

Policy Council
GTB Benodjenh Center
Early Head Start/Head Start/GSRP/Child Care
6/25/2021

- **Sign in**
- **Review Previous Minutes**
- **Policy Council Member Update:**
 - Chair: VACANT
 - Vice Chair: VACANT (are there any suggestions or nominations for this position)
 - Recording Officer: VACANT
 - Parent Representative(s): Sarah Murphey
 - Community/Elder Representative: Deb Fox
 - Community Representative: Sean Cahill
 - Community Representative: Helen Cook
 - Tribal Council Liaison: Theresa Pelcher

- **Staff/Enrollment Update**
 - Classroom A: 10 enrolled students in person**
 - Lead Teacher: Angeleia Gann
 - Assistant Teacher: Alejandra Castellanos
 - Classroom Bus/Aide: VACANT

 - Classroom B: 10 students enrolled in person**
 - Lead Teacher: Lisa Falk
 - Assistant Teacher: VACANT
 - Classroom Bus/Aide: Delia Shawandase

 - Classroom C: 6 students enrolled in person**
1 students enrolled virtually
 - Lead Teacher: Christine Newstead
 - Assistant Teacher: Amanda Maas
 - Classroom Bus/Aide: VACANT

 - Classroom D: 6 students enrolled in person**
2 students enrolled virtually
 - Lead Teacher: Aimee McClellan
 - Assistant Teacher: Danielle Franco-Hernandez
 - Classroom Bus/Aide: VACANT

 - Childcare: 12 children enrolled**
 - Caregiver: Francis Wanageshik
 - Caregiver: Victoria Chippewa

EHS home Base Program: 11 families enrolled-several slots open

Home Visitor: Anne Kiogima

Home Visitor: VACANT

- **Last parent meeting was 6/17. No families were in attendance, besides 2 staff members with children in the program. We plan on recording a summer safety video to send out.**
- **Professional Development Fridays are in the process of being scheduled.**
- **We are in search of new policy council members. We need three parents to join to meet our 51% requirement of currently enrolled parents.**
- **Budget Review – NOA for 21/22 School Year, NOA waiver for carry over from 20/21, NOA American Rescue Act**
- **Required & Miscellaneous Program Information**
Monthly Reports: Benodjenh Center Monthly Report, Credit Card Report with corresponding Budget Reports, Child and Adult Care Food Program (CACFP), Claim Status Report, Enrollment Report. Program Performance Summary Report.
- **July 19th, open to the public. Parents will be allowed inside the building but will have to follow current COVID protocols with prescreen questions, temps, and signing in.**
- **Childcare is opening for to the public and with full enrollment on August 2nd**
- **Next school year, we are expected to be fully enrolled.**
- **Staff have concerns regarding full enrollment and staff ratios and how to provide a quality program.**
- **Staff have talked about the gaming wage increases and expressed concern on why we can't increase.**
- **Next Policy Council Meeting: To be determined.**

Please feel free to email Trista, Leona, or Chelsea with any questions you may have.

Trista.Erickson@gtbindians.com

Leona.Burfield@gtbindians.com

ChelseaFink@gtbindians.com

Monthly Report

DIVISION NAME: Little Spirit
PREPARED BY: Trista Erickson

MONTH/YEAR: May, 2021
DATE RECEIVED:

PROGRAM NUMBER: 230.3370, 230.3350, 230.5100, 230.5103, 230.6000,
PROGRAM NAME: EHS/HS/GSRP, CCDF, ITC Tribal Home Visiting, ITC Healthy Start
PROGRAM TERM:

6/1/20-5/31/21 (HS/EHS) & 10/1/20-9/30/21, 4/1/20-3/30/21, 10/1/20-9/30/21????

TRIB/AL COUNCIL GOALS/OBJECTIVES:

To provide a holistic, safe, nurturing and learning environment for our children and families. Five-year plan is to have language immersion classes as part of the total learning program.

PROGRAM STAFFING UPDATES: The Benodjenh Center currently has 8 openings. There are 3 part time positions vacant, they are: 2 EHS Classroom/Bus Aides and 1 Bus Driver. There are 5 full time positions vacant, they are: the Bookkeeper/Assistant Director, the HS Education & Family Services Coordinator, 1 EHS Classroom/Bus Aide, 1 Early Head Start Home Visitor, and 1 HS/GSRP Assistant Teacher.

During the month of May there were no direct COVID exposures within the Benodjenh Center and we have updated our policy regarding a student or staff member testing positive for COVID. Our new policy states that anyone who attends or works at the Benodjenh Center will need a note from their doctor or the local Health Department clearing them to return to school/work

PROGRAM ATTENDANCE: See attached chart.

GRANT UPDATES: There are concerns about the CCDF grants and the ITC Healthy Start grant. Department Manager will be working with OMB to clear up concerns. This grant is funded from 4.1.20-3.31.21. The Healthy Start Nurse position has been filled by Nancy Burgess since 1/25/2021 and the ITC Family Spirit Home Visitor position was filled on 5/3/2021.

TRAVEL/TRAINING/PRESENTATIONS/MEETINGS ATTENDED

5/2 – New Staff Member Marjorie Luster, ITC Family Spirit Home Visitor started today.

5/3 - Trista Erickson submitted the HSES Enrollment and Center Status Reports due.

5/3 - Mileage for all Benodjenh vehicles submitted to Duane Burfield.

5/3-5/5 - Classroom ‘A’ CANCELLED all week.

5/3 - Classrooms ‘B’ CANCELLED due to short staffing.

5/3 - CCDF Tribal Consult Zoom meetings.

5/4 - Reflective Supervision for Trista Erickson with Maggie Sprattmoran, Mental Health Consultant.

5/4 – Chelsea Fink set up new employee alarm codes.

5/5 – Chelsea Fink posted the Leelanau county Family Needs Survey on the Benodjenh Center’s Facebook Page and Website.

5/6 – Trista Erickson and Chelsea Fink worked on PEBT reporting together.
 5/5 - Leona Burfield and Chelsea Fink conducted an interview with HR for the vacant Head Start Classroom/Bus Aide.
 5/5 - Waiver for the Grant work session with Dawn Shenoskey.
 5/5 - Classroom 'D' CANCELLED due to shore staffing.
 5/6 – CCDF Meeting with the TM and Dawn Shenoskey.
 5/6 – Management Reflective Supervision with Maggie Sprattmoran, Mental Health Consultant.
 5/6 – Staff Appreciation Breakfast
 5/6 – Meeting with Dawn Shenoskey and the management team regarding staff concerns.
 5/7 – Waiver for the Grant work session with Dawn Shenoskey.
 5/1 – Chelsea Fink submitted the CACFP claim
 5/10-5/12 – Classroom 'A' CANCELLED all week.
 5/10 – CCDF Sliding Fee Scale Consult
 5/10 – CCDF Program Updates Zoom
 5/11 – Chelsea Fink set up the new Family Spirit Home Visitor with the ITC for training.
 5/11 – Tornado Drill
 5/12 – Music Classes with Francis Carew begin
 5/12 – Father Fred Food Project Partnership begins (first food delivery).
 5/12 – Trista Erickson delivered food to the T.C. bus stop.
 5/12 – Chelsea Fink met with the Family Spirit/Healthy Start Team
 5/13 – School Readiness Team Meeting CANCELLED and to be rescheduled in June.
 5/13 – Meeting with Dawn Shenoskey
 5/14 – American Rescue Plan Budget/Narrative work session with Dawn Shenoskey.
 5/17-5/19 – Classroom 'C' CANCELLED all week.
 5/17 – Alejandra Castellanos, Assistant Head Start Teacher back to work from MLOA.
 5/17 – Angeleia Gann, Lead Head Start Teacher back to work from quarantine.
 5/17 – Waiver for the Grant work session with Dawn Shenoskey.
 5/19 – Music Classes with Francis Carew
 5/19 – Attended Tribal Council Meeting
 5/19 – Trista Erickson's 45 day review meeting with Dawn Shenoskey.
 5/20 - Parent Committee Meeting – Topic Self Care.
 5/20 – Benodjenh Center Multi-Tiered System of Supports/Case Study Process Meeting with Theresa O'Boyle, Early Childhood Specialist, TBAISD.
 5/20 - Waiver for the Grant work session with Dawn Shenoskey.
 5/21 - Waiver for the Grant work session with Dawn Shenoskey.
 5/21 – Leona Burfield attended a webinar on Family Engagement.
 5/25 – Waiver for the Grant work session/submission with Dawn Shenoskey and Jodi Lewis.
 5/26 – Music Classes with Francis Carew
 5/26 - Father Fred Food Project Partnership (second food delivery).
 5/27 – Federal Recognition Day-CLOSED
 5/28 – Policy council Meeting CANCELLED and rescheduled for 6/4/2021.
 5/28 – Teaching Strategie GOLD Assessment Checkpoints due.

FOOD DISTRIBUTION: We began in-person learning on 1/11. We are currently operating face to face 3 days/week (M-W) and virtually 1 day/week (Friday). Now that we are partnering with

the Father Fred Organization, we are only providing and sending home breakfast, lunch, and snack for each child every other Wednesday during the afternoon bus drop off (5/5, 5/19). The Father Fred Organization is delivering food to us and we are distributing it to our families on the other Wednesdays each month (5/12 & 5/26). They provide food for the whole family (non-perishables, fresh produce including fruits and vegetables, eggs, cheeses, bread, and frozen foods. Each family also gets a tube of toothpaste.

End of Month Enrollment (EOM) attached

CACFP claim attached (May not filed yet)

Credit Card Expenditures – Requisition & PO list from NWS attached

Financials attached

**End-Of-Month Enrollment - May 2021****Total**

<i>Total Reported Enrollment</i>	<i>Total Funded Enrollment</i>
43	83

Head Start

	<i>Operated this month</i>	<i>Last day of services provided</i>	<i>Reported Enrollment</i>	<i>Funded Enrollment</i>	<i>Grant Status</i>
	Yes	May 31, 2021	19	35	Reported
Initially Reported:	On 06/01/2021 by Trista Erickson				
Last Updated:	On 06/01/2021 08:49:11 AM, EDT by Trista Erickson				
Grantee Comments:	Due to the COVID-19 pandemic, virtual services began on October 19th and in-person services began on January 11th for the 2020-2021 school year. In order to comply with health and safety guidelines, we have been serving less children during this time in our two Head Start classrooms (10 children in each room). We had one family drop at the end of April, 2021, so our total Head Start student enrollment for May was 19.				

Early Head Start

	<i>Operated this month</i>	<i>Last day of services provided</i>	<i>Reported Enrollment</i>	<i>Funded Enrollment</i>	<i>Grant Status</i>
	Yes	May 31, 2021	24	48	Reported
Initially Reported:	On 06/01/2021 by Trista Erickson				
Last Updated:	On 06/01/2021 08:49:11 AM, EDT by Trista Erickson				
Grantee Comments:	Due to the COVID-19 pandemic, virtual services began on October 19th and in-person services began on January 11th for the 2020-2021 school year. In order to comply with health and safety guidelines, we have been serving less children during this time in our two Early Head Start classrooms (6 children in each room). We have also been serving 4 children virtually. Our EHS Home Base Program has a total of 8 children/families enrolled and have continued to serve them virtually during this time. This brings our total enrollment to 24 for both our Center Base and our Home Base Programs.				

	Monday	Tuesday	Wednesday	Thursday	Friday
	May 3	May 4	May 5	May 6	May 7
HS A B	CANCELLED CANCELLED	CANCELLED 7	CANCELLED 6	Cleaning	Virtual 9 10
EHS C D	4 2	5 4	5 CANCELLED	Cleaning	8 8
HS-CC am	4	3	2	Cleaning	6
HS-CC pm EHS-CC am EHS-CC pm	4 3 3	4 1 1	5 1 1		
	May 10	May 11	May 12	May 13	May 14
HS A B	CANCELLED 7	CANCELLED 10	CANCELLED 9	Cleaning	Virtual 9 10
EHS C D	5 5	6 6	6 6		8 8
HS-CC am HS-CC pm EHS-CC am EHS-CC pm	5 4 1 1	5 5 1 1	5 4 2 1		6
	May 17	May 18	May 19	May 20	May 21
HS A B	4 6	5 9	5 9	Cleaning	Virtual 9 10
EHS C D	CANCELLED 3	CANCELLED 6	CANCELLED 6		8 8
HS-CC am HS-CC pm EHS-CC am EHS-CC pm	1 2 0 0	3 3 1 0	2 3 1 0		6
	May 24	May 25	May 26	May 27	May 28
HS A B	7 9	8 9	6 9	Federal recognition Day CLOSED	Virtual 9 10
EHS C D	6 5	6 4	5 4		8 8
HS-CC am HS-CC pm EHS-CC am EHS-CC pm	6 6 3 1	4 4 2 1	5 4 0 1		6
HS A B EHS	May 31 Memorial Day CLOSED				

C D HS-CC am HS- CC pm EHS-CC am EHS-CC pm	Memorial Day CLOSED				
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([./Login.aspx](#))

Michigan Nutrition Data System

Michigan Department of Education

Child And Adult Care Food Program Claims System

Claim Status Report

MIND ([./mindhomepage.aspx](#)) CACFP Claims ([cacfphomepage.aspx](#)) **Claim Status Report** Reports ▾ User Management ▾ Help ▾Logoff ([./mindLogin.aspx](#))MIND ([./mindhomepage.aspx](#)) / CACFP Claims ([cacfphomepage.aspx](#)) / Claim Status Report

Sponsor: GRAND TRAVERSE BAND OF OTTAWA & (450000008)

Fiscal Year: 2021 (October 1, 2020 - September 30, 2021)

Claim Month: **May 2021**

Claim Status Report for : May 2021

GRAND TRAVERSE BAND OF OTTAWA & (450000008)
CHIPPEWA INDIANS HEAD START
SUTTONS BAY MI 49682

1. ORIGINAL CLAIM - Child and Adult Care Food Program

PROCESS DATE: Jun 07, 2021

	Servings	Rate	Reimbursement	
Breakfast				
BREAKFAST A	228	1.8900	\$430.92	
	Breakfast Reimbursement Total			\$430.92
Lunch				
LUNCH A	239	3.5100	\$838.89	
	Lunch Reimbursement Total			\$838.89
Snack				
SNACK A	228	0.9600	\$218.88	
	Snack Reimbursement Total			\$218.88
	Cash-In-Lieu-Of Commodities Total			\$58.56
	Original Claim Reimbursement Total			\$1,547.25

B. Payment Summary For Claim Month :

Original Claim Reimbursement Total	\$1,547.25
Amended Claim(s) Reimbursement Total	\$0.00
Claim Reimbursement Total	\$1,547.25

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Credit Card Report pg.1

Open PO's

Vendor Inquiry - 10636 - FIFTH THIRD BANK



Purchase Orders

From 06/03/2020 To 06/03/2020

Last Name/Business fifth third
Number

Go Reset

Vendors

- 10637 - FIFTH THIRD AUTO LEASING TRUST
- 10636 - FIFTH THIRD BANK
 - User Defined
 - Invoices
 - Receipt of Goods
 - Checks
 - 1099 History
 - Purchase Orders
 - Requisitions
 - Contracts
 - Wire Transfers
- 13071 - FIFTH THIRD INSURANCE
- 18126 - FIFTH THIRD PROCESSING SOLUTIO

	#	Amount	Expensed	Encumbered
Edit	0	\$0.00	\$0.00	\$0.00
Open	2	\$3,037.22	\$3,037.22	\$0.00
Complete	24	\$31,619.17	\$27,720.83	\$0.00
Total	26	\$34,656.39	\$30,758.05	\$0.00
Canceled	0	\$0.00	\$0.00	\$0.00
Voided	0	\$0.00	\$0.00	\$0.00

Status	Number	Description	Type	G/L Date	Arr
Open	2021-00004682	COVID HS & EHS Sam's Club	Standard	04/12/2021	
Open	2021-00004320	National Head Start Conference 2021	Standard	03/24/2021	
Completed	2021-00004271	Target Benodjehn Healthy Start-Supplies	Standard	03/25/2021	
Completed	2021-00004250	Healthy Start-PCE Prepared Childbirth Educators	Standard	03/22/2021	
Completed	2021-00004246	Target Benodjehn Healthy Start-Program Materials Cl...	Standard	03/18/2021	
Completed	2021-00004245	National Child Nutrition Conference	Standard	03/22/2021	
Completed	2021-00004235	Walmart Healthy Start supplies	Standard	03/17/2021	
Completed	2021-00004228	Healthy Start-Sams Club supplies	Standard	03/17/2021	
Completed	2021-00003725	39th Native American Child & Family Virtual Confere...	Standard	02/10/2021	
Completed	2021-00003724	Teachstone Training LLC Trista E.	Standard	02/16/2021	
Completed	2021-00003426	Benodjehn ServSafe	Standard	01/25/2021	
Completed	2021-00003387	Teachers Pay Teachers Benodjehn	Standard	01/21/2021	
Completed	2021-00003381	Sam's Club Benodjehn	Standard	01/21/2021	
Completed	2021-00003247	Michigan Notary Service for New Term K. Worden	Standard	01/14/2021	
Completed	2021-00003085	Parents as Teachers Renewal - Leona Burfield due 1/9...	Standard	12/15/2020	
Completed	2021-00002216	COVID TruSens Air Purifiers	Standard	11/20/2020	
Completed	2021-00002110	COVID Walmart Classrooms for Teachers	Standard	11/20/2020	
Completed	2021-00001202	Sam's Club Benodjehn	Standard	11/09/2020	

1 - 26 of 26 records

Vendor Inquiry - 10636 - FIFTH THIRD BANK

Purchase Orders

From 06/03/2020 To 06/0

Last Name/Business fifth third
Number

Go Reset

Vendors

- 10637 - FIFTH THIRD AUTO LEASING TRUST
10636 - FIFTH THIRD BANK
User Defined
Invoices
Receipt of Goods
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Purchase Orders
Requisitions
Contracts
Wire Transfers
13071 - FIFTH THIRD INSURANCE
18126 - FIFTH THIRD PROCESSING SOLUTIO

Summary table with columns: #, Amount, Expensed, Encumbered. Rows include Edit, Open, Complete, Total, Canceled, and Voided.

Main table with columns: Status, Number, Description, Type, G/L Date, Amount. Lists various purchase orders with their details.

1 - 26 of 26 records

Open Purchase Order Report

As of G/L Date 06/03/21
 Report by Department - Purchase Order Number
 Summary Listing

Department	Benodjjenh Benodjjenh	Department	Benodjjenh Benodjjenh	G/L Date	Amount
Purchase Order	2020-00005098	Vendor	19767 - MCKESSON MEDICAL -SURGICAL INC	06/12/2020	895.34
Description	PPE Supplies for COVID-19	Vendor	MCKESSON MEDICAL-SURGICAL INC	Deliver by Date	Voided .00
Type	Standard		9954 MARYLAND DRIVE SUITE 4000	Printed Date	Discounted .00
Status	Open		RIDGE, VA 23233	Completed Date	Expensed 893.05
Bill To Location	BILL TO OMB - Accounts Payable Dept			Expiration Date	Remaining 36.64
Assigned To Buyer					Encumbered 36.64
Resolution Number					
Purchase Order	2020-00005541	Department	Benodjjenh Benodjjenh	G/L Date	Amount
Description	Benodjjenh Lakeshore Learning Supplies for	Vendor	11046 - LAKESHORE LEARNING MATERIALS	Deliver by Date	Voided 339.75
Type	Standard		LAKESHORE LEARNING MATERIALS	Printed Date	Discounted .00
Status	Open		2695 E DOMINGUEZ ST	Completed Date	Expensed .00
Bill To Location	BILL TO OMB - Accounts Payable Dept		CARSON, CA 90895	Expiration Date	Remaining 339.75
Assigned To Buyer					Encumbered 339.75
Resolution Number					
Purchase Order	2020-00005748	Department	Benodjjenh Benodjjenh	G/L Date	Amount
Description	Office supplies / Delivery Bags COVID	Vendor	11814 - STAPLES INC	Deliver by Date	Voided 1,218.59
Type	Standard		STAPLES	Printed Date	Discounted .00
Status	Open		PO BOX 660409	Completed Date	Expensed 996.76
Bill To Location	BILL TO OMB - Accounts Payable Dept		DALLAS, TX 75266-0409	Expiration Date	Remaining .00
Assigned To Buyer					Encumbered .00
Resolution Number					
Purchase Order	2021-00000662	Department	Benodjjenh Benodjjenh	G/L Date	Amount
Description	Benodjjenh SchoolHealthCorp COVID	Vendor	17515 - SCHOOL HEALTH CORPORATION	Deliver by Date	Voided 1,800.89
Type	Standard		SCHOOL HEALTH CORPORATION	Printed Date	Discounted .00
Status	Open		865 MUIRFIELD DRIVE	Completed Date	Expensed 1,800.89
Bill To Location	BILL TO OMB - Accounts Payable Dept		HANOVER PARK, IL 60133	Expiration Date	Remaining .00
Assigned To Buyer					Encumbered .00
Resolution Number					
Purchase Order	2021-00000663	Department	Benodjjenh Benodjjenh	G/L Date	Amount
Description	Supplies for HS/EHS/GSRP Center Base	Vendor	20071 - AED SUPERSTORE	Deliver by Date	Voided 218.50
Type	Standard		AED SUPERSTORE	Printed Date	Discounted .00
Status	Open		1800 US HWY 51 N	Completed Date	Expensed 218.50
Bill To Location	BILL TO OMB - Accounts Payable Dept		WOODRUFF, WI 54568	Expiration Date	Remaining .00
Assigned To Buyer					Encumbered .00
Resolution Number					
Purchase Order	2021-00000878	Department	Benodjjenh Benodjjenh	G/L Date	Amount
Description		Vendor		Deliver by Date	Voided 620.00
Type				Printed Date	Discounted .00
Status				Completed Date	Expensed 218.50
Bill To Location				Expiration Date	Remaining .00
Assigned To Buyer					Encumbered .00
Resolution Number					

Open Purchase Order Report

As of G/L Date 06/03/21

Report by Department - Purchase Order Number
Summary Listing

Department	Description	Type	Status	Bill To Location	Assigned To Buyer	Resolution Number	Vendor	Department	Vendor	Deliver by Date	Printed Date	Completed Date	Expiration Date	Amount	Voided	Discounted	Expensed	Remaining	Encumbered	
Benodjjenh	Benodjjenh	Standard	Open	BILL TO OMB - Accounts Payable Dept			10711 - GORDON N STOWE & ASSOCIATES GORDON N STOWE & ASSOCIATES 5918 N LILLY RD SUITE #3 CANTON, MI 48187-3697			10/19/2020	10/26/2020			.00	.00	.00	310.00	310.00	310.00	
Benodjjenh	Benodjjenh	Standard	Open	BILL TO OMB - Accounts Payable Dept			Benodjjenh Benodjjenh 18294 - FALK/LISA// LISA FALK 3822 DELTA DRIVE TRAVERSE CITY, MI 49685			12/09/2020	12/09/2020	12/11/2020		711.00	.00	.00	.00	711.00	.00	.00
Benodjjenh	Benodjjenh	Standard	Open	BILL TO OMB - Accounts Payable Dept			Benodjjenh Benodjjenh 4102 - CHIPPEWA/VICTORIA LOUISE// VICTORIA L CHIPPEWA 2968 N WEST BAY SHORE DR SUTTONS BAY, MI 49682-9362			12/09/2020	12/09/2020	12/14/2020		75.00	.00	.00	.00	75.00	.00	.00
Benodjjenh	Benodjjenh	Standard	Open	BILL TO OMB - Accounts Payable Dept			Benodjjenh Benodjjenh 11814 - STAPLES INC STAPLES PO BOX 660409 DALLAS, TX 75266-0409			01/11/2021	01/11/2021	01/19/2021		1,794.79	.00	.00	.00	1,684.59	110.20	110.20
Benodjjenh	Benodjjenh	Standard	Open	BILL TO OMB - Accounts Payable Dept			Benodjjenh Benodjjenh 18294 - FALK/LISA// LISA FALK 3822 DELTA DRIVE TRAVERSE CITY, MI 49685			01/21/2021	01/21/2021	01/22/2021		133.79	.00	.00	.00	133.79	.00	.00
Benodjjenh	Benodjjenh	Standard	Open	BILL TO OMB - Accounts Payable Dept			Benodjjenh Benodjjenh 19003 - KIOGIMA, ANNE E ANNE E KIOGIMA 10660 E CHERRY BEND RD			01/28/2021	01/28/2021	02/04/2021		150.00	.00	.00	.00	150.00	.00	.00

Open Purchase Order Report

As of G/L Date 06/03/21
 Report by Department - Purchase Order Number
 Summary Listing

Department	Benodjjenh Benodjjenh	Department	Expiration Date	Remaining
Bill To Location	BILL TO OMB - Accounts Payable Dept	TRAVERSE CITY, MI 49684		.00
Assigned To Buyer				.00
Resolution Number				
Purchase Order	2021-00003922	Benodjjenh Benodjjenh	02/23/2021	3,526.95
Description	EHS classroom supply & EHS home base supplies	20346 - AMAZON CAPITAL SERVICES INC	Deliver by Date	.00
Type	Standard	AMAZON CAPITAL SERVICES INC	Printed Date	.00
Status	Open	520 TERRY AVENUE NORTH	Completed Date	3,526.97
Bill To Location	BILL TO OMB - Accounts Payable Dept	SEATTLE, WA 98109	Expiration Date	.00
Assigned To Buyer				.00
Resolution Number				
Purchase Order	2021-00004104	Benodjjenh Benodjjenh	03/04/2021	4,868.03
Description	Benodjjenh Classroom Supplies	11046 - LAKESHORE LEARNING MATERIALS	Deliver by Date	.00
Type	Standard	LAKESHORE LEARNING MATERIALS	Printed Date	.00
Status	Open	2695 E DOMINGUEZ ST	Completed Date	.00
Bill To Location	BILL TO OMB - Accounts Payable Dept	CARSON, CA 90895	Expiration Date	4,868.03
Assigned To Buyer				4,868.03
Resolution Number				
Purchase Order	2021-00004320	Benodjjenh Benodjjenh	03/24/2021	1,947.00
Description	National Head Start Conference 2021	10636 - FIFTH THIRD BANK	Deliver by Date	.00
Type	Standard	FIFTH THIRD BANK	Printed Date	.00
Status	Open	ATTN: MICHAEL HAY	Completed Date	1,947.00
Bill To Location	BILL TO OMB - Accounts Payable Dept	MD RMOB3A	Expiration Date	.00
Assigned To Buyer		111 LYON ST NW		.00
Resolution Number		GRAND RAPIDS, MI 49503		
Purchase Order	2021-00004330	Benodjjenh Benodjjenh	02/24/2021	2,375.32
Description	HS COVID- Scrubs for staff to wear during class	20346 - AMAZON CAPITAL SERVICES INC	Deliver by Date	.00
Type	Standard	AMAZON CAPITAL SERVICES INC	Printed Date	.00
Status	Open	520 TERRY AVENUE NORTH	Completed Date	2,329.82
Bill To Location	BILL TO OMB - Accounts Payable Dept	SEATTLE, WA 98109	Expiration Date	699.28
Assigned To Buyer				711.36
Resolution Number				
Purchase Order	2021-00004349	Benodjjenh Benodjjenh	03/30/2021	7,165.53
Description	COVID HS / EHS Supplies program materials	20346 - AMAZON CAPITAL SERVICES INC	Deliver by Date	.00
Type	Standard	AMAZON CAPITAL SERVICES INC	Printed Date	.00
Status	Open	520 TERRY AVENUE NORTH	Completed Date	7,165.47
Bill To Location	BILL TO OMB - Accounts Payable Dept	SEATTLE, WA 98109	Expiration Date	.00
Assigned To Buyer				.00
Resolution Number				.00

Open Purchase Order Report

As of G/L Date 06/03/21
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 Summary Listing

Department		Benodjjenh Benodjjenh		G/L Date		Amount	
Purchase Order	2021-00004682	Benodjjenh Benodjjenh	10636 - FIFTH THIRD BANK	Deliver by Date	04/12/2021	Amount	1,090.22
Description	COVID HS & EHS Sam's Club	Vendor	FIFTH THIRD BANK	Printed Date	04/12/2021	Voided	.00
Type	Standard		ATTN: MICHAEL HAY	Completed Date	04/26/2021	Discounted	.00
Status	Open		MD RMOB3A	Expiration Date		Expensed	1,090.22
Bill To Location	BILL TO OMB - Accounts Payable Dept		111 LYON ST NW			Remaining	.00
Assigned To Buyer			GRAND RAPIDS, MI 49503			Encumbered	.00
Resolution Number							
Purchase Order	2021-00004856	Benodjjenh Benodjjenh	10975 - KAPLAN	Deliver by Date	05/07/2021	Amount	195.21
Description	Benodjjenh Classroom Supplies	Vendor	KAPLAN	Printed Date	05/07/2021	Voided	.00
Type	Standard		PO BOX 609	Completed Date	05/10/2021	Discounted	.00
Status	Open		LEWISVILLE, NC 27023-0609	Expiration Date		Expensed	169.75
Bill To Location	BILL TO OMB - Accounts Payable Dept					Remaining	25.46
Assigned To Buyer						Encumbered	25.46
Resolution Number							
Department				Benodjjenh Benodjjenh		Totals	
				Purchase Orders	18	Amount	\$29,125.91
						Voided	\$0.00
						Discounted	\$0.00
						Expensed	\$23,202.81
						Remaining	\$6,389.36
						Encumbered	\$6,401.44
Grand Totals				Purchase Orders	18	Amount	\$29,125.91
						Voided	\$0.00
						Discounted	\$0.00
						Expensed	\$23,202.81
						Remaining	\$6,389.36
						Encumbered	\$6,401.44

Project Expense Performance Report

Budget Method: Project Life Basis Start Month: June
 Fiscal-Year-to-Date And Life-to-Date To: 5/1/2021

Project Number \ GL Account Number	Description	Status	Budget	Expenses	Encumbrances	Balance	% Used
Project: 3370.90C1010045	Head Start / Early Head Start	Active					
Subproject: 90C1010045 01	Head Start / Early Head Start	Active					
Detail: EHS	Early Head Start	Active					
GL Account: 230.3370.5010	Salary and Wage FT	Active	YTD	\$289,282.00	\$233,122.00	\$56,160.00	81%
			LTD	\$289,282.00	\$233,122.00	\$56,160.00	81%
GL Account: 230.3370.5020	Salary and Wage PT		YTD	\$22,239.00	\$8,094.58	\$14,144.42	36%
			LTD	\$22,239.00	\$8,094.58	\$14,144.42	36%
GL Account: 230.3370.5110	Fringe FT		YTD	\$130,036.00	\$98,635.97	\$31,400.03	76%
			LTD	\$130,036.00	\$98,635.97	\$31,400.03	76%
GL Account: 230.3370.5120	Fringe PT		YTD	\$1,839.00	\$672.81	\$1,166.19	37%
			LTD	\$1,839.00	\$672.81	\$1,166.19	37%
GL Account: 230.3370.5510	Office Supplies		YTD	\$0.00	\$662.55	(\$662.55)	+++
			LTD	\$0.00	\$662.55	(\$662.55)	+++
GL Account: 230.3370.5530	Program Material		YTD	\$8,811.00	\$11,144.42	(\$4,260.63)	148%
			LTD	\$8,811.00	\$11,144.42	(\$4,260.63)	148%
GL Account: 230.3370.5540	Mailing, Printing, Advertising, Copying		YTD	\$50.00	\$0.00	\$50.00	+++
			LTD	\$50.00	\$0.00	\$50.00	+++
GL Account: 230.3370.5560	Food and Food Services/Supplies		YTD	\$825.00	\$1,851.16	(\$3,269.18)	496%
			LTD	\$825.00	\$1,851.16	(\$3,269.18)	496%
GL Account: 230.3370.5700	Travel		YTD	\$2,873.00	\$22.62	\$2,850.38	1%
			LTD	\$2,873.00	\$22.62	\$2,850.38	1%
GL Account: 230.3370.5710	Fuel		YTD	\$4,122.00	\$373.03	\$2,514.50	39%
			LTD	\$4,122.00	\$373.03	\$2,514.50	39%
GL Account: 230.3370.5730	Training and Conference		YTD	\$2,900.00	\$1,892.50	\$1,007.50	65%
			LTD	\$2,900.00	\$1,892.50	\$1,007.50	65%
GL Account: 230.3370.6200	Client Support Cost		YTD	\$3,054.00	\$75.28	\$2,978.72	2%
			LTD	\$3,054.00	\$75.28	\$2,978.72	2%
GL Account: 230.3370.6310	Contractual Service		YTD	\$7,000.00	\$5,282.50	(\$1,000.00)	114%
			LTD	\$7,000.00	\$5,282.50	(\$1,000.00)	114%
GL Account: 230.3370.7010	Equipment and Vehicle > \$5,000		YTD	\$52,348.00	\$52,348.00	\$0.00	100%
			LTD	\$52,348.00	\$52,348.00	\$0.00	100%
GL Account: 230.3370.7020	Vehicle and Equip Repair/Maintenance		YTD	\$1,451.00	\$723.96	\$1,973.56	186%
			LTD	\$1,451.00	\$723.96	\$1,973.56	186%
GL Account: 230.3370.7030	Rent and Lease		YTD	\$914.00	\$952.20	(\$38.20)	104%
			LTD	\$914.00	\$952.20	(\$38.20)	104%
GL Account: 230.3370.7510	Space Cost		YTD	\$14,998.00	\$14,998.00	\$0.00	100%
			LTD	\$14,998.00	\$14,998.00	\$0.00	100%
GL Account: 230.3370.7570	Insurance		YTD	\$475.00	\$99.50	\$375.50	21%
			LTD	\$475.00	\$99.50	\$375.50	21%
GL Account: 230.3370.9510	Indirect Cost		YTD	\$1,000.00	\$1,000.00	\$0.00	100%
			LTD	\$1,000.00	\$1,000.00	\$0.00	100%
GL Account: 520.1205.5820	FICA/FMHI Tax		YTD	\$0.00	\$0.00	\$0.00	+++
			LTD	\$0.00	\$0.00	\$0.00	+++
GL Account: 520.1205.5850	401K Employer Contribution		YTD	\$0.00	\$0.00	\$0.00	+++
			LTD	\$0.00	\$0.00	\$0.00	+++

Project Expense Performance Report

Budget Method: Project Life Basis Start Month: June
 Fiscal-Year-to-Date And Life-to-Date To: 5/1/2021

Project Number \ GL Account Number	Description	Status	Budget	Expenses	Encumbrances	Balance	% Used
Project 3370 90C10T0045							
Detail: HS	Head Start	Active					
GL Account: 230.3370.5010	Salary and Wage FT						
YTD			\$544,217.00	\$431,851.08	\$10,095.76	\$102,270.16	81%
LTD			\$544,217.00	\$431,851.08	\$10,095.76	\$102,270.16	81%
GL Account: 230.3370.5020	Salary and Wage PT						
YTD			\$22,769.00	\$18,012.28	\$0.00	\$4,756.72	79%
LTD			\$22,769.00	\$18,012.28	\$0.00	\$4,756.72	79%
GL Account: 230.3370.5110	Fringe FT						
YTD			\$77,616.00	\$68,374.74	\$0.00	\$9,241.26	88%
LTD			\$77,616.00	\$68,374.74	\$0.00	\$9,241.26	88%
GL Account: 230.3370.5120	Fringe PT						
YTD			\$1,882.00	\$1,500.35	\$0.00	\$381.65	80%
LTD			\$1,882.00	\$1,500.35	\$0.00	\$381.65	80%
GL Account: 230.3370.5510	Office Supplies						
YTD			\$0.00	\$712.56	\$0.00	(\$712.56)	+++
LTD			\$0.00	\$712.56	\$0.00	(\$712.56)	+++
GL Account: 230.3370.5530	Program Material						
YTD			\$5,989.00	\$6,398.17	\$5,452.95	(\$5,862.12)	198%
LTD			\$5,989.00	\$6,398.17	\$5,452.95	(\$5,862.12)	198%
GL Account: 230.3370.5540	Mailing, Printing, Advertising, Copying						
YTD			\$400.00	\$0.00	\$0.00	\$400.00	+++
LTD			\$400.00	\$0.00	\$0.00	\$400.00	+++
GL Account: 230.3370.5560	Food and Food Services/Supplies						
YTD			\$825.00	\$1,709.78	\$2,307.41	(\$3,192.19)	487%
LTD			\$825.00	\$1,709.78	\$2,307.41	(\$3,192.19)	487%
GL Account: 230.3370.5700	Travel						
YTD			\$5,746.00	\$133.79	\$0.00	\$5,612.21	2%
LTD			\$5,746.00	\$133.79	\$0.00	\$5,612.21	2%
GL Account: 230.3370.5710	Fuel						
YTD			\$1,832.00	\$330.28	\$1,234.48	\$267.24	85%
LTD			\$1,832.00	\$330.28	\$1,234.48	\$267.24	85%
GL Account: 230.3370.5730	Training and Conference						
YTD			\$2,000.00	\$2,174.50	\$0.00	(\$174.50)	109%
LTD			\$2,000.00	\$2,174.50	\$0.00	(\$174.50)	109%
GL Account: 230.3370.6200	Client Support Cost						
YTD			\$1,140.00	\$0.00	\$0.00	\$1,140.00	+++
LTD			\$1,140.00	\$0.00	\$0.00	\$1,140.00	+++
GL Account: 230.3370.6310	Contractual Service						
YTD			\$4,700.00	\$637.50	\$5,042.50	(\$980.00)	121%
LTD			\$4,700.00	\$637.50	\$5,042.50	(\$980.00)	121%
GL Account: 230.3370.7010	Equipment and Vehicle > \$5,000						
YTD			\$9,998.00	\$9,998.00	\$0.00	\$0.00	100%
LTD			\$9,998.00	\$9,998.00	\$0.00	\$0.00	100%
GL Account: 230.3370.7020	Vehicle and Equip Repair/Maintenance						
YTD			\$1,607.00	\$564.50	\$2,138.02	(\$1,095.52)	168%
LTD			\$1,607.00	\$564.50	\$2,138.02	(\$1,095.52)	168%
GL Account: 230.3370.7030	Rent and Lease						
YTD			\$914.00	\$952.20	\$0.00	(\$38.20)	104%
LTD			\$914.00	\$952.20	\$0.00	(\$38.20)	104%
GL Account: 230.3370.7510	Space Cost						
YTD			\$2,965.00	\$2,965.00	\$0.00	\$0.00	100%
LTD			\$2,965.00	\$2,965.00	\$0.00	\$0.00	100%
GL Account: 230.3370.7570	Insurance						
YTD			\$475.00	\$99.50	\$0.00	\$375.50	21%
LTD			\$475.00	\$99.50	\$0.00	\$375.50	21%

Project Expense Performance Report

Budget Method: Project Life Basis Start Month: June
 Fiscal-Year-to-Date And Life-to-Date To: 5/1/2021

Project Number \ GL Account Number	Description	Status	Budget	Expenses	Encumbrances	Balance	% Used
Project 3370 90CI010045							
GL Account: 230.3370.9510	Head Start / Early Head Start	Active	YTD \$827.00	\$827.00	\$0.00	\$0.00	100%
	Indirect Cost		LTD \$827.00	\$827.00	\$0.00	\$0.00	100%
GL Account: 520.1205.5820	FICA/FMHI Tax		YTD \$0.00	\$0.00	\$0.00	\$0.00	+++
			LTD \$0.00	\$0.00	\$0.00	\$0.00	+++
GL Account: 520.1205.5850	401K Employer Contribution		YTD \$0.00	\$0.00	\$0.00	\$0.00	+++
			LTD \$0.00	\$0.00	\$0.00	\$0.00	+++
Detail HS Total:							
			YTD \$333,673.00	\$277,293.88	\$16,175.36	\$40,203.76	88%
			LTD \$333,673.00	\$277,293.88	\$16,175.36	\$40,203.76	88%
Subproject 90CI010045 01 Total:							
			YTD \$877,890.00	\$709,144.96	\$26,271.12	\$142,473.92	84%
			LTD \$877,890.00	\$709,144.96	\$26,271.12	\$142,473.92	84%
Project 3370 90CI010045 Total:							
			YTD \$877,890.00	\$709,144.96	\$26,271.12	\$142,473.92	84%
			LTD \$877,890.00	\$709,144.96	\$26,271.12	\$142,473.92	84%
Grand Total:							
			YTD \$877,890.00	\$709,144.96	\$26,271.12	\$142,473.92	84%
			LTD \$877,890.00	\$709,144.96	\$26,271.12	\$142,473.92	84%