



POLICY COUNCIL AGENDA

 2 OCTOBER 2025

 5:00 - 6:30 PM

TOPIC	ACTION	PAGE #	PERSON RESPONSIBLE
Call to Order	None	NA	Udana Arceo
Corrections/Additions to the agenda	Vote?	1	Udana
Approval of Consent Agenda:			
• Minutes of May meeting		2	
• Financial report	Vote	4	Udana
• Director's report		7	
◦ includes personnel information			
• Program Information summary		18	
Review parliamentary procedures	in notebook	NA	Lesa Larson
Director Update			
• Screeners	None	NA	Lesa
Old Business	None		
New Business			
• PIR report	None	19	Sherrie
• Health Services Advisory Council	None	NA	Lesa
• Policy review:			
◦ PG020 - Conflict of Interest...	Vote	21	Lesa
◦ PG021 - Policy review and Updates	Vote	22	Lesa
◦ FIS004 - Purchase Allowability	Vote	23	Linda
◦ SYS001 - Annual Report	Vote	24	Lesa
◦ SYS132 - Community Assessment	Vote	25	Lesa
• Election of Officers	Vote	NA	Lesa
Parent/Community Reports	None	NA	
Adjournment	Vote		
Next meeting: November 6			

Heartland Early Education Policy Council Minutes

04.03.2025

VOTING MEMBERS PRESENT:

Jenny Reyes, Pelton Smalls, Chelsea Luffman, Shelby Hermosillo, Kelly Mobray, Shelly Peters, Candice Sauers, Sarah Crowley

NON-VOTING MEMBERS:

Udana Arceo, Sherrie Scott, Shanna Rector, Bonnie Schamberger, Lesa Larson, Linda Loret, Adriana Aranda

GUESTS:

Amanda Preeo, Michelle Hellmuth, Alondra Alvarado

CALL TO ORDER:

Udana Arceo called the meeting to order at 5:02 p.m.

CHANGES AND ADDITIONS TO THE AGENDA:

There were no changes or additions to the agenda.

APPROVAL OF CONSENT AGENDA ITEMS:

Chelsea Luffman motioned to approve the Consent Agenda Items as presented. Shelly Hermosillo seconded the motion, which passed.

TRAINING:

Kindergarten Transition

Michelle Hellmuth explained the process Heartland created to help children who feel anxious and have mixed emotions about the transition to kindergarten. Teachers use different strategies within the classroom, like graphing the schools where children are going, and helping children talk about the emotions they are experiencing. They practice using lunch trays to develop their independent skills, and students have the opportunity to visit the elementary school they will be attending. This allows them to meet school personnel and to familiarize themselves with their new school. Head Start teachers also compile a packet to provide teachers with information about each child.

DIRECTOR REPORT:

Lesla Larson informed:

- Lesla Larson received information about the presidential intention to remove federal funding from Head Start. Letters about this issue were sent out to parents and staff. Information is also posted on our website and Facebook page. Lesla provided a handout about the government budget approval process.
- Sarah Crowley was recognized for serving as a Head Start Policy Council member for five years. Sarah shared her personal story about the difference Head Start services made for her and her children.

OLD BUSINESS:**OHS letter received**

- Lesa shared a letter from the Office of Head Start was received informing that, given the progress towards full enrollment, the base grant will not be reduced.

Under Enrollment Plan Update

Sherrie Scott reported that the current enrollment is 219 out of 256 (86%). 132 applications are waiting to be processed for the 2025-2026 school year.

NEW BUSINESS:**2025-2026 Past Parents Election**

Lesla explained that Policy Council past parents are individuals whose child will continue to be enrolled at Heartland, or will transition to another school, and desires to continue serving on the Policy Council. Past parents serve as community representatives and mentors/leaders for new PC parents. They provide continuity and stability. PC members can serve up to 5 years. Jenny Reyes and Chelsea Luffman were proposed as past parent members for Policy Council for the 2025-2026 school year. Sarah Crowley made a motion to approve the proposed members. Pelton seconded the motion. The motion passed.

2025-2026 Community Representative Roster

Lesla inquired about possible Policy Council community representatives for Dickinson, Ellsworth, and Saline County for the 2025-2026 school year. The following members were identified as possible community representatives.

- Jessica Scott
- Aleshia Jester
- Miranda Bachman

Pelton Smalls made a motion to approve the names to be added to the PC community representatives roster for the 2025-2026 school year. Sarah Crowley seconded the motion. The motion passed.

Director Evaluation

Udana Arceo provided Policy Council Members with a Director's evaluation for the 24-25 school year.

Parent/Community Reports

- Jenny Reyes shared that her daughter will continue her education in the nursing program at Kansas Wesleyan University.
- Candice Sauers shared that there will be a Mental Health Block Party on Saturday, May 3, 2025, from 4 to 9 pm. This party will be in Downtown Salina.
- Kelly Mobray informed that English language class enrollment will be in June. Interested individuals need to enroll as soon as possible. These classes fill up on day one.
- Lesa invited members to admire the Art that our Head Start children made for our yearly Art Walk.

Meeting adjourned at 6:00 p.m., motion made by Jenny Reyes and seconded by Pelton Smalls.

USD 305 Heartland Early Education

Board of Education and Policy Council Reports



CACFP MEALS CLAIMED - AUGUST 2025

	# of Meals	Breakfast	Lunch	PM snack	Total Meals	Revenue Recv'd
Enterprise		60	60	48	168	502.38
Ellsworth		100	100	100	300	862.50
Salina Education Center		136	140	134	410	1,190.10
Salina Heartland		1,944	2,092	1,884	5,920	17,417.34
	Total CACFP Meals	2,240	2,392	2,166	6,798	\$ 19,972.32

CREDIT CARD CHARGES - AUGUST 2025

	Vendor name	WEX Inc.	Walmart	Dillon's	Gene's IGA	West's C Mart
	Date Paid	8/15/2025	8/22/2025	8/22/2025	8/31/2025	8/31/2025
	Vendor #	vendor # 801	vendor # 7517	vendor # 1152	vendor # 3060	vendor # 905
Account #	DESCRIPTION					
73480	playground / outdoor supplies		84.96			
73460	HS classroom supplies - room 101		293.78			
73470	HS classroom supplies - room 103		396.12			
73500	HS classroom supplies - room 104		75.07			
73530	HS classroom supplies - room 106		64.31			
73540	HS classroom supplies - room 108		50.00			
73560	HS classroom supplies - room 110		151.58			
73580	HS classroom supplies - room 111		126.57			
73585	EHS classroom supplies - room 112		1.98			
73640	HS classroom supplies - Enterprise		4.97			23.68
73680	HS classroom supplies - SA Educ Center		324.74			
73731	EHS classroom supplies - room 810		4.56			
73732	EHS classroom supplies - room 812		9.77			
73780	EHS Home Visit Supplies		25.75			
73930	diapers / supplies					
74380	Policy Council Meetings					
74440	Parent Meetings - HS					
74470	Parent Meetings - EHS Center Based					
74480	Parent Meetings - EHS socializations					
74485	Parent Meetings - EHS home based					
74487	DK CO socializations		34.74			
73440	Office Supplies		34.59			
73950	Building Supplies		89.91		6.55	
74520	Other Activities - Program					
74524	Other Activities - Staff Groups			97.89		
74680	vehicle fuel	441.12				
74685	bus fuel					
74720	Training - Staff		33.72			
81860	CACFP - non food supplies				30.48	
81880	CACFP - Food Expenses		401.12		449.12	
75757	Preschool Elementary Supplies		149.76			
		441.12	2,358.00	97.89	486.15	23.68



VISA Credit Card Statement

8/15/2025

ACCOUNT	DESCRIPTION	AMOUNT		CARD HOLDERS	AMOUNT
42520	Parents as Teachers				
73440	Office Supplies				
73465	Classroom Supplies - room 102 Gina	129.33			
73470	Classroom Supplies - room 103 Nicole				
73500	Classroom Supplies - room 104 Kate	4.95		Hellmuth, Michelle	
73530	Classroom Supplies - room 106 Heidi	69.17		Holecek, Cindy	
73560	Classroom Supplies - room 110 Casi	103.98		Larson, Lesa	
73580	Classroom Supplies - room 111 Jackie	70.53		Lorett, Linda	1,519.99
73640	Classroom Supplies - Enterprise	33.67		Wagoner, Megan	
73540	Classroom Supplies - room 108 Tonya	56.14			
73700	Misc. Expense				
73720	Classroom Supplies- Room 904 Marquesa			Enterprise (LeAnn F)	
73735	EHS Home Visitor Supplies				
73790	Literacy Supplies - Classroom				
73840	Medical/Dental Supplies			Salina #1	2,023.96
73950	Building Supplies	617.60		Salina #2	1,010.52
74380	Policy Council Meetings			Salina #3	3,892.55
74400	Volunteer Appreciation				
74430	Parent Meetings - Ellsworth				
74440	Parent Meeting - Saline County			Reward Credit	
74470	Parent Meeting - High School				
74485	Parent Meetings - EHS HB				
74487	Parent Meetings - EHS HB DK CO	13.00			
74490	Fatherhood/Motherhood Support Group				
74520	Other Activities				
74524	Other Activities Michelle	200.00			
74580	Subscriptions	372.00			
74620	Advertising - Human Resources				
74630	Staff Heartwarmers Program				
74640	Human Resources - Testing Fees	196.00			
74660	Membership Dues				
74700	Training - Leadership				
74710	Training - Mid Manager	150.00			
74720	Training - Staff	4,734.90			
74740	Training - Conscious Discipline				
74820	Training - Health / Mental Health				
74870	Training - Policy Council				
74890	Training / CDA Fees	950.00			
75470	Weekend Food Bags	690.38			
75798	Training - Staff Development KPP	55.37			
	TOTAL	8,447.02		9 Visa Cards	8,447.02

Heartland Early Education >>> Director's Report

Lesa Larson
August 2025

**1) Enrollment ending 6.30.2025**

Early Head Start: 85/91

Head Start: NA – school year only

KEHS-Home Visitation: 20/20

KEHS-Child Care Partners: 23/27

2) Attendance Rates ending 6.30.2025

EHS Home-Based: 91%

EHS Center-Based: 94%

Head Start: NA – school year only

KEHS-Home Visitation: 82%

KEHS-Child Care Partners: 89%

3) Snacks and meals served (June)

School	Breakfast	Lunch	PM Snack	Total	Revenue Received
Enterprise	School Year Only				
Ellsworth					
Salina Education Center					
Salina Heartland (EHS only)	802	833	760	2,395	6,760.43
Total CACFP Meals	802	833	760	2,395	\$6,760.43

4) New Hires

Name	Position	Effective
Williams, Virginia	Pre K Educator	8/1/2025
Gatewood Dixon, Rhonda Leann	EECES	8/1/2025
Saavedra, Cassi	EECES	7/14/2025
Fuller, Kiera	EECES	8/1/2025

Transfers

Name	Old Position	New Position	Effective
Weigel, Nicole	Prek Teacher - BA	Prek Teacher - BA+15	8/1/2025
Vicente, Eulalia	EECES	EECES/CDA	8/1/2025

Separation of Employment

Name	Position	Effective
Cusick, Diane	Family Consultant Specialist	12/31/2025
Duenas-Galvan, Leslie	Family Consultant	7/31/2025
Lohman, Onieda	EECES	7/14/2025
Martinez, Jackie	EECES	7/23/2025

- 5) Heartland's data entry team has been working diligently throughout the summer to enroll children across all of our program options:
 - a. Early Head Start: Both center-based child care and home based options
 - b. Head Start: Part Day and School Day School Year models
 - c. SPS Pre-K

Applications continue to come in daily, and I am excited to report our programs are nearly full.
- 6) This summer, we partnered with Lakeshore, an early childhood vendor, to fully equip a second preschool classroom at Cottonwood Elementary. All furniture and classroom materials were delivered and assembled on-site by a Lakeshore team. The space is now fully prepared and ready to welcome children for the new school year.
- 7) On Friday, August 1, we held our annual All Staff Training at CrossPoint Church, which continues to be an ideal venue for this event. This year's theme, "**Assembly Required**," used the metaphor of a puzzle to frame our message:
 - Every piece (child, parent, and staff) has a place
 - Start with the corner and edge pieces to build a strong foundation
 - Don't force a fit; with patience and curiosity, we can all thrive
 - The full picture becomes clearer over time
 - Missing pieces matter

This theme has set a meaningful tone as we begin the school year.

- 8) **ACF-OHS-PI-25-02 -- One-Time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families.** These funds aim to improve nutrition services and reduce barriers to healthy eating for children and families. Potential uses include food service upgrades, equipment, nutrition education materials, or limited personnel costs. Applications must demonstrate clear ties to nutrition and health outcomes.
- 9) Recruitment for the 2025 Policy Council is underway. Family Consultants are actively engaging with enrolled families to discuss the importance of parent leadership and encourage participation. Once representatives are elected, training will take place in September, with the first official meeting scheduled for October 1.

Included in this report:

- ACF-OHS-PI-25-02 -- One-Time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families
- 2024-25 Credit Card Charge Report (June)
- 2024-25 Policy Council Financial Summary
- Visa Statement Month End Summary (June)



One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families

 headstart.gov/policy/pi/acf-ohs-pi-25-02

One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families ACF-OHS-PI-25-02

U.S. (United States) Department
of Health and Human Services

ACF
Administration for Children and Families

1. **Log Number:** ACF-OHS-PI-25-02
2. **Issuance Date:** 07/29/2025
3. **Originating Office:** Office of Head Start
4. **Key Words:** Nutrition; Healthy Eating

Program Instruction

To: All Head Start Recipients

Subject: One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families

Instruction:

This Program Instruction (PI) outlines the process for Head Start grant recipients to request supplemental funds to promote nutrition services and healthy eating for enrolled children and families. The PI (Program Instruction) is also intended to assist programs in determining allowable uses of funds to meet program needs.

As affirmed in [ACF-OHS-IM-25-03](#), Head Start programs play a critical role in ensuring children and families have access to comprehensive nutrition services and a variety of nutrient-dense food, including whole grains, fresh fruits, and vegetables, while reducing intake of ultra-processed foods and added sugars. Access to healthy foods and other nutrition services help children grow, develop, and learn. Healthy nutrition is essential for

brain development and provides children with the energy needed to stay active and focused throughout the program day. A balanced diet and physical activity help strengthen a child's immune system, reducing the risk of infections and illnesses. They also prevent childhood obesity, which can lead to chronic diseases such as heart disease and diabetes.

Some Head Start programs have shared that a lack of funding can be a barrier to improving or expanding their nutrition services and support for healthy eating. In response to this feedback, the Office of Head Start (OHS) is making available this opportunity for one-time supplemental funding. The scope and size of the improvements that programs may want to make to their nutrition services will vary and OHS (Office of Head Start) recognizes it cannot anticipate all circumstances in which these supplemental funds may be needed. Based on recipient feedback on both promising practices for and common barriers to implementing robust nutrition and health services for children and families, this PI (Program Instruction) provides a non-exhaustive list of allowable uses of funds for programs' consideration.

Examples of Allowable Uses of Supplemental Funds

Head Start programs have many options for integrating creative approaches to nutrition services. The activities outlined below meet the programmatic purposes and goals of the Head Start mission and are allowable under the relevant statutory and regulatory requirements. The following is not a list of required activities, but rather a list of allowable activities that program administrators may consider in addressing the unique circumstances in their communities related to promoting nutrition services and healthy eating. Head Start funds must be used in ways that comply with the Head Start Program Performance Standards (Performance Standards). These Performance Standards emphasize the importance of providing materials, activities, and environments that meet the safety guidelines for young children and consider the age and developmental stage of children. Please note, a multi-disciplinary approach to nutrition and healthy eating may include multiple activities, and the examples of allowable activities listed below are intended to be reflective of non-recurring expenses that would be appropriate uses of one-time supplemental funds. OHS (Office of Head Start) expects that programs leverage multiple sources of funding to support the ongoing provision of comprehensive nutrition services. Under [45 CFR §1302.44\(b\)](#), a program must use funds from U.S. Department of Agriculture (USDA) Food, Nutrition, and Consumer Services Child Nutrition programs as the primary source of payment for meal services. Head Start funds may be used to cover those allowable costs not covered by the USDA. Applicants for proposed funding must demonstrate that they have not received duplicative funding for proposed expenses from another federal funding source, including USDA grant programs such as the School Equipment Grant ([National School Lunch Program Equipment Assistance Grants](#)) or the [Patrick Leahy Farm to School program](#). Additionally, applicants must demonstrate that proposed expenses are not duplicative of funds received through the USDA's Special

Supplemental Nutrition Program for Women, Infants, and Children (WIC). Applications should be specifically tied to nutrition and health outcomes for children and families, including enhancing healthy nutrition practices for participating families and children.

- **Food Service Upgrades**

- Modernization of kitchen facilities and related upgrades to ensure safe food preparation and storage, and opportunities to prepare fresh, whole foods on-site.
- Procurement of fresh, locally sourced, and nutritious food items, which may include transportation costs for delivering fresh ingredients to centers.
- Designated breastfeeding spaces, such as lactation rooms and breast milk storage at center-based programs to provide private and sanitary spaces for breastfeeding mothers.
- Programs receiving funding for facility renovations must follow all requirements for recording notices of federal interest as outlined in [45 CFR §1303.46](#).

- **Materials, Supplies, and Equipment**

- Materials and equipment for center-based, home-based, or family child care activities focused on healthy eating, such as cooking demonstration kits or supplies to create community or family gardens, greenhouses, and Indigenous seed hubs.
- Commercial-grade appliances (refrigerators and freezers for safe food storage; ovens, stoves, and microwaves for on-site meal preparation; dishwashers for sanitizing utensils and dishes).
- Food preparation tools, cookware and bakeware, and storage containers.
- Sanitation equipment and protective kitchen gear to ensure the safety of staff, children, and families during food preparation and cooking activities.
- Breastfeeding supplies for use in Head Start facilities, such as breast pumps, nursing pads, storage containers, or comfortable nursing chairs for designated breastfeeding spaces specifically designed to encourage breast feeding.
- Gardens or gardening supplies designed to foster farm-to-table strategies and ensure children are exposed to range of healthy food options through educational experiences.

- **Nutrition Education Resources**

- Development of nutrition and breastfeeding education programming and curricula for children, families, and staff.
- Training for staff on nutrition and breastfeeding best practices and dietary guidelines, aligned with USDA requirements and targeting improved outcomes for children and families.
- Workshops, seminars, and community events for families on nutrition, breastfeeding, health, and wellness topics.
- Healthy food during programming, including meals and snacks for children and families during parent and family engagement activities.
- Building or enhancing partnerships around health and nutrition with local child care providers or other local resources families use for parenting supports.

- **Non-recurring Personnel Costs**

- Consultations with specialized staff (such as registered dietitians or nutritionists) to develop and oversee meal plans that meet USDA guidelines and address the specific needs of children, such as special dietary needs, or provide nutrition counseling to families and staff.
- Staff training and professional development, which may include nutrition education workshops to train staff on the importance of balanced diets and portion control, physical activity, and food safety, and how to prepare healthy meals and snacks efficiently. Staff training could also include sessions with mental health professionals to address emotional and behavioral challenges related to food insecurity or unhealthy eating habits, and provide counseling to children and families on stress management and its impact on nutrition.
- Consultations with individuals who can promote physical activity and healthy lifestyle choices among children and staff, such as with [I Am Moving, I Am Learning](#), or develop programming that integrate nutrition and wellness into daily routines.
- Community outreach coordinators to help programs set up partnerships with local farms, food banks, and health organizations to enhance nutrition services and organize events such as cooking classes and nutrition fairs for families.

Funding Requests

Grant recipients should engage in an assessment of programmatic and community nutrition and health needs that considers the immediate, interim, and long-term impacts and associated costs, understanding that one-time funds should be used for non-recurring expenses. If grant recipients pursue one-time supplemental funds to support personnel, for purposes such as those outlined above, we encourage consideration for whether these

positions are short-term or if ongoing expenses can be built into program budgets moving forward. Application narratives must clearly delineate which of the following categories of funding are included in the request:

1. Food Service Upgrades
2. Materials, Supplies, and Equipment
3. Nutrition Education Resources
4. Non-recurring Personnel Fees

Each proposed grant activity should have clear timelines for execution and completion. Project completion timelines, including major activities within each phase, need to be clearly stated in the application. For categories 2–4 above, applicants must limit proposed expenses to evidence-based interventions or training. As part of their applications, grant recipients should provide the research and evaluations for the interventions they intend to use and describe how they will maintain fidelity to the model described in the research. Additionally, as mentioned in the section above, applicants for proposed funding must demonstrate that they have not received duplicative funding for proposed expenses from another federal funding source, including USDA grant programs such as the School Equipment Grant ([National School Lunch Program Equipment Assistance Grants](#)) or the [Patrick Leahy Farm to School program](#). Additionally, applicants must demonstrate that proposed expenses are not duplicative of funds received through the USDA's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC).

Application Instructions

OHS (Office of Head Start) is making funds available for nutrition and health supplements. **We encourage applications to be submitted as soon as possible, but no later than Friday, August 22 for the priority deadline. Applications will be reviewed on a rolling basis.** Applications may continue to be considered on a rolling basis after the priority deadline of Friday, August 22, if funds are available.

To be considered, grant recipients must apply for supplemental funds through an application in the Head Start Enterprise System (HSES). Applications should be submitted using the "Supplement – Nutrition" application amendment. Applications submitted for nutrition purposes using a different application type will not be considered for this opportunity. Supplemental applications should include the following:

- SF-424
- SF-424A
- Program Narrative
- Budget Narrative

- Governing Body and Policy Council Approvals (if not possible to include with the application submission, these may be submitted prior to awards being made)

None of the nutrition and health supplemental funds awarded to grant recipients will be included in the calculation of the grant recipient's base grant in subsequent fiscal years. Nutrition and health supplemental funds are not subject to the allocation requirement of [Sec. 640\(a\)](#) of the Head Start Act.

In addition to all the information included in this [PI \(Program Instruction\)](#), grant recipients must also comply with all award terms and conditions.

Funding Considerations

OHS's priority is to promote high-quality nutrition services and healthy eating for enrolled children and families in Head Start programs. Awards will be based on how effectively the proposed model design fits the needs of the community to be served. [ACF \(Administration of Children and Families\)](#) reserves the right to deny funding to any applicant that is presently designated as "high risk," probationary, or not in good standing, or has been debarred or defunded by any state or federal agency.

Through this funding opportunity, [OHS \(Office of Head Start\)](#) is interested in reaching areas of greatest nutritional needs to facilitate the enhancement of services for families who would most benefit from services. [ACF \(Administration of Children and Families\)](#) reserves the right to prioritize organizations based on their ability to demonstrate their community's need and provide sustainable approaches toward the ongoing provision of comprehensive nutrition services.

For questions regarding nutrition and healthy eating needs, please contact ohs_policy@acf.hhs.gov. For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

We are committed to supporting your program as we work together to promote nutrition and healthy eating for Head Start children and families.

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

/ Captain Tala Hooban /

Captain Tala Hooban
Acting Director
Office of Head Start

USD 305 Heartland Early Education

**CACFP MEALS CLAIMED - JUNE 2025**

	# of Meals	Breakfast	Lunch	PM snack	Total Meals	Revenue Recv'd
Enterprise					-	
Ellsworth					-	
Salina Education Center					-	
Salina Heartland (EHS only)		802	833	760	2,395	6,760.43
Total CACFP Meals		802	833	760	2,395	\$ 6,760.43

CREDIT CARD CHARGES - JUNE 2025

	Vendor name	WEX Inc.	Walmart	Dillon's	Gene's IGA	West's C Mart
	Date Paid	6/13, 6/18, 6/26	6/18, 6/26	6/18/2025	none	none
	Vendor #	vendor # 801	vendor # 7517	vendor # 1152	vendor # 3060	vendor # 905
Account #	DESCRIPTION					
42275	Parents as Teachers					
73480	playground / outdoor supplies		94.60			
73490	HS misc classroom supplies		88.13			
73500	HS classroom supplies - room 104					
73540	HS classroom supplies - room 108					
73585	HS classroom supplies - room 112		4.52			
73640	HS classroom supplies - Enterprise					
73720	EHS classroom supplies - room 904		22.63			
73731	EHS classroom supplies - room 810		22.15			
73732	EHS classroom supplies - room 812					
73780	EHS Home Visit Supplies		152.20			
73930	diapers / supplies					
74380	Policy Council Meetings					
74440	Parent Meetings - HS					
74470	Parent Meetings - EHS Center Based					
74480	Parent Meetings - EHS socializations					
74485	Parent Meetings - EHS home based		12.50			
74487	DK CO socializations		18.29			
74490	Fatherhood / Mothers Group		232.86			
73840	Medical / Dental Supplies		24.98			
73440	Office Supplies		8.77			
73950	Building Supplies		64.65			
74520	Other Activities - Program					
74524	Other Activities - Staff Groups					
74630	Staff Heartwarmers					
74670	Transportation Supplies		30.76			
74680	vehicle fuel	884.89				
74685	bus fuel	199.28				
77510	Diaper Supplies - child care partners					37.75
81860	CACFP - non food supplies					
81880	CACFP - Food Expenses		473.37	44.98		
		1,084.17	1,250.41	44.98	-	37.75



Heartland Early Education Financial Summary

for Fiscal Year 7/01/24 through 6/30/25

as of June 30, 2025



Categories	Budget		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	Balance	% Spent
Fund 61 - Federal Head Start / Early Head Start																	
1. Personnel	4,731,083	269,507	340,108	423,250	416,353	452,217	382,565	409,779	397,077	356,685	378,890	419,231	350,560	4,596,221.60	(134,861.40)	97.15%	
2. Fringe Benefits	873,798	50,168	58,516	81,367	78,620	83,253	78,704	79,657	78,997	76,343	75,633	80,441	93,148	914,847.31	41,049.31	104.70%	
3. Facility Renovations																	
4. Contractual	34,400	3,163	13,563	8,063	21,207	8,477	9,239	9,399	9,725	7,321	12,955	7,748	5,771	116,632.46	82,232.46	339.05%	
5. Child Care Contractual	42,490	1,557	1,801	2,041	2,512	5,012	1,983	1,418	2,000	2,036	2,093	4,653	3,009	30,113.58	(12,376.42)	70.87%	
6. Supplies	177,800	10,629	5,613	10,274	10,082	7,763	4,871	3,246	8,588	3,828	28,425	40,255	37,455	171,028.67	(6,771.33)	96.19%	
7. Other Child Services	34,320	862	1,140	2,628	2,941	2,442	1,874	2,103	1,221	1,164	1,248	1,393	353	19,368.90	(14,951.10)	56.44%	
8. Other Parent Services	23,610	59	181	174	535	1,116	1,486	668	729	1,456	3,080	1,797	1,870	13,150.91	(9,459.09)	58.16%	
9. Other/Occupancy	243,160	21,483	13,776	18,703	13,874	12,076	10,856	27,485	12,213	11,231	11,334	37,237	104,150	294,418.64	51,258.64	121.08%	
10. Training	76,921	1,678	1,920	6,359	1,535	1,269	9,611	16,421	15,959	3,388	151	404	22,134	80,829.12	3,908.12	105.08%	
11. Equipment > \$5000	52,000										24,302	10,989		35,290.62	(16,709.38)	67.87%	
Total Federal Grant	6,288,582	359,105	436,619	552,859	547,658	573,624	501,190	550,176	526,510	463,452	538,110	604,148	618,450	6,271,901.81	(16,680.19)	99.73%	
	Budget	Received														Variance	
Additional Revenues/Reimbursements	247,000	13,703	18,211	24,518	22,212	19,301	19,304	16,384	17,795	22,903	19,987	14,339	21,663	230,319.81	(16,680.19)	93.25%	
Fund 59 - Kansas Early Head Start Child Care Partnerships																	
1. Personnel	705,949	41,915	59,538	58,023	61,229	64,197	59,803	72,548	63,803	55,655	63,575	60,733	60,940	721,958.95	16,009.95	102.27%	
DCF Child Care Revenues	(201,600)	(13,950)	(11,414)	(21,418)	(24,871)	(28,559)	(26,300)	(24,110)	(24,897)	(26,543)	(21,083)	(16,957)	(21,743)	(261,845.13)	(60,245.13)	129.88%	
2. Fringe Benefits	142,189	8,563	10,827	10,787	11,634	11,729	11,346	13,248	11,799	11,159	12,217	11,649	11,676	136,633.93	(5,555.07)	96.09%	
5. Child Care Contractual	29,262	596	1,280	1,722	2,345	2,539	1,596	1,415	899	1,641	1,021	3,200	1,650	19,905.00	(9,357.00)	68.02%	
9. Other / Occupancy	21,200	1,151	1,920	2,028	2,069	2,393	1,870	1,745	2,028	1,895	2,037	2,245	2,488	23,868.05	2,668.05	112.59%	
Total Kansas Grant HC CP	697,000	38,275	62,150	51,141	52,406	52,299	48,314	64,847	53,633	43,807	57,767	60,869	55,011	640,520.80	(56,479.20)	91.90%	
Fund 59 - Kansas Early Head Start Home Visitation																	
1. Personnel	165,395	16,461	14,757	14,282	16,201	15,406	14,071	12,648	12,980	11,454	14,330	12,216	10,880	165,687.08	292.08	100.18%	
2. Fringe Benefits	30,265	2,901	2,508	2,496	2,887	2,605	2,492	2,278	2,256	2,138	2,580	2,142	2,099	29,380.74	(884.26)	97.08%	
9. Other / Occupancy	4,340	211	119	168	369	159	146	116	142	120	185	180	3,018	4,932.18	592.18	113.64%	
Total Kansas Grant HV	200,000	19,573	17,384	16,946	19,457	18,170	16,708	15,042	15,378	13,712	17,094	14,538	15,997	200,000.00	(0.00)	100.00%	
Other Early Childhood Grants																	
Fund 28 - Parents as Teachers	146,584	10,591	12,256	14,208	10,386	11,889	14,755	11,715	12,179	10,074	11,128	11,070	16,334	146,584.00	-	100.00%	
Fund 11 - State Pre-K	282,000	1,138	2,920	13,671	14,142	14,724	79,805	26,152	21,690	28,061	24,398	24,197	26,343	277,242.14	(4,757.86)	98.31%	
Fund 70 - KS Preschool Pilot (KPP)	189,800	5,048	8,546	13,096	11,234	12,159	17,742	14,569	10,559	14,707	12,973	12,116	56,452	189,800.00	-	100.00%	
Fund 58 - Non Federal Funds	1,3256	312	435	621	(2,925)	545	1,001	567	639	1,114	1,406	1,019	-	4,733.50	(8,522.35)	35.71%	
Fund 60 - Summer Food Program	2,600	2,665	-	-	-	-	-	-	-	-	-	-	-	2,664.90	64.90	102.50%	
Fund 69 - Child Food Program	211,000	5,932	20,540	20,287	29,800	18,728	15,878	16,833	19,538	18,410	23,041	15,233	10,925	215,143.78	4,143.78	101.96%	
Total Other Grants	845,240	26,284	44,698	61,882	62,637	58,045	129,181	69,835	64,604	72,367	72,946	63,635	110,054	836,168.32	(9,071.53)	98.92%	
															-	16	
TOTAL ALL GRANTS																	
	8,030,822	443,238	560,852	682,829	682,158	702,138	695,394	699,901	660,125	593,338	685,917	743,190	799,512	7,948,591	(82,231)	98.98%	



VISA Credit Card Statement

6/15/2025

ACCOUNT	DESCRIPTION	AMOUNT		CARD HOLDERS	AMOUNT
42525	Parents as Teachers	100.00			
73440	Office Supplies				
73460	Classroom Supplies - room 101 Madison	92.90			
73470	Classroom Supplies - room 103 Szyndlar				
73520	Classroom Supplies - room 105 Libby			Hellmuth, Michelle	
73540	Classroom Supplies - room 108 Tonya D			Holecek, Cindy	237.85
73560	Classrooom Supplies- room 110 Casi	101.19		Larson, Lesa	654.47
73580	Classroom Supplies - room 111 Jackie			Lorett, Linda	241.78
73640	Classroom Supplies - Enterprise			Wagoner, Megan	91.61
73530	Classroom Supplies - room 106 Nicole	283.74			
73700	Misc. Expense				
73720	Classroom Supplies- Room 904 Marquesa	63.00		DK County (LeAnn F)	355.89
73735	EHS Home Visitor Supplies				
73790	Literacy Supplies - Classroom				
73840	Medical/Dental Supplies			Salina #1	400.73
73950	Building Supplies			Salina #2	640.83
74380	Policy Council Meetings	141.10		Salina #3	887.97
74400	Volunteer Appreciation	357.99			
74430	Parent Meetings - Ellsworth	237.85			
74440	Parent Meeting - Saline County			Reward Credit	
74470	Parent Meeting - High School				
74485	Parent Meetings - EHS HB				
74487	Parent Meetings - EHS HB DK CO				
74490	Fatherhood/Motherhood Support Group				
74520	Other Activities	306.76			
74522	Other Activities Megan	134.35			
74580	Subscriptions				
74620	Advertising - Human Resources				
74630	Staff Heartwarmers Program	220.89			
74640	Human Resources - Testing Fees	100.00			
74660	Membership Dues				
74700	Training - Leadership	513.37			
74710	Training - Mid Manager	270.00			
74720	Training - Staff				
74740	Training - Conscious Discipline				
74820	Training - Health / Mental Health	462.99			
74870	Training - Policy Council				
74890	Training / CDA Fees	125.00			
75470	Weekend Food Bags				
75798	Training - Staff Development KPP				
	TOTAL	3,511.13		9 Visa Cards	3,511.13

Program Information Summary

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OCTOBER 2025

ENROLLMENT

- We are monitoring enrollment closely in EHS; to be counted as fully enrolled, we must be at 97% which has been a challenge. If we are under-enrolled for 4 consecutive months, we will be on a plan.
- Recruitment committee meets monthly, with the exceptions of July and December. We discuss current enrollment numbers, open staff positions, ongoing recruitment efforts, recent and upcoming events and new ideas for recruitment.

FAMILY SERVICES

- Community Baby Shower - 9.9 at Salina Regional. Program staff are reaching out to connect with new and expecting parents who attend to help them complete an application for Heartland.
- Family Fall Assessment wrapped up end of September - this is our 1st checkpoint for 25-26. Data will be reviewed and shared with staff to help determine areas for staff training. Information gathered leads into PFCE
- Parent committee opportunities are being planned. Our first parent committee was held for part day and school day parents on 9.16. Additional parent meetings are being planned for EHS programming.

HUMAN RESOURCES

- We have invested in a financial wellness program supported by NHSA in partnership with The Beans; we are providing professional development opportunities designed to strengthen staff financial well-being. An accompanying app is also available to support staff in managing their personal finances.

MISSION STATEMENT:

Inspire and empower children and families through quality education

HEALTH AND NUTRITION

- The Salina Family Health Care Dental RV visited our Salina campus in July and August, providing dental services to 36 children ages 0-5. This partnership is important in breaking down barriers for families by bringing services to them.
- Next, we will be collaborating with Salina Tech's dental hygiene program to continue promoting the importance of early dental care and establishing healthy habits from a young age.
- Health Services Advisory Council (HSAC) is being re-designed and will meet in 10.22
- Open positions within Health Services are posted. Interviews are occurring.

EDUCATION

- Staff orientation was reorganized with more intention. Classroom observations are scheduled at key parts of the day.
- Training topics have been planned for the year. All classroom staff will receive CD training.
- Several new procedures along with updated visuals and handouts make up the new 0-5 education training for staff.
- Preschool classrooms receive gross motor instruction every other week. New this year, former Heartland teacher, Pat Ostrom has volunteered to provide library time for our preschoolers.

HEALTH AND SAFETY

- Annual Health & Safety Checklists completed.
- Training completed on Active Supervision happens upon hire and throughout the year.
- Annual Child Abuse & Neglect Prevention training, September. Support is provided all year long.
- Annual required district training is required; supervisors monitor progress and completion.
- Evacuation drill scheduled for 9.23

HEARTLAND EARLY EDUCATION

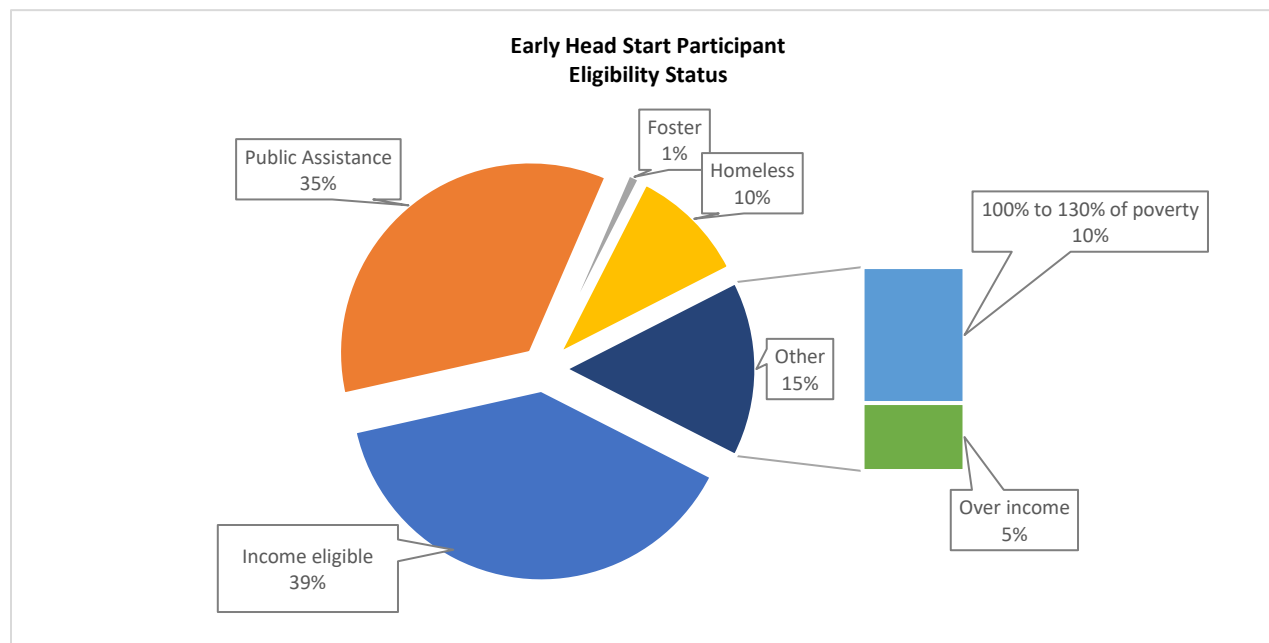
700 JUPITER AVENUE, SALINA KS 67401

Heartland Early Education

2024-25 Program Information Report Summary

EARLY HEAD START

Population Served: 133 children and 10 pregnant women



Ethnicity: 40% Hispanic, 60% Non-Hispanic

Race: 74% White; 20% Multi-Racial; 6% Black

Language: 76% English, 24% Spanish

Health: 59% up to date on well child checks; 86% up to date on immunizations; 97% with health insurance; 98% with a medical home.

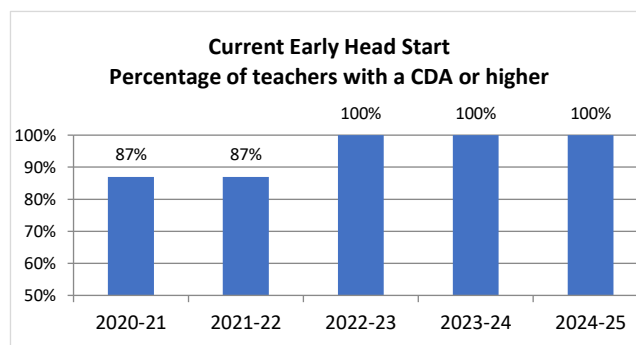
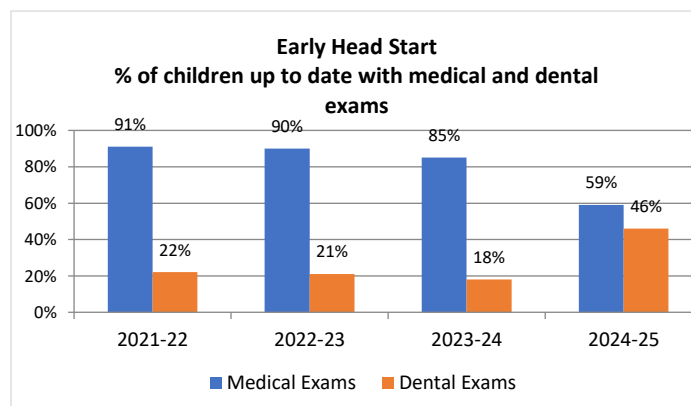
Dental: 47% have a dental home; 46% of children are up to date on dental exams.

Mental Health: Mental health staff provide assistance to all classroom staff and home visitors through observation and consultation.

Disabilities: 22% of enrolled Early Head Start children had a diagnosed disability.

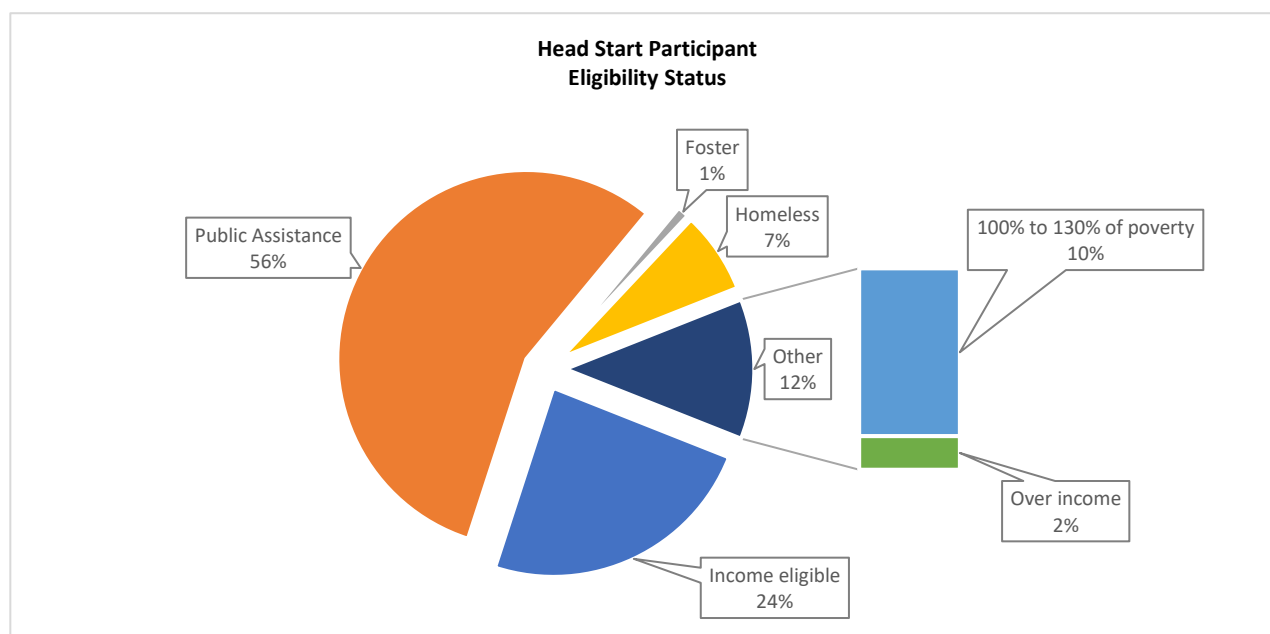
Homelessness: 3% (5) of families experienced homelessness during the year. Of these, 20% (1) were able to find permanent housing before the end of enrollment.

Teacher qualifications: Although it is still not possible to find EHS teachers with a CDA at hire, all 21 teachers met or exceeded education requirements by the end of the school year.



HEAD START

Population Served: 251 children



Ethnicity: 32% Hispanic, 68% Non-Hispanic

Race: 76% White; 18% Multi-Racial; 5% Black; 1% American Indian/Alaskan Native or Asian

Language: 85% English; 14% Spanish; 1% Asian

Health: 94% up to date on well child checks; 92% up to date on immunizations; 93% with health insurance; 99% with a medical home.

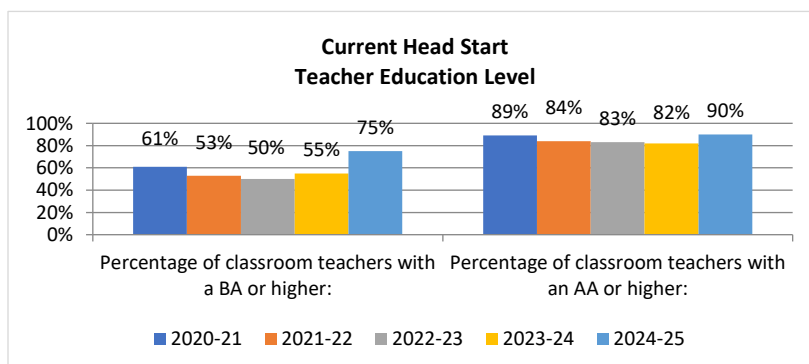
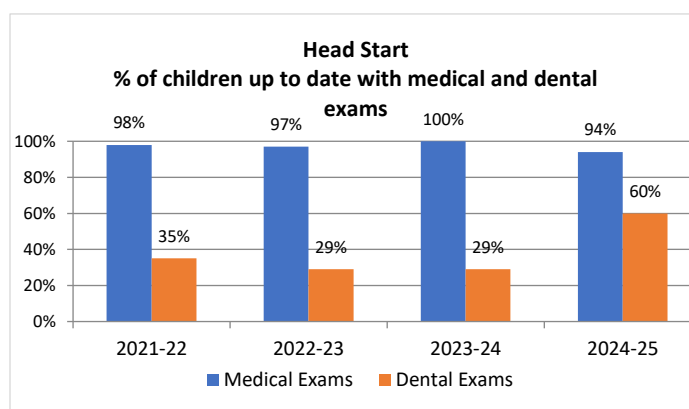
Dental: 64% of children have a dental home; 60% of children had a dental exam during the school year

Mental Health: Mental health staff provide assistance to all classroom teachers through observation and consultation.

Disabilities: 31% of enrolled Head Start participants had a diagnosed disability.

Homelessness: 6% (14) of families experienced homelessness during the year. Of these, 7% (1) were able to find permanent housing before the end of enrollment.

Teacher Qualifications: At least 50% of the Head Start teachers across the nation must have at least a Bachelor's degree in Early Childhood or a related degree. Heartland has continued to see a decrease in the number of teacher applicants with Bachelor (or Associate) degrees in Early Childhood Education.



Heartland Early Education	
Policy Number: FIS005- ~~PG020~~	Title: Conflict of Interest and Governing Body
Performance Standards: <u>642 c 1 C i; 642 c 1 C ii; 642 c 1 C iii; 642 c 1 C iv; 642 c 1 E iv X aa</u>	Effective Date: 09/04/2014
	Policy Council Approval: 09/04/2014 Revised: Reviewed:

Policy: ~~Heartland Program's Governing Body meets the conflict of interest requirements.~~

Members of Heartland Early Education's governing body will:

- Not have a financial conflict of interest with the Head Start agency
- Not receive compensation for serving on the governing body or for providing services to the Head Start agency
- Not be employed, nor will members of their immediate family be employed, by the Head Start agency and
- Operate as an entity independent of staff employed by the Head Start agency

Procedures:

- ~~1. Since Heartland Programs is part of USD #305, the following exception applies:~~
 - ~~a. If an individual holds a position as a result of a public election or political appointment, and such position carries with it a concurrent appointment to serve as a member of a Head Start agency governing body, and such individual has any conflict of interest, such individual shall not be prohibited from serving on such body and the Head Start agency shall report such conflict to the Secretary.~~

HEARTLAND EARLY EDUCATION	
Policy Number: PG021	Title: Policy Review and Updates
Performance Standard: 642(c)(1)(E)(V); 642(c)(2)(D)	Effective Date:
	Policy Council Approval: Revised: Reviewed:

POLICY: Heartland Early Education is committed to maintaining up-to-date, relevant, and effective policies that guide high-quality services for children, families, and staff. To ensure compliance with current regulations, reflect program needs, and promote continuous improvement, all policies will be reviewed regularly and updated as needed. Revised policies will be clearly communicated to staff in a timely and accessible manner.

PROCEDURES

1. Review Cycle

- Program policies will be reviewed **in June** per review cycle or sooner if prompted by regulatory changes, performance data, or feedback from staff, families, or stakeholders.
- Each policy area (e.g., health, education, HR, governance) will be assigned to the appropriate program leader for review.
- Review cycle is as follows and will repeat:
 - Fiscal Management, Program Governance, Management Systems – 6.2025
 - Personnel – 6.2026
 - Child Development and Education – 6.2027
 - Child Health and Safety – 6.2028
 - ERSEA and Family and Community Engagement – 6.2029

2. Review Process

- The assigned lead will assess whether the policy remains aligned with:
 - Head Start Program Performance Standards
 - Federal, state, or local regulations
 - Program practices and priorities
- Input will be gathered from relevant staff and/or stakeholders when applicable.

3. Approval and Updates

- Recommended changes will be reviewed by the leadership team.
 - If a change to the policy is made, final approval include Policy Council and Governing Body involvement, as required by Head Start regulations.
 - If changes to the procedures are made, no approval is needed.
- All updates will be documented with a revision date.

4. Communication with Staff

- Updated policies will be shared with staff through multiple channels (e.g., email, meetings, staff portal).
- Supervisors will highlight key changes and ensure understanding through follow-up discussions, trainings, or written acknowledgments as needed.

5. Documentation and Access

- A master policy index will be maintained with current versions and a revision log.
- Staff will have ongoing access to current policies through the shared drive or designated policy handbook.

Heartland Early Education	
Policy Number: FIS004	Title: Purchase Allowability
Performance Standard: 45 CFR part 75.327(a) & 75.328(c)	Effective Date: 11/02/06
	Policy Council Approval/Revision: 11/02/06 Review:

POLICY: ~~All purchase requests will be reviewed to determine if they are accurate, allowable, appropriate, and reasonable before they are approved. All expenditures will be initially approved by the accountant and the employee's direct supervisor. The director, executive director and business office director will provide final approval for all purchases and expenditures.~~ Heartland Early Education shall follow the cost principles of the Federal Uniform Administrative Requirements and the Salina Public School's Board of Education fiscal procedures in order to ensure efficient and effective administration of the Federal Grant Award.

PROCEDURE:

- All purchase requests will be reviewed to determine if they are accurate, allowable, appropriate, and reasonable before they are approved.
- The accountant and Head Start director will initially approve all expenditures.
- The Head Start director, executive director and business office director will provide final approval for all purchases and expenditures.
- The accountant will provide all staff with Heartland purchasing guidelines and business office fiscal reminders annually.

Heartland Early Education	
Policy Number: SYS001	Title: Annual Report
Performance Standard: 644(a)(2) - Head Start Act	Effective Date: 09/04/2014
	Policy Council Approval: 09/04/2014
	Procedure Revised: Reviewed:

POLICY: The program publishes and makes available to the public an annual report that contains an explanation of the budgetary expenditures and proposed budget for the fiscal year, in addition to an explanation of the agency's efforts to prepare children for kindergarten. **the following information from the most recently concluded fiscal year:**

The annual report includes the following elements:

- a. Total amount of public and private funds received and the amount from each source;
- b. Explanation of budgetary expenditures and proposed budget for the fiscal year;
- c. Total number of children and families served, average monthly enrollment (as a percentage of funded enrollment), and percentage of eligible children served;
- d. Results of the most recent review by the Secretary and the financial audit;
- e. Percentage of enrolled children who received medical and dental exams;
- f. Information about parent involvement activities;
- g. Agency's efforts to prepare children for kindergarten; and
- h. Other information required by the Secretary.

PROCEDURES:

1. The annual report is published annually in September/October.
2. The annual report is made available to the public on the program website, to Policy Council and Board of Education, ~~posted on classroom and prominent bulletin boards~~ and distributed to our community partners.

Heartland Early Education	
Policy Number: SYS132	Title: Community Assessment
Performance Standard: 1302.11(b)(1)-(6) ~~1302.102;~~ ~~1302.20~~	Effective Date: 11/06/14
	Policy Council Approval: 11/12/14
	Procedure Revised: Reviewed:

POLICY: Heartland Early Education conducts a Community Assessment every five years to determine community strengths and needs, **with annual review. Updates are made if significant changes are needed.**

PROCEDURES:

1. ~~Heartland identifies the proposed service area in the Head Start grant application and defines it by county or sub-county area, such as a municipality, town or census tract or a federally recognized Indian reservation. A grantee's service area must be approved, in writing, by the responsible HHS official in order to assure that the service area is of reasonable size and does not overlap with that of other Head Start grantees.~~
2. The **Head Start** program (~~Early Head Start and Head Start grantee~~) conducts a Community Assessment of the service area once every ~~three~~ **five** years. The Community Assessment includes the collection and analysis of the following information about the service areas:
 - a. ~~The Relevant demographic data about make-up of Head Start eligible children and expectant mothers, families, including their estimated number, geographic location, and race and ethnic and linguistic composition; race and ethnicity, children living in poverty, children experiencing homelessness, children in foster care, children with disabilities, geographic location and languages spoken, education, health, nutrition and social service needs, challenges and barriers to program participation, work, school and training schedules of parents~~
 - b. Other child development and child care programs that are serving Head Start eligible children, including publicly funded State and local preschool programs, and the approximate number of Head Start eligible children served by each;
 - c. ~~The estimated number of children with disabilities four years old or younger, including types of disabilities and relevant services and resources provided to these children by community agencies;~~
 - d. ~~Data regarding the education, health, nutrition and social service needs of Head Start eligible children and their families;~~
 - e. ~~The education, health, nutrition and social service needs of Head Start eligible children and their families as defined by families of Head Start eligible children and by institutions in the community that serve young children;~~
 - f. Resources in the community ~~that could be used to address the needs of Head Start eligible children and their families, including assessments of their availability and accessibility, such as:~~ **especially transportation resources and culturally responsive supports;**
 - i. Child development and child care programs serving eligible children,

- ~~ii. Local preschools, and~~
- ~~iii. How many eligible children are served by other programs.~~

3. The program uses information from the Community Assessment to:
 - a. Help determine the grantee philosophy, and long-range and short-range program objectives;
 - b. Determine the type of component services ~~that are~~ most needed and the program option ~~or options~~ that will be implemented, in accordance with applicable regulations;
 - c. Determine the recruitment area ~~that will to~~ be served by the **grant recipient**, if limitations in the amount of resources make it impossible to serve the entire service area;
 - d. If there are delegate agencies, determine the recruitment area ~~that will to~~ be served by the **grant recipient** and the recruitment area ~~that will to~~ be served by each delegate agency;
 - e. Determine appropriate locations for centers and the areas to be served by home-based programs; and
 - f. Set criteria that define the types of children and families who will be given priority for recruitment and selection.
4. In each of the four years following completion of the Community Assessment, Heartland conducts a review to determine whether there have been significant changes. If so, the Community Assessment must be updated.
- ~~5. The recruitment area includes the entire service area, unless the resources available to the Head Start grantee are inadequate to serve the entire service area.~~
- ~~6. In determining the recruitment area when it does not include the entire service area, the program does:~~
 - ~~a. Select an area or areas that are among those having the greatest need for Early Head Start or Head Start services as determined by the Community Assessment; and~~
 - ~~b. Include as many Head Start eligible children as possible within the recruitment area, so that:~~
 - ~~i. The greatest number of Head Start eligible children can be recruited and have an opportunity to be considered for selection and enrollment in the Head Start program; and~~
 - ~~ii. The program can enroll the children and families with the greatest need for its services.~~
7. The program engages other entities to be involved with the community assessment process, such as family support, child abuse prevention and protective services, foster care, services for families where English is not the language customarily spoken, services for children with disabilities, and services for homeless children.