Mercer County Head Start
Policy Council Handbook

1301.1 Purpose:

Celina City Schools Board of Education serves as the governing body for Celina City Schools Head Start program. Celina City Schools Head Start will establish a policy council to share in program governance with the Celina City Schools Board of Education. Celina City Schools Head Start has no delegate agencies that require a policy committee. All parents of enrolled children are members of the grantee's parent committee referred to as the POPs (Parents of Preschoolers) committee. The Policy Council and Board of Education share in joint responsibility to administer and provide oversight to Celina City Schools Head Start program. The Director of the Celina City Schools Head Start program provides information to the Policy Council to ensure accurate and responsible decision making.

The Head Start program is a comprehensive early childhood education program for low-income children and a family that instills confidence, strengthens abilities, and encourages creativity. Children are provided with an environment, experience, and services, which meet their individual needs in the areas of intellectual, physical, social, and emotional growth. It is recognized that parents are the primary educators of their children and encourage their involvement in many ways. Nationally the program began in 1965 during the "war on poverty" as a six-week summer program to assist "disadvantaged" children in preparing for school.

Parents have a lead role in decision-making within the organization. Mercer County Head Start's Policy Council members help plan and develop the goals of the program, approve various policies, approve hiring and firing decisions, and approve budget and work plans.

Beyond decision-making, parent participation takes place in many other ways. Parents volunteer in the classroom, assist with field trips, organize parent activity events, provide input on curriculum, and act as liaisons to community groups. Head Start offers positive social experiences for both parents and children. The Head Start families have played a vital role in making our program a success.

There is a set of Head Start core values that helped build the foundation of Head Start's success.
- Establish a supportive learning environment for children, parents, and staff, in which the process of enhancing awareness, refining skills, and increasing understanding are valued and promoted.
- Recognize that the members of the Head Start community: children, families, and staff have roots in many cultures. Head Start families and staff, working together as a team, can effectively promote respectful, sensitive, and proactive approaches to diverse issues.
- Understand that the empowerment of families occurs when program governance is a responsibility shared by families, governing bodies, and staff, and when ideas and opinions of families are heard and respected.
- Embrace a comprehensive vision of health for children, families, and staff which assure that basic health needs are met, encourages practices that prevent future illnesses and injuries and promotes positive, culturally relevant health behaviors that enhance lifelong well-being.
- Respect the importance of all aspects of an individual's development, including social, emotional, cognitive, and physical growth.
- Build a community in which each child and adult is treated as an individual while at the same time, a sense of belonging in the group is reinforced.
- Foster relationships with the larger community so that families and staff are respected and served by a network of community agencies in partnership with one another.
- Develop a continuum of care, education, and services that provide stable, uninterrupted

support to families and children during and after their Head Start experience.

1301.2 Governing Body

Celina City Schools Board of Education is an elected board by the public. Section 642 ©(1)(D) applies to the Celina City Schools Board of Education.

All members of the governing body sign a statement outlining conflict of interest :(C) CONFLICT OF INTEREST—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.

The governing body is responsible for the safeguarding of federal funds.

The governing body participates in the development, planning, and oversight of the Celina City Schools Head Start program in collaboration with the Director and management team.

The governing body determines the service area of the program utilizing data gleaned from the community needs assessment.

The governing body determines the procedures and criteria for all aspects of ERSEA following guidance provided by the community needs assessment and internal data from the program.

The governing body reviews all applications submitted for funding opportunities.

The director provides a monthly report to the governing board satisfying all requirements in subsection (d) (2).

The director provides information and guidance to the governing board for all major policies: annual self-assessment, fiscal audit, grant applications, corrective actions, personnel policies, procedure for policy council selection, fiscal policies, fiscal management, all major fiscal expenditures, annual approval of the operating budget, and selection of the auditor. The board must provide approval for all aforementioned items.

Celina City Schools Board of Education has established policies for the hiring, evaluation, compensation, and termination of administrative level employees. Included in these policies are areas addressing monitoring of any possible audit findings, conflict of interest, and complaints against employees. Celina City Schools Board of Education contracts with attorneys to serve in the event arbitration or mediation would need to be convened.

-Celina City Schools Board of Education may develop an advisory committee for the purpose of effective governance and improvements to the program.
-Celina City Schools Board of Education structure and protocol provides the ability to ensure that all requirements of the entity's duties are completed when committees are developed.
-Celina City Schools Board of Education communicates directly with the regional office in the event that such committees are developed.

Policy Council Ground Rules

1. The Chair runs the meeting.
2. There must be quorum (a certain number of members present) in order for business to be conducted.
3. Show up on time and read your packet before the meeting.
4. Raise your hand to be acknowledged by the Chair.
5. Speak loud enough so others can hear you.
6. Avoid side talking.
7. Debate the issue, not the person.
8. Encourage others to speak.
9. Be respectful and listen to others.
10. Summarize or restate a point. Ask for clarification.
11. Consider other perspectives.
12. Be creative in problem solving.

Member Responsibilities

1. Inform (R.S.V.P. the office staff) if you cannot attend the monthly meeting.
2. Share information from the Policy Council with the other parents in your classroom.
3. Represent Mercer County Head Start in a professional manner.
4. If you resign inform the Family Engagement Services Manager in writing to allow for a replacement in a timely fashion.

Expectations around Team Work

1. Remember, communication will improve as we learn about each other.
2. Expertise of many will be used.
3. Problems will be resolved – this is a business.
4. A unified group will develop.
5. Ownership and personal accomplishments will be felt.

Qualifications:

1. Must be a parent of a currently enrolled child in Mercer County Head Start and be elected by the parent committee.
2. A representative of the community that has an interest in low-income families, can contribute to the program, and has been approved by Policy Council.

Tasks:

1. Attend New Policy Council Orientation – offered in the fall.
2. Attend Policy Council meetings: will be held monthly with the time and day to be decided within the first couple of meetings. Policy Council parents, who attend the meeting, will be provided $15 stipend to help cover cost of childcare and transportation.
3. Share in decision-making process for Mercer County Head Start.
4. Assist the parent committee with helping enrolled parents know their rights, responsibilities and opportunities.

5. Encourage parent participation in the program.
6. Recruit for open slots in the program.

Areas of Responsibility

Monthly and periodically throughout the program year, the Director of the Celina City Schools Head Start program provides the policy council information from ongoing monitoring tools (annually in July), school readiness goals (annually in July), program goal updates (annually in July) and monthly board reports which include:

(2) CONDUCT OF RESPONSIBILITIES—Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and policy council, about program planning, policies, and Head Start agency operations, including:

(A) Monthly financial statements, including credit card expenditures;

(B) Monthly program information summaries;

(C) Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;

(D) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;

(E) the financial audit;

(F) the annual self-assessment, including any findings related to such assessment;

(G) the communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;

(H) communication and guidance from the Secretary; and

(I) the program information reports.

Policy Council Minutes

One of the Policy Council Secretary's duties is to keep accurate records of all Policy Council business. A program secretary is available to assist with this process if needed.

The Minutes should contain the following information:
1. Names of those in attendance
2. Approval of previous minutes; corrections of previous minutes
3. All reports, motions, and actions taken
4. Who made the motion, who seconded the motion and the number of members who opposed or abstained
5. All information which is needed at future meetings

Minutes are mailed at least five days before the meeting. If you are not getting your minutes please check in with the Family Engagement Services Manager to verify your correct address.

In order to be well prepared, it is **important to read the packet of information and note questions or suggestions beforehand** so that you are prepared when the issue/vote comes up at the meeting.

A copy of the agenda/minutes is below.

MERCER COUNTY HEAD START
POLICY COUNCIL
AGENDA FOR (MONTH) 2018

Date: 2018
Time: Noon
Location: CJ HI Marks Restaurant

Roll Call (P-present, A-absent, R-regrets)

Policy Council Parents: Policy Council Community Reps: Others Present:

Previous Minutes

Minutes distributed/Discussion:
Motion to Approve Minutes:
Second to Approve Minutes:

Approved by Vote: ___yes ____no

Director's Report

Motion to Approve:
Second to Approve:
Approved by Vote: ____yes ____no

New Hire/Resignations:

Motion to Approve:
Second to Approve:
Approved by Vote: ____yes ____no

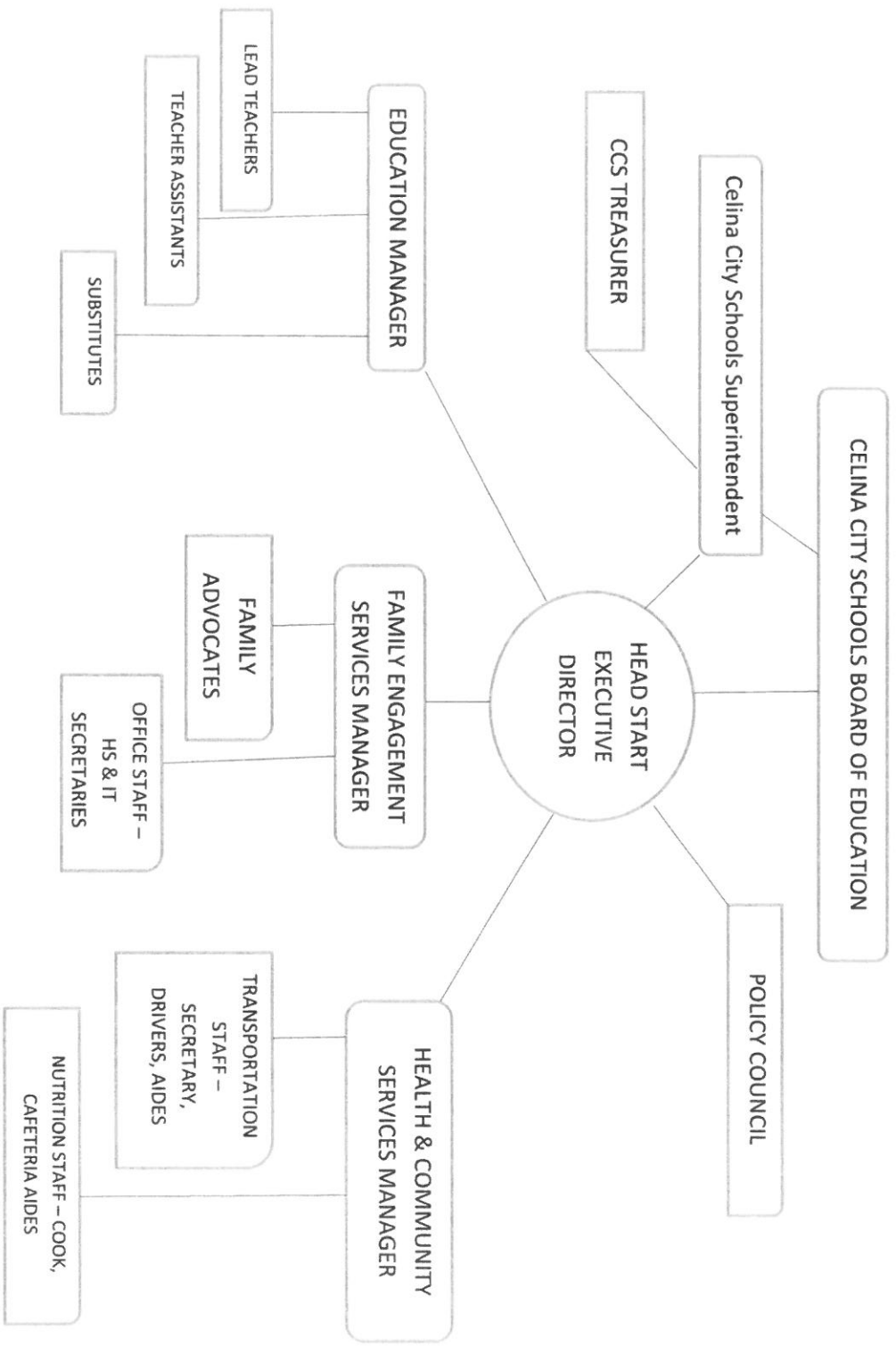**Next Meeting:**
2018
12:00 pm
CJ HI Marks

CELINA CITY SCHOOLS MERCER COUNTY HEAD START – ORGANIZATIONAL CHART (8/16)

HEAD START EXECUTIVE DIRECTOR

- CCS TREASURER
- Celina City Schools Superintendent
- CELINA CITY SCHOOLS BOARD OF EDUCATION
- POLICY COUNCIL

EDUCATION MANAGER
- LEAD TEACHERS
- TEACHER ASSISTANTS
- SUBSTITUTES

FAMILY ENGAGEMENT SERVICES MANAGER
- FAMILY ADVOCATES
- OFFICE STAFF – HS & IT SECRETARIES

HEALTH & COMMUNITY SERVICES MANAGER
- TRANSPORTATION STAFF – SECRETARY, DRIVERS, AIDES
- NUTRITION STAFF – COOK, CAFETERIA AIDES

1301.3 Policy Council

Celina City Schools Head Start program informs parents at the time of enrollment about the opportunity of participating in the policy council. Parents who indicate they are interested in being on policy council are then elected by their peers to serve on policy council for the year. Six seats on policy council are reserved for parents of currently enrolled children. Five seats are reserved for community members, totaling 11 members on policy council. Elections are completed by October each year annually.

Policy Council meetings will always be scheduled and conducted prior to the monthly meeting of Celina City Schools Board of Education. This allows the policy council to submit decisions to the Board in a timely & effective manner.

Celina City Schools Head Start program has established a policy council for the program. Celina City Schools Head Start program has no delegate agencies; as such no policy committee is required.

Parents who indicate they are interested in being on policy council are then elected, through a ballot by their peers, to serve on policy council for the year. A quorum (majority of voting seats) must be present to vote. In the event that quorum is not met, a vote can be taken by phone or email. Elections are completed by October each year annually. The Family Engagement Services Manager is responsible to educate local service providers of the opportunity to sit on policy council as a community member.

Monthly and periodically throughout the program year, the Director of the Celina City Schools Head Start program provides the governing board information from ongoing monitoring tools (annually in July), school readiness goals (annually in July), program goal updates (annually in July) and monthly board reports which include:

(2) CONDUCT OF RESPONSIBILITIES—Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and policy council, about program planning, policies, and Head Start agency operations, including:
(A) Monthly financial statements, including credit card expenditures;
(B) Monthly program information summaries;
(C) Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
(D) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
(E) the financial audit;
(F) the annual self-assessment, including any findings related to such assessment;
(G) the communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
(H) communication and guidance from the Secretary; and
(I) the program information reports.   See also Governing Body 1301.2

Policy Council Meetings are public meetings and, because of this, people often attend the meeting who are not members of the Policy Council. However, only voting members will vote on decisions made by the Council.

The Director and Program Managers provide guidance and information to the policy council on:

Parent engagement, ERSEA, applications for funding opportunities, program budgets and policies, bylaws for policy council, personnel policies, employment of program staff, election of policy council members, and the service area of the grantee. Policy Council members make decision and submit approvals to the Celina City Schools Board of Education for consideration.

A Celina City Schools Board of Education member sits on Policy Council as a non-voting member to serve as a liaison between the two entities.

Policy Council members cannot have a conflict of interest with Celina City Schools Head Start. In addition, policy council members cannot receive compensation for services provided to the grantee by serving on policy council. Staff cannot serve on policy council. Parents of currently enrolled children who provide substitute services to the program on an <u>occasional basis</u> MAY serve on policy council.

The grantee has no delegate agencies and is not a tribal grantee.

An Open Invitation
All parents have an open invitation to attend Policy Council meetings.

1301.4 Parent Committee-P.O.Ps (Parents of Preschoolers)

We believe parents and families are *the* most important influence in their child's education and development. One of Head Start's goals is to support you in this role. We make information, experiences, and other resources available throughout the year that can make your job a little easier. Family engagement in every part of the program is necessary to assure the most benefit for Head Start children.

> You will have many opportunities for several kinds of direct involvement:
> - In promoting school readiness for your preschooler(s).
> - In decision-making for planning and operating the program.
> - In activities you and other parents have helped develop.
> - In the classroom and other educational activities.
> - In the home and community setting.
> - In the community as leaders and strong advocates for young children.

Systemic family engagement also requires an overall program philosophy that upholds partnerships with families at all levels of agency functioning: at the administrative level; in hiring, training, supervising and evaluating staff; in the design and use of the program's physical space; and in program policy. It is everyone's responsibility, and reinforced within all aspects of the program.

All parents of currently enrolled children are automatic members of the parent committee referred to as POPS (Parent of Preschoolers). Utilizing information gathered from the family interest survey, family engagement staff works with parents to develop meeting agendas covering topics of interests for parents.

P.O.P.s is a parent/staff get-together held regularly during the program year, often combined with a social event. The Parent Committee provides you the opportunity to be involved in planning *your* child's program, decision-making, and other activities of your choice. Parent Committees are run by and for parents! Classrooms often combine their family activity events so parents get a chance to know each

other. Part of your role as a Policy Council member is to encourage attendance at the P.O.P.s meetings and family activity events.

Family Engagement staff utilizes P.O.P.s meetings to solicit input from parents on program operations including curriculum ideas, school readiness objectives, program policies, and program goals. Policy Council minutes are provided to members of the parent committee. Members of the parent committee may submit through written form information to the policy council or may attend a policy council meeting to address the council in person. Whenever possible, parents are included in the recruitment / interviewing process of potential employees.

You will have several chances during the year to attend or even help plan educational, parent activity fund raising or just social events with Head Start parents. This is also an important kind of parent involvement. During enrollment and orientation, the Director, Family Engagement Services Manager, and Family Advocates inform parents of the various opportunities for parent engagement. These opportunities are listed and described within the parent handbook as well.

Contributions In-Kind

Time and donations also add up to money. The Federal government requires each Head Start program to match 20 percent of its total grant in contributions from parents and the community. These contributions are called In-Kind. How does this translate into money? If you volunteered 87 hours in a month, that would equal $1376.34 in-kind dollars.
While volunteering, attending Head Start activities, or donating materials, parents are making contributions "In-Kind." Teachers and staff at each classroom and in the main office will have forms for parents to record their contributions. Policy Council representatives can assist their Family Advocate Staff in coordinating and documenting volunteer activities.
Contributions In-Kind contribute to the program every day. Parents and community volunteers show the government that the Head Start program has local support.

1301.5 The Role of Parent Representatives to the Policy Council; Trainings & Terms

Annually, the Director and Family Engagement Services Manager provide governance training to the members of the Board of Education and newly seated Policy Council. Resources used to provide this training come directly from the T/TA system and ECKLC website.

ERSEA final rule (3/15) training is provided at this time as well.

Celina City Schools Head Start provides governance training annually which informs parents of the term limits of policy council and the requirements to be re-elected each year with a maximum of 5 terms.

Included in program governance training is the annual schedule for elections.

Elections occur at the end of September annually, ensuring that a new policy council is seated in October and receives program governance training at the first meeting.

Here are some personal characteristics to consider:
  •Ability to listen, analyze, think clearly and creatively, work well with individual people and

groups.
•Willingness to prepare for and attend Council and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal resources in a generous way according to circumstances, open doors in the community, evaluate oneself.
•Willingness to develop certain skills if you do not already possess them, recruiting new members
and other volunteers, learning more about the organization.
•Possess honesty; sensitivity to and tolerance of differing views; a friendly, responsive, and patient approach; community-building skills; personal integrity; a developed sense of values; concern for the organization's development; a sense of humor.

1301.6 Impasse Procedure

Celina City Schools Head Start provides members of the governing board and policy council with a handbook for governance procedures for the Head Start program.

In the policy and procedures section of the handbook, includes impasse procedures which include: resolving internal disputes, use of arbitration, and mediation.

Annually, the handbook is reviewed by the governing bodies for any possible revisions and updates.

Concern/Feedback Procedures for Resolving Complaints

Policy

The Head Start program encourages communication between parents, community members and Head Start staff. If there are concerns, these should be documented after attempts have been made to resolve them through direct feedback and problem solving with the staff and supervisors involved.

Procedure
1. Written concerns should include a description of the problem, date of occurrence, names of people involved and possible solutions. Parents should consult their Policy Council Representative for advice and assistance.
2. The written concern form will be completed by the individual(s) involved and given to the Director within ten (10) working days. A meeting will be scheduled to discuss the situation. The Director may invite all or part of the following to review the situation: Policy Council Chairperson, parent/community member, Policy Council representative, individual staff person addressed in the concern, Regional Manager, Consultants, Board of Directors Chairperson or other members of the Board of Directors.
3. A written response will be prepared by the Director outlining action taken and given to parent/community members within ten (10) working days of the meeting.
4. If parent/community member is not satisfied with the written response from the Director, the parent/community member may request a joint meeting of the Policy Council and Board of Directors Executive Committee for final resolution of the concern through a written request to the Policy Council Chairperson.

This complies with Head Start Performance Standard 45 CFR Section 1301.6(a)(2).
(Below is a copy of the Complaint Form.)

MERCER COUNTY HEAD START AND
CELINA PUBLIC PRESCHOOL
COMPLAINT FORM

Date _____

Explanation of Concern:

Suggestions:

Name

_____

Address

_____

Telephone Number _____

Please mail and or hand deliver to:
Amy Esser, Executive Director
Mercer County Head Start
585 E. Livingston St.
Celina, OH 45822

CELINA CITY SCHOOLS
BOARD OF EDUCATION
2016 REGULAR MEETINGS

DATE	TIME	DAY	PLACE
January 11, 2016 (Organizational Meeting Only)	6:00 pm	Monday	H.S. Lecture Hall
January 25, 2016	6:00 p.m.	Monday	H.S. Lecture Hall
February 15, 2016	6:00 p.m.	Monday	H.S. Lecture Hall
March 14, 2016	6:00 p.m.	Monday	H.S. Lecture Hall
April 18, 2016	6:00 p.m.	Monday	H.S. Lecture Hall
May 16, 2016	6:00 p.m.	Monday	H.S. Lecture Hall
June 20, 2016	6:00 p.m.	Monday	Education Complex
July 18, 2016	6:00 p.m.	Monday	Education Complex
August 15, 2016	6:00 p.m.	Monday	Education Complex
September 26, 2016	6:00 p.m.	Monday	H.S. Lecture Hall
October 17, 2016	6:00 p.m.	Monday	H.S. Lecture Hall
November 21, 2016	6:00 p.m.	Monday	H.S. Lecture Hall
December 19, 2016	6:00 p.m.	Monday	H.S. Lecture Hall

2016-17 Calendar

Students - MCHS & CPPS

133

August '16

M	T	W	T	F

September

M	T	W	T	F	
LD	6	7	8		
12	13	14	15		
19	20	21	22		
26	27	28	29		

LD Labor Day

October

M	T	W	T	F	
3	4	5	6		4
10	11	12	13		7
17	18	19	20		8
24	25	26	27		8
31					5

November

M	T	W	T	F
	1	2	3	
7	8	9	10	
14	15	16	17	
21	22	PTC	TV	TV
TV	29	30		

TV Thanksgiving Vac.
PTC Parent/Teacher Conf.

December

M	T	W	T	F
			1	
5	6	7	8	
12	13	14	15	
19	20	21	CV	CV
CV	CV	CV	CV	CV

Christmas Vacation

January

M	T	W	T	F	
CV		4	5	6	7
9	10	11	12		12
ML	17	18	19		11
23	24	25	26		9
30	31				4

CV Christmas Vacation
ML Martin Luther King Day

February

M	T	W	T	F
		1	2	
6	7	8	9	
13	14	15	16	
PD	21	22	23	
27	28			

PD President's Day

March

M	T	W	T	F
		1	2	
6	7	8	9	
13	14	15	16	
20	21	22	23	
27	28	29	PTC	

PTC Parent/Teacher Conf.

April

M	T	W	T	F	
					4
3	4	5	6		12
10	11	12	EV	EV	11
EV	18	19	20		10
24	25	26	27		9

EV-Easter Vacation

May

M	T	W	T	F
1	2	3	4	
8	9	10	11	
15	16	17	18	
MD				

MD Memorial Day

June

M	T	W	T	F

PTC- Nov.23 and March 30

July '17

M	T	W	T	F	
					4
					4
					4
					0
					0
					133

2 HOUR - PLAN B DELAY   (7 days)

All calendars subject to change as program needs change

Tentative makeup days: Jan 16
Feb 20
April 13 & 17
additional makeup days after schedule last day AND Friday's if necessary

Teacher In-Service Days: Aug.22,2016
Nov.23, 2016

Parliamentary Procedure

In most organizations a process called "Parliamentary procedure" is used to run the meetings. This process was developed to help meetings run smoothly, to maintain order, and to make sure each member is given equal time and consideration for their input. To follow Parliamentary Procedure, one of things you must know is . . .

How a Motion is made

1. *Recognition*. Raise your hand to get the Chairperson's permission to speak: "Mr. (or Madam) Chairperson..."

2. *Make the motion*. Offer your recommendation to the rest of the group: "I move we have a spring picnic..."

3. *It must be seconded*. To support your idea, another member should say: "I second the motion..."

4. *Clearly state the motion*. The Chairperson puts the motion in words that everyone can understand and then states the motion: "It has been moved and seconded that we have a spring picnic..."

5. *Discussion*. The Chairperson invites members to discuss the motion: "Is there any discussion?"

6. *Restate the motion*. The discussion ends when the Chairperson prepares the members for voting by restating the motion: "The motion before us is to have a spring picnic."

7. *Motion*. The Chairperson calls for the vote. The vote can be done by voice, written ballot, or show of hands. If the vote is by voice, the Chairperson says: "All those in favor of a spring picnic, signify by saying,
"Aye"; those opposed, say "nay"; those abstaining?"

8. *State the results*. The Chairperson announces whether or not the motion has carried or failed: "The motion carried."

Parliamentary Procedure Terms

Abstain	Not voting one way or the other.
Adjourn	Ending the meeting.
Adopt	To okay or accept.
Agenda	An outline of what is to be done at the meeting.
Amendment	Adding on to a motion usually to improve it, enlarges its intent, or make it more understandable.
Appeal	To question the Chairperson's decision and ask the group to change it.
Appoint	To place someone in a job or position.
By-laws	The rules that a group has agreed to follow and the goals of the organization.

Caucus policy	Getting together outside the regular meeting to decide on plans, positions, and and/or people to nominate.
Chair	The position held by the group's leader.
Committee	A small group that reviews and reports on a special task given them by the larger membership. A committee can recommend certain action be taken, based on its findings.
General Consensus	Approval by the group. If even one member objects, a vote must be taken.
Majority Opinion	The decision of more than half the voting members.
Motion	A member's proposal for an action.
Nominate	To recommend a person for election to office.
Pending	Still "up in the air" and undecided.
Personal Privilege	Calling attention to something having to do with the well-being of the people at a meeting, such as asking to have a window opened.
Point of Information	Asking for more information before making a decision.
Point of Order	Correcting a mistake that is against the rules of the organization.
Pro tem	Temporary.
Proxy	Permission given (usually written) by one absent member for another member to vote in his name.
Question	A motion that is under discussion with a vote to be taken on it.
Recess	Taking a short break.
Rescind	To take back; withdraw.
Resolution	Usually a policy statement being suggested to the group for approval.
Second	Support for a motion. Before a group can handle a proposed action (motion), it must know that two people want it discussed.
Standing Committee	A committee that goes year-round, such as a program committee.
Special Committee	A committee selected to handle a single task or event (known in the By-Laws as "Ad Hoc").
Sub-committee	A small group of members serving on a large committee who take a special problem, study it, and report back to the whole committee so that a final decision can be made.

Suspending the Bylaws Making an exception to the Council by-laws with approval from the body to suspend the by-law.

Unanimous vote   Everyone votes the same way.

Veto   To turn "thumbs down" (voting "no") on a motion or idea.

(Updated 12/2017)

2017 COMMUNITY ASSESSMENT UPDATE

December 2017	Celina City Schools/Mercer County Head Start

Every year, a community assessment is updated to fulfill the guidance and mission of Head Start. This assessment identifies community needs & strengths which lead to program goals.

THE 2017 COMMUNITY ASSESSMENT UPDATE

CELINA CITY SCHOOLS/MERCER COUNTY HEAD START

GENERAL OVERVIEW OF MERCER COUNTY

The county type is "rural non-Appalachian". The only city in the county is Celina with a population size of 10,324 (2016). The county's population size is 40,909, which is slightly lower than the previous year. Children under 5 hold steady from last year at 6.9% of the population. The majority of residents are non-Hispanic whites, at 97.3%. There is no public transit system. Mercer County continues to have the lowest unemployment rate in the state of Ohio. The number one business employer is manufacturing.

Income & Poverty

- As of 2010 – 2014, the per capita income of Mercer County is $24,362, which is lower than the state average of $26,520 and is lower than the national average of $28,555.
- 7.8% families live in poverty, which is a whole percent down from last year.
- 11% of children in Mercer County live <100% of the Federal Poverty Level.
- From 2015 to 2016, a total of 24% of Mercer County students were considered economically disadvantaged. http://www.cdfohio.org/research-library/kids-count-by-county/2016/Mercer.pdf
- Economists estimate that child poverty costs an estimated $500 billion a year to the U.S. economy; reduces productivity and economic output by 1.3 percent of GDP; raises crime and increases health expenditure (Holzer et al., 2008).

Education

Celina City Schools, Coldwater Exempted Village, Parkway, St. Henry, Ft. Recovery, and Marion Local are the 6 school districts. Mercer County Educational Service Center (MCESC) services typical children and children with disabilities within the different districts.

Three districts also have Early Childhood Education preschool slots through the Ohio Department of Education. These slots serve mostly 4-year old's:

Celina City Schools = 13, Ft. Recovery = 12, and Parkway = 12.

Alternative preschool options in the county are: Mercer County Head Start (MCHS), Kid's Kastle, Creative Discovery, Little Flower, Graceland Preschool, IC Preschool, and Stepping Ahead. MCHS

is the only one of these with no fees attached and two full day preschool programs. MCHS and the MCESC are the only preschools in the county with 5 Star ratings through Step Up To Quality. MCESC classrooms in Ft. Recovery and Parkway have not yet been rated.

Of the 1,061 early learning and development spaces available, only 421 are accredited/quality-rated. This information is from the Early Learning and Development County Profile from 2013 which is the most recent data on this site.

2015 Birth Rates

- ➢ Total Births: 509
- ➢ % of low birth weight: 4.75
- ➢ % of maternal smoking: 14.2
- ➢ % of unmarried: 23.6
- ➢ Infant mortality: 6

Community Needs as Reported by OUR Home

In 2016-2017, OUR Home served at least 1867 families. They have already served 701 in the first four months of this year. These numbers mostly include; food, personal care items, baby items, utility assistance, medical/prescriptions, gas vouchers to medical appointments, rent, emergency shelter and minor home repairs.

- the biggest need is food and personal care items.
- financially the biggest need is for utility (electric/gas) shut-offs.
- new concern… ?? paying for health care. The last several years they haven't had to many with medical needs but it is starting to show up again.

The trend OUR Home staff sees at this time is that families are managing to get by monthly, then an unexpected expense pops up and they struggle. Unexpected – car repairs (oil change, new tires), glasses not covered by Medicaid, school expenses like clubs and sports, driver's education, driver's license/plates, paying for laundry to be done, missed work because child was sick.

HEALTH ISSUES

According to the 2017-2020 Mercer County Community Health Improvement Plan (CHIP), the three primary issues facing the county currently are: Substance Abuse, Nutrition and Weight Status, and Mental Health.

Substance Abuse

As of 2012, 13.1% of Mercer County residents report heavy drinking – the number is 8.8% for all of Ohio and 8.3% at a national level. There is an even greater disparity between the percentage of binge-drinkers in Mercer County and the wider population. 41.6% of Mercer County adults admitted to binge drinking in the previous month, which is well above the state national percentage (26.9%).

Underage Drinking

➢ Three-fourths of those surveyed believed children under age 17 drinking alcohol was a "moderate" or "major" problem.
➢ When asked about children drinking and driving, nearly a quarter (24%) said children under the age 17 drinking alcohol and driving was a "major problem".
➢ 25% of those surveyed believed adults allowing children to drink alcohol in their homes was a "major problem".

The average age of first use for tobacco is 13.5. The average for marijuana is 14.4. Although the 2016 survey revealed an improvement in use of prescription medication that was not prescribed to the user, overall illicit drug use has gone up. The use of Narcan by first responders has become a common procedure. In 2014, the county reported 5 unintentional overdose deaths and 98 drug convictions.

Nutrition and Weight Status

67% of Mercer County residents are overweight or obese.

According to a 2015 community assessment, 55% of Mercer County residents reported engaging in physical activitiy for more than 30 minutes in the past week.

28.8% of Mercer County residents reported that they were diagnosed with high blood cholestoral and 11.8% reported being diagnosed with diabetes. https://www.mercer-health.com/sites/default/files/pdf/2016_Mercer_Health_CHNA_Report_FINAL.pdf

Mercer County WIC office is currently serving 581 clients. 325 of these are children birth to 5. This is a decrease in number from last year. They suspect that there are 100-150 more children who could qualify.

Mental Health

Like other rural communities, Mercer County has a shortage of psychiatric care providers, public knowledge of how to access mental health professionals is scarce, and acute psychiatric care is located outside of our county. Only two of the five school districts currently offer mental health services through a local behavioral health entity. In addition, cost of care is prohibitive for many who need services.

➢ Those residents who were surveyed reported 48% had at least one day in the past 30 days in which they had poor mental health.
➢ Those residents who were surveyed reported on average they had 3.1 days in the last month in which poor physical or mental health kept them from doing usual activities, such as self-care, work, or recreation.
➢ 9.8% of surveyed residents stopped going to usual activities because he or she felt sad or hopeless.

Mercer County's residents average 5.2 days per month with poor mental health

HOMELESSNESS

There are two places in the county that offer housing assistance to families who identify themselves as homeless. Abounding Grace Ministries has a couple of cabins that families can stay in temporarily. OUR Home offers emergency shelter for women. Most of the homeless families we serve live with family or friends, because they can't afford to live on their own.

> ➢ The median gross rent from 2011-2015 was $653.
> ➢ There are 55 students in Celina that classify as homeless.

http://wocap.org/wp-content/uploads/2017/03/2015-AM-CA.pdf

http://www.healthdata.org/sites/default/files/files/county_profiles/US/2015/County_Report_Mercer_County_Ohio.pdf