



HEAD START POLICY COUNCIL

Notice of Meeting



Notice is hereby given that the CMCA Head Start Policy Council will conduct its next regular meeting on Thursday, October 16, 2008 in the Central Missouri Community Action Central Office, Large Conference Room, 807-B North Providence Road, Columbia, MO.

Tentative Agenda

Policy Council Training (6:00 p.m. – 7:30 p.m.)

1. Policy Council Training for new members – Dana Moses, Region VII T/TA Specialist
2. Policy Council Training – Dana Smith and Mernell King

Regular Meeting (7:30 p.m. or immediately following the committee meetings)

1. Call to Order
2. Seating of New Members and Role Call
3. Approval of October Agenda
4. Approval of September 18, 2008 Minutes
5. Budget Report – Anita Sanderson, Finance Director
6. Director's Report – Mernell King, Early Childhood Program Director
 - A. Enrollment Report (Melissa Chambers)
7. Report from Sites
8. Old Business
 - A. Connecting for Children Code of Conduct
 - B. CFC Policies
9. New Business
 - A. Head Start Awareness Month
10. Business from the Floor
 - A.
11. Adjournment

CMCA is committed to equal opportunity. If you are disabled and need an accommodation such as an interpreter for the hearing-impaired, please contact our office. A three-day notice is required for scheduling. Representatives of the news media may obtain copies of this notice by contacting:

Barbara Corson

CMCA, 807B N. Providence Road, Columbia, MO 65203

Phone: (573) 443-8706 ext. 226, TTY: (800) 735-2966



**Head Start/Early Head Start
Policy Council Minutes
September 18, 2008**

Attendance

Name	Site	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug	Sept
Tamara Sutton	2202								✓	✓	✓	✓	✓
Latrechia Hendrix	2203												✓
Brenda Huskey	2301	✓	✓	A	A	✓	A	✓	✓	✓	A	A	A
Tamecca Davis	2401	✓	✓	A	✓	✓	✓	✓	✓	✓	A	✓	A
Patrick Robinson	2406			✓	✓	A	✓	A	✓	A	A	✓	A
Shannon McCreery	2501	✓	✓	A	✓	A	A	✓	✓	✓	A	✓	✓
Jamie Leeling	2501	✓	✓	✓	✓	A	✓	✓	A	✓	✓	✓	✓
Tonya Jaegers	2851												✓
Lisa Thomeczek	Board Rep	✓	✓	✓	A	A	✓	✓	✓	✓	✓	✓	✓

Jamie Leeling participated by conference call. Roger Sutton was also in attendance. Staff Members in attendance were Mernell King, Anita Sanderson, Melissa Chambers, Ludi Yocum, and Dana Smith.

1. Committee work started at 6:00 p.m.
2. As the group was small, the committee work was done as part of the large group.
3. Mernell said that community representatives are elected by local parent committees. Staff write a letter to the governing board, who then votes to approve the person for Policy Council.
4. Orientation of new members will take place next month.
5. Grants & Budgets –
 - a. The credit card expenditures were reviewed.
 - b. The last column on the budget reviews is what we have left to finish out 8 months of the program year.
 - c. We need 25 cents of in-kind for every dollar spent.
6. Personnel
 - a. The new hire was distributed.
 - b. The current job openings were distributed.
7. By-Laws
 - a. The by-laws will need to be tweaked. Once we get the wording from the board, we will bring it to Policy Council.
8. Bryon White said that we had nominated Roger Sutton for the Beating the Odds award and read his application to Policy Council.

9. Shannon McCreery called the regular meeting to order at 6:50 p.m.
10. Seating of New Members-
 - a. Tamara Sutton moved, Jamie Wolf seconded, to seat the new members. The motion passed.
11. Approval of September Agenda
 - a. Tamara Sutton moved, Tonya Jaegers seconded, approval of the September agenda. The motion passed.
12. Approval of August Minutes
 - a. Tamara Sutton moved, LaTrecia Hendrix seconded, approval of the August 21, 2008 minutes. The motion passed.
13. Budget Report –
 - a. General Budget Discussion:
 - i. Early Head Start Budget Review:
 1. We spent \$20,042.98 this month.
 2. We have spent \$115,468 overall.
 3. We are under spent for the time frame.
 4. T&TA travel takes place mainly in the summer in preparation for the upcoming year.
 - ii. Head Start Budget Review:
 1. We spent \$214,401.24 this month.
 2. We are under spent for the time frame.
 - b. Jamie Leeling moved, Tamara Sutton seconded, to approve the Head Start and Early Head Start budget reports. The motion passed
14. Director's Report:
 - a. We nominated Brenda Huskey for Parent of the Year. This award is based on volunteerism. We hope to set up a committee to review the awards for next year.
 - b. The Father's First group is going apple picking this weekend.
 - c. We are getting ready to install a new playground at WFSC in Mexico.
 - d. Enrollment Report:
 - i. Melissa Chambers distributed an enrollment report as of September 15, the first day of school.
 - ii. We had 542 kids enrolled in Head Start as of that date.
 - iii. We had 37 kids enrolled in Early Head Start as of that date, including 5 pregnant moms.
 - iv. We will fill vacancies as soon as we are made aware of them.
15. Committee Reports
 - a. Grants and Budgets Committee: There was nothing further to report.
 - b. Bylaws Committee: Did not meet.

- c. Personnel and Community Complaints Committee:
 - i. New Hires –Tamara Sutton moved, Lisa Thomeczek seconded, to approve the new hires. The motion passed.

16. Old Business:

- a. CFC Code of Conduct: We are currently retooling this document and will bring it back to Policy Council for approval soon.

17. New Business:

- a. October Meeting Schedule: Mernell proposed that the conference call be suspended for October because it would be hard to receive the necessary training over the phone. She also proposed suspending committee work at that meeting.
 - i. Jamie Leeling moved, Tamara Sutton seconded, to suspend the conference call and committee work at the October meeting. The motion passed.
- b. 2008-2009 Meeting Schedule: Policy Council members discussed continuing to hold the meetings on the third Thursday. They also discussed whether or not they should let the new Council decide.
 - i. Tamara Sutton moved, Latrecia Hendrix seconded, to approve the 2008-2009 meeting dates. The motion passed.

18. Business from the Floor: None

19. Adjournment:

- a. Tamara Sutton moved, Jamie Leeling seconded, to adjourn. The motion passed and Shannon McCreery adjourned the meeting at 7:45 p.m.



**Central Missouri Community Action
Early Childhood Programs
- Head Start and Early Head Start -
Passion – Commitment – Excellence**

**CMCA Head Start Director's Report
October 9, 2008**

CMCA Head Start '08-'09:

"The year of the young child in the context of the whole family"

**WELCOME TO ALL NEW HEAD START POLICY COUNCIL
MEMBERS....your input is so important to our program!**

Each month members of the Policy Council will receive a Policy Council mailing. The information you receive should be read before you come to the meetings. If you have questions, they can be addressed at the meeting. The first two months of the year (October & November) we spend time training our new members to understand the roles and responsibilities of Policy Council participation. In October, our training will be conducted by Dana Moses. Dana works for the Region VII Head Start Training and Technical Assistance system. Dana will talk about roles and responsibilities of the Council and will inform about representation of Head Start across the country.

Meetings begin promptly at 6:00 p.m. with committee work followed by the meeting. We are glad to have you come early – we have a meal provided for you for each meeting – meals begin at 5:30 but you are welcome to come anytime between 5:30 and 6:00. We have a new "call in" system which we will explain to you at the meeting. With the high cost of fuel, conference calls have been used in the past year and have been very successful – more to come at the meeting!

If you are interested in taking a more active role in your Policy Council, please consider running for office. A copy of the officers duties will be shared at the meeting and a self-nomination form will be passed out for those wishing to become an officer of the Council.

PROGRAM UPDATES:

CMCA Head Start's '08-'09 program year began in September 2008. We have been able to maintain full-funded enrollment during the first month of the program – you will receive an updated enrollment report during the meeting.

This year we have discontinued our partnership with Easter Seals in Columbia, MO. We are now planning to serve 32 infants/toddlers at Tiger Paws and Bear Creek Child and Family Development Center (Formerly First Chance for Children partnership).

Fayette Public Schools Partnership – is partnering with CMCA Head Start in the transportation of some children to/from the preschool programs of the school district and Head Start...this year the partnership is a "sharing of equipment" partnership agreement – Staff of the Howard County Head Start, Mernell, Lindsay Massie and Wendi Matlick met with school officials on Friday, September 26 to begin talks of co-locating services to assist families who meet qualifications. This project would look somewhat similar to the Park Avenue Child and Family Development Center. Thanks to Mellissa Frevert and her team for their hospitality.

CMCA Head Start has **formal relationships** with **Columbia Public Schools** and the **Community R-IV Schools** in Laddonia, MO, for collaborative services to children. We have 36 formal public school partnerships for children with special needs. Annually we develop **LEA** (local education agency) agreements which address referrals and transitioning of children from HS to public schools.

CMCA Head Start Administrators attended our annual pre-grant submission **RAM (Risk Assessment Management Meeting)** with the Federal staff in Kansas City. The Region VII Head Start office is located within the Federal Building in Kansas City, MO. The Office of Head Start provides the funding for the Head Start, Early Head Start, Connecting for Children, Healthy Smiles and I Can programs that CMCA Head Start provides. We have included two documents at the end of this report that were shared with our Regional Office.

Eligibility – Recruitment- Selection - Enrollment and Attendance (ERSEA) Activities –

Enrollment for '08-'09 is looking great and we are confident that our procedures will meet the new Program Instruction (PI) from the Office of Head Start. The new Instruction does not allow for time to refill vacancies and does not allow for Head Start programs to have any time at the end of the program year without full-funded enrollment! We have **over 800 children on our WAIT LIST** for Head Start Services! While many of those who have applied are over income.....most are not! This speaks to the great job our program does and to

the economic downturn in our communities. Congratulations to all of CMCA Head Start on the EXCELLENT recruitment in 2008!

GRANTS Updates:

GREAT NEWS! CMCA Head Start has received word that we have been awarded **an Office of Head Start Innovations and Improvement Grant!** This grant is for 3 years and is a \$1.2 M award. We will be working with **UCLA's Health Care Institute** to establish the HCI Health Literacy training throughout Missouri and across the country! This is a project that is expected to bring National Head Start recognition to Central Missouri Community Action!

We are working on the **Healthy Marriage (Connecting for Children)** budget revision for year 2 at this time. We are going to be managing more of the grant during the next program period. In the start up year, the University of Missouri Extension had a lot of day-to-day management responsibilities. This year, '08-'09, CMCA Head Start will take the leadership role in managing this project. We are looking to hire more staff for this project. Please check the agency web-site for more details. More to come.

REMINDERS:

October 15th is **Head Start Awareness Day** across the United States. Please take time to go by the Head Start site(s) in your community on the 15th to see what HS is doing in your community!

On October 18th, CMCA Head Start will kick off the **Father's First** activities for the '08-'09....This kick off in October is a great way to celebrate Head Start within our communities and within our agency! Activities will be of a "carnival nature." Women and children will be invited, too....more to come. (Flyers are already being distributed.....be watching!) Come to the carnival and have a great time while meeting other families from across the CMCA Head Start 8-county service area.

Family Activities:

Connecting for Children – Have you participated in our CFC program? We offer weekend retreats and training for parents of children in HS and those who qualify for HS. It is a great time to learn more about yourself, your partner and your child-adult interactions! We have retreats for couples & singles....we offer transportation stipends and other stipends to assist parents in being able to attend. Ask you local site for information and a brochure or call Tera at 573-443-8706 (x233) for more information

Healthy Smiles will be held on Tuesday December 9 in Jefferson City.....REMEMBER it is never too soon to sign up to attend this annual activity. This year will be the last year of our Healthy Smiles program – next year it will be a Health Care Institute program – be sure to watch for details at your local center!

Annual Self-Assessment Update – CMCA Head Start has finalized the annual Self-Assessment Report. Our Community Assessment has been completely updated to be sure all required items for Head Start have been addressed in our annual update. This year we will be developing an Annual Report (as an agency) and CMCA Head Start’s data will be included. This has always been happening; however, this year we will include all elements of an Annual Report that the Feds wish us to report as a result of the Head Start Reauthorization. More to come.....

Father’s First continues to provide activities for dads and kids a new schedule of events will be provided to families as they visit their HS and EHS sites. Moms will have a few, individual activities this year, too! Much more to come

CMCA Head Start Parent’s Handbooks are now available in Spanish – if you need a Spanish Parent Handbook, or know someone who does, please let the team at your local Head Start know!

Facility Updates:

Boonville renovation is nearly completed! Thanks for your patience! Krescenz will be working in her community for a big grand opening/open house this fall...more to come!

Centralia Head Start had major upgrades during the past summer - you are always welcome to check out of program sites and updates!

WFSC is being assisted by the Roth Trust Fund in helping us make much needed maintenance improvements and playground improvements. Andy has power washed the entire building and plans are in the works for playground upgrades and painting (over the winter break).... Our special thanks to Tim Williams and Don Decker of Mexico for their help and support for the WFSC

Missouri Head Start Association (MHSA) will host it’s annual training conference in collaboration with the Missouri Association for the Education of Young Children....many of our staff will attend this annual training conference to be held November 13-14 in Columbia at the Holiday Inn Executive Center.

Head Start Staff continue to assist with the agency-wide strategic planning process. The committees have completed the 10-year outcomes and the 3-year

outcomes. The next step is the Implementation process, which will be guided by a Coordinating Team and will consist of the CMCA Leadership team and others from across the agency. Work plans for all 5 Strategic Commitments will be developed by cross-functional team from across the 8 county service area!

VOTE – VOTE – VOTE.....Please remember that your vote does count..... As you know, it is very important for each of us to participate in our country's process of selecting those who lead on behalf of all of us. It is important that we all do our duty to our country and exercise our right to vote!

ACTION ITEMS:

Policies presented for the Council to review/approve.

Web Sites of Interest to Policy Council Members:

www.moheadstart.org - this is the official web site of the Missouri Head Start Association. Missouri Head Start Association works for children, families, staff and communities regarding issues of interest to Missouri's Head Start programs. The site gives detailed information on all of Missouri's Head Start and Early Head Start Programs.

www.ECLKC.ohs.acf.hhs.gov – this is the Early Childhood Learning and Knowledge Center. This web site is the complete repository and library of all items from Head Start since 1965. This is a great web site and if you have access to a computer –check it out!

Central Missouri Community Action's Mission:

“To empower individuals and families to achieve self-reliance”

Vision Statements of the Agency are:

*Individuals and families live extraordinary lives in decency and dignity

*Communities are thriving, vibrant safe places to live embracing all individuals and providing opportunities for growth

*Central Missouri Community Action is the recognized leader in ending poverty and building strong communities.

CMCA's Strategic Commitments are as follows:

- 1) Engage the community to assure that all people have their basic needs met.
- 2) Enhance community capacity to ensure all individuals have lifelong learning opportunities.
- 3) Build community capacity to enhance economic and community assets.
- 4) Build relationships across class and race lines.
- 5) Develop an innovative, caring agency dedicated to being an influential leader in our communities.

The Mission Statement for CMCA Head Start is as follows:

CMCA Head Start provides high quality, comprehensive services in partnership with local communities so that children, families, staff and community members embrace life-long learning leading to self-esteem and self-sufficiency.

The "Motto" for our program is:

Passion – Commitment- Excellence

We appreciate your continued support and commitment to the CMCA Head Start program! Your time, talents and input have really made a great contribution to our program!

THANK YOU CMCA Head Start Policy Council for all you do for Children and Families – to new members, I look very forward to meeting you in person at the first meeting of our 2008-2009 program year! Be safe traveling to the meeting!

Respectfully Submitted,
Mernell T. King
Early Childhood Programs Director
Central Missouri Community Action

10/1/08

RAM Preparation Responses

1. Positions of any key staff turnover during the past year

We have had no turn-over of key staff during the past year!

2. Other funding that HS/EHS receives....source/amount

The amount of support (money we have received) from USDA and State Day Care are as follows: Last year would be for 12 months 5/1/2007 through 4/30/2008. The current year is just for 4 months, May 1, 2008 through August 31, 2009. I couldn't include September, 2008 since the USDA billing and State Billing will not be done until the month is over.

	<u>Last year</u>	<u>This year</u>
USDA	\$225,468.44	\$51,833.03
State Reimbursement	\$163,242.64	\$46,538.69
Parent Co-Pay	\$113,707.66	\$32,744.38

3. Strengths, Challenges that you wish to highlight in report.

*Please refer to attached document of successes and challenges in FY'08

4. Enrollment/Attendance/Waiting List

Head Start 2008	Enrolled	Attendance	Waiting List
1 st Day	546	419	805
30 th Day	535	489	716
February (2008)	544	518	143

Early Head Start 2008	Enrolled	Attendance	Waiting List
1 st Day	36	25	35
30 th Day	38	30	31
February (2008)	41	42	46

Head Start Homebase 2008	Enrolled	Waiting List
1 st Day	N/A	N/A
30 th Day		
February (2008)		

EHS Homebase 2008	Enrolled	Waiting List
1 st Day	N/A	N /A
30 th Day		
February (2008)		

***Note: CMCA Head Start Does not have "homebase" programming at this time**

RAM Report FY'08 – CMCA Head Start Successes and Challenges in FY'08

October 1, 2008

SUCSESSES:

Agency-Wide Strategic Planning

Has provided the over-arching vision, mission, values and strategic commitments for our work as an agency. All staff have been involved in this process! County meeting structures have been redesigned to assure cross-communication is in place to assure all HS families have the supports that they need from our agency.

Grant Awards:

Healthy Marriage Innovation & Improvement Grant (9/07)

Health Literacy Innovation & Improvement Grant (9/08)

Supplemental funding for teacher education (8/08)

Local Foundation grants to support playground development in Mexico

Fatherhood program received a few local grants to support program

Children's Trust Fund to bring "The Incredible Years" to CMCA Head Start

Partnerships and Collaborations:

Public School Partnerships

- Columbia Public Schools and CMCA Head Start (Title 1 and Head Start) – entering our 4th year of service to 60 children and families! This is a great example of making it work!
- Community R-IV and CMCA Head Start (MPP and Head Start) – entering our 3rd year of service to 20 children and families in a very, very rural community! Bus (equipment) partnership exists in this location!
- Fayette Public Schools – entering into a new partnership for the sharing of equipment (bus) for school to use in providing transportation to/from three programs (HS and Title I and ECSE) ...next year they want to be co-located!
- In development – partnerships with Jefferson City Public Schools, Centralia Public Schools and with Boonville Public Schools

Community Partnerships

First Chance for Children partnership in Boone County includes the piloting of an Early Reading First curriculum as a part of a DOE grant. We are in the 3rd

year of this grant partnership with great outcomes for children in pre-reading readiness and school readiness!

First Chance for Children recently donated all items for CMCA Early Head Start to operate the Bear Creek Early Head Start program (facility, the start up materials they had previously purchased for the partnership, etc.).

Cole County United Way Early Childhood Committee – Staff of CMCA Head Start are on the United Way Early Childhood (success by 6) committee as they design the way this will work in Cole County. This is especially important as Cole County is the home to the Missouri state capital city: Jefferson City,

Williams Family Service Center (WFSC) has been a long-standing partner in providing a lovely facility for the Mexico, MO, community. This year 5 different foundations, and the Williams Family, have come together for the Head Start Program at WFSC to provide a LARGE playground renovation complete with new, beautiful playground equipment and extensive grounds work.

Colleges and Universities – CMCA Head Start enjoys great partnerships with the Universities in our communities including: Moberly Area Community College, University of Missouri, Stephens College, Columbia College, Westminster College and Central Methodist University. CMCA Head Starts' partnerships include:

- internships
- practicum experiences
- Jump Start opportunities
- Service Learning Opportunities
- Other volunteer Opportunities
- Nursing student rotations
- etc.

Central Missouri Food Bank – provides all food for the fatherhood activities to CMCA Head Start without cost.

Family Development

Father/Male Involvement activities happen at least quarterly – this year over 150 males were involved. Activities included:

- Carnivals
- 100 Man Lunch
- Dad and Son Fishing
- Project give-back to the community (apple picking day and work at food bank)
- Attended MU wrestling as guests of MU Athletics (over 100 attended)

Family Literacy – CMCA Head Start has really increased the work in the area of family literacy with projects and activities including:

- Healthy Smiles – Oral Health Initiative Training –using low literacy, UCLA Health Care Institute methodologies – we have trained over 700 parents in our 3 years of grant implementation
- KOHL’S literacy partnerships
- Dolly Parton’s Imagination Library (Columbia, MO)
- Barnes and Noble parent activities and book donation for children
- Nutrition literacy activities with City of Columbia and the YOUZEUM
- Scholastic Book Partnerships

Step Up to Leadership

Leadership program for all families of CMCA is a part of the Policy Council’s training annually.

Mental Health Services and Approach

Recognizing the significant increase in the number of children and families needing social/emotional and mental health services, CMCA Head Start has further developed the PBS program to include the DECA strategies for children and families and has hired a LCSW to assist in observation, planning and family goal setting. In addition, the University of Missouri provides a program called the “Incredible Years” to families of CMCA Head Start

ERSEA Systems Enhancement

Quick Application process has ensured timely intake for families across the program. This is a success for the IT team at CMCA and our Data/Systems Team in Head Start

100% Enrolled earlier, by a month, than the last 4 years

Staff Training and Development

Meeting our Degree Requirements:

EHS: 100% qualified staff

HS:

BA: 43.7%

AA: 27%

5 working on BA: 10.4%

9 working on AA: 18.7%

Family Development Credentialing

CMCA now provides in-house FDC credentialing via a 5-member team of trainers that are certified to provide training to our staff

Teacher Education Funding (supplemental)

It was awesome to receive supplemental funding for teacher education ...it is also awesome to have so many universities in our local communities to work with.

Facility Upgrades & Security Enhancement

New Facility in Boonville – WE DID IT! Our facility in Boonville (Cooper County Head Start) is beautiful!

Security Camera Systems

Due to an increase in significant violent crimes in our communities, especially in larger cities and towns in central Missouri, CMCA Head Start has installed security camera systems at the following locations:

Park Avenue Child and Family Development Center, Worley Street Head Start, & Tiger Paw Head Start in **Columbia, MO**

Cole-East Head Start in **Jefferson City, MO**

WFSC in **Mexico, MO**

New Playgrounds at Park Avenue and WFSC – next up Boonville!

CHALLENGES:

With Our Children

- More Children with special needs, especially with social/emotional and behavioral needs each year
- Dental follow-up
- Transportation to/from program with gasoline costs
- Shortage of HiB vaccination is problematic for assuring children have this needed vaccine within required timeframes
- Physician refusal to do blood testing for lead in some low-risk communities

With Our Families

- Not enough enrollment “slots” for the overwhelming demand
- Parents aren’t able to pay the co-payments for the full-day/full-year slots
- Inconsistent DFS reimbursements for families (i.e. changes in eligibility for subsidy mid-year, etc.)
- Increase in costs to meet the basic needs of all families

With Our Staff

- Not enough money to assist staff in obtaining needed credentials and degrees
- Not able to pay staff appropriately for degree attainment or to be in line with wages in the community for similar positions
- Not enough money for benefits for all staff all year
- Difficult to retain staff when public schools pay more/year and have shorter year
- Difficult to hire in staff meeting degree qualifications
- Turn-around for required screens can be, at times, a lengthy process
- Cannot find qualified subs for all counties/sites

With Our Systems/Operations

- *Did not have \$ to operate our OHS Healthy Marriage Grant for ½ of year
- We have made serious cuts to our management structure to remain viable as a program (transportation, combined teacher/family workers, reduced central office & administrative staff) we don't have any place else to "cut."
NOTE: New grants help for a short period of time but don't provide the program with security as these are often time-limited.

In our Communities:

- Marked increase in number of businesses and industries closing down
- Increased unemployment
- High gasoline/transportation and food costs

Policy Council Self-Nomination Form

_____ wish to self-nominate for the position of _____ for the CMCA Policy Council for the 2008-2009 program year. I understand the duties of this position as delineated in the Policy Council By-Laws (as approved on 05/18/08). I further understand that in order to be an effective Policy Council officer I should attend all meetings of the Policy Council, all functions of the Policy Council and I should report back the results of each Policy Council meeting to my local Head Start, Early Head Start or Partnership site.

A Little About Me: (Which Center are you from, etc.)

Why I would like to be an officer of the CMCA Policy Council: (What makes you want to serve in this capacity – 3-4 short statements)

If elected to serve, I will serve the CMCA Policy Council to the best of my ability and will attend all required meetings and will report outcomes of meetings to my home site/Head Start, EHS or partnership location.

Signature

Date

Central Missouri Community Action
EARLY HEAD START Summary Budget Comparison From 9/1/2008 Through 9/30/2008

Account Code	Account Title	Spent this Month	Spent Overall	CAN Spend for 5 Months	Under or (Over) Spent for 5 Months	Total Budget for 12 Months	Under or (Over) Total Budget
EARLYHS	EARLY HEAD START						
70	EARLY HEAD START T&TA						
125	Consultant	0.00	40.00	1,720.00	1,680.00	4,128.00	4,088.00
130	Travel	1,195.60	9,123.23	1,857.95	(7,265.28)	4,459.00	(4,664.23)
160	Consumable Supplies	0.00	0.00	20.85	20.85	50.00	50.00
200	Other	<u>0.00</u>	<u>54.84</u>	<u>291.65</u>	<u>236.81</u>	<u>700.00</u>	<u>645.16</u>
Total 70	EARLY HEAD START T&TA	1,195.60	9,218.07	3,890.45	(5,327.62)	9,337.00	118.93
71	EARLY HEAD START ADMINISTRATIO						
100	Salaries	203.57	900.54	997.45	96.91	2,393.88	1,493.34
110	Fringe	48.43	219.94	230.70	10.76	553.78	333.84
120	In-Direct	2,623.30	13,540.79	17,873.15	4,332.36	42,895.52	29,354.73
130	Travel	0.00	92.50	147.10	54.60	353.00	260.50
150	Space Cost	27.47	128.01	110.00	(18.01)	264.00	135.99
160	Consumable Supplies	0.00	0.06	5.40	5.34	13.00	12.94
200	Other	<u>11.45</u>	<u>53.12</u>	<u>9.60</u>	<u>(43.52)</u>	<u>23.00</u>	<u>(30.12)</u>
Total 71	EARLY HEAD START ADMINISTRATIO	2,914.22	14,934.96	19,373.40	4,438.44	46,496.18	31,561.22
72	EARLY HEAD START PROGRAM						
100	Salaries	13,495.35	65,012.29	86,136.30	21,124.01	206,726.83	141,714.54
110	Fringe	3,511.19	22,951.40	30,222.05	7,270.65	72,532.88	49,581.48
125	Consultant	5.14	190.14	633.35	443.21	1,520.00	1,329.86
130	Travel	0.00	324.60	1,550.40	1,225.80	3,721.00	3,396.40
150	Space Cost	1,206.86	6,510.10	6,847.10	337.00	16,433.00	9,922.90
160	Consumable Supplies	802.59	4,376.17	6,865.40	2,489.23	16,477.00	12,100.83
180	Contractual	90.30	12,458.15	583.35	(11,874.80)	1,400.00	(11,058.15)
190	Participants	143.80	1,281.24	1,673.30	392.06	4,016.00	2,734.76
200	Other	<u>306.91</u>	<u>1,991.45</u>	<u>2,492.60</u>	<u>501.15</u>	<u>5,982.11</u>	<u>3,990.66</u>
Total 72	EARLY HEAD START PROGRAM	19,562.14	115,095.54	137,003.85	21,908.31	328,808.82	213,713.28
	GRAND TOTAL	<u>23,671.96</u>	<u>139,248.57</u>	<u>160,267.70</u>	<u>21,019.13</u>	<u>384,642.00</u>	<u>245,393.43</u>
	In-Kind		13,656.25			<u>96,160.50</u>	
	Additional EHS In-Kind needed through September 2008:		\$ 21,155.89				

Central Missouri Community Action
HEAD START Summary Budget Comparison From 9/1/2008 Through 9/30/2008

Account Code	Account Title	Spent this Month	Spent Overall	CAN Spend for 5 Months	Under or (Over) Spent for 5 Months	Total Budget for 12 Months	Under or (Over) Total Budget
HS FY00	HEAD START						
20	HEAD START - T & TA						
125	Consultant	0.00	1,164.60	4,208.35	3,043.75	10,100.00	8,935.40
130	Travel	1,492.00	14,342.58	6,691.25	(7,651.33)	16,059.00	1,716.42
160	Consumable Supplies	0.00	298.47	609.20	310.73	1,462.00	1,163.53
200	Other	0.00	1,547.83	10,840.74	9,292.91	36,628.00	35,080.17
Total 20	HEAD START - T & TA	1,492.00	17,353.48	22,349.54	4,996.06	64,249.00	46,895.52
21	HEAD START ADMINISTRATION						
100	Salaries	9,503.57	53,430.09	60,219.51	6,789.42	141,765.75	88,335.66
110	Fringe	1,558.95	14,487.85	16,933.55	2,445.70	39,520.43	25,032.58
120	In-Direct	33,287.21	130,677.60	134,532.39	3,854.79	373,943.41	243,265.81
130	Travel	0.00	0.00	506.65	506.65	1,216.00	1,216.00
150	Space Cost	610.09	2,829.77	2,569.60	(260.17)	6,167.00	3,337.23
160	Consumable Supplies	0.00	64.84	1,621.65	1,556.81	3,892.00	3,827.16
200	Other	126.80	1,256.50	1,356.30	99.80	3,255.00	1,998.50
Total 21	HEAD START ADMINISTRATION	45,086.62	202,746.65	217,739.65	14,993.00	569,759.59	367,012.94
22	HEAD START - PROGRAM						
100	Salaries	164,798.80	603,913.57	597,656.38	(6,257.19)	1,675,802.50	1,071,888.93
110	Fringe	38,900.06	171,867.16	196,521.88	24,654.72	570,065.17	398,198.01
125	Consultant	488.36	728.36	16,374.95	15,646.59	39,300.00	38,571.64
130	Travel	480.00	7,731.91	4,427.10	(3,304.81)	10,625.00	2,893.09
150	Space Cost	24,556.46	119,515.39	126,230.00	6,714.61	302,952.00	183,436.61
160	Consumable Supplies	12,030.37	37,685.45	55,235.75	17,550.30	132,565.74	94,880.29
170	Equipment	0.00	5,052.92	19,583.35	14,530.43	47,000.00	41,947.08
180	Contractual	1,199.70	13,924.50	8,250.00	(5,674.50)	19,800.00	5,875.50
190	Participants	3,170.47	35,257.62	26,023.75	(9,233.87)	62,457.00	27,199.38
200	Other	20,819.87	84,955.24	77,620.80	(7,334.44)	186,290.00	101,334.76
Total 22	HEAD START - PROGRAM	266,444.09	1,080,632.12	1,127,923.96	47,291.84	3,046,857.41	1,966,225.29
24S	HEAD START - HEALTHY SMILES						
100	Salaries	3,362.72	12,686.47	11,302.50	(1,383.97)	27,126.00	14,439.53
110	Fringe	870.72	3,335.97	2,447.55	(888.42)	5,874.00	2,538.03
125	Consultant	0.00	53.00	4,375.00	4,322.00	10,500.00	10,447.00
130	Travel	0.00	0.00	813.75	813.75	1,953.00	1,953.00
160	Consumable Supplies	0.00	0.00	333.35	333.35	800.00	800.00
180	Contractual	0.00	0.00	3,212.50	3,212.50	7,710.00	7,710.00
190	Participants	2,177.50	3,161.31	8,765.40	5,604.09	21,037.00	17,875.69
200	Other	25.76	73.70	0.00	(73.70)	0.00	(73.70)
Total 24S	HEAD START - HEALTHY SMILES	6,436.70	19,310.45	31,250.05	11,939.60	75,000.00	55,689.55
	GRAND TOTAL	319,459.41	1,320,042.70	1,399,263.20	79,220.50	3,755,866.00	2,435,823.30
	In-Kind		31,471.94			938,966.50	

Additional Head Start In-Kind needed through September 2008: \$ 298,538.74



Connecting for Children

Parent Code of Conduct
2008-2009 Program Year

The Connecting for Children program has adopted a Code of Ethical Conduct. As such, all Connecting for Children participants, employees, consultants and trainers agree to these standards of conduct as they relate to children, families, staff and communities. The Connecting for Children Family Code of Conduct incorporates many of the same standards and expectations.

The Connecting for Children Family Code of Conduct for 2008-2009 is as follows:

- I agree to respect and promote the unique identity of each child and family and will refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability.
- I agree to be respectful of children, staff and families in all interactions including, but not limited to Connecting for Children retreats and other Connecting for Children events.
- I agree to follow program confidentiality policies concerning information about children, families and staff members.
- I agree to openly communicate with the CFC program staff and work to resolve issues that may arise. Issues arising at retreats and/or other Connecting for Children events will be reported to CFC staff, and will be dealt with by CFC staff.
- I agree that all participants have something to share and should be given uninterrupted opportunities to do so. I also understand that any one person, including myself should not dominate any activities or events in a way that prevents other participants from sharing.
- I agree to be respectful to all fellow participants before, during, and after Connecting for Children events.

- I understand that any disruption to Connecting for Children activities will be taken very seriously and may lead to my not being able to attend future activities. I also understand that CFC staff has the right to ask me to leave if I act inappropriately during a retreat or other Connecting for Children event.
- I agree to be respectful to facilitators, CFC staff, hotel staff, hotel facilities, and other facilities used during Connecting for Children events. I understand that in the event I or my family should cause any damages that I am expected to pay for those damages.
- I agree to use positive methods of child guidance and language when at CFC events. I will seek the advice of staff if, while at an event, a child becomes disruptive and I will not "take it upon myself" to handle the situation.
- I understand that the most important thing I can do for my child is to provide a positive role model. I will respect and acknowledge the feelings of children.

Participant Printed Name: _____

Participant Signature: _____ Date: _____

CFC Staff Printed Name: _____

CFC Staff Signature: _____ Date: _____

Note: The Parent Code of Conduct will be distributed to all families prior to participation in any Connecting for Children event. CFC Staff will sign upon receipt before the CFC event may begin.