00	1,035.00	1.04	-35.00	702.6383	NAEYC Accrediation/school chapters
Family Functions		500.00	162.82	0.33	337.18	702.6391	Parents/Family Activities
Travel Employees							
Tuition & Fees	490.00	2,162.00	648.10	0.30	1,513.90	702.6517.1	CDA's/CPR
Conferences/Seminars/Workshops	543.20	4,650.00	3,746.94	0.81	903.06	702.6517.3	annual staff training
Employee Transportation		250.00	0.00	0.00	250.00	702.6517.4	.545 mileage reimbursement
Meals & Lodging		500.00	219.07	0.44	280.93	702.6517.5	
TOTAL CONTRACTUAL SERVICES	**1,501.67**	**20,012.00**	**12,666.95**	**0.63**	**7,345.05**		
Supplies							
School Supplies	210.60	10,000.00	2,221.59	0.22	7,778.41	702.6554	
Classroom Supplies	92.19	2,200.00	834.23	0.38	1,365.77	702.671	classroom supplies
Food	4,133.67	60,000.00	36,328.16	0.61	23,671.84	702.6665	
Kitchen Supplies	467.44	10,000.00	736.66	0.07	9,263.34	702.669	dishes/paper products
Medical Supplies	24.35	500.00	242.34	0.48	257.66	702.6671	misc. medical including sunscreen
Repairs & Maintenance							
Furnishings		1,000.00	634.77	0.63	365.23	702.6762	cots/tables/chairs
Kitchen Maintenance		2,850.00	0.00	0.00	2,850.00	702.6762.4	Steamer/Convey Oven/repair
TOTAL SUPPLIES	**4,928.25**	**86,550.00**	**40,997.75**	**0.47**	**45,552.25**		
Fixed Charges							
Insurance							
Preschool Accident Insurance	3,626.75	4,300.00	3,527.00	0.82	773.00	702.6942	100 deductable
TOTAL FIXED CHARGES	**3,626.75**	**4,300.00**	**3,527.00**	**0.82**	**773.00**		
Capital Outlay							
Playground Equipment		2,000.00	518.32	0.26	1,481.68	702.7216	outside toys
TOTAL CAPITAL OUTLAY	**0.00**	**2,000.00**	**518.32**	**0.26**	**1,481.68**		
Sub Totals Early Education/Child Care	**130,417.25**	**1,598,066.00**	**960,783.55**	**0.60**	**637,282.45**		

EXPENDITURES EARLY INTERVENTION	FEBRUARY Expenditures		CURRENT YEAR 2019-2020 BUDGETED	2019-2020 Expended TO DATE	PERCENT OF BUDGET	UNENCUMBERED BALANCE		Explanation
Wages and Benefits								
Salaries & wages Permanent Emp.								
Regular Earnings	164,436.43		2,061,600.00	1,323,127.43	0.64	738,472.57	703.6022	28 full time employees + ADM & PRE/EHS DD
Regular Earnings/Part Time	3,383.81		89,540.00	31,452.05	0.35	58,087.95	703.6024	3 part time employees + ADM DD
Temp Part time/Subs	2,598.75		31,185.00	20,790.00	0.67	10,395.00	703.6032	substitues on call 10.81
Additional Requested Payroll			0.00	0.00	#DIV/0!	0.00	703.6038	
Compensation Adjustment			55,288.00	56,851.29	1.03	-1,563.29	703.6039	as per county commissioners
Employers Contributions								
Empl. Contribution Fica/WC	23,914.98		171,809.00	132,411.97	0.77	39,397.03	703.6041	7.65% fica + WC
P/R Benefit Expenditures	86,716.63		1,065,403.00	601,535.34	0.56	463,867.66	703.6042	health/dental/17.12% ret /Def Com
Flex Benefits			21,010.00	28,262.50	1.35	-7,252.50	703.6046	100.00 flex + employee/Health Savings Plan included
TOTAL WAGES AND BENEFITS	**281,050.60**		**3,495,835.00**	**2,194,430.58**	**0.63**	**1,301,404.42**		
Contractual Services								
Communications								
Postage & Freight	66.57		800.00	532.56	0.67	267.44	703.6052	
Telephone/Data Plan	189.49		2,500.00	1,378.04	0.55	1,121.96	703.6053	Cell Phones + Data Plan for I pads
Publicity								
Advertising			500.00	0.00	0.00	500.00	703.6092	open positions
Recruitment/Relocation			2,500.00	0.00	0.00	2,500.00	703.6093.01	open positions
Dues & Subscriptions								
Periodicals			500.00	456.00	0.91	44.00	703.6101	LRP Publications
Professional Dues	65.00		3,000.00	1,549.00	0.52	1,451.00	703.6102.2	Certifications/License Fees/Assoc Dues
Utilities	5,142.00		61,700.00	41,136.00	0.67	20,564.00	703.6111	DDD portion of utilities.Annex
Professional Services								
Children's Transportation	-208.34		8,830.00	2,920.34	0.33	5,909.66	703.6137	mileage reimbursement/fuel
Consulting	300.00		10,000.00	1,660.00	0.17	8,340.00	703.6146	Outside contracts/Translators
Infant Inter Agency Council	67.95		500.00	333.84	0.67	166.16	703.6386	Agency acitivities/luncheons ICC
Region XIII Social Emotional	529.10		10,000.00	4,618.35	0.46	5,381.65	703.6393	Trainings/Contracts/Parent classes as per SF34 Social Emotional/Prymid
Travel Employees								
Tuition & Fees			3,000.00	1,910.39	0.64	1,089.61	703.6517.1	
State Training and Technical Assistance			15,000.00	9,868.27	0.66	5,131.73	703.6517.22	state funds for training
Employee Transportation			500.00	29.73	0.06	470.27	703.6517.4	.545 per mile
Meals & Lodging			5,000.00	3,354.59	0.67	1,645.41	703.6517.5	
TOTAL CONTRACTUAL SERVICES	**6,151.77**	##	**124,330.00**	**69,747.11**	**0.56**	**54,582.89**		
Supplies								
General Office Supplies	400.00		5,000.00	3,659.99	0.73	1,340.01	703.6531	includes shredder expense
Paper Supplies	216.67		3,000.00	1,733.36	0.58	1,266.64	703.6533	
School Supplies	498.00		8,000.00	4,299.04	0.54	3,700.96	703.6554	Protocols
School Furnishings			1,000.00	0.00	0.00	1,000.00	703.6771.1	Items under 1,000
School Furnishings/Additional Classroom			0.00	0.00	#DIV/0!	0.00	703.6771.2	
Part C Supplies	40.92		1,400.00	1,242.37	0.89	157.63	703.6748	Teaching Strategies Gold/Net/Supplies
Repairs & Maintenance								
Vehicle Parts & Repairs	63.94		5,760.00	2,785.23	0.48	2,974.77	703.6751	
TOTAL SUPPLIES	**1,219.53**		**24,160.00**	**13,719.99**	**0.57**	**10,440.01**		
Fixed Charges								
Reimbursement Expense			5,000.00	741.00	0.15	4,259.00	703.7105	in/out expense
Total Fixed Charges	**0.00**		**5,000.00**	**741.00**	**0.15**	**4,259.00**		
Capital Outlay								
Office Equipment			500.00	0.00	0.00	500.00	703.7194	desks/file cabinets
School Equipment	663.48		5,000.00	2,465.76	0.49	2,534.24	703.7217	Equipment Repair and Maintenance
TOTAL CAPITAL OUTLAY	**663.48**		**5,500.00**	**2,465.76**	**0.45**	**3,034.24**		
Sub totals for Early Intervention	**289,085.38**		**3,654,825.00**	**2,281,104.44**	**0.62**	**1,373,720.56**		

EXPENDITURES EARLY HEAD START	FEBRUARY Expenditures	CURRENT YEAR 2019-2020 BUDGETED	2019-2020 Expended TO DATE	PERCENT OF BUDGET	UNENCUMBERED BALANCE		Explanation
Wages and Benefits							
Salaries & wages Permanent Emp.							
Regular Earnings	15,938.12	251,636.00	148,040.21	0.59	103,595.79	704.6022	5 FULL TIME / 1 PART TIME/less DD
Compensation Adjustment		6,790.00	5,368.82	0.79	1,421.18	704.6039	As per County Commissioners
Employers Contributions							
Empl. Contribution Fica	2,782.27	23,560.00	16,773.69	0.71	6,786.31	704.6041	7.65% fica + WC
P/R Benefit Expenditures	8,698.37	131,203.00	71,300.90	0.54	59,902.10	704.6042	health/dental/17.12% ret/Def Comp
Flex Benefits		2,990.00	3,437.50	1.15	-447.50	704.6046	100.00 per employee flex + health savings plan
TOTAL WAGES AND BENEFITS	**27,418.76**	**416,179.00**	**244,921.12**	**0.59**	**171,257.88**		personal services include CDS share
Contractual Services							
Communications							
Postage & Freight/Copies	54.92	700.00	439.36	0.63	260.64	704.6052	Monthly expense to CDS
Printing Special Forms		600.00	254.00	0.42	346.00	704.6071	Home Visits/lesson plans
Associate Dues		552.00	72.00	0.13	480.00	704.6102	WYO + Region VIII Dues
Utilities							
Utilities	446.59	5,359.00	3,572.72	0.67	1,786.28	704.6111	Monthly expenses to CDS/annex (source gas/garbage/elec
Travel Employees							
Consulting Training		300.00	0.00	0.00	300.00	704.6146.01	Nutrition Contract
Technical Assitance (carry over June)		2,000.00	2,000.00	1.00	0.00	704.6146.07	Require Training Dollars
Technical Assitance (current year)	273.44	8,000.00	1,164.68	0.15	6,835.32	704.6146.09	Require Training Dollars
Vehicle Transportation	208.34	2,500.00	1,666.72	0.67	833.28	704.6517.4	monthly expense/fuel
Vehicle Maintenance/Repair	33.00	900.00	712.44	0.79	187.56	704.6751	repairs on vehicles
TOTAL CONTRACTUAL SERVICES	**1,016.29**	**20,911.00**	**9,881.92**	**0.47**	**11,029.08**		
Supplies							
General Office Supplies	100.00	1,300.00	922.40	0.71	377.60	704.6531	Monthly expense to CDS
Classroom/Home Base Educational Supplies	54.56	1,775.00	1,483.52	0.84	291.48	704.6554	actual for x-tra supplies/mo for CDS supplies/CC Net/GOLD
Preschool Accident Insurance	14.25	171.00	114.00	0.67	57.00	704.6942	Monthly expenses to CDS
TOTAL SUPPLIES	**168.81**	**3,246.00**	**2,519.92**	**0.78**	**726.08**		
Parent Services							
Parents Books & Resources		150.00	0.00	0.00	150.00	704.6181.01	parents books & supplies
Other Parent Services/Child Care		1,400.00	387.05	0.28	1,012.95	704.6181.02	child care for classes/interactions/translation
Parents Activities/Travel		250.00	0.00	0.00	250.00	704.6517.9	reimbursement for parents
Family Enrichment Counsel	202.50	3,060.00	810.01	0.26	2,249.99	704.6181.03	Contract w/mental health provider
Health Services Contract	232.50	3,000.00	2,122.50	0.71	877.50	704.6181.04	contracted nurse
TOTAL PARENT SERVICES	**435.00**	**7,860.00**	**3,319.56**	**0.42**	**4,540.44**		
Sub totals for Early Head Start	**29,038.86**	**448,196.00**	**260,642.52**	**0.58**	**187,553.48**		
TOTAL EXPENDITURES	**480,751.16**	**6,138,417.00**	**3,755,091.17**	**0.61**	**2,383,325.83**		Totals

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
EHS Budget for September 2019-August 2020
FY 19-20 $$314,296.00.00+ 5563.00 COLA + 10,000. TA = 329,859.00 federal dollars
FINANCIAL STATEMENT FOR February 2020
Percentage of Year Expanded 50%
Budget Detail

EHS FINANCIAL 19-20

REVENUE:

	FEBRUARY REVENUES	CURRENT YEAR 2019-2020 BUDGETED	2019-2020 RECEIVED TO DATE	PERCENTAGE OF BUDGET	UNENCUMBERED BALANCE	CHART OF ACCT NUMBER	Explanation
Early Head Start 2019-2020	41,488.30	319,859.04	171,295.90	0.54	148,563.14	704.4412.19	EHS FY16 approved grant 2019-2020
Early Head Start 2019-2020 T & TA FUNDS	0.00	10,000.00	2,199.24	0.22	7,800.76	704.4412.19	EHS FY16 approved grant 2019-2020
Campbell County Appropriation		118,336.96	0.00	0.00	118,336.96	701.5751	County hard dollars

EARLY HEAD START EXPENDITURES EXPEDITURES	FEBRUARY REVENUES	CURRENT YEAR 2019-2020 BUDGETED	2018-2019 RECEIVED TO DATE	PERCENTAGE OF BUDGET	UNENCUMBERED BALANCE	CHART OF ACCT NUMBER	Explanation
Personal Services							
Salaries & wages Permanent Emp.							
Regular Earnings	15,938.12	251,636.00	110,285.73	0.44	141,350.27	704.6022	5 FULL TIME /
Compensation Adjustment		6,790.00	5,368.82	0.79	1,421.18	704.6039	as per county commissioners
Employers Contributions							
Empl. Contribution Fica	2,782.27	23,560.00	13,521.70	0.57	10,038.30	704.6041	7.65% fica/WC
P/R Benefit Expenditures	8,698.37	131,203.00	58,106.95	0.44	73,096.05	704.6042	flex/health/dental/ret/
P/R Flex Benefit	0.00	2,990.00	2,650.00	0.89	340.00	704.6046	FLex Benefits/Heath savings
TOTAL PERSONAL SERVICES	**27,418.76**	**416,179.00**	**189,933.20**	**0.46**	**226,245.80**		**personal services include CDS share**
Contractual Services							
Communications							
Postage & Freight/Copies	54.92	700.00	329.52	0.47	370.48	704.6052	Monthly Exp to CDS
Printing Special Forms		600.00	254.00	0.42	346.00	704.6071	
Associate Dues		552.00	0.00	0.00	552.00	704.6102	
Utilities							
Utilities	446.59	5,359.00	2,679.54	0.50	2,679.46	704.6111	Monthly Exp to CDS
Travel Employees							
Consulting Training		300.00	0.00	0.00	300.00	704.6146.01	Nutrition
T & TA Expenses	273.44	10,000.00	2,472.68	0.25	7,527.32	704.6146.07	Trainings
Vehicle Transportation	208.34	2,500.00	1,250.04	0.50	1,249.96	704.6517.4	Monthly Exp to CDS
Vehicle Maintenance/Repair	33.00	900.00	700.06	0.78	199.94	704.6751	repairs on vehicles
TOTAL CONTRACTUAL SERVICES	**1,016.29**	**20,911.00**	**7,685.84**	**0.37**	**13,225.16**		
Supplies							
General Office Supplies	100.00	1,300.00	722.40	0.56	577.60	704.6531	Monthly Exp to CDS
Classroom/Home Base Educational Supplies	54.56	1,775.00	628.76	0.35	1,146.24	704.6554	actual for x-tra supplies/mo for CDS supplies
Preschool Accident Insurance	14.25	171.00	85.50	0.50	85.50	704.6942	Monthly Exp to CDS
TOTAL SUPPLIES	**168.81**	**3,246.00**	**1,436.66**	**0.44**	**1,809.34**		
Parent Services							
Parents Books & Resources		150.00	0.00	0.00	150.00	704.6181.01	parents books & supplie
Other Parent Services/Child Care		1,400.00	305.92	0.22	1,094.08	704.6181.02	child care for classes/interactions/translations
Parents Activities/Travel		250.00	0.00	0.00	250.00	704.6517.9	reimbursement for parents
Family Enrichment Counsel	202.50	3,060.00	506.26	0.17	2,553.74	704.6181.03	counsel/legal parents/Consulting
Health Services Contract	232.50	3,000.00	1,597.50	0.53	1,402.50	704.6181.04	public health nurse
TOTAL PARENT SERVICES	**435.00**	**7,860.00**	**2,409.68**	**0.31**	**5,450.32**		
Total expenditures for Early Head Start	***29,038.86***	***448,196.00***	***201,465.38***	***0.45***	***246,730.62***		

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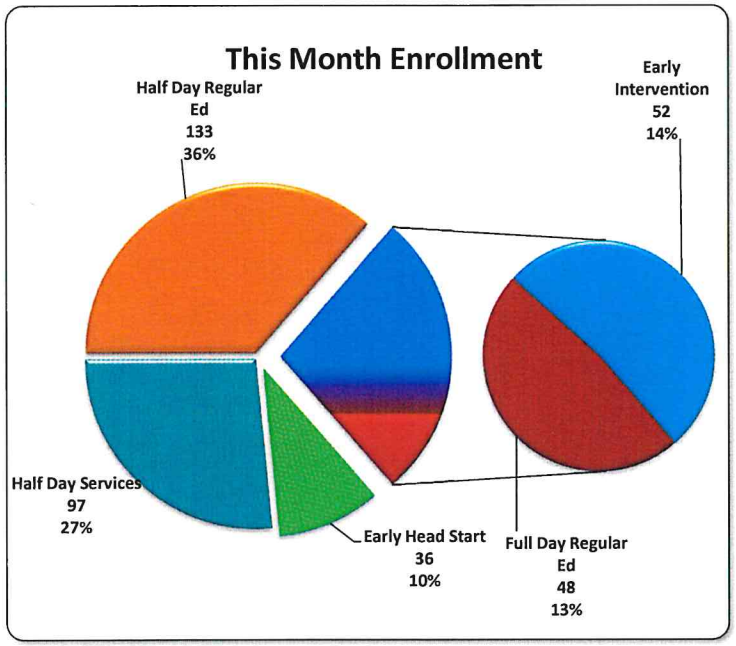

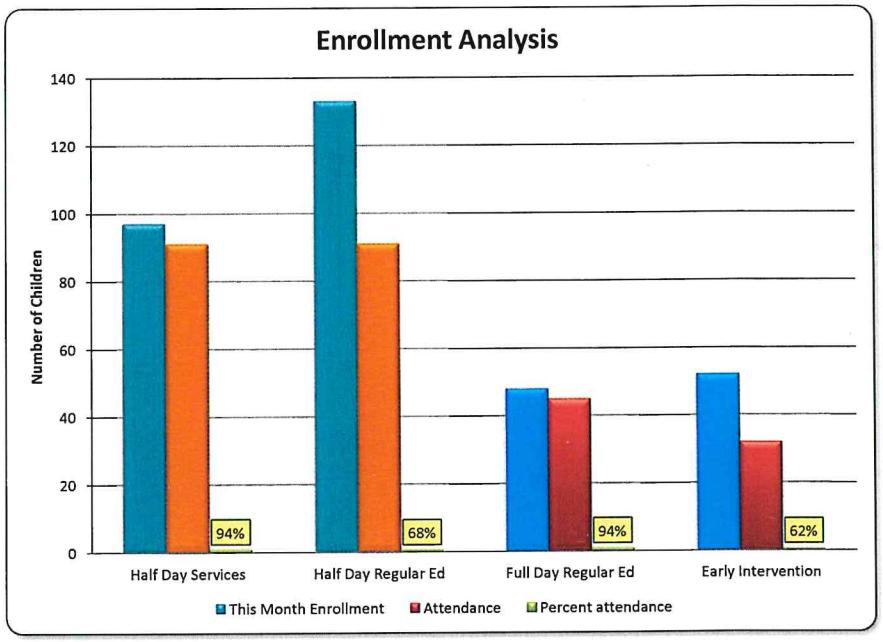

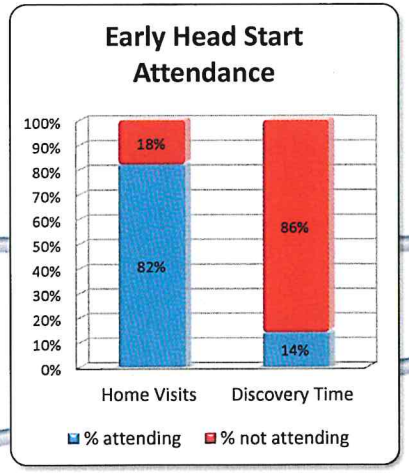

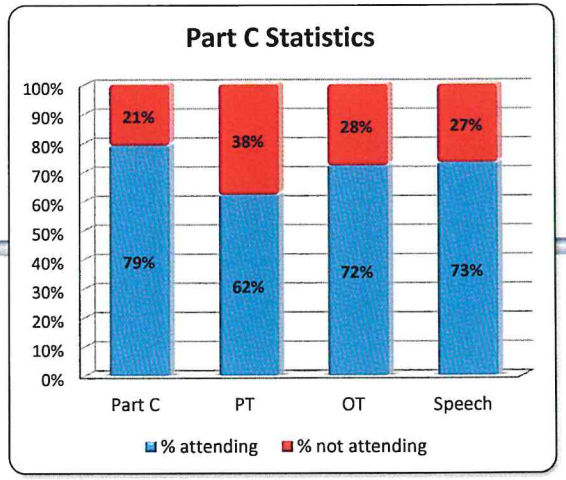

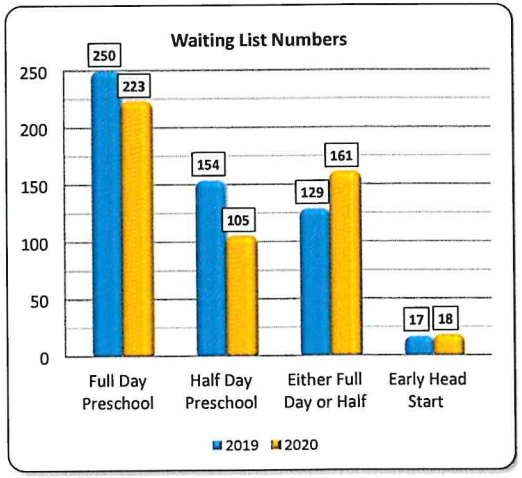
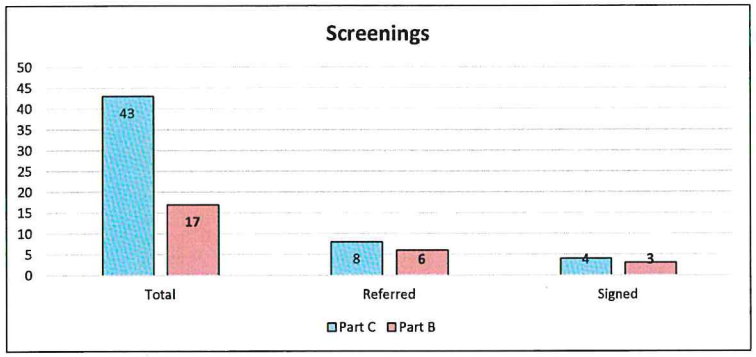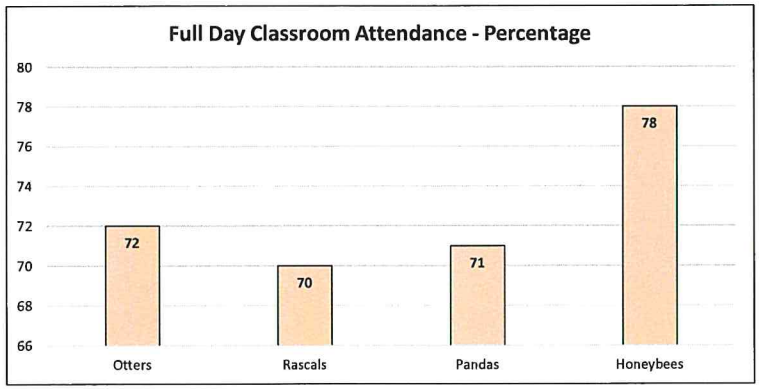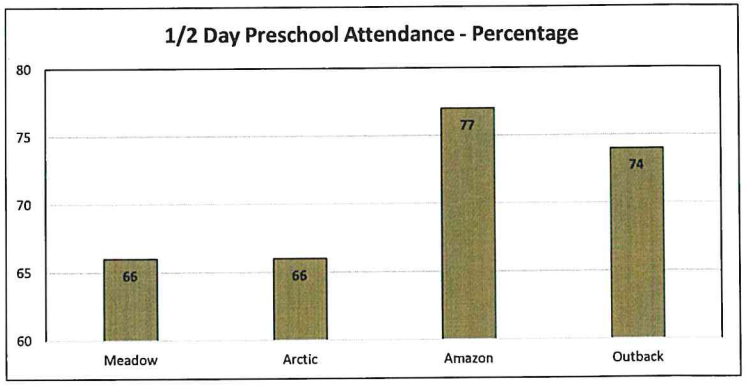
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