



**WKUCCC Board Meeting Draft Minutes
Center for Research and Development
2413 Nashville Road**

July 22, 2019

Call to Order

The regular meeting of the WKUCCC was called to order at 10:36am (CT) on Monday, July 22, 2019. A quorum of members was present. The meeting was chaired by Laura Hagan.

Committee Members Present:

Dr. Corinne Murphy, Dean, College of Education and Behavioral Sciences
Ms. Laura Hagan, Attorney Kerrick Bachert, Chair
Mr. Michael Coleman, parent representative
Mr. Michael Minter, WKURF Member, Broadcom Limited

Others Present

Chris Watkins, Executive Director Training/Technical Assistance Services
Thelma Jackson, Director, Child Care Center
Ms. Paula Mattison, Assistant Director, Grants, Contracts, Accounting

1. Approval of Minutes

The minutes for April were presented to the Board for review and approval. A motion to approve the April minutes was made by Michael Minter, second from Michael Coleman. Motion carried unanimously.

2. Review of Financial Reports

Monthly and quarterly financial reports for Head Start/Early Head Start were provided to the Board. The Board was also provided the Child and Adult Care Food Program report within the financial documents. The members of the Board acknowledged receipt of all the financial documents and reviewed and discussed the reports. Copies of said financial reports provided to the Board are attached hereto.

Chris Watkins provided an overview of the Summary of Expenditures, non-federal, credit card, and administrative costs reports for the Head Start and Early Head Start grants. He reported to the Board that the financials are all on track at this time.

Chris informed the Board that WKU has received notification that the new grant cycle will be non-competitive. The WKUCCC has been given approval from the Office of



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Head Start that, because there were no difficulties in the last 5 years, there will be a streamlined proposal application process in the new cycle.

Motion to approve the financial reports for Head Start and Early Head Start made by Dr. Corinne Murphy; second by Michael Minter. Motion carried unanimously.

Chris Watkins provided the Board with a copy of the Child and Adult Care Food Program reports. A motion to approve the Child and Adult Care Food Program report was made by Dr. Corinne Murphy; second by Michael Minter. Motion carried unanimously.

3. Impact of KERS increase and discussions with Regional Office

Chris Watkins discussed the ramifications of the increase in the contribution rate for the Kentucky Employees Retirement System, increasing from 49% to 83%, as of July 1, 2019. Chris Watkins made a request to the Regional Office of Head Start for additional funds to cover the retirement increase from July 1, 2019 to November 1, 2019 for the current fiscal year. The Regional Office of Head Start approved the \$22,000 increase for the current fiscal year.

On July 11 a conference call was made to discuss the increased contribution rate to KERS. Dr. Calvin Moore, of the Regional Administrator for the Office of Head Start, expressed concern over the rising fringe rate, and stated that it was uncertain that WKU could be sustainable as a Head Start grantee considering the excessive fringe rate. Janine Keirnan made sure to express to Dr. Moore that there were no other sources of funding to support this fringe at this time and that they were committed to continuing this service to the area. Dr. Moore requested that information from the state be submitted to ensure that there would be no future increases from KERS. At this time, it is not likely that the state will be able to make that guarantee. Chris suggested one good faith option to show university commitment as a grantee might be to cut the indirect cost on increased KERS amount, however this decision would have to go through Dr. Murphy and will be made by Dr. Cheryl Davis.

The Board asked Chris if Murray had made a decision in regard to the funding of the retirement system due to the delegate relationship that WKU holds with Murray. Chris told the Board that Murray had not yet been informed by their finance office of any decisions based on the new retirement rate. Murray will have to make their own request for additional funding if it is needed; however, their staff are not as effected as WKU staff by the new KERS rate. Chris will follow-up with Murray to be ensure request for additional funds are made to cover WKU's increase of contribution to KERS for its Early Head Start Program.



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The Board discussed the various results of the pending retirement system reform. Based on the decisions made by WKU as a result of the bills currently going through the legislature, there is a chance that the supplemental funds will not be needed if the rate is frozen for an additional year. Those funds will be returned to the Office of Head Start if the rate is frozen.

4. Final review of HS grant budget and narrative, submission due August 1, 2019 approval form and draft minutes needed by July 30

The Head Start budget and grant narrative for year 1 of the new grant cycle is due for submission on August 1, 2019 and has been revised to reflect the increases in the KERS contribution rate (copy attached hereto). The Board reviewed the revised Head Start grant budget and narrative and a motion to approve the Head Start grant budget and narrative was made by Dr. Corinne Murphy; second by Michael Coleman. Motion carried unanimously. A copy of

5. Misc.

The Board was also provided with copies of the 2018 Annual Report and a Final Summary of the Early Head Start Grant Application for review.

Meeting adjourned.

Financial Reports to Policy Council and Board Members

July 30, 2019 – Policy Council Meeting

July 22, 2019 – Board Meeting

FYI - monthly financial reports and program reports are posted on the WKUCCC web site: <http://www.wku.edu/ccc> click on Reports. Please view new reports following 15th of each month, and let us know if you have any questions/comments on content or design.

Following is a list of the items presented for review and discussion:

FY 2017-18 HEAD START (WKU index 525154-155)

- Page 1: Federal Notice for end of Year 4 - **Budget closed 100% expended**

FY 2018-19 HEAD START (WKU index 525156-157)

- Pages 2-3: Monthly financial report APR 2019 expenditures on track
- Pages 4-10: Second Quarter (FEB-APR) FINAL report Summary of Expenditures, non-federal; credit card and administrative costs, grantee and delegates; and Mid-year Federal Form 425 report due 7/31/19 to funding source.
- Pages 11-14: Monthly financial reports MAY and Interim June 2019 expenditures on track
- Page: 15-16: Letter from Office of Head Start notifying WKUCCC annual funding level for next FY November 1, 2019 to October 31, 2020. *See revised budget proposal for FY20 grant application.

FY 2018-19 EARLY HEAD START (WKU index 544833-834)

- Pages 17-20: Monthly financial reports APR-MAY 2019 expenditures on track.
- Pages 21-22: 3RD Quarter (MAR-MAY) FINAL report Summary of Expenditures, non-federal; credit card and administrative costs.
- Pages 23-24: Monthly financial report JUN expenditures on track.

CACFP

- Page 25: Summary report of food expenditure and CACFP reimbursements

SEPARATE ATTACHMENTS:

1. **Final summary of Early Head Start Grant Application.**
2. **2018 Annual Report**
3. **Head Start – Grant Application Year One of Five – for Approval: Narrative and proposed Budget - grant due 8/1/19**

OTHER

For your Information and Review the following releases have been issued by Administration for Children & Families: for links to these items go to: <https://eclkc.ohs.acf.hhs.gov> and click on Policies and Regulations, Program Instructions or Information Memoranda, or WKUCCC website to view entire content of large announcements and to keep informed on Head Start happenings.

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

SAI NUMBER:

1

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start	2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 04CH4776-04-04	3a. AMEND. NO.: 4
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4. FAIN: 04CH4776

5. TYPE OF AWARD: Service	6. TYPE OF ACTION: Closeout by Administrative Request	7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.
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8. BUDGET PERIOD: 11/01/2017 THRU 10/31/2018	9. PROJECT PERIOD: 11/01/2014 THRU 10/31/2019	10. CFDA NO.: 93.600 - Head Start
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11. RECIPIENT ORGANIZATION: Western Kentucky University 1906 College Heights Blvd Bowling Green, KY 42101-1000 Grantee Authorizing Official: Laura Hagan1 , Chairman, WKURF Board	12. PROJECT / PROGRAM TITLE: Head Start- Extended Duration supplement - Delegate only Audubon Area
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13. COUNTY: Warren	14. CONGR. DIST: 02	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Thelma Jackson
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16. APPROVED BUDGET:		17. AWARD COMPUTATION:	
Personnel.....	\$ 437,500.00	A. NON-FEDERAL SHARE.....	\$ 441,802.00 20%
Fringe Benefits.....	\$ 278,712.00	B. FEDERAL SHARE.....	\$ 1,767,206.00 80%
Travel.....	\$ 6,500.00	18. FEDERAL SHARE COMPUTATION:	
Equipment.....	\$ 0.00	A. TOTAL FEDERAL SHARE.....	\$ 1,767,206.00
Supplies.....	\$ 27,000.00	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 0.00
Contractual.....	\$ 1,120,396.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD...	\$ 1,767,206.00
Facilities/Construction.....	\$ 0.00	19. AMOUNT AWARDED THIS ACTION:	
Other.....	\$ 19,935.00	\$ 0.00	
Direct Costs.....	\$ 1,890,043.00	20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:	
Indirect Costs.....	\$ 75,501.00	\$ 7,964,804.00	
In Kind Contributions.....	\$ 0.00	21. AUTHORIZED TREATMENT OF PROGRAM INCOME:	
Total Approved Budget.....	\$ 1,965,544.00	Additional Costs	
22. APPLICANT EIN: 616055628		23. PAYEE EIN: 1616055628A1	24. OBJECT CLASS: 41.51

25. FINANCIAL INFORMATION:					DUNS 077876258	
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
	04CH477603	75-17-1536	7-G044124	\$0.00		
	04CH477603	75-17-1536	7-G044122	\$0.00		
	04CH477603	75-17-1536	7-G044120	\$0.00		

26. REMARKS: (Continued on separate sheets)

This amendment is issued to administratively close the grant Document Number (subaccount number) reflected in the Financial Information section in box 25 above based upon data reported to the Payment Management System reflecting all authorized funds are fully disbursed and expended.

27. SIGNATURE - ACF GRANTS OFFICER Ms. Cheryl Pressley 61 Forsyth Street, SW 4M60 Atlanta, GA 30303 Phone: 404-562-2098	ISSUE DATE: 05/13/2019	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY
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29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)	DATE:
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FY 2018- 19 HEAD START

INDEX NUMBER 525156

YTD Average Percent 50%

2

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 4/30/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$61,056.00	\$30,528.00		100%				\$30,528
Staff SAL 61111	\$363,477.00	\$174,114.78						
Part Time SAL 61123	\$0.00	\$0.00						
Staff OT 61130	\$1,747.00	\$760.26						
CELL PLAN 61180	\$780.00	\$360.00						
STUDENT 61501	\$5,000.00							
TOTAL PERSONNEL	\$432,060.00	\$205,763.04			\$0.00	\$226,296.96	48%	\$30,528
FRINGE	\$289,159.00	\$135,801.40		12.05%		\$153,357.60	47%	\$16,364
TRAVEL	\$250.00							
INSTATE 74101			\$0.00					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$250.00	\$0.00	\$0.00	4%	\$0.00	\$250.00		\$0
SUPPLIES	\$21,250.00							
Office 71102		\$888.99	\$888.99	5%				\$44
Janitor/Maint. 71103		\$2,553.74	\$2,553.74					\$0
Household 71106			\$0.00					\$0
Classroom 71109		\$1,879.45	\$1,879.45					
Food 71120		\$330.93	\$330.93					
Grounds 71122			\$0.00					\$0
			\$0.00					
TOTAL SUPPLIES	\$21,250.00	\$5,653.11	\$5,653.11		\$0.00	\$15,596.89	27%	\$44
SUBCONTRACT 72311	\$944,376.00	\$315,583.91				\$628,792.09	33%	
OTHER	\$16,500.00							
Phone line serv 71203/05		\$63.39						
Internet 71208		\$400.00	\$400.00					
Hous Auth utilities 71211								
Postage 71310/20		\$2.21	\$0.00					
Insurance Non-emp 71401				0%				\$0
Equip software<5000 71501								
Equip other<2000 71549			\$0.00	1%				\$0
Subscrip/Dues 71801-10			\$0.00					
Subscrip/Dues Data 71801			\$0.00	0%				\$0
Maint. Copy Mach. 72101		\$1,061.91	\$364.80	1%				\$11
Maint. software 72105			\$0.00	1%				\$0
Maint. BLDG 72106			\$0.00	1%				\$0
Maint Repair 72149		\$550.00	\$0.00	1%				\$6
c.background ch. Stud. 73513		\$111.00	\$111.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515								
Misc.background ch. 73523			\$0.00					
Misc. Other 73549		\$225.25	\$225.25					
Fac Mgmt Labor 73901								\$0.00
Fac Mgmt supp 73902		\$366.84						\$0.00
Local Phone 73910		\$540.00		1%				\$5
LD Phone 73911		\$62.06		1%				\$1
Printing Serv. 73920								
Inv. Equip 78100	2980							\$0
TOTAL OTHER	\$19,480.00	\$3,382.66	\$1,101.05		\$0.00	\$16,097.34	17%	\$22
CONSULTANTS	\$8,872.00							
Consult 72204		\$450.00						
TEMP 72211		\$6,740.16						
Non emp gen 72249								
TOTAL CONSULT	\$8,872.00	\$7,190.16	\$0.00		\$0.00	\$1,681.84	81%	
TOTALS	\$1,715,447	\$673,374.28	\$6,754.16		\$0.00	\$1,042,072.72	39%	\$46,959
INDIRECT	\$61,685	\$28,623.13		100%		\$33,061.87	46%	\$28,623
GRAND TOTAL	\$1,777,132	\$701,997.41	\$6,754.16		\$0.00	\$1,075,134.59	40%	\$75,582

TRAINING PA 20 - Index #525157

YTD Average Percent 50%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 4/30/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Staff SAL 61111	\$4,587.00	\$2,438.18				\$2,148.82		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$4,587.00	\$2,438.18			\$0.00	\$2,148.82	53%	
FRINGE	\$1,588.00	\$843.88				\$744.12	53%	\$0.00
TRAVEL	\$4,250.00							
INSTATE 74101		\$325.00	\$201.16					
registration instate 74110			\$0.00					
OUT STATE 74201		\$1,456.63	\$522.96					
REGISTRATION OUT 74210		\$485.00	\$485.00					
TRAVEL 74000	\$4,250.00	\$2,266.63	\$1,209.12	4%	\$0.00	\$1,983.37	53%	\$90.67
SUPPLIES	\$400.00							
Office 71102			\$0.00	5%				\$0.00
Janitor/Maint. 71103			\$0.00	0%				\$0
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Food 71120		\$289.76	\$172.72					
TOTAL SUPPLIES	\$400.00	\$289.76	\$172.72		\$0.00	\$110.24		\$0.00
SUBCONTRACT 72311	\$8,995.00	\$4,951.06				\$4,043.94	55%	
OTHER	\$1,162.00							
Line Service 71203			\$0.00					
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint. Copy Mach. 72101		\$247.21	\$21.79	1%				\$2.47
Maint. COMP Softw 72105			\$0.00	1%				\$0.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514			\$0.00					
Misc. backgrnd 73513/23		\$58.25	\$58.25					
Misc. Other 72249								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$1,162.00	\$305.46	\$80.04		\$0.00	\$856.54	26%	\$2
CONSULTANTS								
Consult WKU 61160								
Non Empl serv 72249								
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$20,982.00	\$11,094.97	\$1,461.88		\$0.00	\$9,887.03		\$93
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$20,982.00	\$11,094.97	\$1,461.88		\$0.00	\$9,887.03	53%	\$93

QUARTERLY REPORT

4

2nd QTR 04CH4776	HEAD START 525156, 525157				Reporting Period:		
	FY: NOV. 1, 2018 - OCT. 31, 2019				11/1/18 TO 4/30/19		
FINAL	APPROVED	YTD		PER CENT		YTD	YTD
LINE ITEMS	BUDGET	EXPENDED	Obligations	SPENT	Unobligated	Credit card	Admin cost
Personnel	\$432,060	\$205,763		47.62%	\$226,297		\$ 30,528
Fringe Benefits	\$289,159	\$135,801		46.96%	\$153,358		\$ 16,364
Travel	\$250			0.00%	\$250		
Equipment	\$0						
Supplies	\$21,250	\$5,653		26.60%	\$15,597	\$ 5,653	\$ 44
Contractual	\$944,376	\$315,584		33.42%	\$628,792		
Other	\$19,480	\$3,383		17.36%	\$16,097	\$ 1,101	\$ 22
Consultants	\$8,872	\$7,190		81.04%	\$1,682		
TOTAL DIRECT	\$1,715,447	\$673,374	\$0	39.25%	\$1,042,073	\$6,754	\$ 46,958
Indirect Costs	\$61,685	\$28,623		46.40%	\$33,062		\$ 28,623
TOTAL PA 22	\$1,777,132	\$701,997	\$0	39.50%	\$1,075,135	\$6,754	\$75,581
Training							
PA 20 HEAD START					\$0		
Personnel/FRG	\$6,175	\$3,282					
Supplies/Other	\$1,562	\$595				\$ 253	\$ 2
consultant	\$0						
Contractual	\$8,995	\$4,951					
Travel	\$4,250	\$2,267				\$ 1,209	\$ 91
TOTAL PA20	\$20,982	\$11,095	\$0	52.88%	\$9,887	\$ 1,462	\$ 93
TOTAL AWARD	\$1,798,114	\$713,092	\$0		\$1,085,022	\$8,216	\$75,674
NON FEDERAL						Non Fed Space 5%	\$3,635
Grantee \$211,186	\$109,406					% Admin WKU	3.5%
Audubon \$136,985	\$33,600					Audubon	\$5,601
Murray \$101,358	\$49,551					Murray	\$13,075
Total Non Federal	\$449,529	\$192,557	\$0		\$256,972	Total Admin Costs	\$97,985
TOTAL OUTLAYS	\$2,247,643	\$905,649	\$0			TOTAL % Admin	4.4%
QTRLY NOTES:	Category:					USDA NOV-APR HS	\$36,553
CONTRACTUAL:	all contractual expenditures are for Delegate Agencies (Audubon Area and Murray)						
OTHER:	line items include: postage, maintenance, insurance, advertising, dues, fees, telephone and printing						
EXPENDITURES:	on track (partial funding received, which impacts % spent calculation)						

NON-FEDERAL TRACKING FORM
04CH4776

HEAD START NOVEMBER 1, 2018- OCTOBER 31, 2019
525156-157

DELEGATES

	RATE*	1st QTR	2nd QTR	Mid Year	TOTAL	3rd QTR	4th QTR	Mid Year	TOTAL	Non Fed Due	AUDUBON	MURRAY
										\$211,186	\$136,985	\$101,358
Foster Grandparent Hours	\$7.60	1038	1641	2679	\$20,360.40			0	\$0.00			
Parent Hours	\$11.69	42	95	137	\$1,601.53			0	\$0.00			
Community Hours	\$11.69	5	14.25	19.25	\$225.03			0	\$0.00			
Interns	\$22.10	0	0	0	\$0.00			0	\$0.00			
Speech, OT, Graduate Students	\$20.94	202.3	160.5	362.8	\$7,595.99			0	\$0.00			
Policy Council	\$56.95	4	4	8	\$455.60			0	\$0.00			
Professional/Adv Councils/Comm	\$63.05	38.25	63.5	101.8	\$6,415.34			0	\$0.00			
TOTAL VOLUNTEERS = \$60,913					\$36,653.89				\$0.00	\$36,654	\$2,163	\$1,842
OTHER:												
List Items:		1st Qtr Total	2nd Qtr Total		TOTAL	3rd Qtr Total	4th Qtr Total		TOTAL			
Toys, puzzles, books		60			\$60.00				\$0.00			
Audubon: services; transportation					\$0.00				\$0.00			
Murray: contracted services												
Indirect Cost: Base =												
Approved rate 42% =									\$0.00			
WKUCCC rate 8% =					\$0.00				\$0.00			
TOTAL OTHER					\$60.00				\$0.00	\$60	\$31,437	\$47,709
SPACE:												
INDOOR/OUTDOOR SQ FT		1st QTR	2nd QTR		TOTAL	3rd QTR	4th QTR		TOTAL			
12,015	12.1	\$36,346	\$36,346		\$72,692				\$0			
145382					\$72,692				\$0	\$72,692		
ADMIN 5% = \$ 3,635												
AWARD TOTAL DUE NFS										\$449,529	\$109,406	\$33,600
											\$49,551	
										\$101,780	\$103,385	\$51,807
										BAL DUE		
										Total NFS	\$192,557	
										BAL DUE	\$256,972	

Notes:

For Interns/Grad Stud, the value of services provided are for similar services/ed level performed by Teachers as outlined in the program plans.

For Other, verify that donated goods are items that are reasonable and necessary to meet program objectives and meet agency requirements for allowable purchases.

*rates updated 2/1/19

SUBMITTED: Becky Johnson

6/13/19

Federal Financial Report

(Follow form instructions)

OMB Control Number: 4040-0014

Expiration Date: 2/28/2022

6

1. Federal Agency and Organizational Element to Which Report is Submitted Western Kentucky University - WKUCCC 1790 Normal Drive Bowling Green, KY 42101-1031		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 04CH4776	
3. Recipient Organization (Name and complete address including Zip code) Recipient Organization Name: Audubon Area Community Services, Inc. Street1: 1700 West 5th Street Street2: City: Owensboro County: Daviess State: KY: Kentucky Province: Country: USA: UNITED STATES ZIP / Postal Code: 42301-1952			
4a. DUNS Number 092567346	4b. EIN 23-7364935	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 428 - WKU	
6. Report Type <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual	8. Project/Grant Period From: 11/01/2018 To: 10/31/2019	9. Reporting Period End Date 04/30/2019

10. Transactions	Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	0.00
b. Cash Disbursements	0.00
c. Cash on Hand (line a minus b)	0.00
<i>(Use lines d-o for single grant reporting)</i>	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	547,938.00
e. Federal share of expenditures	224,916.91
f. Federal share of unliquidated obligations	32,550.52
g. Total Federal share (sum of lines e and f)	257,467.43
h. Unobligated balance of Federal Funds (line d minus g)	290,470.57
Recipient Share:	
i. Total recipient share required	136,985.00
j. Recipient share of expenditures	33,599.83
k. Remaining recipient share to be provided (line i minus j)	103,385.17
Program Income:	
l. Total Federal program income earned	0.00
m. Program Income expended in accordance with the deduction alternative	0.00
n. Program Income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m or line n)	0.00

11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Provisional	15.10	07/01/2017	06/30/2019	43,735.43	6,592.51	6,592.51
g. Totals:				43,735.43	6,592.51	6,592.51

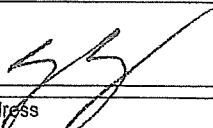
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix: First Name: Middle Name: Last Name: Suffix: Title:

b. Signature of Authorized Certifying Official



c. Telephone (Area code, number and extension)

d. Email Address

e. Date Report Submitted

14. Agency use only:

428 - WKU Recipient Share

Fiscal Year to Date 04/30/19

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 428 - Western KY University										
REVENUE										
Department 000 - Revenue										
4600.24	Inkind-Total Non-Federal Match	.00	136,985.00	136,985.00	8,371.53	.00	33,599.83	103,385.17	25	54,955.39
Department 000 - Revenue Totals		\$0.00	\$136,985.00	\$136,985.00	\$8,371.53	\$0.00	\$33,599.83	\$103,385.17	25%	\$54,955.39
REVENUE TOTALS		\$0.00	\$136,985.00	\$136,985.00	\$8,371.53	\$0.00	\$33,599.83	\$103,385.17	25%	\$54,955.39
EXPENSE										
Department 622 - PA22 HS Funds										
4600.13	Inkind-Volunteer Wages	.00	31,551.00	31,551.00	1,678.25	.00	2,162.55	29,388.45	7	1,405.39
4600.14	Inkind-Services	.00	.00	.00	5,767.00	.00	28,835.00	(28,835.00)	+++	40,740.00
4600.15	Inkind-Indoor Space	.00	.00	.00	.00	.00	.00	.00	+++	8,208.00
4600.31	Inkind-Supplies	.00	7,421.00	7,421.00	507.28	.00	507.28	6,913.72	7	.00
4600.41	Inkind-Outdoor Space	.00	.00	.00	.00	.00	.00	.00	+++	162.00
4600.42	Inkind-Transportation	.00	74,233.00	74,233.00	419.00	.00	2,095.00	72,138.00	3	4,440.00
4600.43	InKind-Professional Volunteer Wages	.00	23,780.00	23,780.00	.00	.00	.00	23,780.00	0	.00
Department 622 - PA22 HS Funds Totals		\$0.00	\$136,985.00	\$136,985.00	\$8,371.53	\$0.00	\$33,599.83	\$103,385.17	25%	\$54,955.39
EXPENSE TOTALS		\$0.00	\$136,985.00	\$136,985.00	\$8,371.53	\$0.00	\$33,599.83	\$103,385.17	25%	\$54,955.39
Fund 428 - Western KY University Totals										
REVENUE TOTALS		.00	136,985.00	136,985.00	8,371.53	.00	33,599.83	103,385.17	25%	54,955.39
EXPENSE TOTALS		.00	136,985.00	136,985.00	8,371.53	.00	33,599.83	103,385.17	25%	54,955.39
Fund 428 - Western KY University Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Grand Totals										
REVENUE TOTALS		.00	136,985.00	136,985.00	8,371.53	.00	33,599.83	103,385.17	25%	54,955.39
EXPENSE TOTALS		.00	136,985.00	136,985.00	8,371.53	.00	33,599.83	103,385.17	25%	54,955.39
Grand Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted W.K.U.C.C.C.	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 04CH4776-002	Page 1	of 1 pages
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3. Recipient Organization (Name and complete address including Zip code)
Murray Board of Education, 208 S. 13th Street, Murray, KY 42071

4a. DUNS Number 048039911	4b. EIN 61-6001140	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual
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8. Project/Grant Period From: (Month, Day, Year) 11/01/2018	To: (Month, Day, Year) 10/31/2019	9. Reporting Period End Date (Month, Day, Year) 05/29/2019
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10. Transactions	Cumulative
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(Use lines a-c for single or multiple grant reporting)

Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	91,918
b. Cash Disbursements	157,933
c. Cash on Hand (line a minus b)	(-66,015))

(Use lines d-o for single grant reporting)

Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	398,472
e. Federal share of expenditures	157,933
f. Federal share of unliquidated obligations	240,539
g. Total Federal share (sum of lines e and f)	398,472
h. Unobligated balance of Federal funds (line d minus g)	-0-

Recipient Share:

i. Total recipient share required	99,618
j. Recipient share of expenditures	49,551
k. Remaining recipient share to be provided (line i minus j)	50,067


Program Income:

l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
11. Indirect Expense							
				g. Totals:			

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:											
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13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

<p>a. Typed or Printed Name and Title of Authorized Certifying Official</p> <p>Coy Samons, Superintendent</p>	<p>c. Telephone (Area code, number and extension) (270) 753-4363</p>
<p>b. Signature of Authorized Certifying Official</p> 	<p>d. Email address coy.samons@murray.kyschools.us</p>
	<p>e. Date Report Submitted (Month, Day, Year) 05/29/2019</p>

14. Agency use only:	
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Standard Form 425

OMB Approval Number: 0348-0061

Expiration Date: 10/31/2011

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

Non-Federal 1st Quarter Report-WKU (655EW)							
	Required Match	Previous Balance	Nov-18	12/01/18	Jan-19	Year-to-Date	Remaining Match
Volunteers	2,122.00	0.00	469.07	441.53	267.61	1,178.21	943.79
Space Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other In-Kind	97,496.00	0.00	5,658.51	13,147.28	5,281.27	24,087.06	73,408.94
Total	\$99,618.00	0.00					\$74,352.73 74.64%

Non-Federal 2nd Quarter/ Semi-Annual Report-WKU (655EW)							
	Required Match	Previous Balance	Feb-19	Mar-19	Apr-19	Year-to-Date	Remaining Match
Volunteers	2,122.00	1,178.21	280.31	63.75	319.87	1,842.14	279.86
Space Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other In-Kind	97,496.00	24,087.06	0.00	9,436.00	14,185.62	47,708.68	49,787.32
Total	\$99,618.00	25,265.27				49,550.82 ✓	\$50,067.18 50.26%

+ Col 1740
Amendment
1,01,258

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted US Department of Health and Human Services		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 04CH4776-05		Page 1	of 1 pages		
3. Recipient Organization (Name and complete address including Zip code) Western Kentucky University Research Foundation, Inc. 1906 College Heights Blvd. #11016 Bowling Green, KY 42101-1016							
4a. DUNS Number 77876258	4b. EIN 61-6055628	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 525156 and 525157	6. Report Type <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual			
8. Project/Grant Period From: (Month, Day, Year) 11/1/18		To: (Month, Day, Year) 10/31/19		9. Reporting Period End Date (Month, Day, Year) 4/30/19			
10. Transactions (Use lines a-c for single or multiple grant reporting)				Cumulative			
Federal Cash (To report multiple grants, also use FFR Attachment):							
a. Cash Receipts				\$713,092.38			
b. Cash Disbursements				\$713,092.38			
c. Cash on Hand (line a minus b)				\$0.00			
(Use lines d-o for single grant reporting)							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized				\$1,798,114.00			
e. Federal share of expenditures				\$713,092.38			
f. Federal share of unliquidated obligations				\$632,836.03			
g. Total Federal share (sum of lines e and f)				\$1,345,928.41			
h. Unobligated balance of Federal funds (line d minus g)				\$452,185.59			
Recipient Share:							
i. Total recipient share required				\$449,529.00			
j. Recipient share of expenditures				\$192,557.00			
k. Remaining recipient share to be provided (line i minus j)				\$256,972.00			
Program Income:							
l. Total Federal program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11. Indirect Expense	a. Type Predetermined	b. Rate 8%	c. Period From 11/1/2018	Period To 4/30/2019	d. Base 357,790.37	e. Amount Charged 28,623.13	f. Federal Share 28,623.13
				g. Totals:	357,790.37	28,623.13	28,623.13
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: Administrative Costs \$97,985, USDA HS \$36,553 Total							
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official Paula Mattison, Assistant Director - Grants & Contracts Accounting					c. Telephone (Area code, number and extension) 270-745-5338		
b. Signature of Authorized Certifying Official 					d. Email address paula.mattison@wku.edu		
					e. Date Report Submitted (Month, Day, Year) 7/12/2019		
					14. Agency use only: Standard Form 425 OMB Approval Number: 0348-0061 Expiration Date: 10/31/2011		

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 5/31/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$61,056.00	\$35,616.00		100%				\$35,616
Staff SAL 61111	\$363,477.00	\$204,660.17						
Part Time SAL 61123	\$0.00	\$0.00						
Staff OT 61130	\$1,747.00	\$1,040.32						
CELL PLAN 61180	\$780.00	\$420.00						
STUDENT 61501	\$5,000.00							
TOTAL PERSONNEL	\$432,060.00	\$241,736.49			\$0.00	\$190,323.51	56%	\$35,616
FRINGE	\$289,159.00	\$160,078.39		12.05%		\$129,080.61	55%	\$19,289
TRAVEL	\$250.00							
INSTATE 74101			\$0.00					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$250.00	\$0.00	\$0.00	4%	\$0.00	\$250.00		\$0
SUPPLIES	\$21,250.00							
Office 71102		\$946.40	\$946.40	5%				\$47
Janitor/Maint. 71103		\$3,101.71	\$3,101.71					\$0
Household 71106			\$0.00					\$0
Classroom 71109		\$2,140.53	\$2,140.53					
Food 71120		\$369.07	\$330.93					
Grounds 71122			\$0.00					\$0
			\$0.00					
TOTAL SUPPLIES	\$21,250.00	\$6,557.71	\$6,519.57		\$0.00	\$14,692.29	31%	\$47
SUBCONTRACT 72311	\$944,376.00	\$361,346.56				\$583,029.44	38%	
OTHER	\$16,500.00							
Phone line serv 71203/05		\$95.42	\$95.42					
Internet 71208		\$480.00	\$480.00					
Hous Auth utilities 71211								
Postage 71310/20		\$2.21	\$0.00					
Insurance Non-emp 71401				0%				\$0
Equip software<5000 71501								
Equip other<2000 71549			\$0.00	1%				\$0
Subscrip/Dues 71801-10			\$0.00					
Subscrip/Dues Data 71801		\$630.00	\$630.00	0%				\$0
Maint. Copy Mach. 72101		\$1,442.47	\$364.80	1%				\$14
Maint. Computer. 72102			\$0.00	1%				\$0
Maint. software 72105			\$0.00	1%				\$0
Maint. BLDG 72106			\$0.00	1%				\$0
Maint Repair 72149		\$550.00	\$0.00	1%				\$6
Misc.background ch. Stud. 73513		\$111.00	\$111.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515								
Misc.background ch. 73523			\$0.00					
Misc. Other 73549		\$225.25	\$225.25					
Fac Mgmt Labor 73901								\$0.00
Fac Mgmt supp 73902		\$613.98						\$0.00
Local Phone 73910		\$648.00		1%				\$6
LD Phone 73911		\$81.84		1%				\$1
Printing Serv. 73920								
Inv. Equip 78100	2980							\$0
TOTAL OTHER	\$19,480.00	\$4,880.17	\$1,811.05		\$0.00	\$14,599.83	25%	\$27
CONSULTANTS	\$8,872.00							
Consult 72204		\$450.00						
TEMP 72211		\$6,740.16						
Non emp gen 72249								
TOTAL CONSULT	\$8,872.00	\$7,190.16	\$0.00		\$0.00	\$1,681.84	81%	
TOTALS	\$1,715,447	\$781,789.48	\$8,330.62		\$0.00	\$933,657.52	46%	\$54,980
INDIRECT	\$61,685	\$33,617.60		100%		\$28,067.40	54%	\$33,618
GRAND TOTAL	\$1,777,132	\$815,407.08	\$8,330.62		\$0.00	\$961,724.92	46%	\$88,598

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YTD Average Percent 58%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 5/31/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL.	% SPENT	ADMIN COSTS
Staff SAL 61111	\$4,587.00	\$2,859.15				\$1,727.85		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$4,587.00	\$2,859.15			\$0.00	\$1,727.85	62%	
FRINGE	\$1,588.00	\$989.06				\$598.94	62%	\$0.00
TRAVEL	\$4,250.00							
INSTATE 74101		\$478.83	\$355.43					
registration instate 74110		\$125.00	\$0.00					
OUT STATE 74201		\$1,456.63	\$522.96					
REGISTRATION OUT 74210		\$485.00	\$485.00					
TRAVEL 74000	\$4,250.00	\$2,545.46	\$1,363.39	4%	\$0.00	\$1,704.54	60%	\$101.82
SUPPLIES	\$400.00							
Office 71102			\$0.00	5%				\$0.00
Janitor/Maint. 71103			\$0.00	0%				\$0
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Food 71120		\$289.76	\$172.72					
TOTAL SUPPLIES	\$400.00	\$289.76	\$172.72		\$0.00	\$110.24		\$0.00
SUBCONTRACT 72311	\$8,995.00	\$5,145.04				\$3,849.96	57%	
OTHER	\$1,162.00							
Line Service 71203			\$0.00					
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint. Copy Mach. 72101		\$327.41	\$21.79	1%				\$3.27
Maint. COMP Softw 72105			\$0.00	1%				\$0.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514			\$0.00					
Misc. backgrnd 73513/23		\$58.25	\$58.25					
Misc. Other 72249								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$1,162.00	\$385.66	\$80.04		\$0.00	\$776.34	33%	\$3
CONSULTANTS								
Consult WKU 61160								
Non Empl serv 72249								
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$20,982.00	\$12,214.13	\$1,616.15		\$0.00	\$8,767.87		\$105
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$20,982.00	\$12,214.13	\$1,616.15		\$0.00	\$8,767.87	58%	\$105

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 6/30/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$61,056.00	\$40,704.00		100%				\$40,704
Staff SAL 61111	\$363,477.00	\$239,292.31						
Part Time SAL 61123	\$0.00	\$0.00						
Staff OT 61130	\$1,747.00	\$1,146.27						
CELL PLAN 61180	\$780.00	\$480.00						
STUDENT 61501	\$5,000.00	\$4,020.76						
TOTAL PERSONNEL	\$432,060.00	\$285,643.34			\$0.00	\$146,416.66	66%	\$40,704
FRINGE	\$289,159.00	\$189,201.81		12.05%		\$99,957.19	65%	\$22,799
TRAVEL	\$250.00							
INSTATE 74101			\$0.00					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$250.00	\$0.00	\$0.00	4%	\$0.00	\$250.00		\$0
SUPPLIES	\$21,250.00							
Office 71102		\$1,133.90	\$1,133.90	5%				\$57
Janitor/Maint. 71103		\$3,397.92	\$3,397.92					\$0
Household 71106			\$0.00					\$0
Classroom 71109		\$2,331.02	\$2,331.02					
Food 71120		\$2,989.45	\$330.93					
Grounds 71122			\$0.00					\$0
			\$0.00					
TOTAL SUPPLIES	\$21,250.00	\$9,852.29	\$7,193.77		\$0.00	\$11,397.71	46%	\$57
SUBCONTRACT 72311	\$944,376.00	\$442,896.90				\$501,479.10	47%	
OTHER	\$16,500.00							
Phone line serv 71203/05		\$135.21	\$95.42					
Internet 71208		\$560.00	\$560.00					
Hous Auth utilities 71211		\$2,095.00						
Postage 71310/20		\$2.21	\$0.00					
Insurance Non-emp 71401				0%				\$0
Equip software<5000 71501								
Equip other<2000 71549			\$0.00	1%				\$0
Subscrip/Dues 71801-10			\$0.00					
Subscrip/Dues Data 71801		\$630.00	\$630.00	0%				\$0
Maint. Copy Mach. 72101		\$1,442.47	\$364.80	1%				\$14
Maint. software 72105			\$0.00	1%	\$2,581.29			\$0
Maint. BLDG 72106			\$0.00	1%				\$0
Maint Repair 72149		\$550.00	\$0.00	1%				\$6
c.background ch. Stud. 73513		\$111.00	\$111.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515		\$50.00						
Misc.background ch. 73523			\$0.00					
Misc. Other 73549		\$225.25	\$225.25					
Fac Mgmt Labor 73901								\$0.00
Fac Mgmt supp 73902		\$861.12						\$0.00
Local Phone 73910		\$756.00		1%				\$8
LD Phone 73911		\$92.44		1%				\$1
Printing Serv. 73920		\$79.00						
Inv. Equip 78100	2980							\$0
TOTAL OTHER	\$19,480.00	\$7,589.70	\$1,891.05		\$2,581.29	\$9,309.01	52%	\$28
CONSULTANTS	\$8,872.00							
Consult 72204		\$450.00						
TEMP 72211		\$6,740.16			500			
Non emp gen 72249								
TOTAL CONSULT	\$8,872.00	\$7,190.16	\$0.00		\$500.00	\$1,181.84	87%	
TOTALS	\$1,715,447	\$942,374.20	\$9,084.82		\$3,081.29	\$769,991.51	55%	\$63,588
INDIRECT	\$61,685	\$38,904.47		100%		\$22,780.53	63%	\$38,904
GRAND TOTAL	\$1,777,132	\$981,278.67	\$9,084.82		\$3,081.29	\$792,772.04	55%	\$102,492

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PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 6/30/19	CREDIT CARD	% admin	YTD Average Percent		ADMIN COSTS
					ENCUMBRANCES	BALANCE AVAIL	
Staff SAL 61111	\$4,587.00	\$3,280.12				\$1,306.88	
Staff SAL 61150						\$0.00	\$0.00
TOTAL PERSONNEL	\$4,587.00	\$3,280.12			\$0.00	\$1,306.88	72%
FRINGE	\$1,588.00	\$1,134.24				\$453.76	71%
TRAVEL	\$4,250.00						
INSTATE 74101		\$478.83	\$355.43				
registration instate 74110		\$125.00	\$0.00				
OUT STATE 74201		\$1,456.63	\$522.96				
REGISTRATION OUT 74210		\$485.00	\$485.00				
TRAVEL 74000	\$4,250.00	\$2,545.46	\$1,363.39	4%	\$0.00	\$1,704.54	60%
SUPPLIES	\$400.00						
Office 71102			\$0.00	5%			\$0.00
Janitor/Maint. 71103			\$0.00	0%			\$0
Household 71106			\$0.00				
Classroom 71109			\$0.00				
Food 71120		\$289.76	\$172.72				
TOTAL SUPPLIES	\$400.00	\$289.76	\$172.72		\$0.00	\$110.24	\$0.00
SUBCONTRACT 72311	\$8,995.00	\$6,146.61				\$2,848.39	68%
OTHER	\$1,162.00						
Line Service 71203			\$0.00				
Equip. <1,000 71501			\$0.00				
Subscrip/Dues 71801			\$0.00				
Maint. Copy Mach. 72101		\$327.41	\$21.79	1%			\$3.27
Maint. COMP Softw 72105			\$0.00	1%	\$300.00		\$0.00
Maint. Equip 72108			\$0.00	1%			\$0.00
Misc. Accreditation 73514			\$0.00				
Misc. backgrnd 73513/23		\$96.50	\$96.50				
Misc. Other 72249							
Printing Serv. 73920				1%			\$0.00
charges-Dept 73949							
TOTAL OTHER	\$1,162.00	\$423.91	\$118.29		\$300.00	\$438.09	62%
CONSULTANTS							
Consult WKU 61160							
Non Empl serv 72249							
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	
TOTALS	\$20,982.00	\$13,820.10	\$1,654.40		\$300.00	\$6,861.90	\$105
INDIRECT	\$0.00					\$0.00	\$0
GRAND TOTAL	\$20,982.00	\$13,820.10	\$1,654.40		\$300.00	\$6,861.90	67%



ADMINISTRATION FOR CHILDREN & FAMILIES

Office of Head Start | Region IV | 61 Forsyth Street, Suite 4M60, Atlanta, GA 30303 | www.eclkc.ohs.acf.hhs.gov

June 11, 2019

Laura M. Hagan, Chairman, WKURF Board
Western Kentucky University
1906 College Heights Blvd
Bowling Green, KY 42101

Re: Grant No. 04CH4776

Dear Ms. M. Hagan:

A grant application must be completed for the upcoming budget period. Please consult the grant application instructions to determine the type of application required. The application for the Head Start grant is due 08/01/2019.

The following table reflects the annual funding, including the approved amount from the Supplement to Increase Program Hours, if applicable, and enrollment levels for your grant.

Program	Head Start	Early Head Start
Federal Funded Enrollment	178	
Funding Type	Head Start	Early Head Start
Program Operations	\$1,777,132	
Training and Technical Assistance	\$20,982	
Total Funding	\$1,798,114	

Period of Funding: 11/01/2019 – 10/31/2020

Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)*. It must be submitted on behalf of the Authorizing Official registered in the HSES.

Incomplete applications will not be processed.

The *Application Instructions* are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the "Instructions" section of the HSES.

Please contact Loren Jackson, Head Start Program Specialist, at 404-562-2856 or loren.jackson@acf.hhs.gov or Samuel Dupervil, Grants Management Specialist, at 404-562-2819 or samuel.dupervil@acf.hhs.gov with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

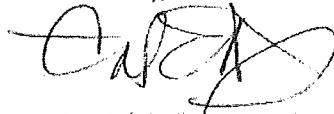
Ms. M. Hagan

Page 2

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start grant in the current budget period.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

A handwritten signature in black ink, appearing to read "Calvin E. Moore, Jr.", with a stylized flourish at the end.

Dr. Calvin E. Moore, Jr.
Regional Program Manager
Office of Head Start

cc: James Christopher Watkins, Executive Director
Thelma Jackson, Head Start Director

FY2018- 19 EARLY HEAD START

MONTHLY EXPENDITURE REPORT
APR 1- 30 2019

EARLY HEAD START - FY: SEPTEMBER 1, 2018 - AUGUST 31, 2019

GENERAL FUNDS PA 25 - Index #544833 YTD Average Percent 67%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 4/30/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$102,842.00	\$69,328.08						
Part Time SAL 61123								
STUDENT 61501								
TOTAL PERSONNEL	\$102,842.00	\$69,328.08			\$0.00	\$33,513.92	67%	\$0
FRINGE	\$88,598.00	\$59,279.14				\$29,318.86	67%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,200.00							
Office 71102		\$139.45	\$139.45	5%				\$7
Janitor/Maint. 71103		\$1,155.85	\$1,155.85	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109		\$842.28	\$842.28					
Food 71120		\$386.85	\$386.85					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,200.00	\$2,524.43	\$2,524.43		\$0.00	\$1,675.57	60%	\$7
OTHER	\$1,739.00							
Postage 71310			\$0.00	0%				\$0
Software 71501				0%				\$0
Dues 71811			\$0.00	1%				\$0
Maint Copy 72101			\$0.00	1%				\$0
Maint. Comp Softw 72105			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
REPAIRS 72149		\$550.00	\$550.00					\$0
background ch. Stud. 73513/23		\$20.00	\$20.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Fac. Mgt 73901/02		\$141.86						
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$1,739.00	\$711.86	\$570.00		\$0.00	\$1,027.14	41%	\$0
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	400							
TOTAL CONSULT	\$400.00				\$0.00	\$400.00		\$0
TOTALS	\$197,779.00	\$131,843.51			\$0.00	\$65,935.49	67%	\$7
INDIRECT	\$15,822.00	\$10,547.36		100%		\$5,274.64	67%	\$10,547
GRAND TOTAL	\$213,601.00	\$142,390.87	\$3,094.43		\$0.00	\$71,210.13	67%	\$10,554

MONTHLY EXPENDITURE REPORT
APR 1- 30 2019

EARLY HEAD START - FY: SEPTEMBER 1, 2018 - AUGUST 31, 2019

TRAINING PA 26 - Index #544834

YTD Average Percent 67%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 4/30/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$1,425.00	\$731.68						
TOTAL PERSONNEL	\$1,425.00	\$731.68			\$0.00	\$693.32	51%	
FRINGE	\$575.00	\$300.57				\$274.43	52%	
TRAVEL	\$1,750.00							
INSTATE 74101		\$339.01	\$210.01					
REGISTRAT KY 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION 74210			\$0.00					
TRAVEL 74000	\$1,750.00	\$339.01	\$210.01	4%	\$0.00	\$1,410.99	19%	\$14
SUPPLIES	\$300.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$62.56	\$62.56					
Food 71120		\$117.04	\$117.04					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$300.00	\$179.60	\$179.60		\$0.00	\$120.40	60%	
OTHER	\$947.00							
software 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101		\$190.10	\$190.10	1%				\$1.90
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514/17			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$947.00	\$190.10	\$190.10		\$0.00	\$756.90	20%	\$1.90
TOTAL CONSULT	\$0.00	\$0.00			\$0.00	\$0.00		
TOTALS	\$4,997.00	\$1,740.96			\$0.00	\$3,256.04	35%	\$2
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$1,740.96	\$579.71		\$0.00	\$3,256.04	35%	\$2

MONTHLY EXPENDITURE REPORT
MAY 1- 31 2019

EARLY HEAD START - FY: SEPTEMBER 1, 2018 - AUGUST 31, 2019

GENERAL FUNDS PA 25 - Index #544833 YTD Average Percent 75%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 5/31/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$102,842.00	\$78,075.20						
Part Time SAL 61123								
STUDENT 61501								
TOTAL PERSONNEL	\$102,842.00	\$78,075.20			\$0.00	\$24,766.80	76%	\$0
FRINGE	\$88,598.00	\$66,799.47				\$21,798.53	75%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,200.00							
Office 71102		\$139.45	\$139.45	5%				\$7
Janitor/Maint. 71103		\$1,415.87	\$1,415.87	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109		\$865.60	\$865.60					
Food 71120		\$443.93	\$443.93					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,200.00	\$2,864.85	\$2,864.85		\$0.00	\$1,335.15	68%	\$7
OTHER	\$1,739.00							
Postage 71310			\$0.00	0%				\$0
Software 71501				0%				\$0
Dues 71811		\$210.00	\$210.00	1%				\$2
Maint Copy 72101		\$41.40	\$0.00	1%				\$0
Maint. Comp Softw 72105			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
REPAIRS 72149		\$550.00	\$550.00					\$0
background ch. Stud. 73513/23		\$20.00	\$20.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Fac. Mgt 73901/02		\$141.86						
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$1,739.00	\$963.26	\$780.00		\$0.00	\$775.74	55%	\$3
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	400							
TOTAL CONSULT	\$400.00				\$0.00	\$400.00		\$0
TOTALS	\$197,779.00	\$148,702.78			\$0.00	\$49,076.22	75%	\$9
INDIRECT	\$15,822.00	\$11,896.10		100%		\$3,925.90	75%	\$11,896
GRAND TOTAL	\$213,601.00	\$160,598.88	\$3,644.85		\$0.00	\$53,002.12	75%	\$11,906

MONTHLY EXPENDITURE REPORT
MAY 1- 31 2019

EARLY HEAD START - FY: SEPTEMBER 1, 2018 - AUGUST 31, 2019

TRAINING PA 26 - Index #544834					YTD Average Percent	75%		
PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 5/31/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$1,425.00	\$914.60						
TOTAL PERSONNEL	\$1,425.00	\$914.60			\$0.00	\$510.40	64%	
FRINGE	\$575.00	\$375.71				\$199.29	65%	
TRAVEL	\$1,750.00							
INSTATE 74101		\$557.31	\$428.31					
REGISTRAT KY 74110		\$125.00	\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION 74210			\$0.00					
TRAVEL 74000	\$1,750.00	\$682.31	\$428.31	4%	\$0.00	\$1,067.69	39%	\$27
SUPPLIES	\$300.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$62.56	\$62.56					
Food 71120		\$117.04	\$117.04					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$300.00	\$179.60	\$179.60		\$0.00	\$120.40	60%	
OTHER	\$947.00							
software 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101		\$562.56	\$190.10	1%				\$5.63
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514/17			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$947.00	\$562.56	\$190.10		\$0.00	\$384.44	59%	\$5.63
TOTAL CONSULT	\$0.00	\$0.00			\$0.00	\$0.00		
TOTALS	\$4,997.00	\$2,714.78			\$0.00	\$2,282.22	54%	\$6
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$2,714.78	\$798.01		\$0.00	\$2,282.22	54%	\$6

QUARTERLY REPORT

21

3rd QTR 04CH4761	EARLY HEAD START 544833-834				Reporting Period:		
	FY: Sep. 1, 2018 - Aug. 31, 2019				9/1/18 TO 5/31/19		
FINAL	APPROVED	YTD		PER CENT		YTD	YTD
LINE ITEMS	BUDGET	EXPENDED	Obligations	SPENT	Unobligated	Credit card	Admin cost
Personnel	\$102,842	\$78,075		75.92%	\$24,767		\$ -
Fringe Benefits	\$88,598	\$66,799		75.40%	\$21,799		\$ -
Travel	\$0				\$0		
Equipment							
Supplies	\$4,200	\$2,865		68.21%	\$1,335	\$ 2,865	\$ 7
Contractual	\$0		\$0		\$0		
Other	\$1,739	\$963		45.03%	\$776	\$ 780	\$ 3
Consultants	\$400				\$400		
TOTAL DIRECT	\$197,779	\$148,703	\$0	75.19%		\$3,645	\$10
Indirect Costs	\$15,822	\$11,896		75.19%			\$ 11,896
TOTAL PA 25	\$213,601	\$160,599	\$0	75.19%	\$0	\$3,645	\$11,906
PA 26 Training					\$0		
Personnel/Frg	\$2,000	\$1,290					
Supplies/Other	\$1,247	\$742				369.7	\$ 6.00
Contractual	\$0						
Travel	\$1,750	\$682				428.31	\$ 27
TOTAL PA26	\$4,997	\$2,715	\$0	54.33%	\$2,282	\$ 798	\$ 33
TOTAL AWARD**	\$218,598	\$163,314	\$0	75%	\$55,284	\$4,443	\$11,939
NON FEDERAL						Non Fed Space 5%	\$2,570
Space		\$30,596				% Admin WKU	5.3%
Volunteers		\$20,794					
Other						TOTAL ADMIN	\$14,509
Total Non Federal	\$54,650	\$51,390	\$0	94.03%	\$3,260		
TOTAL OUTLAYS	\$273,248	\$214,704	\$0				
QTRLY NOTES:	Category:						
	OTHER: line items include: postage, maintenance, insurance, advertising, dues, fees, telephone and printing						
	Expenditures: On track						

NON-FEDERAL TRACKING FORM

EARLY HEAD START September 1, 2018- August 31, 2019
544833-834

	RATE *	1st QTR	2nd QTR	Mid Year	TOTAL	3rd QTR	4th QTR	Mid Year	TOTAL	Non Fed Due
Foster Grandparent Hours	\$7.60	993.3	887	1880	\$14,289.90	1090		1090	\$8,284.00	\$54,650
Parent Hours	\$11.69	21	26	47	\$549.43	8		8	\$93.52	
Community Hours	\$11.69	45.5	8	53.5	\$625.42	15		15	\$175.35	
Interns	\$22.10	0	0	0	\$0.00	0		0	\$0.00	
Speech, OT, Graduate Students	\$20.94	0	0	0	\$0.00	0		0	\$0.00	
Policy Council	\$56.95	4	4	8	\$455.60	4		4	\$227.80	
Professional/Adv. Council/comm	\$63.05	50	25.5	75.5	\$4,760.28	18		18	\$1,134.90	
TOTAL BUDGET = \$19,874					\$20,680.62				\$9,915.57	\$30,596
OTHER:										
List Items:		1st Qtr	2nd Qtr			3rd Qtr	4th Qtr			
		Total	Total		TOTAL	Total	Total		TOTAL	
					\$0.00				\$0.00	
					\$0.00				\$0.00	
					\$0.00				\$0.00	
TOTAL OTHER					\$0.00				\$0.00	\$0
SPACE:										
INDOOR/OUTDOOR SQ FT		1st QTR	2nd QTR		TOTAL	3rd QTR	4th QTR		TOTAL	
									\$0	
SQ FT. 2000	12.1	\$8,694	\$8,694		\$17,388	\$3,406			\$3,406	
TOTAL BUDGET = \$24,200					\$17,388				\$3,406	\$20,794
Admin 5%										\$2,570
										\$51,390

Notes:

For Interns/Grad Stud, the value of services provided are for similar services/ed level performed by Teachers as outlined in the program plans.

For Other, verify that donated goods are items that are reasonable and necessary to meet program objectives and meet agency requirements for allowable purchases.

* Rates updated 2/1/19

\$3,260
BAL DUE

Becky Johnson

6/27/2019

Submitted

Date

MONTHLY EXPENDITURE REPORT
JUNE 1- 30 2019
INTERIM REPORT

EARLY HEAD START - FY: SEPTEMBER 1, 2018 - AUGUST 31, 2019

GENERAL FUNDS PA 25 - Index #544833 YTD Average Percent 83%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 6/30/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$102,842.00	\$87,463.32						
Part Time SAL 61123								
STUDENT 61501								
TOTAL PERSONNEL	\$102,842.00	\$87,463.32			\$0.00	\$15,378.68	85%	\$0
FRINGE	\$88,598.00	\$74,887.32				\$13,710.68	85%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,200.00							
Office 71102		\$139.45	\$139.45	5%				\$7
Janitor/Maint. 71103		\$1,597.40	\$1,597.40	0%	\$438.43			\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109		\$1,123.60	\$1,123.60					
Food 71120		\$443.93	\$443.93					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,200.00	\$3,304.38	\$3,304.38		\$438.43	\$457.19	89%	\$7
OTHER	\$1,739.00							
Postage 71310			\$0.00	0%				\$0
Software 71501				0%				\$0
Dues 71811		\$210.00	\$210.00	1%				\$2
Maint Copy 72101		\$41.40	\$0.00	1%				\$0
Maint. Comp Softw 72105			\$0.00	1%	\$500.00			\$0
Maint. Equip 72108			\$0.00	1%				\$0
REPAIRS 72149		\$550.00	\$550.00					\$0
background ch. Stud. 73513/23		\$20.00	\$20.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Fac. Mgt 73901/02		\$141.86						
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$1,739.00	\$963.26	\$780.00		\$500.00	\$275.74	84%	\$3
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	400							
TOTAL CONSULT	\$400.00				\$0.00	\$400.00		\$0
TOTALS	\$197,779.00	\$166,618.28			\$938.43	\$30,222.29	85%	\$9
INDIRECT	\$15,822.00	\$13,329.32		100%	\$2,492.68	\$0.00	100%	\$13,329
GRAND TOTAL	\$213,601.00	\$179,947.60	\$4,084.38		\$3,431.11	\$30,222.29	86%	\$13,339

MONTHLY EXPENDITURE REPORT
JUNE 1- 30 2019

EARLY HEAD START - FY: SEPTEMBER 1, 2018 - AUGUST 31, 2019

TRAINING PA 26 - Index #544834					YTD Average Percent		83%	ADMIN COSTS
PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 6/30/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	
Staff SAL 61111	\$1,425.00	\$1,097.52						
TOTAL PERSONNEL	\$1,425.00	\$1,097.52			\$0.00	\$327.48	77%	
FRINGE	\$575.00	\$450.85				\$124.15	78%	
TRAVEL	\$1,750.00							
INSTATE 74101		\$557.31	\$428.31		\$70.93			
REGISTRAT KY 74110		\$125.00	\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION 74210			\$0.00					
TRAVEL 74000	\$1,750.00	\$682.31	\$428.31	4%	\$70.93	\$996.76	39%	\$27
SUPPLIES	\$300.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$62.56	\$62.56					
Food 71120		\$117.04	\$117.04					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$300.00	\$179.60	\$179.60		\$0.00	\$120.40	60%	
OTHER	\$947.00							
software 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101		\$562.56	\$190.10	1%				\$5.63
Maint software 72105			\$0.00	1%	\$250.00			\$0
background ch. Stud. 73513/23		\$114.75	\$114.75					
Misc. Accreditation 73514/17			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$947.00	\$677.31	\$304.85		\$250.00	\$19.69	72%	\$5.63
TOTAL CONSULT	\$0.00	\$0.00			\$0.00	\$0.00		
TOTALS	\$4,997.00	\$3,087.59			\$320.93	\$1,588.48	62%	\$6
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$3,087.59	\$912.76		\$320.93	\$1,588.48	62%	\$6

CANTEEN MEAL EXPENSE FOR WKUCCC

MONTH	DC budget	FOOD budget	HS	EHS	TOTAL	CACFP REIMBURSEMENT
JUN 2018		\$6,839.01			\$6,839.01	\$5,775.61
JULY		\$6,280.38			\$6,280.38	\$5,233.86
AUG		\$6,130.44			\$6,130.44	\$7,023.92
SEPT		\$6,990.95			\$6,990.95	\$8,360.00
OCT		\$8,331.47			\$8,331.47	\$9,660.44
NOV		\$7,114.66			\$7,114.66	\$8,716.41
DEC		\$3,798.00			\$3,798.00	\$4,499.46
JAN 2019		\$7,598.41			\$7,598.41	\$9,069.70
FEB		\$7,425.56			\$7,425.56	\$9,014.84
MAR		\$6,975.00			\$6,975.00	\$8,181.81
APR		7765.1			\$7,765.10	\$9,381.09
MAY					\$0.00	
TOTALS	\$0.00	\$75,248.98	\$0.00	\$0.00	\$75,248.98	\$84,917.14

CACFP REIMBURSEMENT 2018-19 \$84,917.14

Non-reimbursed CANTEEN \$9,668

Snacks, breakfast & Supplies CRS One Source* \$16,371.90

*paid by day care

FREE MEALS SUMMARY

CACFP	# meals	BREAK	# meals	LUN	# meals	snack		HS 83%	EHS 17%
JUN	769	1345.75	962	3107.26	465	409.2	\$4,862	\$4,036	\$827
JULY	675	1208.25	892	2952.52	286	260.26	\$4,421	\$3,669	\$752
AUG	986	1764.94	1206	3991.86	535	486.85	\$6,244	\$5,182	\$1,061
SEPT	1153	2063.87	1450	5140.25	699	636.09	\$7,840	\$6,507	\$1,333
OCT	1457	2608.03	1585	5246.35	1085	987.35	\$8,842	\$7,339	\$1,503
NOV	1223	2189.17	1467	4855.77	933	849.03	\$7,894	\$6,552	\$1,342
DEC	625	1118.75	756	2502.36	479	435.89	\$4,057	\$3,367	\$690
JAN 2019	1280	2291.2	1515	5014.65	961	874.51	\$8,180	\$6,790	\$1,391
FEB	1274	2280.46	1512	5004.72	925	841.75	\$8,127	\$6,745	\$1,382
MAR	1179	2110.41	1374	4547.94	740	673.4	\$7,332	\$6,085	\$1,246
APR	1329	2378.91	1603	5305.93	841	765.31	\$8,450	\$7,014	\$1,437
MAY	984	1761.36	1087	3597.97	618	562.35	\$5,922	\$4,915	\$1,007
							\$82,171	\$68,202	\$13,969
							Free meals	96.77%	
							Paid meals	\$2,746.47	3.23%

1. Budget Narrative

COST CATEGORY	BUDGET NARRATIVE 2019-2020
\$1,902,860 funding increase for retirement fringe expense; and goals/objectives	
B. 6.a. Personnel: \$443,432	<ul style="list-style-type: none"> • To pay portion of salaries of Executive Director (12%); Budget Manager (21%); to meet objectives to provide oversight and supervision of day-to-day operations and budget management of the Head Start program. <u>\$27,837</u> • To pay portion of salary of Director (92%) for supervision of day-to-day operations and staff and carryout Health, Nutrition and professional development services for the Head Start Program. <u>\$69,976</u> • To pay portion of salaries of Education and Component Coordinators (83%) to carryout Education, Health, Disabilities and Nutrition, and Family/Community Engagement services for the Head Start program. <u>\$73,850</u> • To employ 6 teachers with a BS or AA degree in Early Childhood Education for 12 months. <u>\$177,056</u> • To employ teacher aides for 12 months. <u>\$17,600</u> • To employ Nutrition Associate for 12 months. <u>\$21,768</u> • To employ Administrative Associate for daily operations tasks, enrollment and data entry for Head Start Program. <u>\$25,008</u> • To employee Facilities Associate to carryout day-to-day duties to ensure health and safety of classrooms. <u>\$30,337</u>
B. 6.b. Fringe Benefits: \$392,937	<ul style="list-style-type: none"> • To fund the FICA, State Disability Unemployment and Worker's Compensation for the Head Start staff during the 2018 –19 budget period. <u>\$32,428</u> • To fund the Health, Life and Dental Insurance for the Head Start staff participating during the budget period. <u>\$88,450</u> • To fund retirement plans for the Head Start staff participating during the budget period. Challenge: Commonwealth of Kentucky employee retirement plan has been part of State legislative debate. Recent decision increased the employer share to 83.43%, significantly impacting personnel fringe costs. Additional funds are critical to meet this increase and continue to fund the retirement benefit for staff. <u>\$272,059</u>
B. 6.c. Travel: \$250	<ul style="list-style-type: none"> • To fund local travel expense for monitoring delegates. <u>\$ 250</u>

B. 6.e. Supplies: \$18,900	<ul style="list-style-type: none"> To fund the purchase of the classroom, nutrition and maintenance materials necessary to meet the child assessment and child development goals and objectives. <u>\$18,900</u>
B. 6.g. Contractual: \$944,376	<ul style="list-style-type: none"> To fund 36 pre-school slots in Davies county through delegate agency Audubon Area Head Start. Delegate Agreement executed on annual basis, approved and signed by Grantee and Delegate Agencies' governing boards, and includes terms and conditions for reporting, monitoring and service delivery for the delegated children for 12 month period. <u>\$544,147</u> To fund 67 pre-school slots in McCracken, Graves and Marshall Counties through delegate agency Murray Head Start. Delegate Agreement executed on annual basis, approved and signed by Grantee and Delegate Agencies' governing boards, and includes terms and conditions for reporting, monitoring and service delivery for the delegated children for 12 month period. <u>\$400,229</u>
B. 6.h. Other: \$12,539	<ul style="list-style-type: none"> To fund the consultation costs for professional consultants for Financial, Education, Nutrition and Mental Health services during the budget period. <u>\$1,500</u> To fund the general and professional liability insurance coverage for the 2019 – 2020 budget period. <u>\$2,500</u> To fund utilities and telephone costs for the 2019 – 2020 budget period. <u>\$2,843</u> To fund the copying, postage and advertising costs, and parent activities and child/staff travel during the 2019 – 2020 budget period. <u>\$1,429</u> To provide resources to support program quality and professional development including fees, dues, data software, copier maintenance, and tuition during the budget period. <u>\$4,267</u>
Indirect Cost: \$69,445	<ul style="list-style-type: none"> To fund the 8% of direct costs adjusted F&A rate for educational grant projects. <u>\$69,445</u>

COST CATEGORY

T/TA BUDGET NARRATIVE

\$20,982

B. 6.a. Personnel: \$4,587	<ul style="list-style-type: none"> To fund portion of training staff to monitor program operations, meet objectives and goals, develop and meet professional development needs of project for 12 months. <u>\$4,587</u>
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SECTION II. BUDGET AND
JUSTIFICATION

04CH04776 GRANTEE

B. 6.b. Fringe Benefits: \$1,588	<ul style="list-style-type: none"> To fund portion of the FICA, State Disability Unemployment, Worker's Compensation, Health insurance and retirement during the 2019 – 2020 budget period. <u>\$1588</u>
B. 6.c. Travel: \$3,750	<ul style="list-style-type: none"> To provide resources to carry out professional development activities for staff during the budget period. Regional and state transportation, per diem and registration costs. <u>\$3,750</u>
B. 6.e. Supplies: \$600	<ul style="list-style-type: none"> To fund purchase of training supplies for professional development activities, pre-service, orientation, parent committee, policy council and board activities during the budget period. <u>\$600</u>
B. 6.g. Contractual: \$8,995	<ul style="list-style-type: none"> To fund 36 pre-school slots in Davies county through delegate agency Audubon Area Head Start. Delegate Agreement executed on annual basis, approved and signed by Grantee and Delegate Agencies' governing boards, and includes terms and conditions for reporting, monitoring and service delivery for the delegated children for 12 month period. <u>\$3,791</u> To fund 67 pre-school slots in McCracken, Graves and Marshall Counties through delegate agency Murray Head Start. Delegate Agreement executed on annual basis, approved and signed by Grantee and Delegate Agencies' governing boards, and includes terms and conditions for reporting, monitoring and service delivery for the delegated children for 12 month period. <u>\$5,204</u>
B. 6.h. Other: \$1,462	<ul style="list-style-type: none"> To provide resources to support program quality and professional development including fees, dues, maintenance, and tuition during the budget period. <u>\$962</u> To fund the consultation costs for professional consultants for Financial, Education, Nutrition and Mental Health services during the budget period. <u>\$500</u>

COST CATEGORY

GRANTEE NON-FEDERAL SHARE BUDGET NARRATIVE

\$207,565

Volunteers \$48,570	<ul style="list-style-type: none"> To fund volunteers, including foster grandparents, community, parents, professional, and educational personnel contributing to the goals and objectives of program activities. Values of services are based on reasonable rates applied for similar services performed within program and community.
SPACE \$157,724	<ul style="list-style-type: none"> To fund shared building services including utilities, maintenance for classrooms and playground space used by Head Start program

OTHER	\$1,271	<ul style="list-style-type: none"> To fund difference of approved F&A rate for WKU and amount applied to grant project; donated supplies/goods valued at market value and necessary to meet goals and objectives of services to children and families.
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All outcomes of program objectives were successfully accomplished during FY 2019 – 2020.

Major challenge for FY 2019-20 is the availability of funds to attract and retain qualified personnel and the increasing health insurance and retirement insurance fringe benefits.

Those issues will be a major focus of monitoring budget goals for next fiscal year.

2. **Delegate Agency Agreements:** Grantee has two Delegate agencies: Audubon Area Community Services serves 36 pre-school slots in Davies county. Delegate Agreement executed on annual basis, approved and signed by Grantee and Delegate Agencies' governing boards, and includes terms and conditions for reporting, monitoring and service delivery for the delegated children.

Murray Head Start serves 67 pre-school slots in McCracken, Graves and Marshall Counties. Delegate Agreement executed on annual basis, approved and signed by Grantee and Delegate Agencies' governing boards, and includes terms and conditions for reporting, monitoring and service delivery for the delegated children for 12 month period.
3. **COLA funds:** FY19 COLA funds were applied through a 2% salary increase and partial funding of fringe cost increases.
4. **Financial Management System:** Western Kentucky University will oversee the financial management of WKU Child Care Consortium (WKUCCC) services contracted to WKU through the department of Training & Technical Assistance Services (T/TAS). T/TAS has successfully provided fiscal oversight for over \$120 million in local, state, and federal human services grants and contracts over the past 44 years. This extensive

experience has provided the knowledge and skill needed to successfully adhere to cost principles and funding source regulations for this WKUCCC Head Start budget.

WKU utilizes Banner, an electronic financial recordkeeping and tracking system. The **budget management system** provides real time access to current budget actions, and includes a routed approval system from program to accounting supervisors. WKU receives grant and contract awards from federal, state and private training grants and contracts. Each award is placed in an individual restricted account and given specific identification numbers in BANNER. All expenditures are direct charged to the appropriate funding source using monitoring and tracking of monthly costs for all activities.

All non-expendable property that has an original cost of \$2,000 or more or is a computer (desktop or laptop, at any original cost) will have a permanent **inventory** identification tag affixed to it in a location near the serial number. The tagging and maintenance of records will be performed by the Inventory Coordinator with the cooperation of each university department head. Each identification tag will have "Property of WKU" printed on it and will have a unique identification number. Property purchased with federal grant funds will have "Property of WKU – Federal Grant" printed on the tag along with the unique identification number. The serial number, make, model, original cost and description of each asset will be recorded in the university's ERP system.

The Fiscal Manager provides monthly and quarterly status reports to the WKUCCC Executive Director and Director; posts reports to financial web page for review by Board and Policy Council and discussion at quarterly meeting; and monitors and tracks allocations and expenditures as needed to meet the goals and objectives of project activities. Expenditures and Financial reports as required, are monitored and using

approved budget procedures, are submitted to the funding source by the WKU Grant

Accounting division.

Western Kentucky University, has reviewed 45 CFR Part 1303.5 and certified that the development and **administrative costs** to administer the WKU Child Care Consortium Head Start program for the program year 2019 through 2020 will not exceed 15 percent of \$2,378,576 total Federal and non-Federal costs for program accounts 20 through 25.

At WKUCCC there are two categories of enrolled families, day care only families and families receiving Head Start services. For the families receiving Head Start services the families have the option to extend the day by using child care funds, if available, or by parent fees. The WKUCCC program schedules have been designed so that the program is able to take advantage of the maximum reimbursement from state administered child care funding. In the Commonwealth of Kentucky, that means that care must be offered for at least five hours a day to be reimbursed for a full day of service. **Cost allocation** of funds to approved budgets are assigned to specific cost categories: personnel, supplies, fringe benefits, travel and other. Actual expenditures relating to each specific award are posted to the categorized account code within the identified restricted account number. Records and available balances can be viewed quickly with real time totals of expenditures by cost categories. See Cost Allocation Plan.

Western Kentucky University has an approved indirect cost rate agreement, of 42%, but through agreement with WKU and T/TAS, the Head Start grant receives a reduced education rate of 8% of direct costs, less contractual, to stay within the 15% administrative cost ceiling and to allow funds to provide direct services to families.

5. Non Federal Match: Sources for match include:

- Volunteers, including foster grandparents, community, parents, professional, and educational personnel contributing to the goals and objectives of program activities. Values of services are based on reasonable rates applied for similar services performed within program and community.
- Space, shared building services including utilities, maintenance for classrooms and playground space used by Head Start program. Value set by Legislative Committee for Commonwealth of Kentucky.
- Other, difference of approved F&A rate for WKU and amount applied to grant project; donated supplies/goods valued at market value and necessary to meet goals and objectives of services to children and families.

WKU CCC 2019-2020 BUDGET DETAIL 04CH4776

YEAR ONE OF FIVE

ANNUAL
TOTALPERSONNEL

	CELL ALLOW	ANNUAL/HRLY	Mos/Hrs	SUB-TOTAL
EXEC. DIRECTOR		\$98,904	1.5	\$12,363
BUDGET MANAGER		\$61,896	3.00	\$15,474
DIRECTOR	\$720.00	\$75,552	11	\$69,976
EDUCATION COORD		\$48,780	10	\$40,650
COMPONENT COORD		\$39,840	10	\$33,200
TEACHER		\$27,500	12	\$27,500
TEACHER		\$34,416	12	\$34,416
TEACHER		\$27,840	12	\$27,840
TEACHER		\$34,536	12	\$34,536
TEACHER		\$27,132	12	\$27,132
TEACHER		\$25,632	12	\$25,632
NUTRITION ASSOC		\$21,768	12	\$21,768
Admin Associate		\$25,008	12	\$25,008
FACILITIES		\$14.62	2075	\$30,337
	HOURLY			
TEACHER aides	\$11.00		1600	\$17,600
				\$0

TOTAL PERSONNEL**\$443,432**FRINGE BENEFITS

	MQ/FICA	KERS/KTRS*	WC	DISABIL	HEALTH INS	LIFE INS
EXEC. DIRECTOR *	\$945.8	\$1,961.39	\$61.82	\$24.73	\$1,057.50	\$6.30
BUDGET MGR	\$1,183.76	\$12,909.96	\$77.37	\$30.95	\$2,115.00	\$12.60
DIRECTOR *	\$5,353.16	\$10,987.46	\$349.88	\$138.51	\$7,755.00	\$46.20
EDUCATION CRD *	\$2,682.90	\$6,449.12	\$203.25	\$81.30	\$7,050.00	\$42.00
COMPONENT CRD	\$2,191.20	\$27,698.76	\$166.00	\$66.40	\$7,050.00	\$42.00
TEACHER	\$1,815.00	\$22,943.25	\$137.50	\$55.00	\$1,800.00	\$50.40
TEACHER	\$2,271.46	\$28,713.27	\$172.08	\$68.83	\$8,460.00	\$50.40
TEACHER	\$1,837.44	\$23,226.91	\$139.20	\$55.68	\$8,460.00	\$50.40
TEACHER	\$2,279.38	\$28,813.38	\$172.68	\$69.07	\$8,460.00	\$50.40
TEACHER	\$1,790.71	\$22,636.23	\$135.66	\$54.26	\$1,800.00	\$50.40
TEACHER	\$1,691.71	\$21,384.78	\$128.16	\$51.26	\$8,460.00	\$50.40
NUTRITION ASSOC	\$1,665.25	\$18,161.04	\$108.84	\$43.54	\$8,460.00	\$50.40
Admin Associate	\$1,650.53	\$20,864.17	\$125.04	\$50.02	\$8,460.00	\$50.40
FACILITIES	\$2,002.21	\$25,309.74	\$151.68	\$60.67	\$8,460.00	\$50.40
Teacher Aides						
\$17,600	\$0.00		\$88.00			
SUB TOTALS	\$29,360	\$272,059	\$2,217	\$850	\$87,848	\$603

TOTAL FRINGE**\$392,937**TRAVEL

Delegate Monitoring - 4 trips/year

250

TOTAL TRAVEL**\$250**

SECTION II. BUDGET AND
JUSTIFICATION

04CH04776 GRANTEE

SUPPLIES			
	Office	\$25 mo	\$300
	Child and Family Service	\$500 mo	\$6,000
	Other, Janitorial/maintenance	\$750 mo	\$9,000
	Nutrition	\$300 mo	\$3,600
TOTAL SUPPLIES			\$18,900
CONTRACTUAL			
	DELEGATE AGENCY - AUDUBON	\$544,147	
	(PA22=\$544,147; PA20 T/TA=\$3,791)		
	DELEGATE AGENCY - MURRAY	\$400,229	
	(PA22=\$400,229; PA20 T/TA=\$5,204)		
TOTAL CONTRACTUAL			\$ 944,376
OTHER			
	OCCUPANCY		
	Building and Child liability insurance	\$2,500.00	
	Building maintenance/repair	\$1,267.00	
	Utilities/Telephone	\$2,843.00	
	TRAINING/STAFF DEVELOPMENT/DEGREE	\$1,000.00	
	PARENT SERVICES (travel, parent activities)	\$375.00	
	CHILD/STAFF LOCAL TRAVEL	\$200.00	
	NUTRITION SERVICES	\$500.00	
	CHILD SERVICES CONSULTANTS	\$1,000.00	
	OTHER - equipment maintenance/dues	\$1,000.00	
	OTHER -Software/computer upgrade	\$1,000.00	
	POSTAGE/ADVERTISING/PRINTING	\$854.00	
TOTAL OTHER			\$ 12,539
TOTAL PA 22			\$ 1,812,434
PA 20, TRAINING			
<u>Personnel/Fringe</u>	Training providers, Professional Development staff	\$6,175.00	
<u>SUPPLIES</u>	Training, curriculum, assessment, transition, health, parenting, literacy materials/supplies	\$600.00	
<u>TRAVEL</u>	Out of Area Staff, KHSA, NHSA, Institutes as available	\$3,750.00	
<u>CONTRACTUAL</u>	DELEGATE AGENCIES (Audubon \$3,791; Murray \$5,204)	\$8,995.00	
<u>OTHER</u>	Dues, Subscriptions, Professional Development, Credentials, Consultants	\$1,462.00	
TOTAL PA 20			\$20,982
TOTAL DIRECT COSTS			\$1,833,416
INDIRECT COSTS			
	8% OF	\$868,058 (less contractual and PA20)	\$69,445
TOTAL FEDERAL FUNDS FY 2019-2020			\$1,902,860
NON FEDERAL SHARE DUE			\$475,715

WKUCCC NON FEDERAL SHARE - HEAD START 2019-2020

04CH4776

A. VOLUNTEERS

<u>TYPE</u>	<u># of Children</u>	<u>HOURS</u>	<u>RATE</u>	<u>VALUE</u>
Foster	75	5300	\$7.60	\$40,280
GrandParents				
Parent/Community	75	250	\$11.69	\$2,923
Interns	75	200	\$26.02	\$5,204
Speech	75	700	\$20.94	\$14,658
Policy Council	75	20	\$61.02	\$1,220
Professional	75	200	\$63.05	\$12,610
TOTAL VOLUNTEERS				\$76,894

B. SPACE

<u>TYPE</u>	<u># OF CHILDREN</u>	<u>SQUARE FT</u>	<u>RATE PER SQ.</u>	<u>VALUE</u>
Indoor Classroom	75	13000	\$12.10	\$157,300
TOTAL SPACE				\$157,300

C. OTHER INKIND CONTRIBUTIONS:

COMMUNITY RESOURCES	\$3,178
Grantee NFS	\$237,372
Delegate Agencies:	
Audubon Area Head Start	\$136,985
Murray Head Start	\$101,358
TOTAL OTHER	\$238,343
GRAND TOTAL NON-FEDERAL	\$475,715

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Application for Year One of Five Western Kentucky University CCC

Introduction

Western Kentucky University Child Care Consortium (WKUCCC) is a division of Training and Technical Assistance Services (T/TAS), at Western Kentucky University. As a grantee agency of Western Kentucky University, WKUCCC will have two delegates, Audubon Area Community Services, Inc. Head Start and Murray Board of Education Head Start. The WKUCCC Head Start Program directly serves 75 children and families, Audubon serving 36 children and families and Murray serving 67 children and families. Combined with the delegates, the WKUCCC Head Start program provides services to 178 preschoolers in Warren, Daviess, Marshall, Graves and McCracken counties.

WKUCCC serves the 75 children at two locations: Jones Jagers Hall on the campus of Western Kentucky University and through a longstanding partnership with Bowling Green Housing Authority complex served by the Bryant Way Center. The WKUCCC campus center serves Early Head Start (delegated through separate agreement with Murray BOE), Head Start, and wrap-around care for children ages six weeks to five years using multiple funding sources. WKUCCC provides a combination of full-year, full-day childcare services for a total of 240 days per year. The centers operate ten hours per day. Head Start funds support a combination of part day/part year and part day/full year options, Monday through Friday, with State funds and parent fees supporting wrap-around childcare services. For 42 of the Head Start children, services are provided full-year, 33 of the slots are part year. See the Audubon Area and Murray delegate narratives for details on their program options.

Audubon Area Community Services, Head Start Program (AAHS) is a Community Action Agency program serving 16 counties in Western Kentucky. As a delegate agency of WKUCCC, AAHS is requesting to serve 36 Head Start slots in Daviess County. The primary program option utilized for Head Start is part-year/full-day classrooms in center-based setting. The full-day program operates five days a week for children.

Murray Head Start is requesting to serve as a delegate agency of WKUCCC to provide Head Start services for 67 Head Start children. The program is operated by the Murray Board of Education and collaborates with three other public-school districts (Marshall County, McCracken County, and Graves County) to provide early childhood services in blended Head Start/Pre-K classrooms. Preschool children attend the program four days per week and the fifth day is used for classroom preparation, home visits, professional development and contact time. All classrooms adhere to federal and state guidelines to meet enrollment size limitations. The program's Preschool/Head Start are 100% center based that are blended with state-funded Preschools in three school districts.

The partnership with our delegates remains an integral part of WKUCCC operations. Through the collaboration with these organizations, the Program retains a depth of service and knowledge that is beneficial to the children and families in providing services throughout the western region of the state.

SECTION I: PROGRAM DESIGN AND APPROACH TO SERVICE DELIVERY

SUB-SECTION A: GOALS

The following are the long-term goals and yearly objectives WKUCCC Head Start program has set for the Year One of the five-year cycle. See the attached chart for the five-year outline of goals and objectives.

A1: Program Goals, Measurable Objectives and Expected Outcomes

A1 a. Goals.

Goal #1: To provide three and four-year-old preschool children and their families' comprehensive services that will foster children's development competence in all learning areas to support the foundation for school readiness during the early years.

Goal #2: To ensure families have access to a support system that provides children and their families with appropriate health, oral health, nutrition and mental health.

Goal #3: Parent and Family Engagement: Increase number of Family Partnership Agreements and engage families in the lives of their children to develop the skills that will support and advocate for their children's academic success.

Goal #4: Program Design and Management: To ensure comprehensive services are provided by maintaining efficient data systems and assure systems are in place and properly maintained.

The Goals for Years 2-5 are outlined in attachment.

A1 b. Objectives.

Goal 1:

1. To review child assessment data identifying patterns of progress and areas of improvement.
2. To provide opportunities that support children's learning in all learning areas of development by increasing scores utilizing the Classroom Learning Assessment System (CLASS) using year one as baseline.
3. To provide training for all Head Start staff particularly new staff in providing a positive classroom environment and effective teaching and supervision techniques.

Goal 2:

1. To ensure all families have access to a support system that provides Head Start children and their families with appropriate health, oral health, nutrition and mental health services. The data is primarily tracked through Childplus as well as Excel spreadsheet customized to organize and collect outcomes data.
2. To ensure all parents are knowledgeable regarding their child's developmental stages through anecdotal notes, parent and home visits, and on-going resources.

Goal 3:

1. To build positive relationships with families and to identify new community partners to assist with family goals and objectives.
2. To increase family literacy skills and empower parents to take a more active role in their child's learning.

Goal 4:

1. To properly manage and maintain a quality program by continuing to hire classroom teachers with a degree in Early Childhood or a related field.
2. To continue to hire qualified staff at a competitive rate.

3. To continue to plan for upgrade and maintenance needs of computers and new software that would assist in providing services to children and families.

A1 c. Measurable Objectives.

Goal 1. Objective 1 Activities: Conduct assessments using Teaching Strategies (TS) GOLD; track and measure outcomes; staff attend professional development training; observe and provide feedback to classroom teachers.

Data-Tools: TS Gold software; Caregiver Interaction Rating Scale; CLASS data

Expected Outcomes: Children's outcomes will be tracked and measured using Teaching Strategies GOLD and parent input. The first year will serve as a baseline for the upcoming four years and patterns of progress will be analyzed. WKUCCC will ensure that 70% of the children in the program score within the Teaching Strategies Gold Widely Held Expectations (WHE) for their age.

Each staff member will develop/review an individualized professional development plan. These plans for teaching staff will include all areas on the CLASS Observation instrument which is utilized in all Head Start classrooms at least two times a year, and the ECERS-3 classroom observation instrument. Scores on this observation instrument will serve as a baseline for each subsequent year. Training will be provided throughout the year to groups and individuals as it pertains to specific individual professional development goals.

Expected Challenges: Obtaining accurate information as input from parents without inflating or holding back on children's actual ability.

Goal 2. Objective 1 Activities: Conduct home visits and parent conferences to help prepare parents for school-based parent teacher conferences and to discuss concerns in private; conduct health advisory meetings; participate in Home Visits and Policy Council.

Data-Tools: ChildPlus; Parent Education Curriculum; custom spreadsheet

Expected Outcomes: To provide training on developmental milestones. The goal is 85% of families will understand the concept of developmental milestones for their child. Teachers will partner with families in goal setting regarding their child's development during Home Visits and Parent Conferences.

Management staff will provide technical assistance and coaching pertaining to services for children. The Education and Component Coordinator will highlight importance of parent conferences as well as home visits during the enrollment process. Management staff will continue to develop new partnerships and attend community meetings to enhance the programs overall goals.

Expected Challenges: Parent attendance at additional training sessions. Parents are frequently unable to attend meetings/trainings due to time commitments elsewhere.

Goal 3. Objective 1 Activities: Management staff will increase family literacy skills through home visits, parent conferences and offered training. Management staff will also informally survey other community service providers to determine if their situation has changed in terms of funding, reach and ability to deliver services.

Data-Tools: ChildPlus, Active Parents Curriculum, and electronic survey

Expected Outcomes: WKUCCC will build positive relationships with families and identify community partners to assist with family goals and objectives. Management staff will informally survey other community service providers to determine if their situation has changed in terms of funding, reach and ability to deliver services.

Management staff will increase family literacy skills through home visits, parent conferences and offered training.

Expected Challenges: Due to the rising concerns of safety in the community, teachers and management staff are reluctant to schedule home visits after dark. Staff are encouraged to never go alone and or schedule a home visit prior to dark. This sometimes is a minor issue with scheduling.

A1 d. Prior Outcomes Impact.

WKUCCC is established in terms of staff and place within the social services community. As a result, our efforts in partnering with the community, university, and families have yielded years of results. School readiness is designed in our delivery of services, attention to parent's desire for their children is tempered with knowledge of best practices and needs of the local schools. During the development of program goals, WKUCCC involved numerous stakeholders, including governing body, policy council, parents, staff, community partners, and school district partners, throughout the previous year in evaluating existing Head Start/EHS services through partnership meetings, informal surveys, advisory committees, work groups, and the annual program self-assessment. It is recognized that expanding parent participation will be difficult as parents have greater demands on their time. Despite this WKUCCC is confident families will increase knowledge in family literacy and the importance of engaging in early family literacy activities. WKUCCC will link families to appropriate community service providers.

WKUCCC Head Start School Readiness Education Plan (Updated June 17, 2019)

The program's educational experiences and approach to school readiness are based upon our education plan, the Head Start Early Learning Outcomes Framework: Birth to Five for programs serving Head Start children and their families, and the program's curriculum which is Creative Curriculum. The Head Start Act requires that programs develop goals aligned with the

Framework, Kentucky Early Learning Standards and the expectations of school districts. Parental input also is required. Programs must also align their goals with their curriculum and assessment tools. WKUCCC's School Readiness goals have been developed by examining the Framework and Kentucky Early Learning Standards, analyzing child outcomes, integrating the Head Start Parent, Family and Community Engagement Framework, incorporating health services for the child and family, seeking input from parents and determining the management, human resources and financial support necessary for success.

As noted above, data entered into Teaching Strategies GOLD are aggregated by classroom and program level three times a year—October, February and May. At each point, child outcome averages (mean scores) are studied across domains to identify any school readiness areas where children are not progressing as expected. Next, the distribution of scores is examined to determine variability in children's progress. The Education Coordinator is able to determine if a certain classroom needs additional support in one or more areas to better target teaching and individualized learning. She also looks at various subgroups of children (e.g., gender, home language) to see if disparities exist.

WKUCCC has analyzed the third and final aggregation of current assessment data. This data concludes that 50% of children in the program scored either above or within the Teaching Strategies Gold Widely Held Expectations (WHE) for their age. Additional data concludes that 25-49% gains were made in all areas by 3 and 4 year olds that completed the entire program year from fall to spring. This data will create a baseline score for 2019-2020 school year. Highlights of the final data are, for example, in the domain of Social Emotional development, 77% of the children meet/exceed widely held expectations. Staff utilized various resources such as the Center for Social Emotional Foundation and partnered with agencies such as Lifeskills and both LEA's

to address individual social emotional needs. Other positive impacts include that 15% of 3 and 4 year olds are exceeding widely held expectations in the area of Fine Motor. 81% of the children meet/exceed widely held expectations in language and 16% of children exceed in the area of literacy. The program goal of promoting language and literacy development by utilizing guidance from quality indicators from CLASS and ECERS-R and targeted training regarding the domain of Instructional Support in CLASS continued to provide the intended impact. In the overall area of Math 72% of children are meeting/exceeding widely held expectations. Also, females exceeded males in every developmental area. Most children with current IEP plans were male. Females that held a current IEP plan consisted mainly of targeted speech objectives.

WKUCCC will not make any operational changes to our program at this time. Timing of aggregation data will also remain the same and we will continue to utilize the Teaching Strategies Gold online assessment system. WKUCCC currently have existing school readiness goals that have been revised to reflect the current child outcome data. We will continue to partner with families to share assessment info and receive their input. Also to partner with local LEA's to provide resources and training in some of the targeted areas from this final round of assessments for both Head Start and Early Head Start.

In planning for the upcoming school year, we will continue to target goals for these areas with providing teaching staff with upcoming pre-service training in August 2019 and on-going professional development opportunities throughout the school year. New materials and training will be provided for the following areas: Math, Trauma Based Training (Social-Emotional), Literacy and Language. We will also be continuing to implement and give feedback to the teaching staff on the CLASS observation instrument and ECERS-3. Utilizing the revised ECERS-3 will assist teaching staff to focus on Math, Language and Literacy materials, as the instrument

specifies interactions in these developmental areas. Class feedback and areas of improvement will also be noted in individual professional development plans to increase teachers understanding of providing learning opportunities in regarded areas per classroom assessment findings. Other additional strategies that will continue to be put into practice to support families, children, and teaching staff are as follows: To ensure assessments are valid, a sampling of children's assessments will be monitored by the Education Coordinator, WKUCCC will host parent and child designated activities, located on site at the center, to help link school activities and learning to home. School readiness backpacks that included educational activities were sent home with children and families over the holiday break December 2018, in an effort to help support learning at home. Additional home activities were sent home with children that will transition to kindergarten in the upcoming 2019 school year.

We will continue to partner with both local LEA's(Warren County Schools and Bowling Green City Schools) to ensure that all children with suspected and diagnosed disabilities are screened in a timely manner and if needed, have written IEP plans in place to target their individual areas of need.

A2: Aligning School Readiness Goals with ELO Framework.

WKUCCC offers an educational program that utilizes an individualized, child-centered, problem-solving approach to learning. Children are encouraged to learn through play, exploration, experimentation and active involvement. WKUCCC uses the age-appropriate versions of the *Creative Curriculum, 6th Edition* as the basis for design of the classroom environment and facilitation of learning. Education staff effectively tailor the curriculum to incorporate the Child Development and Early Learning Framework, address Kentucky School Readiness Goals and

reflect local program goals and the expectations of parents and schools. WKUCCC offers experienced, well-trained staff, low child-teacher ratios, developmental and health screenings, valid and reliable child assessment and individualized instruction.

WKUCCC establishes and nurtures partnerships with parents to ensure a continuum of learning between home and school and enrich parents' roles as lifelong educators of their children.

Community and professional partners enhance the experiences of children, families and program staff.

A3: Governing Body Involvement.

SUB-SECTION B: SERVICE DELIVERY

B1: Service and Recruitment Areas

B1 a. Identify Areas.

The service area for the direct operations will primarily be the areas near the university and the area surrounding the housing authority site. The service and recruitment area are considered high needs area in the fact that the highway 68-80 (running along the university borders) is not served by childcare providers and that being one of the main transportation corridors for families living in the western part of the city and county means that the Jones Jagers site is well placed to



service this end of the community. Additionally, Jones Jagers is convenient for the student population attending WKU and is serviced by transportation providers serving the technical schools and junior colleges in the area. A third factor is that the university location is adjacent to some of

the deepest pockets of poverty in the warren county area. Census Tract 103, Warren, KY has a

Figure 1 Census Tract 103

general poverty rate of 43.8% and 66% for children

(<https://censusreporter.org/profiles/14000US21227010300-census->

tract-103-warren-ky/), while Census Tract 109, Warren, KY has a general poverty rate of 20.6% and 30% for children.



Figure 2 Census Tract 109

B1 b. Evidence of Need.

Evidence of need is demonstrated by the level of poverty surrounding the university location and the second site which is in the low-income housing authority site. Bryant Way being in the housing authority site is by its definition a location of extreme poverty in Warren County.

B1 c. Partners.

No childcare partners are proposed. But moves to expand Early Head Start via EHS-CCP will modify this in the future.

B2: Needs of Children and Families

B2 a. Eligible Children.

When it comes to estimating eligible and available children in the service area the data below show that children in some age categories are hard to come by.

Warren County Birth Estimates						
Age of Child	5	4	3	2	1	Preg
Warren Births**	1,540	1,604	1,661	1,617	1,606	1622
Poverty Rate (2017)*	0.229	0.229	0.229	0.229	0.229	0.229
# Eligible Children /Pregnant Women	353	367	380	370	368	371

* http://www.ksdc.louisville.edu/data-downloads	Total HS Age Low Income	747	
**KY Vital Statistics	Total EHS Age Low Income	1109	

The births and poverty rates give us the eligible children and pregnant women in the Warren County Service area.

Impact of Other Providers

Poverty population HS (3-4)	747
Potential number served by other HS program	260
“At-Risk” Preschoolers served by Public Schools	274
Tuition Based Pre-K by Public Schools	56
Estimated Vouchers Available (0-13)*	442 442/13= 68
Available Head Start Children	$747-260-274-56-68=89$
Poverty population EHS (0-3)	1109
Number provided voucher for 0-3 Childcare	317
Potential number served by other EHS program	85
Available Early Head Start Children & Pregnant Mothers	$1109-317-85= 707$
Percentage of Preschool Served: Eligible/Available	10% / 85%
Percentage of EHS Served: Eligible/Available	1% / 2%

As the figures for Warren County currently stand, there are few children in the three and four-year-old categories who are not receiving some sort of subsidized service. The publicly funded pre-k is only operating a part week program currently, legislation has been introduced in the state house to expand funding to schools to serve all four year olds. A result is that any slight change in the operating environment will cause organizations not to be able to reach their required enrollments. WKUCCC is in a saturated market for older three and four-year-old services and

needs strongly to consider reduction of numbers in this area. One item that influences parent's decision making is the days per week and length of duration of services. As of this time, some of the services offered by the public pre-k are only part week/part day services. Using qualitative data from informal surveys of parents, it has been determined that there continues to be very strong demand for full week/full day services that do not require child care vouchers. According to figures provided by Kentucky Youth Advocates, there has been a 39% decline in vouchers available in Warren County across the last five years. This continuing decline in availability of these vouchers in Warren County, means the parents' request for extended day services without vouchers request makes sense. The parents would prefer five days a week and a single location rather than a patchwork approach using the limited public pre-k and vouchers to create a piecemeal approach to service. One way that WKUCCC could step up to provide such services would be to tie the reduction of services to extension of hours for WKUCCC.

B2 b. Service Needs Data.

Population

Total Population by Age Groups

Report Area	Age 0-4	Age 5-17	Age 18-24	Age 25-34	Age 35-44	Age 45-54	Age 55-64	Age 65
Warren	7,691	19,590	20,379	16,187	14,831	14,580	13,357	14,451
Kentucky	274,525	739,665	427,726	566,828	560,760	611,789	577,696	653,000
United States	19,866,960	53,745,478	31,296,577	43,397,907	40,548,400	43,460,466	40,061,742	46,180,632

With a total of 7691 children under the age of five, it would appear there are enough children for WKUCCC to serve. This will be examined further with the effects of poverty and childcare supply further in the community assessment.

Population by Race

Total Population by Race Alone, Percent

Report Area	White	Black	Asian	Native American / Alaska Native	Native Hawaiian / Pacific Islander	Some Other Race	Multiple Races
Warren	82.13%	9.2%	3.24%	0.33%	0.18%	3%	1.92%
Kentucky	87.48%	7.94%	1.29%	0.21%	0.06%	0.92%	2.1%
United States	73.35%	12.63%	5.22%	0.82%	0.18%	4.75%	3.06%

The bulk of the children to be served are expected to be white (Hispanic or Not). Few families are expected to be Hispanic as indicated by the accompanying tables.

Hispanic Population

Hispanic Population by Race Alone, Percent

Report Area	White	Black	Asian	Native American / Alaska Native	Native Hawaiian / Pacific Islander	Some Other Race	Multiple Races
Warren	36.41%	0.65%	0%	0%	0%	56.36%	6.59%
Kentucky	63.4%	3.08%	0.2%	0.91%	0.15%	24.4%	7.84%

The estimated population that is of Hispanic, Latino, or Spanish origin (all ages) in the report area is 6,010. This represents 4.96% of the total report area population, which is less than the national 17.13% rate. Origin can be viewed as the heritage, nationality group, lineage, or country of birth of the person or the person's parents or ancestors before their arrival in the United States. People who identify their origin as Hispanic, Latino, or Spanish may be of any race. For WKUCCC, it is not expected that there will be many families served with Spanish language skills. The program administered by Community Action of Southern Kentucky tends to serve more of Hispanic speaking population leaving WKUCCC to serve the Serbian and Burmese populations of the area.

Report Area	Total Population	Non-Hispanic Population	Percent Population Non-Hispanic	Hispanic or Latino Population	Percent Population Hispanic or Latino
Warren	121,066	115,056	95.04%	6,010	4.96%
Kentucky	4,411,989	4,265,044	96.67%	146,945	3.33%
United States	318,558,162	263,359,055	82.67%	55,199,107	17.33%

Families with Children

According to the most recent American Community Survey, it estimates, 31.54% of all occupied households in the report area are family households with one or more child(ren) under the age of 18. As defined by the US Census Bureau, a family household is any housing unit in which the householder is living with one or more individuals related to him or her by birth, marriage, or adoption. A non-family household is any household occupied by the householder alone, or by the householder and one or more unrelated

individuals.

Report Area	Total Households	Total Family Households	Families with Children (Under Age 18)	Families with Children (Under Age 18), Percent of Total Households
Warren	45,974	29,709	14,501	31.54%
Kentucky	1,718,217	1,136,651	534,932	31.13%
United States	117,716,237	77,608,829	37,299,113	31.69%

Data Source: US Census Bureau, American Community Survey. 2012-16. Source geography: Tract

Family Households with Children by Race Alone, Percent

Report Area	White	Black or African American	Native American / Alaska Native	Asian	Native Hawaiian / Pacific Islander	Some Other Race	Multiple Race
Warren	44.93%	67.13%	27.5%	68.7%	100%	77.24%	73.03%
Kentucky	45.36%	59.65%	46.31%	62.41%	66.67%	74.82%	57.06%
United States	44.51%	57.91%	57.99%	53.31%	63.03%	68.87%	59.95%

Data Source: US Census Bureau, American Community Survey. 2012-16. Source geography: Tract

In terms of Homeless individuals the latest point in time count reports that there were 29 children under the age of 18 who were in emergency shelters with zero children unsheltered

(<http://www.kyhousing.org/Resources/Data-Library/Documents/K-Count%202017%20Results%20by%20County.xlsx>)

Disabilities

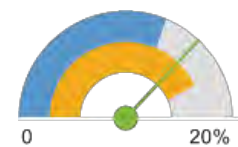
Population with Any Disability

This indicator reports the percentage of the total civilian non-institutionalized population with a disability. This indicator is relevant because disabled individuals comprise a vulnerable population that requires targeted services and outreach by providers.

Report Area	Total Population (For Whom Disability Status Is Determined)	Total Population with a Disability	Percent Population with a Disability
Warren	119,751	17,721	14.8%
Kentucky	4,327,357	745,988	17.24%
United States	313,576,137	39,272,529	12.52%

Data Source: US Census Bureau, American Community Survey. 2012-16. Source geography: Tract

Percent Population
with a Disability



■ Warren (14.8%)
■ Kentucky (17.24%)
■ United States (12.52%)

The table above indicates the numbers and estimations of number of people with disabilities in Warren County. The percent of children with disabilities in the total population tends to run slightly higher than the required 10% for Head Start purposes and WKUCCC has no difficulty maintaining its required percentage in preschoolers because of the university affiliation. The University's Department of Speech/Language/Autism and Special Education provide treatment to the children enrolled in WKUCCC. For this reason, the disabilities quota is easily met.

What this means for the program is that it is reasonable to expect that the bulk of the children with disabilities will require services for speech and language. There will almost always be children with disabilities issues that will require the assistance of various university departments.

Disability: Preschool Source: Program Data	2015-2016 Percent of enrollment	2016-2017 Percent of enrollment	2017-2018 Percent of enrollment
Total	16	18	15

The table above indicates that the program is meeting the requirement of working to identify children with disabilities and assisting families in receiving services. The rates presented in the table above shows that the program is easily providing the services. Again, this indicates the remarkable strength the program has in its blending of services with the local school districts. One issue that the EHS services face is that physicians and other diagnostic personnel are loath to classify children ages 0-3 with a disability if there is a chance that the child will grow out of the disability or otherwise have the situation mitigated through services provided. The primary disabilities reported are speech/language followed by non-categorical.

Schedule

Based upon recent PIR information the program has changed since the days of large numbers of college students using the Head Start services. In the two parent families there is a strong chance that at least one parent will be employed. For the single parent homes this is not the case. Since the employment levels are lower for Head Start families than the overall population, it is expected that WKUCCC's job assistance and job readiness skills are still very important in order to assist those willing in developing job skills leading to employment. In terms of a "typical schedule" of work or school, the Head Start families work or attend at such a wide and varied number of hours

and atypical times, it is very difficult to determine an exact match of services hours and demand for childcare. However, there is an expressed desire for childcare services to be full day/single location/no voucher required in order to keep the children in a safe location while the parent(s) are engaged in work/school. WKUCCC Head Start/EHS operates hours in order to closely match the school schedules, which is seen as a plank in the school readiness platform.

Food Insecurity

This indicator reports the estimated percentage of the population that experienced food insecurity at some point during the report year. Food insecurity is the household-level economic and social condition of limited or uncertain access to adequate food.

Food Insecure Population Ineligible for Assistance

<p>This indicator reports the estimated percentage of the total population and the population under age 18 that experienced food insecurity at some point during the report year but are ineligible for State or Federal nutrition assistance. Assistance eligibility is determined based on household income of the food insecure households relative to the maximum income-to-poverty ratio for assistance programs (SNAP, WIC, school meals, CSFP and TEFAP). The implication is</p>	<p>Food Insecure Population, Total</p>	<p>Percentage of Food Insecure Population Ineligible for Assistance</p>	<p>Food Insecure Children, Total</p>	<p>Percentage of Food Insecure Children Ineligible for Assistance</p>
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that WKUCCC staff have to be knowledgeable and able to draw upon unofficial sources as the situation warrants.				
Report Area				
Warren	18,840	32%	5,280	27.01%
Kentucky	722,330	29%	221,780	25%
United States	48,770,990	29%	17,284,530	31%

High School Graduation Rate (EdFacts)

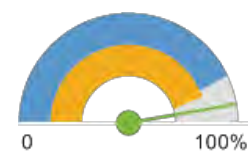
Within the report area 94.5% of students are receiving their high school diploma within four years. Data represents the 2015-16 school year. This indicator is relevant because research suggests education is one the strongest predictors of health and human development.

Report Area	Total Student Cohort	Estimated Number of Diplomas Issued	Cohort Graduation Rate
Warren	1,391	1,315	94.5
Kentucky	48,000	43,003	89.6
United States	3,135,216	2,700,120	86.1

Data Source: US Department of Education, ED Facts. Accessed via DATA.GOV. Additional data analysis by CARES. 2015-16. Source

Cohort

Graduation Rate



Warren

(94.5%)

Kentucky

(89.6%)

geography: School District

■ United States

(86.1%)

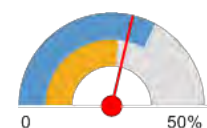
The local rate is higher than both Kentucky and national rates graduation rates. This indicates that Warren County area has relatively good graduation rates. However, those that don't graduate are left with very limited futures. The bulk of the Head Start parents possess at least a high school diploma, as a result less focus is placed on this level of education and more effort targeted at higher levels of education and specialized information.

Housing Cost Burden (30%)

This indicator reports the percentage of the households where housing costs exceed 30% of total household income. This indicator provides information on the cost of monthly housing expenses for owners and renters. The information offers a measure of housing affordability and excessive shelter costs. The data also serve to aid in the development of housing programs to meet the needs of people at different economic levels.

Report Area	Total Households	Cost Burdened Households (Housing Costs Exceed 30% of Income)	Percentage of Cost Burdened Households (Over 30% of Income)
Warren	45,974	13,210	28.73%
Kentucky	1,718,217	456,781	26.58%

Percentage of Households where Housing Costs Exceed 30% of Income



■ Warren (28.73%)

■ Kentucky (26.58%)

United States	117,716,237	38,719,430	32.89%	<div></div> <div>United States</div> <div>(32.89%)</div>
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Data Source: US Census Bureau, American Community Survey.

2012-16. Source geography: Tract

The result of the heavy reliance on personal automobiles and rate of housing burdened means that many families have little financial resources left after these expenses to afford childcare.

Health

The tables below give an indication of the general health conditions of the county. A lack of access to care presents barriers to good health. The supply and accessibility of facilities and physicians, the rate of uninsured, financial hardship, transportation barriers, cultural competency, and coverage limitations affect access.

Rates of morbidity, mortality, and emergency hospitalizations can be reduced if community residents access services such as health screenings, routine tests, and vaccinations. Prevention indicators can call attention to a lack of access or knowledge regarding one or more health issues and can inform program interventions.

	Warren County	Top Performers USA	State of Kentucky
Quality of Life			
Poor or fair health	18%	12%	21%
Poor physical health days	4.3	3	4.8

Poor mental health days	4.3		3.1	4.8
Low birthweight	9%		6%	9%
http://www.countyhealthrankings.org/app/kentucky/2018/rankings/warren/county/outcomes/overall/snapshot				

In general Warren County as a whole is better off than the state but not in line with the best performing counties in the country. A further breakdown of health behaviors is warranted.

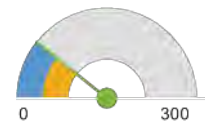
	Warren County	Top Performers USA	State of Kentucky
Health Behaviors			
Adult smoking	19%	14%	24%
Adult obesity	0.32	0.26	0.34
Food environment index	7.4	8.6	7
Physical inactivity	24%	20%	28%
Access to exercise opportunities	0.64	0.91	0.72
Excessive drinking	0.15	0.13	0.16
Alcohol-impaired driving deaths	0.28	0.13	0.28
Sexually transmitted infections	413.4	145.1	395.2
Teen births	23	15	38
http://www.countyhealthrankings.org/app/kentucky/2018/rankings/warren/county/outcomes/overall/snapshot			

Access to Dentists

This indicator reports the number of dentists per 100,000 population. This indicator includes all dentists - qualified as having a doctorate in dental surgery (D.D.S.) or dental medicine (D.M.D.), who are licensed by the state to practice dentistry and who are practicing within the scope of that license. WKUCCC is fortunate to have the WKU Dental Clinic as a location for dental homes for WKUCCC families.

Dentists, Rate per
100,000 Pop.

Report Area	Total Population, 2015	Dentists, 2015	Dentists, Rate per 100,000 Pop.
Warren	122,851	79	64.31
Kentucky	4,425,092	2,736	61.8
United States	321,418,820	210,832	65.6



Warren (64.31)
Kentucky
(61.8)
United States
(65.6)

Data Source: US Department of Health Human Services, Health

Resources and Services Administration, Area Health Resource File. 2015.

Source geography: County

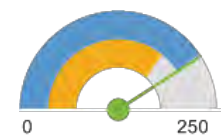
Access to Mental Health Providers

This indicator reports the rate of the county population to the number of mental health providers including psychiatrists, psychologists, clinical social workers, and counselors that specialize in mental health care.




Mental Health Care
Provider Rate (Per

Report Area	Estimated Population	Number of Mental Health Providers	Ratio of Mental Health Providers to Population (1 Provider per x Persons)	Mental Health Care Provider Rate (Per 100,000 Population)
Warren	120,458	247	487.7	205

100,000 Population)



Kentucky	4,377,849	7,874	556	179.8
United States	317,105,555	643,219	493	202.8

 Warren (205)
 Kentucky (179.8)
 United States

Data Source: University of Wisconsin Population Health Institute, (202.8)

County Health Rankings. 2018. Source geography: County

Mental health services are relatively more available in Warren County than the rest of the state. WKUCCC takes advantage of this situation and uses this availability to serve the children and families in Warren County.

Lack of Social or Emotional Support

This indicator reports the percentage of adults aged 18 and older who self-report that they receive insufficient social and emotional support all or most of the time. This indicator is relevant because social and emotional support is critical for navigating the challenges of daily life as well as for good mental health. Social and emotional support is also linked to educational achievement and economic stability. Again, WKUCCC is fortunate to have university resources that can be applied to this area as needed and scheduled.

Report Area	Total Population Age 18	Estimated Population Without Adequate Social / Emotional Support	Crude Percentage	Age-Adjusted Percentage
Warren	86,425	14,606	16.9%	17.2%
Kentucky	3,294,652	649,046	19.7%	19.7%
United States	232,556,016	48,104,656	20.7%	20.7%

Data Source: Centers for Disease Control and Prevention, Behavioral Risk Factor Surveillance System. Accessed via the Health Indicators Warehouse. US Department of Health Human Services, Health Indicators Warehouse. 2006-12. Source geography: County

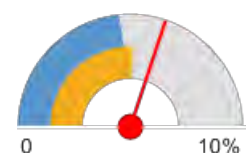
Climate Health - High Heat Index Days

This indicator reports the percentage of recorded weather observations with heat index values over 103 degrees Fahrenheit. The heat index is a better measure than air temperature alone for estimating the risk to children from environmental heat sources.

Report Area	Total Weather Observations	Average Heat Index Value	Observations with High Heat Index Values	Observations with High Heat Index Values, Percentage
Warren	2,920	95.13	176	6.03%
Kentucky	248,565	94.17	12,623	5.1%
United States	19,094,610	91.82	897,155	4.7%

Data Source: National Oceanic and Atmospheric Administration, North America Land Data Assimilation System (NLDAS) . Accessed via CDC WONDER. Additional data analysis by CARES. 2014. Source geography: County

Percentage of Weather Observations with High Heat Index Values: %



■ Warren (6.03%)
■ Kentucky (5.1%)
■ United States (4.7%)

The higher than state/national rate of high heat days means the staff of WKUCCC must be judicious in the amount of time they spend outside during high heat periods.

B2 c. Other Availability.

See B1

B3: Proposed Program Options and Funded Enrollment Slots

B3 a. Proposed Option/Compliance.

WKUCCC is proposing to continue to directly serves 75 children aged three and four. Combined with the delegates, this program provides services to 178 preschoolers in Warren, Daviess, Marshall, Graves and McCracken Counties. WKUCCC provides Head Start and Early Head Start (EHS) services within Bowling Green/Warren County at two locations: The Western Kentucky University Campus served by the Jones-Jaggers Center and the Bowling Green housing authority complex served by the Bryant Way Center.

B3 b. LDO variation Waiver.

N/A

B3 c. Meet Needs.

The needs and WKUCCC's ability to meet needs are demonstrated throughout the document.

B3 d. Funded enrollment change.

No funded enrollment changes are proposed.

B4: Centers and Facilities

B4 a. Service location changes.

No changes in services

B4 b. Minor renovations or repairs.

No minor renovations or repairs are proposed.

B4 c. Facilities activities subject of 1303 Subpart E.

No facilities activities that are subject of 1303 Subpart E are proposed.

B5: Eligibility, Recruitment Selection, Enrollment and Attendance

B5 a. Recruitment Process.

The Eligibility, Recruitment Selection, Enrollment and Attendance (ERSEA) system ensures that eligible children and families are recruited and selected with attention to serving the neediest. The enrollment process emphasizes the transitions that both child and parent must make to assure success in the program, to take full advantage of its services and provide continuity of care and experiences. Finally, if children are to be school ready, they must attend regularly and their parents must be fully cognizant of the value of regular attendance for their children and their own engagement (including attendance at program events, meetings and functions) in their children's education.

B5 a. i. Vulnerable Children.

WKUCCC continues to seek opportunities to recruit and serve children of the vulnerable population. Staff works in partnership with Department of Community Based Services (DCBS) through serving on committees and attending training and information sessions. Through this partnership, WKUCCC is able to provide enrollment information to DCBS staff making information available to foster parents and kinship care families involved in the care of young children. Additionally WKUCCC nurtures relationships with Potter Children's Home and BRASS informing agency staff of Head Start and Early Head Start opportunities through WKUCCC including the service to pregnant mothers. WKUCCC staff continue to develop relationships with family resource coordinators in local public school systems that support nontraditional families such as grandparents, etc. responsible for preschoolers. Such relationships have proven beneficial for the families through the referral process of families needing services to WKUCCC.

B5 b. Attendance Strategy.

If children are to be school ready, they must attend regularly and their parents must be fully cognizant of the value of regular attendance for their children and their own engagement (including attendance at program events, meetings and functions) in their children's education. The Component Coordinator and teaching staff work together to partner with parents to ensure children attend the Head Start program on a regular basis by informing parents of daily activities by online websites, newsletters, home visits, parent conferences, and identifying time management goals, strategies, and successful outcomes through family partnerships

B6: Education and Child Development**B6 a. ii. Age Appropriate.**

WKUCCC utilizes the Teaching Strategies GOLD (TS GOLD) assessment system as a seamless, authentic, observation based assessment system. Reports generated using Teaching Strategies GOLD software allow staff to examine data about individual children as well as aggregate data at classroom and program levels. Data are formally compiled and analyzed three times a year-in October, February, and May. These data enable WKUCCC to assess and direct continuous program improvements related to the curricula, teacher practices and interactions, professional development, program design and overall program practices.

WKUCCC minimally adapted and broadly adopted the Kentucky School Readiness Goals and continues to supplement them with local program goals based on assessments of children enrolled in WKUCCC Head Start. These goals ensure children are appropriately ready for school. From

previous data, developmental expectations found in the *Head Start Early Learning Outcomes Framework* and Kentucky's Early Childhood Standards, also informed the selection of specific School Readiness goals. Aligning with both documents, WKUCCC has adopted goals in the developmental areas of social-emotional growth, physical development and health, language and literacy, approaches to learning, cognition and general knowledge and parent engagement.

Kentucky School Readiness Goals

(adapted by WKUCCC)

Physical Development and Health

- Children will demonstrate control of large muscles for movement, navigation and balance.
- Children will demonstrate control of small muscles for purposes such as using utensils, self-care, building, writing and exploring.
- Children and families will practice healthy and safe habits.

Social and Emotional Development

- Children will develop and demonstrate positive interactions and relationships with adults and peers.
- Children will develop and demonstrate the ability to recognize and regulate emotions, attention, impulses and behavior.

Approaches to Learning

- Creative Arts Expression – Children will show interest and participate in a variety of visual arts, dance, music and dramatic experiences.
- Approaches to Learning – Children will demonstrate flexibility, inventiveness, curiosity, motivation, persistence and engagement in learning.

Language and Literacy

- Language Development – Children will use language to express their wants and needs.
- Language Development – Children will engage in conversations, follow directions and comprehend language.
- Literacy Knowledge and Skills – Children will demonstrate knowledge of print and develop the awareness that print conveys meaning.
- English Language Development – Children who are dual language learners will demonstrate competency in their home language while acquiring proficiency in English.

Cognition and General Knowledge

- Logic and Reason – Children will use reasoning skills and symbolic representation to find multiple solutions to questions, tasks, problems and challenges.

- Mathematics Knowledge and Skills – Children will use math in everyday routines to count, compare, relate, pattern and problem solve.
- Science Knowledge and Skills - Children will explore their environments via observation

B6 a. iii. Aligned with ELO.

WKUCCC offers an educational program that utilizes an individualized, child-centered, problem-solving approach to learning. Children are encouraged to learn through play, exploration, experimentation and active involvement. WKUCCC uses the age-appropriate versions of the *Creative Curriculum, 6th Edition* as the basis for design of the classroom environment and facilitation of learning. Education staff effectively tailor the curriculum to incorporate the Child Development and Early Learning Framework, address Kentucky School Readiness Goals and reflect local program goals and the expectations of parents and schools. WKUCCC offers experienced, well-trained staff, low child-teacher ratios, developmental and health screenings, valid and reliable child assessment and individualized instruction.

WKUCCC establishes and nurtures partnerships with parents to ensure a continuum of learning between home and school and enrich parents' roles as lifelong educators of their children.

Community and professional partners enhance the experiences of children, families and program staff.

B6 a. iv. Support Implementation.

Since 2011, a group of Kentucky Head Start professionals meet to ensure the school readiness goals are aligned with broad expectations of school districts, Kentucky Early Childhood Standards and the Head Start Child Development and Early Learning Framework. The success of each child is shared with parents through home visits and parent conferences. As well as the governing body and Policy Council are updated on progress through meetings and the information is used for continuous improvement during the Self-Assessment process.

B6 b. Home-Based Programs.

N/A

B6 c. Screening/Assessments.

Developmental and health screenings are conducted within the program using a screening tool from the state-approved screening list. The screenings currently being used in the region include the Brigance, the DIAL, and Ages and Stages. Teaching Strategies GOLD is the child assessment instrument for ages birth-five across the program. Ongoing assessments are used to individualize planning to meet children's developmental needs. A quarterly analysis of child outcomes is presented to the governing bodies and used to develop program improvements and professional development opportunities for staff.

Students are screened and assessed in their native language unless the program can demonstrate that there is not a qualified bilingual staff person or interpreter. In this case, other multiple modes of information are used, including observations over time and information from the family to evaluate child progress. Parent input is welcomed and valued as part of the screening and assessment process. Each screening and assessment used by the program has a parent questionnaire piece and parents are also encouraged to share any concerns about their child's development with teachers throughout the year. Child outcomes progress is shared regularly with parents during home visits and parent-teacher conferences. Parents are encouraged to participate in the classroom and observe their child.

B6 d. Parent Opportunities.

In case any information is not gather from the parents at the screening times, the parents at the time of registration, complete a Family Strengths and Needs Assessment. Each area of the assessment is based on the seven family outcomes measured by the program and based on the

Parent, Family and Community Engagement Framework. Staff learn what families consider as needs and interests, strengths and skills, services the family is already receiving, and family goals with other agencies. Family Services staff then work with families to identify goals.

B7: Health Services

B7 a. Meet Needs.

WKUCCC provides comprehensive health services in the areas of medical, dental, mental health and nutrition. The comprehensive services ensure all Head Start children have an established medical home. The health care management team as well as the Health Advisory Committee work together to serve the children and their families. Staff partner with parents and community health partners to meet the family needs. To ensure the maintenance of good health habits and practices, WKUCCC maintains an active program of health providers for children, parents, staff, and volunteers.

All required screenings, including hearing and vision, will occur within the first 45 days of program entry or beforehand. The State of Kentucky requires an up-to-date immunization upon enrollment along with a birth certificate. The Component Coordinator will work with parents to ensure that each child has a medical home, so the health requirements are met. The Component Coordinator will work with children and families who will pursue additional testing with parents. The WKU Dental Hygiene Department will provide the children dental exams as well as for families.

All centers will participate in the USDA Child and Adult Care Feeding Program (CACFP) and will follow the guidelines for nutritional needs and will be low in sugar, salt and fats. Upon enrollment, a nutrition assessment as well as special diets are addressed. The Nutrition Associate

will work with the Registered Dietician and food vendor to implement a health plan for the Head Start program and at home.

B7 a. i. Ensure compliance.

All information provided for the health service areas will be documented in ChildPlus with backup information available in children's and families' folders. All families will be provided with at least one print or online source of information about local and state health services, with a goal of 70% of families accepting and using this information.

B7.a. ii. Mental Health Services.

WKUCCC will continue to work with our community partners in the mental health field such as Local Educational Agencies (LEA), Early Childhood Council, LifeSkills, Community Based Services, Family Works, and Impact Plus to ensure are children and family needs are met.

WKUCCC also uses Ages and Stages-3 Social Emotional screening instrument to supplement the Brigance screening tool to provide Head Start teachers with differentiates by age information about children's social and emotional development. In addition, for Head Start children the Devereux Early Childhood Assessment (DECA) is used when children present particular behavioral challenges and is used as a resource tool. All screening instruments utilized have been found to be linguistically and culturally appropriate. A mental health consultant will conduct observations in the Head Start classrooms three times a year. The mental health consultant will provide the Education Coordinator and Component Coordinator a written report that consist of the classroom environment and the interaction between teacher and child along with child and their peers. Through a partnership with WKU's psychology department, a faculty member and graduate students under his direction assist with mental health observations in the classroom. Other services they provide include consultation to families and observations of individual

students as requested by the child's parents. The mental health consultant typically provides information to families regarding stress, single parenting, drug or alcohol use, time management, or any other need identified for the family.

B8: Family and Community Engagement

B8 a. Relationships.

During the application process, each individual family meets with the Component Coordinator to discuss family strengths, challenges, and any family needs. At this time, a relationship is being formed and a partnership is initiated. Throughout the program year, the Component Coordinator formally address any family needs and assist with developing a Family Partnership. This is the initial relationship between the parents and Component Coordinator (Family Services).

During the enrollment process, the classroom teachers meet with parents to assist with the enrollment process. This allows teachers to bond with families prior to entry into the classroom.

B8 b. Engagement.

WKUCCC extends the campus community to include both centers and to embrace students and non-students whose children are enrolled in the program. That university connection offers the opportunity for families to advance their own learning interests through education, training and other experiences that support their parenting, careers and life goals. Training is conducted during Parent Meetings; parents are encouraged to enroll at WKU or WKU's Community College and take advantage of the university's Counseling Center, Financial Aid Services and other resources; and parents learn from community partners who visit the center to address family needs and interests. Activities are conducted at the centers throughout the year to involve and engage parents and information is distributed via our parent websites. Activities are sent home to help families engage in learning with their children. Families are offered the opportunity and

encouraged to volunteer or simply visit and observe at WKUCCC centers anytime. All of this information is used to assist the family in setting goals to work toward establishing a Family Partnership Agreement (FPA).

Upon enrollment in Head Start, a Family Needs Assessment (FNA) is completed with the family. This process allows rapport building to take place between the Component Coordinator and the family. Opportunities are then offered to the family to establish a Family Partnership Agreement (FPA). During the process, goals are identified the family would like to work on – some for adult family members and others that directly address parents’ expectations for their children’s school readiness. The Component Coordinator assists the family with setting short and long term goals that are specific, measurable, realistic and attainable. The process includes timelines, responsibilities of the family and Coordinator, and strategies for achieving the goals. Once goals are established, the Coordinator continues to work with the family and monitors their progress toward goal attainment. As family outcomes are achieved, children become more and more ready for school.

B8 c. Parent Curriculum.

WKUCCC utilizes Active Parenting which is an evidence research-based curriculum founded in 1980 by Dr. Michael H. Popkin. The curriculum assists families with topics such as parenting of all ages and stages, step parenting, divorce, school success, and raising children in a challenging world. This curriculum correlates with the Ages and Stages screening tool which defines the social and emotional being of a child.

B8 d. FPS Strategies.

WKUCCC extends the campus community to include both centers and to embrace students and non-students whose children are enrolled in the program. That university connection offers the

opportunity for families to advance their own learning interests through education, training and other experiences that support their parenting, careers and life goals. Training is conducted during Parent Meetings; parents are encouraged to enroll at WKU and take advantage of the university's Counseling Center, Financial Aid Services and other resources; and parents learn from community partners who visit the center to address family needs and interests. Activities are conducted at the centers throughout the year to involve and engage parents and information is distributed via our parent websites. Activities are sent home to help families engage in learning with their children. Families are offered the opportunity and encouraged to volunteer or simply visit and observe at WKUCCC centers anytime.

The Component Coordinator works closely with the Education Coordinator to ensure meaningful input into services that affect parents the most. An effort is made at the very beginning, upon the child's enrollment into the program, to obtain information and establish a close and supportive working relationship with parents. Identifying families' cultural preferences or feeding requirements, recognizing a parent's lack of literacy or English language skills and the need for a translator or other services are examples of information obtained and documented upon the child's enrollment. Through a partnership with WKU's psychology department, a faculty member and graduate students under his direction assist with mental health observations in the classroom.

B8 d. i/ii Procedures/Tracking.

Once the Family Partnership Agreement goals are established, the Component Coordinator continues to work with the family and monitors their progress toward goal attainment. As family outcomes are achieved, children become more and more ready for school. As stated before, upon enrollment in Head Start, a Family Needs Assessment (FNA) is completed with the family. This

process allows rapport building to take place between the Component Coordinator and the family. Opportunities are then offered to the family to establish a Family Partnership Agreement (FPA). During the process, goals are identified the family would like to work on – some for adult family members and others that directly address parents’ expectations for their children’s school readiness. The Component Coordinator assists the family with setting short- and long-term goals that are specific, measurable, realistic and attainable. The process includes timelines, responsibilities of the family and Component Coordinator, and strategies for achieving the goals. Once goals are established, the Component Coordinator continues to work with the family and monitors their progress toward goal attainment. As family outcomes are achieved, children become more and more ready for school.

The Component Coordinator collaborates with the Education Coordinator after assessments are completed in May to analyze data collected from the children’s individual education goals. Data are used to monitor program goals, establish parent calendars, design events, training and materials that are shared with parents, and to ensure systems to support these services are effective.

B 8. e. Partnerships.

Through a partnership with WKU’s psychology department, a faculty member and graduate students under his direction assist with mental health observations in the classroom. Other services they provide include consultation to families and observations of individual students as requested by the child’s parents. The mental health consultant typically provides information to families regarding stress, single parenting, drug or alcohol use, time management, or any other need identified for the family.

WKUCCC encourages all families to be directly involved in the decision-making process through their involvement in the Policy Council, Health Services Advisory Committee, the new School Readiness Leadership Team and the Parent Committees, and to be further engaged in the program by participating as committee members, volunteers, and staff. These experiences and activities enhance the development of the family members' skills, self-confidence, and sense of independence. Above all, WKUCCC supports parents as the most important teachers and greatest influences in the lives of their children.

B9: Services for Children with Disabilities

B9 a. Participation.

The overall goal of WKUCCC Disability Services is to ensure that children with disabilities receive comprehensive services and are included in the full range of program activities within the child development program. WKUCCC has established and maintained for several years Local Education Agency (LEA) agreements with the only two local school districts. These agreements include the process for referrals, coordination of intervention services, and development of Individual Education Plans (IEP's) for those children that qualify for these services. Also, Interagency Agreements are in place with Kentucky's First Steps Early Intervention Program. This program serves children birth to age three and the agreement addresses referrals, interventions services, and assists children who are making the transition to Head Start from KY's First Steps program.

The Early Learning Network that was recently established by the Kentucky Department of Education (KDE) includes Head Start staff and administration as well as school district staff and administration. The purpose of this network is to build capacity in programs across the state in order to plan for highly effective teaching, learning and assessment practices. Guiding resources that are

developed and endorsed by the Kentucky Department of Education are provided and utilized in the coordination between Head Start and other community programs.

B9 b. Individualized Needs.

WKUCCC has established and maintained for several years Local Education Agency (LEA) agreements with local school district to individualize for each child who needs services. These agreements include the process for referrals, coordination of intervention services, and development of Individual Education Plans (IEP's) for those children that qualify for these services. Also, Interagency Agreements are in place with Kentucky's First Steps Early Intervention Program. This program serves children birth to age three and the agreement addresses referrals, interventions services, and assists children who are making the transition to Head Start from KY's First Steps program.

B10 a./b./c. Transition.

Head Start parents and families support and advocate for their child's learning and development as they transition to new learning environments, including EHS to HS and HS to Kindergarten through elementary school. At the beginning of parenthood families develop warm relationships that nurture their children's learning and development. Families also strive to continue strengthening positive parent-child relationships as their children go through developmental stages, milestones and challenges.

For transitions within the WKUCCC HS program, children who are already enrolled will be involved in a child-initiated approach into existing Head Start classrooms. Meetings with families are held prior to these transitions and children are allowed to visit their new classrooms at their own pace.

When for some reason (e.g., schedule change, second year classroom re-assignment) a child transitions from one Head Start classroom or center to another, records are transferred, and teachers work collaboratively to share information regarding the family and child. Families are encouraged to visit and transition at the child's pace and comfort level.

Our final goal in transition is to prepare families and their children for successful transitions to kindergarten or a public preschool program. For those families who will make this transition, WKUCCC staff provides registration information, conduct parent meetings with a focus on transition, and discuss readiness and any transition-related needs during each home visit and parent conference throughout the year to ensure a smooth transition for everyone.

B11: Services to Enrolled Pregnant Women - N/A under this grant

B12: Transportation

B12 a./b. Need.

Over 60% of the WKUCCC population are parents enrolled at the university. It is so convenient for parents to bring their children to the center before entering their college classes. No transportation is provided.

SUB-SECTION C: GOVERNANCE, ORGANIZATIONAL AND MANAGEMENT STRUCTURES

C1: Structure

C1 a./b. Members Board.

WKUCCC Head Start is governed by the WKU Board of Regents and a subcommittee of the WKU Research Foundation Board. The Foundation serves as the central repository for incoming

grant funding for ancillary University activities such as Head Start. The Board of this body has created a sub board with supporting documentation for the oversight of this agreement with OHS.

C1 c. Members Policy Council

Policy Council is elected annually by parents of the program and consists of Head Start Parent Representatives and Community Representatives. The delegates have parent representatives on WKU CCC Policy Council, too.

C1: Governance Process

C1 a./b./c. Communication.

Board and Policy Council conduct quarterly face-to-face meeting and receive monthly reports to both governing bodies include progress on service delivery, ongoing program monitoring, financial statements with credit card and administrative cost summaries, personnel updates, and specific items requiring action. Monthly and Quarterly financial reports are also posted to WKUCCC website. As part of the University, WKUCCC utilizes the University accounting software and procedures, assuring fiscal accountability and oversight by the University fiscal office, Office of Sponsored Programs and WKURF Board.

C1 d./e. Parent Committee.

The Parent Committee is provided the opportunity to have input into the classroom curriculum and is ultimately a part of the school readiness goals and plan. The Parent Committee receives a progress report and parents receive their child's individual progress toward their individual goals and the progress of the school readiness goals by classroom and compared to the State progress as a whole. They are also provided the program's annual report that includes children's progress toward the goals for the school year and the status of the implementation of the school readiness

plan. The program's improvement plan, which includes any revisions to the school readiness plan and/or the curricula, is presented to each group for input.

C1: Relationships

The parent, the principal influence in the child's development, is invited to be a direct participant in all aspects of the program including Parent Committee, Policy Council, Health Advisory Committee as well as volunteers and paid Teacher Aides (Student Workers). Parents are encouraged to participate in program and community training for the purposed of assisting in the empowerment of the family through improved parenting skills and skills promoting self-reliance and independence. WKUCCC continues to discover new ways for parents to become involved in decision-making process of the program and in the development of activities that they deem helpful and important in meeting their particular needs and conditions.

C1 a. TTA.

WKUCCC's ties to the university provide a wide array of program enrichment and professional development services to staff such as early childhood education, nursing, social work and psychology at no charge to the program.

C1 b. Conflict of Interest.

WKU CCC has adopted the following as part of the Board Bylaws:

Members of the governing body shall--

- (i) not have a financial conflict of interest with the Head Start agency (including any delegate agency);
- (ii) not receive compensation for serving on the governing body or for providing services to the Head Start agency;
- (iii) not be employed, nor shall members of their immediate family be employed, by the Head Start agency (including any delegate agency); and

(iv) operate as an entity independent of staff employed by the Head Start agency.

C1 c. Decision Making.

Staff collect data, analyze the information and develop reports for Board and Policy Council.

When actions must be taken staff develop alternatives with input from Policy Council. The range of alternatives are presented, and choice is made. The alternatives and choice plus the rationale for the choice is then taken to the Board for discussion evaluation and determination.

C2: Human Resources Management

C2 a. Organizational Chart.

The Organizational Chart can be found in the attachments.

C2 b. Criminal check system.

Prior to starting in a Head Start position, a Federal Bureau Investigation (FBI) check, required in Kentucky for all licensed child care center employees, is conducted on all WKUCCC employees, and a national criminal check is required by WKU Human Resources before hiring. Other records check may be conducted as required by state law, and Head Start regulations. Employment will not begin until the criminal records checks has been completed.

C2 c. Orientation.

Orientation begins with a new hire orientation conducted by WKU Human Resources department followed by new employee orientation facilitated by WKUCCC management staff. All new employees, consultants and volunteers receive orientation by designated management staff. WKUCCC's orientation provides basic employment/ volunteer information, content specific information, and best practices when working with young children along with safety and supervision topics including active supervision. Classroom Teaching Staff participate in orientation, as well as state mandated training. The state mandated training is offered online

which includes ECOOL (Early Care Orientation Online learning) and Pediatric Head Abuse Trauma Training.

C2 d. Professional Development/Coaching.

Classroom teaching staff are provided group and individual professional development opportunities to support their success in the implementation of the school readiness goals for all children, to meaningfully involve parents and other partners to enhance children's school readiness and to achieve high scores on the ECERS-3 and the CLASS for the preschool classroom. Education management staff assesses each classroom using these tools a minimum of two times per year and provide needed resources.

Resources include physical resources such as books, articles, videos, financial support to attend conferences and training, tuition reimbursement, release time and practicum and internship opportunities for staff and classroom equipment and supplies to support children's learning. Staff also benefit from mentoring and coaching, model teaching, constructive feedback and reflective supervision, ample planning time, and curriculum and degree program, counseling and support.

All WKUCCC teaching staff have Professional Development plans that are updated and revised during pre-service and annual appraisals. The CLASS results for preschool teachers will be discussed on an individual basis and feedback given during individual meetings. Also, WKUCCC partners with other agencies and CLASS-reliable persons to observe preschool staff and further ensure that results across classrooms are reliable. Consistent with best practice in ongoing program monitoring, program management uses child outcomes and CLASS data to allocate professional development resources for the next year.

C3: Program Management and Quality Improvement

C3 a. Systems.

Effective and efficient management systems enable programs to grow and prosper, staff to do and enjoy their work and clients to receive the highest quality of service. The Head Start's management systems contribute to the success of WKUCCC's program plans including the School Readiness plan. The program self-assessment will inform the development of those systems goals each year and those that are relevant to the program plans as well as the school readiness will be captured broadly for program improvement or enhancement and articulated as part of the program's action plan.

Planning. The program plans as well as the School Readiness plan will be incorporated into the program's long- and short-term goals and objectives, which are reviewed annually. Parents, staff, Policy Council and Board members are provided opportunities to have input into the planning process. Policy Council and Board members review and approve program plans. The planning process includes a review of the curricula, screening and assessment tools, and data collection, reporting and on-going monitoring processes. The planning process also includes and incorporates information gleaned from: parent meetings, home visits, parent-teacher conferences, surveys, self-assessment, community assessment, and meetings with community partners and school administrators.

Communication. The program's management team and teaching staff meet on a regular basis to discuss and plan program operations and data analysis as a standing agenda item. Policy Council and Board members receive monthly reports, child assessment data analysis reports, School Readiness, Annual Report, and the final Self-Assessment, and Community Assessment reports. Parents are given information about their children's progress during home visits and

parent/teacher conferences, as well as any time that they want to review their children's growth and development with classroom and/or management staff. Internal communication is assured through meetings and staff conferences. Technology is a vital tool for providing communication such as e-mail capabilities, websites, transmitting reports, research of information, and providing training for staff program wide.

Record Keeping and Reporting. Most program data is collected in Child Plus. Reports on child outcomes, as noted above, are provided to decision makers and other interested parties and the annual report is posted on the program's website. Reporting to parents is done individually during home visits and parent-teacher conferences, as well as in the aggregate to parent committees.

The primary data collection tool for child outcomes is Teaching Strategies GOLD. Each teaching team has a computer designated for Teaching Strategies GOLD. Work samples, portfolios, photos and artwork are also used to describe child outcomes. Tables, charts and graphs are produced at each of the three benchmarked dates.

On-going Monitoring. Overall the program uses Childplus for monitoring systems. Also, the university has a host of systems used for monitoring financial including payroll, accounts payable, vendor selection, credit card usage etc. Classroom teaching staff monitor each child's progress using objective data forms, Teaching Strategies GOLD, work samples, portfolios, photos and artwork. The progress of children with suspected disabilities or identified disabilities is monitored through specific RTI or IEP forms. The disability staff meets with teachers monthly to monitor the progress of children with RTIs or IEPs.

Self-Assessment. The school readiness plan, including data collection and reporting processes is one tool used in the program's annual self-assessment process. Self-assessment identifies areas of

needed improvement and best practices within WKUCCC's school readiness initiative and incorporates specific improvement and enhancement goals into the overall improvement plan.

Human Resources. Program staff are selected with an eye to ensure that they share WKUCCC values and goals, specifically in this area as they relate to child growth and development, parents as children's first and most important teachers, and the importance of ongoing professional growth and development. Classroom teaching staff are provided group and individual professional development opportunities to support their success in the implementation of the school readiness goals for all children, to meaningfully involve parents and other partners to enhance children's school readiness and to achieve high scores on the ECERS-R or ITES-R and the CLASS for the preschool classroom. Education management staff assesses each classroom using these tools a minimum of two times per year and provides needed resources.

A critical sub-system of human resources, *Professional Development* is inextricably tied to school readiness, especially for education staff. Discussions between supervisors and staff in other service areas will determine whether and what professional development goals related to school readiness will be included in other staffs' professional development plans and incorporated into performance appraisals.

Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA). Matriculation in Head Start is the first program-focused step toward school readiness for both child and parent. The ERSEA system ensures that eligible children and families are recruited and selected with attention to serving the neediest. The enrollment process emphasizes the transitions that both child and parent must make to assure success in the program, to take full advantage of its services and provide continuity of care and experiences. Finally, if children are to be school ready, they must attend regularly and their parents must be fully cognizant of the value of regular attendance

for their children and their own engagement (including attendance at program events, meetings and functions) in their children's education.

C3 b. Improvement Process.

The program's improvement plan, which includes any revisions to the school readiness plan and/or the curricula, Self-Assessment, is presented to Board, Policy Council, Parent Committee, Health Service Advisory Committee and staff for input and approval. Afterwards, a draft copy is submitted to the management team and then reviewed again by the above committees/councils.

C3 c. Staffing.

Staff are offered the opportunity to take up to six hours of undergraduate coursework each semester or three graduate hours each semester free of charge. Both individual courses and intensive courses of study enhance their ability to work effectively with children, families, community partners and technology. Program and fiscal staff work cooperatively to establish the annual program budget with input from Board and Policy Council. Discussions take into account the fixed costs for the program (e.g., personnel, fringe benefits, contractual obligations), then determine how the variable costs will be allocated, for supplies, equipment, professional development (i.e., travel, registration, training materials, etc.).