

Head Start Monthly Report September 2023

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;

In accordance with the New Head Start performance Standards that went into effect on November 7, 2016:

1301.2 (b) Duties & Responsibilities of the Governing Body -

(1) The governing body is responsible for activities specified at section 642©(1)€ of the Head Start Act.

(2) The governing body must use ongoing monitoring results, data on school readiness goals, and other information described in 1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities.

Please see Program Information Summary & attachments to this monthly report for monitoring reports.

Credit Card Reports		\$492.64	
8/11/23	\$126.64	EZ Cater	Policy Council
8/7/23	\$122.00	Cbus Marriott	Ed Staff
8/7/23	\$122.00	Cbus Marriott	Ed Staff
8/7/23	\$122.00	Cbus Marriott	Parent Ambassador

A. Program Information Summary

District affiliated events Director participated in include: Board meeting, Discussion with Union – FA wages

External committees / meetings affiliated with Head Start – Weekly Directors meetings, OHSAI Executive Board, OHSAI Community of Learners Director , OHSAI Futures , COLT, Mtg w/ 0-5 local agencies – transition plan, FCFC

Internal committees / meetings – Policy Council meetings, Administrative meetings, Recruitment, Discussion with Treasurer regarding OHS reports, Intake meetings accepting children, Mtg with Tom Sommer discussing fiscal reports, 1303 Call w/ leadership & OHS

Trainings provided – ERSEA

Training received –Fiscal COL, NHSA ELC Academy

The program continues to function under a Non-Federal match Waiver

Education – No report

Mental Health – No report

Disabilities – No report

Health – No report

ERSEA – No report

Family Engagement – No report

B. Enrollment / Attendance

Enrollment by program option

RF Full Day = 12 EC Full Day = 61 EC Part Day = 44 Total = 117

Attendance by program option

RF Full Day = 95.83% EC Full Day = 88.1% EC Part Day = 76.93% Total = 85%

Enrollment by Program Option:

Half Day PY Head Start	66%
Full Day School Year (6 hour day)	81%

Attendance by Program Option:

Half Day PY Head Start	77%
Full Day School Year	89.65%

C. CACFP report – CACFP claimed meals

Month Served	August 2023
Total Days Attendance	Rockford & PD EC – 2, FD EC – 3
Total Breakfast	140
Total Lunches	184
Total Snacks	136
Total	460

Meals	
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D. Financial Audit – Completed

E. Annual Self-Assessment

- Completed May 2023

F. Community Assessment

- Contacting WSU for potential partnership

G. Communication and guidance from the Secretary
Attached

Attachments to report:

Respectfully submitted,

Amy Esser
Executive Director

REVENUE						
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING	
ARP	189,047.00	-	189,047.00	118,461.36	70,585.64	
Federal Revenue - C-5	47,553.00	-	47,553.00	36,934.07	10,618.93	
Other Local	-	-	-	-	-	
Refund prior year exp	-	-	-	-	-	
Board advance	-	-	-	-	-	
Total	236,600.00	-	236,600.00	155,395.43	81,204.57	
EXPENSES						
	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS
Salary	109,771.00	-	109,771.00	113,380.78	(3,609.78)	-
Fringe Benefits	18,520.00	-	18,520.00	19,215.81	(695.81)	-
Programming	19,335.00	-	19,335.00	1,294.96	18,040.04	17,340.00
Supplies	88,974.00	-	88,974.00	22,780.00	66,194.00	64,850.00
Capital Outlay	-	-	-	-	-	-
Other Expenditures	-	-	-	-	-	-
PA22 subtotal	236,600.00	-	236,600.00	156,671.55	79,928.45	82,190.00
Training & Technical Services						
Training & technical serv (job code 400)	-	-	-	-	-	-
Staff out of town travel	-	-	-	-	-	-
Subtotal Purch Service	-	-	-	-	-	-
Training & Tech Supplies						
Subtotal Supplies	-	-	-	-	-	-
T&TA -PA20	-	-	-	-	-	-
Return of Board Advance	-	-	-	-	-	-
TOTALS	236,600.00	-	236,600.00	156,671.55	79,928.45	82,190.00

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES (1,276.12)

HEAD START - 2023 GRANT

[illegible]

HEAD START - 2023 GRANT

525-9923

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	2,002,713.00	-	2,002,713.00	1,014,000.00	988,713.00
CACFP Revenue	-	115,000.00	115,000.00	59,743.92	55,256.08
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	108,899.68	(108,899.68)
Total	2,002,713.00	115,000.00	2,117,713.00	1,182,643.60	935,069.40
					108895.68

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	As of 08/31/2023 ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	918,812.00	-	918,812.00	643,840.41	274,971.59	-	274,971.59
Fringe Benefits	707,924.00	-	707,924.00	437,680.27	270,243.73	2,943.75	267,299.98
Programming	153,382.00	-	153,382.00	64,526.90	88,855.10	30,043.75	58,811.35
Supplies	177,985.00	-	177,985.00	65,205.77	112,779.23	34,922.14	77,857.09
Capital Outlay	-	-	-	-	-	-	-
Other Expenditures	11,186.00	-	11,186.00	3,934.00	7,252.00	1,180.00	6,072.00
PA22 subtotal	1,969,289.00	-	1,969,289.00	1,215,187.35	754,101.65	69,089.64	685,012.01
Training & Technical Services							
Training & technical serv (job code 400)	11,863.00	-	11,863.00	9,919.70	1,943.30	295.00	1,648.30
Staff out of town travel	19,552.00	-	19,552.00	7,667.52	11,884.48	3,063.52	8,820.96
Subtotal Purch Service	31,415.00	-	31,415.00	17,587.22	13,827.78	3,358.52	10,469.26
Training & Tech Supplies	2,009.00	-	2,009.00	951.77	1,057.23	519.65	537.58
Subtotal Supplies	2,009.00	-	2,009.00	951.77	1,057.23	519.65	537.58
T&TA -PA20	33,424.00	-	33,424.00	18,538.99	14,885.01	3,878.17	11,006.84
Return of Board Advance	-	-	-	-	-	-	-
TOTALS	2,002,713.00	-	2,002,713.00	1,233,726.34	768,986.66	72,967.81	696,018.85

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

(51,082.74)

Category	Rate	Hours	Total	Comments
Policy Council		43.37	17.5	758.98 Includes Self Assessment
At- Home Activities				
Anchors Away	18.65 / HR		9	167.85
Captain's Crew	18.65 / HR		14.75	275.09
Lighthouse Leaders	18.65 / HR		22.25	414.97
lakeside Learners	18.65 / HR			
Turtle Troop	18.65 / HR		27.75	517.54
Starboard Seacaptains	18.65 / HR		4.75	88.59
Rockford	18.65 / HR			
Total				1,464.04
HSAC				
NURSING STUDENTS				
KITCHEN		13.76	5.5	75.68
PARENT VOL		18.65	27.75	517.54
COMMUNITY VOL		18.65		
TOTAL				593.22
FOUR U				
DONATED GOODS				
TOTAL				
ECE FUNDING				4333.34
UTILITIES				2142
TOTAL				6475.34
CCS PERSONNEL SUPPORT				
IT DIRECTOR				737.34
ASST TREASURER 1				506.34
ASST TREASURER 2				373.09
SUPT SEC				444.17
CUSTODIAL SRVCS				2520.25
MAINTENANCE				1261
TOTAL				5859.02
CCS FRINGE				524.17
CCS BENEFITS				6359.95
				6919.76
HALEY THOMAS				4657.59
MOMENTUM				575
TOTAL				27,302.95
YTD TOTAL				182,381.72

AMY ESSER
5563-7580-0004-9768

CREDITS
\$0.00

PURCHASES
\$492.64

CASH ADV
\$0.00

TOTAL ACTIVITY
\$492.64

ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-11	08-10	55429503222745229097391	EZCATERSUBWAY 8004881803 MA P.O.S.: HAD50J8N SALES TAX: 0.00	126.64 ✓
Total Purchasing Activity				\$126.64

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-07	08-02	55432863216200301564547	COLUMBUS MARRIOTT NW DUBLIN OH M21765 ARRIVAL: 08-02-23	122.00 ✓
08-07	08-02	55432863216200301564554	COLUMBUS MARRIOTT NW DUBLIN OH M21766 ARRIVAL: 08-02-23	122.00 ✓
08-07	08-02	55432863216200301564604	COLUMBUS MARRIOTT NW DUBLIN OH M21775 ARRIVAL: 08-02-23	122.00 ✓
Total Travel Activity				\$366.00

Celina City Schools – Mercer County Head Start

Job Description

Phone: (419)268-0301 Fax: (419)268-0017 www.mercerheadstart.org

Job Title: Family Advocate	Supervisor: Mental Health Manager
Position Summary:	
Assure full compliance with ERSEA (enrollment, recruitment, selection, eligibility, and attendance) standards. Provide ongoing support to families through communication, family goals, workshops and education. Assist with data management and program development.	
Qualifications and Requirements:	
Education/Certifications: <ul style="list-style-type: none">• Bachelors of Social Work Degree or related field, Minimum of Associate's Degree in Social Work or related field• Valid Driver's License and liability insurance	
Knowledge/Skills: <ul style="list-style-type: none">• Sensitivity and awareness of family cultural diversity• Experience and knowledge of services available through community agencies• Demonstrate understanding of Head Start Performance Standards• Strong oral and written communication skills, ability to communicate and provide presentations to large groups, good interpersonal skills and the ability to use both reflective listening and nonverbal communication skills• Experience in problem solving and decision- making• Knowledge of early childhood education• Development of strength-based goal setting• Fully understand and implement the Mission Statement of Mercer County Head Start• Previous Head Start experience, prior home visit experience preferred• Regular attendance, teamwork, initiative, dependability, and promptness• Fluent in technology including data entry, email, web-browsing, and MS Word• Preferred ability to speak Marshallese or have knowledge of Marshallese Culture	
Employment Conditional upon Results of the Following: <ul style="list-style-type: none">• Complete and pass (5) background checks prescribed by ODJFS• Three Personal References• Successful Physical Capacities Examination and TB screening results• Policy Council and Board of Education Approval	
Essential Job Responsibilities: <ul style="list-style-type: none">• Oversee ERSEA recruitment and enrollment of children into the Early / Head Start program for all sites to ensure full enrollment and a waiting list are met in a timely manner• Conduct home visits, center visits, or alternate location visits as desired by the family• Provide orientation to parents on program services and policies. Participate in the planning, implementation and conducting of educational and enrichment activities for families• Develop and implement Parent Committee Meetings• Complete family strengths and needs assessment, assist families in identifying long and short-range goals, and develop and implement with families a Family Partnership Agreement	

- Provide opportunities for parents to participate in the program as volunteers, parent committee and policy council members
- Provide opportunities for parents to enhance their parenting skills and knowledge of development needs of their children through trainings, meetings and referrals
- Engage with children and teachers in the classroom setting to enhance knowledge of and support parent communication regarding child development, classroom events and volunteering
- Transport family members in agency owned vehicles
- Along with the ERSEA team, monitor daily classroom attendance and complete follow up as prescribed by policy
- Generate and collect non-federal share
- Data management maintained and up to date
- Advocate for families
- Assist with transportation as a bus monitor as needed
- Understand and respect the chain of command
- Help with child care to allow families to participate in program activities
- Understand that evenings and weekends may be required in order to best meet the needs of the families
- Demonstrate on-going professionalism, work as a team, have a positive and professional attitude toward fellow staff and families by attending trainings (15 hours minimum, annually), workshops, conferences, and meetings as requested by supervisor and as necessary for successful implementation of program, and to meet requirements of Professional Development Plan
- Regular and prompt attendance to provide quality supportive services to children, families, and community partners
- Perform other duties as assigned by supervisor to ensure compliance with federal, state and local regulations and to ensure the best interest of the agency

*At any time you may be reassigned to meet the parameters of the program needs.

The statements indicated on this job description describe the general purpose and responsibilities assigned to this job and are not an inclusive list of all responsibilities and duties that may be assigned or skills that may be required. All employees are expected to participate in ongoing professional development as indicated by changing roles and responsibilities.

Family Advocate Signature

Date

Mental Health Manager Signature

Date

Mercer County Head Start Policies and Procedures

P/P Topic:	Interviews	P/P #:	
Part:	Human Resources Management	PC Approval Date:	9/14/23
Subpart:	<i>Personnel Policies</i>	Last Reviewed Date:	
Section Title(s):	1302.90	Implementation Responsibility:	Management Team Policy Council
Related Performance Standard(s):	1302.91	Monitoring Responsibility:	Governing Body

(A) Policy	<p>(a) Establishing personnel policies and procedures. A program must establish written personnel policies and procedures that are approved by the governing body & policy council or policy committee and that are available to staff.</p> <p>(a) Purpose. A program must ensure all staff, consultants, and contractors engaged in the delivery of program services have sufficient knowledge, training, and experience, and competencies to fulfill the roles and responsibilities of their positions and to ensure high-quality service delivery in accordance with the program performance standards. A program must provide ongoing training and professional development to support staff in fulfilling their roles and responsibilities.</p>
(B) Responsibility	Policy Council & Director
(C) Procedure	<p>Establishing an interview team:</p> <ul style="list-style-type: none"> • The Director and Managers are responsible for direct supervision and oversight of all positions within their respective areas for the entire Head Start program. • The “Hiring Manager” will be defined as the individual under whom the vacancy exists. (ie. Head Teacher reports to Early Childhood Services Director) • The Hiring Manager is responsible to organize the interview team. The interview team is to consist of at a minimum one other management team member. Neither of the participants can have a conflict of interest with any of the interviewees. • A conflict of interest is defined as: a relationship in which nepotism could be found (family member, close personal friend) • In the case where a current employee is an interviewee, a member of policy council will be asked to join the interview team. • The Hiring Manager is responsible to organize all aspects of the interview. (<u>Reference the Vacancies section of the OAPSE #457 negotiated agreement</u>)

	<p>Establishing interview questions:</p> <ul style="list-style-type: none"> • Interview questions are established following criteria established within the program standards • Each interviewee is to be asked the same questions <p>Establishing interview candidates:</p> <ul style="list-style-type: none"> • All candidates must meet at least all minimum requirements for the job. • Any current employee will be granted an interview <p>Establishing timelines for interviews.</p> <ul style="list-style-type: none"> • The program has a vested interest in filling vacancies as soon as possible to ensure the continuation of services to children and families; however, there are in some cases unforeseen circumstances in which could delay the interview process. • As a result, there are no established timelines for interviews.
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Mercer County Head Start Policies and Procedures

P/P Topic:	Hiring of Personnel	P/P #:	
Part:	Human Resources Management	PC Approval Date:	9/14/2023
Subpart:	<i>Personnel Policies</i>	Last Reviewed Date:	
Section Title(s):	1302.90	Implementation Responsibility:	Management Team Policy Council
Related Performance Standard(s):	1302.91 1302.93(a)(1)(2)	Monitoring Responsibility:	Governing Body

(A) Policy	<p>(a) Establishing personnel policies and procedures. A program must establish written personnel policies and procedures that are approved by the governing body & policy council or policy committee and that are available to staff.</p> <p>(a) Purpose. A program must ensure all staff, consultants, and contractors engaged in the delivery of program services have sufficient knowledge, training, and experience, and competencies to fulfill the roles and responsibilities of their positions and to ensure high-quality service delivery in accordance with the program performance standards.</p> <p>Celina City Schools Head Start will make a conscientious effort to hire individuals who accept the goals, principles, and core values of the agency. The Celina City Schools Board of Education will select and hire a Head Start Director. The Head Start Director will be responsible for either hiring or designating the person(s) responsible for hiring all employees.</p>
(B) Responsibility	Management Team
(C) Procedure	<p>Open positions will be posted on at a minimum the school district's website and the parent information board at each location.</p> <ul style="list-style-type: none"> When a job vacancy or vacancies occur within bargaining unit, the Board will post an announcement of such vacancy or vacancies on the District website and email the posting to all employees. Said vacancies shall then remain unfilled and stay posted for five (5) working days. The announcement shall contain the job title, a brief job description, work site, rate of pay, and number of hours of work. Summer notification will be sent to the President of OAPSE Local #457. Where two or more vacancies in different classifications have been posted and no qualified employees have applied, the Board may repost the positions as one vacancy to be offered to one candidate. Any employee in the classification wishing to apply for the

	<p>posted vacancy may sign an official bid sheet located in the Central office. Any other employee or interested party must submit a letter of interest to the Central Office located at the Ed Complex, which will be kept with the official bid sheet. A copy of the list and letters of interest for the posted job will be sent to OAPSE Local #457 president.</p> <ul style="list-style-type: none"> • The most senior qualified employee in years of service and currently within the classification shall be awarded the vacant position for up to sixty (60) calendar day probationary period. • In the event of a vacancy, an employee who was displaced from a previously held classification and in accordance with his / her seniority may return to the classification. This is a one time, per displacement, option to return to the classification from which s/he was displaced. This employee may sign the bid sheet without a letter of interest. • If more than one qualified employee applies for a vacancy outside their classification, the vacancy, shall be awarded to the employee who has the highest degree of qualifications, skill, experience and ability to perform the work in question. If the qualifications, skill, experience, and ability of the two or more qualified applicants are substantially equal, seniority shall govern. In accordance with 45 CFR 1302.90(b)(6), current and former Head Start parents must receive preference for employment vacancies for which they are qualified. • An employee who is awarded a new job title shall be required to satisfactorily complete a sixty (60) calendar day probationary period. S/he will be considered to have qualified on the new job when s/he satisfactorily performs the required duties with no more supervision than is required of other employees on the same or similar jobs, and when his / her record as to quality and quantity of work meets the standards applicable to the job. If, during the probationary period, it is determined that the employee cannot satisfactorily perform the new job, s/he will be returned to his/her previously held position at his /her prior rate of pay. • If no applications are received or if the Board / Head Start Executive Director determines that none of the applicants are qualified for the job, the Board / Head Start Executive Director may fill the job by hiring a qualified new employee from outside the bargaining unit • An employee awarded a higher paying job under this Article shall be paid the rate of pay in the salary schedule for the new job that is equal to or next greater than his / her existing position. • Definition of seniority shall be elapsed time from date of initial Board action of hiring to present time. • Within thirty calendar days when a vacancy occurs, the
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	<p>position is to be posted in each building.</p> <p>(Above documentation is Article XV of the negotiated agreement with OAPSE Local #457)</p> <p>During all interviews, the interview committee will take notes and complete an Interview Rating Sheet, and if a candidate is selected, a Recommendation for Hiring.</p> <p>In the event that criteria are met equally by more than one applicant, priority will be given to current or former Early Head Start or Head Start parents.</p> <p>All interview notes and information must be submitted to the Hiring Manager.</p> <p>The Head Start Director must approve all job offers and only the Head Start Director or Hiring Manager may make a job offer.</p> <p>All wages are approved by the Board of Education in accordance with the OAPSE Local #457 negotiated contract.</p> <p>The Head Start Policy Council and Board of Education must approve all hires.</p> <p>All candidates interviewed and not selected will be notified by letter.</p>
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Mercer County Head Start Policies and Procedures

P/P Topic:	Policy Council Nomination / Election	P/P #:	
Part:	Program Governance 1301	PC Approval Date:	09/14/23
Subpart:		Last Reviewed Date:	
Section Title(s):	1301.3 Policy Council & Policy Committee	Implementation Responsibility:	Director
Related Performance Standard(s):	1301.3(a)(b)	Monitoring Responsibility:	Head Start Director

(A) Policy	<p>Each agency must establish and maintain a policy council responsible for the direction of the Head Start program at the agency level, and a policy committee at the delegate level.</p> <p>A program must establish a policy council in accordance with section 642©(2)(B) of the Act, or a policy committee at the delegate level in accordance with section 642(c)(3) of the Act, as early in the program year as possible. Parents of children currently enrolled in each program option must be proportionately represented on the policy council and on the policy committee at the delegate level.</p>
(B) Responsibility	Director
(C) Procedure	<p>MCHS 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 provided a <i>Policy Council Candidate Information Form</i>. An election ballot is then provided to all parents of enrolled children for voting purposes.</p> <p>Parents receiving the most votes are elected by their peers to serve on policy council for the year. (Parents can serve up to 5 years but must be re-elected each year.)</p> <p>Six seats on policy council are reserved for parents of currently enrolled children.</p> <p>Five seats are reserved for community members, totaling 11 members on policy council.</p> <p>Elections are completed by October each year annually.</p> <p>When vacancies occur, Director will contact candidate with the next highest number of votes to fill vacancy. If the vacancy cannot be filled by remaining candidates, the program will host another nomination / election process as defined above in the immediate time of the vacancy.</p>

	<p>If the program cannot meet the established requirements of 6 parents on the Policy Council, the Director will reconvene the existing members and review the need to modify the by-laws for the current year.</p>
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Mercer County Head Start Policies and Procedures

P/P Topic:	Monitoring Results	P/P #:	
Part:	1304	PC Approval Date:	9/14/23
Subpart:	A	Last Reviewed Date:	
Section Title(s):	1304 Monitoring, Suspension, Termination, Denial of Refunding, Reduction in Funding , and their Appeals	Implementation Responsibility:	Governing Body
Related Performance Standard(s):	1304.2 Monitoring	Monitoring Responsibility:	Head Start Director

(A) Policy	(a) Section 641A(c) of the Act requires the Secretary to monitor whether a grantee meets program governance, program operations, and financial and administrative standards described in this regulation and to identify areas for improvement and areas of strength as part of the grantee’s ongoing self-assessment process.
(B) Responsibility	All staff
(C) Procedure	<p>The OHS has developed a systematic approach to ensure monitoring occurs over the course of a grantee’s 5 year grant cycle.</p> <p>Grant recipients are notified via mail or email of the intent to conduct a monitoring review. Typically, grantees are provided a 45-day notice.</p> <p>This notification is referred to an invitation to an event.</p> <p>The grantee is provided contact information for the event coordinator who is in charge of the event and the monitoring team.</p> <p>Monitoring reviews can occur on-site or desk review via submission of required documentation.</p> <p>Board members are required to participate in the federal review process.</p> <p>Grant recipients are provided feedback in writing from the Regional office as to the results of the monitoring review.</p> <p>If any areas of non-compliance or deficiency are indicated, the grantee is responsible to complete a quality improvement plan.</p> <p>The OHS does reserve the right to: suspend with notice, emergency suspension without advance notice, termination or</p>

	<p>denial of refunding, or assign the grantee to participate in the Designation Renewal System.</p> <p>The Head Start Director receives correspondence on behalf of the grant recipient.</p> <p>The Head Start Director will provide any and all correspondence received in regards to a monitoring review to the Celina City Schools Superintendent, Board of Education, and the program Policy Council.</p>
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Mercer County Head Start Policies and Procedures

P/P Topic:	Code of Conduct	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	9/14/23
Subpart:	<i>I. Human Resources</i>	Last Reviewed Date:	
Section Title(s):	<i>Personnel Policies</i>	Implementation Responsibility:	All Staff
Related Performance Standard(s):	1302.90 (c)	Monitoring Responsibility:	Executive Director

(A) Policy	<p>A program must ensure all staff consultants, contractors, and volunteers abide by the program's standards of conduct that:</p> <p>Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;</p> <p>Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including at a minimum, that staff must not:</p> <p>(see procedure)</p> <p>Personnel policies and procedures must include appropriate penalties for staff, consultants, and volunteers who violate the standards of conduct.</p>
(B) Responsibility	All staff, contractors, consultants, volunteers
(C) Procedure	<p>All staff, contractors, consultant, volunteers are to uphold and demonstrate the Core Values, Mission, and Vision of Mercer County Head Start in their daily operations and interactions.</p> <p>Staff, contractors, consultants, volunteers MUST NOT:</p> <ul style="list-style-type: none"> • Use corporal punishment • Use isolation to discipline a child • Bind or tie a child to restrict movement or tape a child's mouth • Use or withhold food as a punishment or reward • Use toilet learning / training methods that punish, demean, or humiliate a child • Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child • Physically abusing a child • Use any form of verbal abuse, including profane, sarcastic

	<p>language, threats, or derogatory remarks about the child or child's family</p> <ul style="list-style-type: none"> • Use physical activity or outdoor times as a punishment or reward <p>Staff, consultants, contractors, and volunteers are to RESPECT and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race ethnicity, culture, religion, disability, sexual orientation, or family composition</p> <p>Staff, consultants, contractors, and volunteers are to adhere to all program confidentiality policies, procedures, and practices.</p> <p>Staff consultants, contractors are to ensure NO child is left alone or unsupervised.</p> <p>Any staff member, consultant, contractor, or volunteer who witnesses a violation of any of the above statements is to report the incident immediately to a member of the administrative team.</p> <p>Any infractions of the above statements will result in an internal investigation (see policy) and follow the program's disciplinary procedure.</p>
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Staff Signature

Date

Mercer County Head Start Policies and Procedures

P/P Topic:	Parent & / or Community Concern	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	9/14/23
Subpart:	<i>D – Health program Services, I – Human Resources management</i>	Last Reviewed Date:	
Section Title(s):	<i>Safety practices, Personnel Policies</i>	Implementation Responsibility:	All Staff
Related Performance Standard(s):	1302.47(b)(5), 1302.90(c)	Monitoring Responsibility:	Administration, PC, Board

(A) Policy	<p>All staff and consultants follow appropriate practices to keep children safe during all activities, including at a minimum (i) Reporting of suspected or known child abuse and neglect, including that staff comply with applicable federal, state, local, and tribal laws</p> <p>Standards of Conduct (i) Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children’s well-being and prevent and address challenging behavior (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, (iii) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition (iv) Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members (v) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.</p>
(B) Responsibility	All staff

(C) Procedure	<p>All staff, policy council members, board members, volunteers, and contractors are to receive, read, and acknowledge the program's child guidance and discipline policy.</p> <p>All adults acting or working as agents of Mercer County Head Start are mandated reporters of child abuse and neglect. At any time that an adult witnesses a violation of the child guidance and discipline policy that adult is to report the incident to a program manager immediately.</p> <p>Internal Reporting protocol is as follows:</p> <ol style="list-style-type: none"> 1. Staff, contractor, volunteer witnesses and event that violates the child guidance and discipline policy, the individual is to report the incident to a manager immediately. (staff and / or contractors should report to their direct supervisor; however, if that manager is unavailable staff are to report to the first available manager, volunteers and parents are to ask for the first available manager). 2. Manager records information provided on parent / community concern form. 3. Reporter may contact child protective services. 4. Manager informs Executive Director. 5. Manager begins preliminary investigation collecting pertinent information. This includes speaking to the individual to whom the allegation is made against. 6. Manager is to report information to Executive Director. Decision is made as to whether an internal investigation is triggered. <p>(please see internal investigation policy)</p> <p>If parents or other community members have concerns regarding the guidance and management of children, the following protocol will be followed:</p> <ol style="list-style-type: none"> 1. Parents / community members are to address any concerns with classroom management to the Head Teacher. If a parent approaches a Family Advocate with a concern, the Family Advocate will redirect / support the parent in speaking with the Head Teacher. If the parent has a concern with the Head Teacher, the parent may request a conference with Head Teacher and Education Manager. 2. Parent / community members are to complete the parent / community concern form. 3. Parent / community concern form is to be submitted to the appropriate manager (or first available manager). 4. Manager is to contact Head Teacher to garner internal information and determine if a resolution was obtained. 5. Manager is to contact parent / community member to determine if resolution was satisfactory or if a concern persists. 6. If concern persists, complaint triggers internal procedure as outlined in the parent handbook and may lead to an internal investigation.
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	<p>Mercer County Head Start will support the culture of “see something say something”. This culture is designed to support healthy and safe environments in which children and adults can thrive.</p>
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Mercer County Head Start Policies and Procedures

P/P Topic:	Notification to the Regional Office	P/P #:	
Part:	Program Governance	PC Approval Date:	09/14/2023
Subpart:		Last Reviewed Date:	
Section Title(s):	<i>1301.2 Governing Body</i>	Implementation Responsibility:	Board of Education
Related Performance Standard(s):	<i>1302.29(c)</i>	Monitoring Responsibility:	Head Start Director

(A) Policy	The governing body has a right under specific provision of the head Start Act and performance Standards to NOTIFY the Regional office of the intent of specific actions.
(B) Responsibility	Board of Education
(C) Procedure	<p>When the Celina City Schools Board chooses to exercise the right to notify the Regional Office of the Board's intent to conduct a specific action afforded to the Board under the Head Start Act and performance standards the Board president will communicate the Board's desire to do so to the Head Start Director.</p> <p>The Head Start Director will assist with the facilitation of notification through any and all communication mechanisms deemed appropriate by the Board.</p> <p>All communication records will be kept by Board and Head Start Director.</p>

Mercer County Head Start Policies and Procedures

P/P Topic:	Director's Report	P/P #:	
Part:	Head Start Act	PC Approval Date:	09/14/2023
Subpart:		Last Reviewed Date:	
Section Title(s):	642(d)(2)	Implementation Responsibility:	Director
Related Performance Standard(s):	1301.2	Monitoring Responsibility:	Governing Body

(A) Policy	<p>(d)(2) program Governance Administration –</p> <p>Conduct of Responsibilities – Each Head Start agency shall ensure the sharing of accurate and regular information for use by the policy council about program planning, policies, and Head Start agency operations, including –</p> <ul style="list-style-type: none"> (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 community wide 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. <p>In addition to these responsibilities, the Director and management team must also make available at a minimum ongoing monitoring results, data on school readiness goals, strategic long-term goals, goals for the provision of education, health, nutritional, and family & community engagement services.</p>
(B) Responsibility	Head Start Director

(C) Procedure	<p>Each month the Head Start Director prepares the Policy Council and Board Report.</p> <p>Monthly, the Director's Report consists of each of the items required under (d)(2).</p> <p>Throughout the year, in accordance with the program planning calendar, additional reports are provided to the Board and Policy Council for review and decision making.</p> <p>November – report on required 30 day & 45 day screenings. December – report on required 60 day & 90 day screenings, School Readiness update January – report on Recruitment plan, Parent Engagement, Report on children with Disabilities February – report on HVs and FPA goals, PT conferences March – report on School Readiness April – report on Health initiatives, transitions to kindergarten May – Report on Recruitment June – Report on overall Family Engagement Outcomes, Health Outcomes July – Report on overall School Readiness Outcomes August – Report on long-term & short – term programmatic goals & outcomes, Recruitment September – Report on Enrollment October – Report on Recruitment, Community Partnerships</p> <p>Board report is due to the Superintendent's secretary the Wednesday prior to the Board meeting.</p> <p>While the Director is responsible for the compilation of the report, managers are encouraged to provide their own data reports to governing bodies.</p>
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Mercer County Head Start Policies and Procedures

P/P Topic:	Grant Submission	P/P #:	
Part:	Program Governance	PC Approval Date:	9/14/23
Subpart:	1301.2	Last Reviewed Date:	
Section Title(s):	<i>Head Start Act 642©(1)(E0</i>	Implementation Responsibility:	Head Start Director
Related Performance Standard(s):	<i>1301.2(b)(1)</i>	Monitoring Responsibility:	Governing Board

(A) Policy	<p>E- RESPONSIBILITIES – The governing body shall –</p> <p>(i) Have legal and fiscal responsibility for administering and overseeing programs under this subchapter, including safeguarding of Federal funds;</p> <p>(III) reviewing all applications for funding and amendments to applications for funding for programs under this subchapter;</p>
(B) Responsibility	Governing Body, Head Start Director
(C) Procedure	<p>The Head Start Director is notified of funding opportunities through: 1). Correspondence with the Program Specialist at the Regional office 2). Grant Solutions with the Office of Head Start 3). Correspondence from the Office of Head Start</p> <p>Upon notification of FOA (Funding Opportunity Announcement) the Director shall:</p> <ul style="list-style-type: none"> • Consult with the management team and review the program’s community needs assessment • Consult with Policy Council and provide information in regards of support for and / or against the FOA opportunity. • Develop a proposal for presentation to Policy Council and Board of Education. • Develop and write the grant reflective of FOA description and program needs • Obtain approval from Policy Council and Board of Education • Consult regularly with Program Specialist at Regional Office. • Submit grant proposal via the Head Start Enterprise system

Mercer County Head Start Policies and Procedures

P/P Topic:	Community Needs Assessment	P/P #:	
Part:	Program Operations - 1302	PC Approval Date:	09/14/2023
Subpart:	<i>A. Eligibility, Recruitment, Selection, Enrollment, Attendance</i>	Last Reviewed Date:	
Section Title(s):	<i>Determining community strengths, needs, and resources.</i>	Implementation Responsibility:	Director
Related Performance Standard(s):	1302.11(b)(1)(2)(3)	Monitoring Responsibility:	Director Policy Council Board of Education

(A) Policy	<p>(b) Community wide strategic planning and needs assessment (community assessment). (1) To design a program that meets community needs, and builds on strengths and resources, a program must conduct a community assessment at least once over the five-year grant period. The community assessment must use data that describes community strengths, needs, and resources and include at a minimum:</p> <p>(i) the number of eligible infants, toddlers, preschool age children, and expectant mothers, including their geographic location, race, ethnicity, and language they speak, including:</p> <p>(A) Children experiencing homelessness in collaboration with, to the extent possible, McKinney – Vento Local Education Agency Liaisons (42 U.S.C. 11432 (6)(A));</p> <p>(B) Children in foster care; and</p> <p>© Children with disabilities, including types of disabilities and relevant services and resources provided to these children by community agencies;</p> <p>ii. The education, health, nutrition, and social service needs of eligible children and their families, including prevalent social or economic factors that impact their well-being;</p> <p>(i) Typical work, school, and training schedules of parents with eligible children:</p> <p>(ii) Other child development, child care centers, and family child care programs that serve eligible children, including home visiting, publicly funded state and local preschools, and the</p>
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	<p>approximate number of eligible children served;</p> <p>(iii) Resources that are available in the community to address the needs of eligible children and their families; and,</p> <p>(iv) Strengths of the community.</p> <p>(2) A program must annually review and update the community assessment to reflect any significant changes including increased availability of publicly-funded pre-kindergarten (including an assessment of how the pre-kindergarten available in the community meets the needs of the parents and children served by the program, and whether it is offered for a full school day), rates of family and child homelessness, and significant shifts in community demographics and resources</p> <p>(3) A program must consider whether the characteristics of the community allow it to include children from diverse economic backgrounds that would be supported by other funding sources, including private pay, in addition to the program's eligible funded enrollment. A program must not enroll children from diverse economic backgrounds if it would result in a program serving less than its eligible funded enrollment</p>
(B) Responsibility	Family Engagement Services Manager
(C) Procedure	<p>At a minimum, once during the 5-year grant cycle, the Director will complete a thorough Community Needs Assessment as prescribed by the Performance Standards.</p> <p>In addition, the Director will update the Community Needs Assessment annually, providing the grantee with any NEW information pertinent to services in the community that would directly impact the grantee's service area, targeted population, or ability to provide adequate services to eligible families.</p> <p>To complete the Community Needs Assessment the Director will:</p> <ul style="list-style-type: none"> • Develop a committee to gather required information • The committee consists of staff, parents, & community providers • Information gathering includes but is not limited to: surveys from parents, staff, community stakeholders, interviews with aforementioned populations, data resources (ACF, ODH, ODE, ODJFS, Child Count, etc), other community assessment reports • The Community Needs Assessment is to be <u>completed</u> each December. • The grantee may opt to contract with a local provider, such as a university to assist with data collection & assessment. • Once the report is completed it is provided to all staff members, Policy Council, Board of Education, and any & all other stakeholders

	<p>The Community Needs Assessment will be used to support any grant applications, decision-making for service area, types of services available to families including program design & option. The Community Needs Assessment is referenced to assist with developing, reviewing, revising the grantee's eligibility criteria.</p>
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Mercer County Head Start Policies and Procedures

P/P Topic:	Selection Criteria	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	9/14/23
Subpart:	A. ERSEA	Last Reviewed Date:	
Section Title(s):	<i>Selection process</i>	Implementation Responsibility:	Head Start Director
Related Performance Standard(s):	1302.14 (a)(b)(c)	Monitoring Responsibility:	Governing Body

(A) Policy	A program must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in 1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA)(20 U.S.C. 1400 et.seq.) and, other relevant family or child risk factors
(B) Responsibility	FESM
(C) Procedure	<p>Annually, the Director and ERSEA team will review the community needs assessment, community trends and patterns, and enrollment trends and patterns.</p> <p>The Director will then draft out a selection criteria that represents the children and families most in need of Head Start services in the service area.</p> <p>The Director will review and present the proposed selection criteria to the Policy Council for comment, review, and approval.</p> <p>The Director will then present the proposed selection criteria to the Board of Education for comment, review, and approval.</p>

Mercer County Head Start Policies and Procedures

P/P Topic:	Recruitment	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	9/14/23
Subpart:	A	Last Reviewed Date:	
Section Title(s):	<i>Recruitment of Children</i>	Implementation Responsibility:	MH Mgr Family Advocates
Related Performance Standard(s):	1302.13	Monitoring Responsibility:	Director

(A) Policy	In order to reach those most in need of services, a program must develop and implement a recruitment process designed to actively inform all families with eligible children within the recruitment area of the availability of program services, and encourage & assist them in applying for admission to the program. A program must include specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless and children in foster care.
(B) Responsibility	All Staff
(C) Procedure	<p>The MH Mgr is responsible to develop a recruitment plan for the agency.</p> <p>The recruitment plan should utilize data from the community needs assessment, internal enrollment & attendance data derived from COPA, local trends and patterns within the community.</p> <p>The recruitment plan is due for governing board (PC & Board) revision and review the month of December, annually.</p> <p>In January, MCHS will hold the annual kick off meeting.</p> <p>♦ Recruitment plans will be shared with social service staff each year in January</p> <p>In order to recruit those children most in need of Head Start services, agency will adhere to the following:</p> <p>♦ Staff will actively recruit program eligible families 12 months a year.</p> <p>♦ Head Start services will be advertised through the media on a regular basis including services to children with disabilities, experiencing foster / kinship care, and homelessness.</p> <p>♦ Recruitment tasks will include but are not limited to the following methods:</p> <ul style="list-style-type: none"> • Electronic media, email, Facebook, Twitter, etc.; • Presentations to community agencies and organizations; • News releases of major recruitment dates, specific activities, and program services; • Radio announcements and public service announcements; • Placing flyers, brochures, and posters in target areas; • Canvassing door to door;

	<ul style="list-style-type: none">• Family referrals and referrals from other agencies (i.e. Family and Children First Councils/Committees, Early Intervention, WIC, DD, Parents).♦ All recruitment efforts will be documented.
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Mercer County Head Start Policies and Procedures

P/P Topic:	Self-Assessment	P/P #:	
Part:	1302	PC Approval Date:	09/14/23
Subpart:	J. Program management & Quality Improvement	Last Reviewed Date:	
Section Title(s):	<i>Achieving program Goals</i>	Implementation Responsibility:	Director
Related Performance Standard(s):	1302.102(b)(2)	Monitoring Responsibility:	Governing Body

(A) Policy	<p>(2) Ongoing Assessment of Program Goals. A program must effectively oversee progress towards program goals on an ongoing basis and annually must:</p> <p>(i) Conduct a self-assessment that uses program data including aggregated child assessment data, and professional development and parent and family engagement data as appropriate, to evaluate the program's progress towards meeting goals established under paragraph(a) of this section, compliance with program performance standards throughout the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness;</p> <p>(ii) Communicate and collaborate with the governing body and policy council, program staff, and parents of enrolled children when conducting the annual self-assessment; and,</p> <p>(iii). Submit findings of the self-assessment, including information listed in paragraph(b)(2)(i) of this section to the responsible HHS official.</p>
(B) Responsibility	Head Start Director
(C) Procedure	<p>Any T/TA for self-assessment is conducted prior to February, each year.</p> <p>Annually, beginning in February the Director and Management team develop the program's self-assessment plan.</p> <p>The plan is then submitted to the governing bodies for review / comment / and approval in February.</p> <p>Once approval has been obtained, self-assessment teams are developed under the guidance of the management team.</p> <ul style="list-style-type: none"> Teams are comprised of staff, parents of enrolled children, Policy Council member, Board members, and community stakeholders <p>Self-Assessment is completed in May.</p> <p>The management team reviews all data gleaned from the self-</p>

	<p>assessment and develops a plan of action.</p> <p>The Self-Assessment report and Plan of Action is then reviewed with the governing bodies and approval is obtained.</p> <p>The management team utilizes the months of May and June to develop a T/TA strategy to inform staff for the upcoming program year.</p> <p>Self-Assessment information is utilized for the overall planning of the program, strategic planning, and development of short-term objectives and long-term goals.</p> <p>The Self-Assessment plan is required to be submitted with the program's Continuation Grant each year.</p>
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Mercer County Head Start Policies and Procedures

P/P Topic:	Parent Handbook	P/P #:	
Part:	ODE Preschool Licensing	PC Approval Date:	9/14/23
Subpart:		Last Reviewed Date:	
Section Title(s):	<i>Parent Handbook</i>	Implementation Responsibility:	Director
Related Performance Standard(s):	3301-37-03 G	Monitoring Responsibility:	Policy Council Board of Education

(A) Policy	<p>The program shall have on file and provide to each parent a parent handbook that will encourage parental participation and keep parents informed about the program's operations, services and policies, including notifying parents of early and periodic screening, diagnosis and treatment (EPSTD) as well as developmental screening services available under section 619 and Part C of Individuals with Disabilities Education Act (IDEA). The handbook shall include information to advise parents how to obtain copies of inspection reports of the program and how to file a complaint</p>
(B) Responsibility	Director
(C) Procedure	<p>Ohio Department of Education requires that preschool programs provide parents with a handbook that provides the abovementioned information.</p> <p>At the time of enrollment, MCHS provides each parent with a parent handbook that reflects required policies and general information about the program that informs parents / guardians of typical operations and expectations of the program.</p> <p>The handbook is reviewed and updated annually.</p>

Mercer County Head Start Policies and Procedures

P/P Topic:	Policy Council Stipend	P/P #:	
Part:	1301	PC Approval Date:	9/14/23
Subpart:	<i>Program Governance</i>	Last Reviewed Date:	
Section Title(s):	<i>Policy council and parent committee</i>	Implementation Responsibility:	Director
Related Performance Standard(s):	1301.3€	Monitoring Responsibility:	Policy Council Board of Education

(A) Policy	A program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.
(B) Responsibility	Director
(C) Procedure	<p>Policy Council members attending meetings in person will receive a \$15 cash stipend at the meeting. Policy Council members receiving the stipend MUST sign the attendance roster and fiscal document indicating receipt of the funds.</p> <p>Stipends are available to support participation by low-income families. MCHS identifies all accepted parents / guardians as low-income.</p>

Mercer County Head Start Policies and Procedures

P/P Topic:	Separation of Employment	P/P #:	
Part:	1302	PC Approval Date:	9/14/23
Subpart:	<i>I – Human Resources</i>	Last Reviewed Date:	
Section Title(s):	<i>Personnel Policies</i>	Implementation Responsibility:	Administration
Related Performance Standard(s):	1302.90 (a)(c)(2)	Monitoring Responsibility:	Board of Education

(A) Policy	<p>A program must establish written personnel policies and procedures that are approved by the governing body and policy council or policy committee and that are available to staff.</p> <p>Personnel policies and procedures must include appropriate penalties for staff, consultants, and volunteers who violate the standards of conduct.</p>
(B) Responsibility	Administration
(C) Procedure	<p>Separation of employment can occur for a variety of reasons. When there is a separation of employment for the following will occur:</p> <ol style="list-style-type: none"> 1. The direct supervisor will collect any and all applicable items (parking pass, identification badge, keys, key fobs, technology equipment, MCHS property) and complete the Resignation / Termination form (ADM 43). 2. The direct supervisor will provide the employee with an exit interview form and can complete in person and or in writing. 3. The direct supervisor will inform the Head Start Director, District Superintendent' office and Treasurer's office by providing a copy of the employee's resignation letter or termination letter. <p>Separating employment from an employee in the form of termination requires multiple steps. However, circumstances outlined in the OAPSE negotiated agreement under Article XIII, violation of the Child Guidance & Discipline Policy, or violating the Code of Conduct MAY result in immediate termination.</p> <p>All concerns or allegations of misconduct must follow internal investigations policy, parent / community complaint policy, and OAPSE negotiated agreement progressive discipline language.</p> <p>The Head Start Director MUST be informed of all concerns. The Head Start Director is the communication link with the district Superintendent's office and legal counsel.</p>



MERCER COUNTY HEAD START
STIPENED SIGNATURE FORM
FOR POLICY COUNCIL MEETINGS

DATE: _____

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Head Start Program Performance Standard Reference	Head Start Act	Performance Standard	Action Plan	Policy / Procedure	Responsibility	Form
1301 – Program Governance						
1301.1 Purpose		An agency, as defined in part of 1305 of this chapter, must establish and maintain a formal structure for program governance that includes a governing body, a policy council at the agency level, and policy committee at the delegate level, and a parent committee.	Celina City Schools Board of Education serves as the governing body for Celina City Schools Mercer County Head Start (MCHS) program. MCHS will establish a policy council to share in program governance with the Celina City Schools Board of Education. MCHS has no delegate agencies that require a policy committee. All parents of enrolled children are members of the grantee's parent committee.		Director Board of Education	Board of Education membership Policy Council membership Governing Board / Policy Council Handbook
		Governing bodies have a legal and fiscal responsibility to administer and oversee the agency's Head Start and Early Head Start programs.	The Policy Council and Board of Education share in joint responsibility to administer and provide oversight to MCHS program.			Governing Board / Policy Council Handbook
		Policy Councils are responsible for the direction of the Head Start and Early Head Start programs.	The Director of the Celina City Schools Head Start program provides information to the Policy Council to ensure accurate			Governing Board / Policy Council Handbook

1301.2 Program Governance – Governing Bod	<p>(c) Program Governance- Upon receiving designation as a Head Start agency, the agency shall establish and maintain a formal structure for program governance, for the oversight of quality services for Head Start children and families and for making decisions related to program design and implementation. Such structure shall include the following:</p> <p>(1) GOVERNING BODY-</p> <p>(B) COMPOSITION- The governing body shall be composed as follows:</p> <p>(I) Not less than 1 member shall have a background and expertise in fiscal management or accounting.</p> <p>(ii) Not less than 1 member shall have a background and expertise in early childhood education and development.</p> <p>(iii) Not less than 1 member shall be a licensed attorney familiar with issues that</p>	<p>(a) Composition. The composition of a governing body must be in accordance with the requirements specified at section 642(c)(1)(B) of the Act, except where specific exceptions are authorized in the case of public entities at section 642 (c)(1)(D) of the Act.</p>	<p>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.</p>	<p>Voting Constituents of the Celina City Schools District</p>	<p>Election results</p>
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	come before the governing body.					
	(iv) Additional members shall--					
	(I) reflect the community to be served and include parents of children who are currently, or were formerly, enrolled in Head Start programs; and					
	(II) are selected for their expertise in education, business administration, or community affairs.					
	(v) Exceptions shall be made to the requirements of clauses (i) through (iv) for members of a governing body when those members oversee a public entity and are selected to their positions with the public entity by public election or political appointment.					
	(vi) If a person described in clause (i), (ii), or (iii) is not available to serve as a member of the governing body, the governing body shall use a consultant, or another individual with relevant expertise, with the qualifications described in that clause, who shall work					

	directly with the governing body. (D) EXCEPTION- If an individual holds a position as a result of 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 described in clause (ii) or (iii) of subparagraph (C)-- (i) such individual shall not be prohibited from serving on such body and the Head Start agency shall report such conflict to the Secretary; and (ii) if the position held as a result of public election or political appointment provides compensation, such individual shall not be prohibited from receiving such compensation					Mercer County Head Start Code of Conduct for Policy Council and Governing Boards ADM 11	Director	Conflict of Interest Policy ADM 12
	(C) CONFLICT OF INTEREST- Members of the governing body shall-- (i) not have a financial conflict of interest with the Head Start agency		Agencies must ensure members of the governing body do not have a conflict of interest, pursuant to section 642 (c) (1) (c) of the Act.	All members of the governing body sign a statement outlining conflict of interest:(C) CONFLICT OF INTEREST—Members of the governing body shall:				

	<p>(including any delegate agency);</p> <p>(ii) not receive compensation for serving on the governing body or for providing services to the Head Start agency;</p> <p>(iii) not be employed, nor shall members of their immediate family be employed, by the Head Start agency (including any delegate agency); and</p> <p>(iv) operate as an entity independent of staff employed by the Head Start agency.</p>		<p>(i) not have a financial conflict of interest with the Head Start agency (including any delegate agency);</p> <p>(ii) not receive compensation for serving on the governing body or for providing services to the Head Start agency;</p> <p>(iii) not be employed, nor shall members of their immediate family be employed, by the Head Start agency (including any delegate agency); and</p> <p>(iv) operate as an entity independent of staff employed by the Head Start agency.</p>			
	<p>(E) RESPONSIBILITIES- The governing body shall—</p> <p>(i) have legal and fiscal responsibility for administering and overseeing programs under this subchapter, including the safeguarding of Federal funds;</p> <p>(ii) adopt practices that assure active, independent, and informed governance of the Head Start agency, including practices consistent with subsection</p>	<p>(b) Duties and responsibilities. (1) The governing body is responsible for activities specified at section 642 (c) (1) (E) of the Act.</p>	<p>The governing body is responsible for the safeguarding of federal funds.</p> <p>The governing body participates in the</p>	Grant Submission	Board of Education Policy Council Director	Board of Education meeting minutes Policy Council meeting minutes

	<p>(d)(1), and fully participate in the development, planning, and evaluation of the Head Start programs involved;</p> <p>(iii) be responsible for ensuring compliance with Federal laws (including regulations) and applicable State, tribal, and local laws (including regulations); and</p> <p>(iv) be responsible for other activities, including--</p> <p>(I) selecting delegate agencies and the service areas for such agencies;</p> <p>(II) establishing procedures and criteria for recruitment, selection, and enrollment of children;</p> <p>(III) reviewing all applications for funding and amendments to applications for funding for programs under this subchapter;</p> <p>(IV) establishing procedures and guidelines for accessing and collecting information described in subsection (d)(2);</p>		<p>development, planning, and oversight of the MCHS program in collaboration with the Director and management team.</p> <p>The governing body determines the service area of the program utilizing data gleaned from the community needs assessment.</p>	<p>Community Needs Assessment</p>	<p>Board of Education Policy Council</p>	<p>SS 24</p>
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	<p>(V) reviewing and approving all major policies of the agency, including--</p> <p>(aa) the annual self-assessment and financial audit;</p> <p>(bb) such agency's progress in carrying out the programmatic and fiscal provisions in such agency's grant application, including implementation of corrective actions; and</p> <p>(cc) personnel policies of such agencies regarding the hiring, evaluation, termination, and compensation of agency employees;</p> <p>(VI) developing procedures for how members of the policy council are selected, consistent with paragraph (2)(B);</p>		<p>guidance provided by the community needs assessment and internal data from the program.</p> <p>The governing body reviews all applications submitted for funding opportunities.</p> <p>The director provides a monthly report to the governing board satisfying all requirements in subsection (d) (2).</p> <p>The director provides information and guidance to the governing board for all major policies: annual self-assessment, fiscal audit, grant applications, corrective actions,</p>	<p>Recruitment</p> <p>Self-Assessment Fiscal Policy Manual</p>	<p>Head Start Director</p> <p>Director's Report</p>	<p>Head Start Director</p> <p>Director's Monthly Report</p>
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	<p>(VII) approving financial management, accounting, and reporting policies, and compliance with laws and regulations related to financial statements, including the--</p> <p>(aa) approval of all major financial expenditures of the agency;</p> <p>(bb) annual approval of the operating budget of the agency;</p> <p>(cc) selection (except when a financial auditor is assigned by the State under State law or is assigned under local law) of independent financial auditors who shall report all critical accounting policies and practices to the governing body; and</p> <p>(dd) monitoring of the agency's actions to correct any audit findings and of other action necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices;</p> <p>(VIII) reviewing results from monitoring conducted</p>	<p>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.</p> <p>Celina City Schools Board of Education has established policies for the hiring, evaluation, compensation, and termination of administrative level employees. HSPPS expectations are more stringent; therefore, MCHS has supplemental policies to ensure full compliance with HSPPS. Additional policies in 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.</p>	<p>Interviewing / Hiring of Personnel / Separation of Employment</p> <p>Policy Council Nomination / Election</p>	<p>Board of Education Director</p> <p>Board of Education Policy Council Head Start Director</p> <p>Board of Education Treasurer</p>	<p>Celina City Schools personnel policies, Union Negotiated contracts</p> <p>MCHS Personnel Handbook</p> <p>Governing Body / Policy Council Program Governance Handbook</p> <p>SS 13</p> <p>Financial Policies & Procedures</p>
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	<p>under section 641A(c), including appropriate follow up activities;</p> <p>(IX) approving personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency;</p> <p>(X) establishing, adopting, and periodically updating written standards of conduct that establish standards and formal procedures for disclosing, addressing, and resolving--</p> <p>(aa) any conflict of interest, and any appearance of a conflict of interest, by members of the governing body, officers and employees of the Head Start agency, and consultants and agents who provide services or furnish goods to the Head Start agency; and</p>		<p>Celina City Schools Board of Education receives guidance and assistance from the director and management team on the development of procedures for the selection of policy council members.</p>		Head Start Director	
			<p>Celina City Schools Board of Education is responsible for the approval of financial management policies / procedures ensuring compliance with applicable laws. The Celina City Schools Treasurer along with the Head Start Director provides information to the Board of Education to ensure clarification on any and all financial responsibilities / tasks.</p>			

	<p>(bb) complaints, including investigations, when appropriate; and</p> <p>(XI) to the extent practicable and appropriate, at the discretion of the governing body, establishing advisory committees to oversee key responsibilities related to program governance and improvement of the Head Start program involved</p>		<p>Celina City Schools Board of Education with guidance provided by the Treasurer chooses / assigns / accepts the auditor responsible for oversight of the program's financial accounting practices.</p> <p>Celina City Schools Board of Education is responsible to monitor any actions of the Head Start program if warranted by a finding within a financial audit.</p> <p>The Head Start Director and management team will make available and review any monitoring reviews / findings / corrective action plans with the governing board.</p> <p>Please see above section (cc). Personnel policies / procedures established are written for all employees of Celina City Schools with supplemental policies written specifically for</p>	<p>Monitoring Reviews</p>	<p>Head Start Director Management Team</p>	<p>Monitoring Reviews correspondence</p>
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			<p>MCHS employees to ensure compliance with HSPPS.</p> <p>The governing board with support from the Head Start Director and management team periodically reviews written standards of conduct, impasse procedures, and employee union contracts.</p> <p>Celina City Schools Board of Education may establish any advisory committees as deemed necessary to support any improvements to the Head Start program or additional oversight to program governance.</p>	<p>Code of Conduct</p> <p>Parent Handbook</p> <p>Internal investigation</p> <p>Union</p> <p>Negotiated Contract</p> <p>Parent / Community Concern</p> <p>Notification to the Regional Office</p>	<p>Board of Education</p> <p>Policy Council</p> <p>Head Start Director</p> <p>Management Team</p> <p>Board of Education</p>	<p>Parent Complaint Form / Procedure</p> <p>Code of Conduct</p> <p>Conflict of Interest statements</p>
	(d) Program Governance Administration-	(b) Duties and responsibilities (2) The	Monthly and periodically throughout the program	Director's Report	Director	Director's Monthly Report

	<p>(2) CONDUCT OF RESPONSIBILITIES- Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and Head Start agency operations, including--</p> <p>(A) monthly financial statements, including credit card expenditures;</p> <p>(B) monthly program information summaries;</p> <p>(C) program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;</p> <p>(D) monthly reports of meals and snacks provided through programs of the Department of Agriculture;</p> <p>(E) the financial audit;</p> <p>(F) the annual self-assessment, including any findings related to such assessment;</p>	<p>governing body must use ongoing monitoring results, data on school readiness goals, other information described in 1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities.</p>	<p>year, the Director of MCHS 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:</p> <p>(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:</p> <p>(A) Monthly financial statements, including credit card expenditures;</p> <p>(B) Monthly program information summaries;</p> <p>(C) Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;</p> <p>(D) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;</p> <p>(E) the financial audit;</p>		<p>Program monitoring tools</p> <p>School Readiness data</p>
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				<p>Celina City Schools Board of Education provides the ability to ensure that all requirements of the entity's duties are completed when committees are developed.</p> <p>Celina City Schools Board of education communicates directly with the regional office in the event that such committees are developed.</p>		
				<p>(c) Advisory Committee</p> <p>(2) If a governing body establishes an advisory committee to oversee key responsibilities related to the program governance, it must:</p> <p>i. Establish the structure, communication, and oversight in such a way that the governing body continues to maintain its legal and fiscal responsibility for the Head Start agency; and,</p> <p>i.</p>		

		ii. Notify the responsible HHS official of its intent to establish such an advisory committee.					
1301.3 Policy Council and policy committee	(a) Establishing policy councils and policy committees. Each agency must establish and maintain a policy council responsible for the direction of the Head Start program at the agency level, and a policy committee at the delegate level. If an agency delegates operational responsibility for the entire Head Start or Early Head Start program to one delegate agency, the policy council and policy committee may be the same body.		MCHS program has established a policy council for the program. MCHS program has no delegate agencies; as such no policy committee is required.	Director			
	(b) Composition. (1) A program must establish a policy council in accordance with section 642 (c) (2)(B) of the Act, or a policy committee at the delegate level in accordance with section 642(c)(3) of the Act, as early in the program year as possible. Parents of children currently enrolled in each program option	(2) POLICY COUNCIL- (B) COMPOSITION AND SELECTION- (i) The policy council shall be elected by the parents of children who are currently enrolled in the Head Start program of the Head Start agency. (ii) The policy council shall be composed of--	MCHS 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	Policy Council / Nomination / Election	Family Advocate	Parent Handbook Policy Council Candidate Information Form Policy Council Ballot	

	must be proportionately represented on the policy council and on the policy committee at the delegate level.	<p>(I) parents of children who are currently enrolled in the Head Start program of the Head Start agency (including any delegate agency), who shall constitute a majority of the members of the policy council; and</p> <p>(II) members at large of the community served by the Head Start agency (including any delegate agency), who may include parents of children who were formerly enrolled in the Head Start program of the agency.</p> <p>(3) POLICY COMMITTEES- Each delegate agency shall create a policy committee, which shall--</p> <p>(A) be elected and composed of members, consistent with paragraph (2)(B) (with respect to delegate agencies);</p> <p>(B) follow procedures to prohibit conflict of interest, consistent with clauses (i) and (ii) of</p>	<p>currently enrolled children. Five seats are reserved for community members, totaling 11 members on policy council. Elections are completed by October each year annually.</p> <p>The Mental Health Manager is responsible to educate local service providers of the opportunity to sit on policy council as a community member.</p>			
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		paragraph (2)(C) (with respect to delegate agencies); and (C) be responsible for approval and submission of decisions about activities as they relate to the delegate agency, consistent with paragraph (2) (D) (with respect to delegate agencies).				
	(b) Composition. (2) The program must ensure members of the policy council, and of the policy committee at the delegate level, do not have a conflict of interest pursuant to sections 642(c)(2)(C) and 642(c)(3)(B) of the Act. Staff may not serve on the policy council or policy committee at the delegate level except parents who occasionally substitute as staff. In the case of tribal grantees, this exclusion applies only to tribal staff who work in areas directly related to or which directly impact administrative, fiscal, or programmatic issues.	(C) CONFLICT OF INTEREST- Members of the policy council shall- (i) not have a conflict of interest with the Head Start agency (including any delegate agency); and i. not receive compensation for serving on the policy council or for providing services to the Head Start agency. (B) follow procedures to prohibit conflict of interest, consistent with clauses (i) and (ii) of paragraph (2)	Policy Council members cannot have a conflict of interest with MCHS. 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.	Conflict of Interest	Director	

	<p>(C) Duties and responsibilities (1). A policy council is responsible for activities specified at section 642© (2) (D) of the Act.</p>	<p>(D) RESPONSIBILITIES— The policy council shall approve and submit to the governing body decisions about each of the following activities:</p> <ul style="list-style-type: none"> (i) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs. (ii) Program recruitment, selection, and enrollment priorities. (iii) Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause. (iv) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities. (v) Bylaws for the operation of the policy council. (vi) Program personnel policies and decisions regarding the 	<p>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.</p> <p>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.</p> <p>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.</p>	<p>Director Program Managers</p>	<p>Program Planning Calendar</p>
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		employment of program staff, consistent with paragraph (1) (E) (iv) (IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff. (vii) Developing procedures for how members of the policy council of the Head Start agency will be elected. (viii) Recommendations on the selection of delegate agencies and the service areas for such agencies.				
	(C) Duties and Responsibilities (2) A policy council, and a policy committee at the delegate level, must use on-going monitoring results, data on school readiness goals, other information described in 1302.102 , and information described in section 642(d)(2) of the Act to conduct its responsibilities.	(2) CONDUCT OF RESPONSIBILITIES- Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and Head Start agency operations, including-- (A) monthly financial statements, including credit card expenditures;	Monthly and periodically throughout the program year, the Director of the MCHS 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	Director Program Managers	Director's Monthly Report Program monitoring tools School Readiness data	

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	<p>(d) Term</p> <p>(1) A member will serve for one year</p> <p>(2) If the member intends to serve for another year, s/he must stand for re-election</p> <p>(3) The policy council, and policy committee at the delegate level, must include in its bylaws how many one-year terms, not to exceed five terms, a person may serve.</p> <p>(4) A program must seat a successor policy council, or policy committee at the delegate level, before an existing policy council, or policy committee at the delegate level, may be dissolved.</p>		<p>MCHS 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.</p> <p>Included in program governance training is the annual schedule for elections.</p> <p>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.</p>	Policy Council Nomination / Election	Director Family Advocate	Policy Council election ballot
	<p>(e) Reimbursement. A program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members</p>		<p>Mercer County Head Start provides a \$15 stipend to parents to help cover the cost of childcare while attending to policy council duties.</p> <p>MCHS recognizes that all parents of enrolled children would be considered "low income".</p>	Policy Council Stipend	Director	Attendance Roster Purchase Order
1301.4 Parent committees	<p>(a) Establishing parent committees A program must establish a parent committee</p>		<p>During enrollment and orientation, parents are informed of the various opportunities for parent</p>		Family Advocates	Orientation Parent Handbook

	<p>comprised exclusively of parents of currently enrolled children as early in the program year as possible.</p> <p>This committee must be established at the center level for center-based programs and at the local program level for other program options.</p> <p>When a program operates more than one option, parents may choose to have a separate committee for each option or combine membership.</p> <p>A program must ensure that parents of currently enrolled children understand the process for elections to the policy council or policy committee and other leadership opportunities.</p>		<p>engagement. These opportunities are listed and described within the parent handbook as well.</p> <p>All parents of currently enrolled children are automatic members of the parent committee. Utilizing information gathered from the family interest survey, the family engagement staff works closely with parents to develop meeting agendas covering topics of interests for parents.</p> <p>Policy Council elections are announced via communication sent home with child, verbally to parents during the enrollment process and are also included within the parent handbook.</p>		Family Interest Survey
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	<p>technical assistance or orientation to the governing body, and advisory committee members, and the policy council, including training on program performance standards and training indicated in 1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency. 1302.12(m) references eligibility training</p>	<p>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.</p>				<p>Board of Education Policy Council Shared Governance Handbook</p>
<p>1301.6 Impasse procedures</p>	<p>(a) To facilitate meaningful consultation and collaboration about decisions of the governing body and the policy council, each agency's governing body and policy council jointly must establish written procedures for resolving internal disputes between the governing board and policy council in a timely manner that include impasse procedures. These procedures must:</p> <p>(1) Demonstrate that the governing body considers proposed decisions from the policy council and that the policy council considers</p>	<p>MCHS 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.</p>		Director		

	<p>proposed decisions from the governing body;</p> <p>(2) If there is a disagreement, require the governing body and the policy council to notify the other in writing why it does not accept a decision; and,</p> <p>(3) Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal.</p> <p>(b) if the agency's decision-making process does not result in resolution and an impasse continues, the governing body and policy council must select a mutually agreeable third party mediator and participate in a formal process of mediation that leads to a resolution of the dispute.</p> <p>© For all programs except American Indian and Alaska Native programs, if no resolution is reached with a mediator, the governing body and policy council must select a mutually agreeable arbitrator whose decision is final.</p>					
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2022-2023 HEAD START PROGRAM INFORMATION REPORT

05CH011273-000 Celina City Schools

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	05CH011273
Program Number	000
Program Type	Head Start
Program Name	Celina City Schools
Program Address	585 E Livingston St, Celina City Schools/Mercer County Head Start
Program City, State, Zip Code (5+4)	Celina, OH, 45822-1742
Program Phone Number	(419) 268 0301 - 4002
Head Start or Early Head Start Director Name	Ms. Amy Esser J
Head Start or Early Head Start Director Email	amy.esser@mercerheadstart.org
Agency Email	amy.esser@mercerheadstart.org
Agency Web Site Address	www.mercerheadstart.org
Name and Title of Approving Official	Mr. Bill Sell, President/Celina City Schools, Board of Education
Unique Entity Identifier (UEI)	XBHECL1HJKL7
Agency Type	School System
Agency Description	Grantee that directly operates program(s) and has no delegates

FUNDED ENROLLMENT

Funded enrollment by funding source

	# of children
A.1 Funded Enrollment:	158
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	158
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0

Funded enrollment by program option

	# of slots
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	91
1. Of these, the number that are available for the full-working-day and full-calendar-year	0
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	67
1. Of these, the number that are available for 3.5 hours per day for 128 days	67
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	0
A.4 Family child care option	0
A.5 Locally designed option	0

Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	158
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	0

CLASSES IN CENTER-BASED

	# of classes
A.9 Total number of center-based classes operated	9
a. Of these, the number of double session classes	4

CUMULATIVE ENROLLMENT

Children by age

	# of children at enrollment
A.10 Children by age:	
a. Under 1 year	0
b. 1 year old	0
c. 2 years old	11
d. 3 years old	44
e. 4 years old	75
f. 5 years and older	5
g. Total cumulative enrollment of children	135

Total cumulative enrollment

	# of children
A.12 Total cumulative enrollment	135

Primary type of eligibility

	# of children
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	70
b. Public assistance (TANF, SSI, and SNAP)	33
c. Foster care	5
d. Homeless	7
e. Eligibility based on other type of need, but not counted in A.13.a through d	10
	# of children
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	10

A.14 If the program serves enrollees under A.13.f, specify how the program has demonstrated that all income-eligible children in their area are being served.
The program exhaustively recruits the neediest of the needy. The selection criteria identifies the highest needs for those children above the poverty lines.

Prior enrollment

	# of children
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	41
b. Three or more years	4

Transition and turnover

	# of children
A.16 Total number of preschool children who left the program any time after classes or home visits began and did not re-enroll	17
a. Of the preschool children who left the program during the program year, the number of preschool children who were enrolled less than 45 days	12
	# of preschool children
A.17 Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year	65

Attendance

	# of children
A.22 The total number of children cumulatively enrolled in the center-based or family child care program option	135
a. Of these children, the number of children that were chronically absent	31
1. Of the children chronically absent, the number that stayed enrolled until the end of enrollment	27
A.23 Comments on children that were chronically absent:	
The program worked diligently to create attendance plans that best met the family's needs. Overall, the program felt it was imperative to maintain enrollment of these children as many of them were the neediest of the needy.	

Child care subsidy

	# of children
A.24 The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	0

Ethnicity and race

# of children	
(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin

A.25 Race and ethnicity		
a. American Indian or Alaska Native	0	1
b. Asian	0	1
c. Black or African American	0	4
d. Native Hawaiian or other Pacific Islander	0	19
e. White	3	90
f. Bi-racial/Multi-racial	4	11
g. Other	0	0
		# of children / pregnant women
h. Unspecified ethnicity or race		2
Explain:	family unsure when asked question	

Primary language of family at home

	# of children
A.26 Primary language of family at home:	
a. English	123
1. Of these, the number of children acquiring/learning another language in addition to English	0
b. Spanish	3
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	1
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	8
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	0

Dual language learners

	# of children
A.27 Total number of Dual Language Learners	12

Transportation

	# of children
A.28 Number of children for whom transportation is provided to and from classes	43

RECORD KEEPING

Management Information Systems

A.29 List the management information system(s) your program uses to support tracking, maintaining, and using data on enrollees, program services, families, and program staff.

Name/title

COPA

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	38	2
a. Of these, the number who are current or former Head Start or Early Head Start parents	6	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	126
a. Of these, the number who are current or former Head Start or Early Head Start parents	100

EDUCATION AND CHILD DEVELOPMENT STAFF

Preschool classroom and assistant teachers (HS and Migrant programs)

	(1) # of classroom teachers	(2) # of assistant teachers
B.3 Total number of preschool education and child development staff by position	7	12

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
a. An advanced degree in:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	2	0

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
b. A baccalaureate degree in one of the following:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children or		
3. Any field and is part of the Teach for America program and passed a rigorous early childhood content exam	5	3

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
c. An associate degree in:		
1. Early childhood education		
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	0	5

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	0	3
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	3

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
e. None of the qualifications listed in B.3.a through B.3.d	0	1

Preschool classroom teachers program enrollment

	# of classroom teachers
B.4 Total number of preschool classroom teachers that do not meet qualifications listed in B.3.a or B.3.b	0
a. Of these preschool classroom teachers, the number enrolled in a degree program that would meet the qualifications described in B.3.a or B.3.b	0

Preschool classroom assistant teachers program enrollment

	# of assistant teachers
B.5 Total number of preschool assistant teachers that do not have any qualifications listed in B.3.a through B.3.d	1
a. Of these preschool assistant teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.3.a through B.3.d.	1

Home visitors and family child care provider staff qualifications

	# of home visitors
B.8 Total number of home visitors	0
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	0
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0

	# of home visitors
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a.	0
	# of family child care providers
B.9 Total number of family child care providers	0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a.	0
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	0
	# of child development specialists
B.10 Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.	0

Ethnicity and race

	# of non-supervisory education and child development staff	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
B.13 Race and Ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	19
f. Biracial/Multi-racial	0	0
g. Other	0	0
		# of non-supervisory education and child development staff
h. Unspecified ethnicity or race		0

Language

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	0
a. Of these, the number who are proficient in more than one language other than English	0

B.15 Language groups in which staff are proficient:	# of non-supervisory education and child development staff
a. Spanish	0
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern and South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European and Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0
l. Unspecified (language is not known or staff declined identifying the language)	0

STAFF TURNOVER

All staff turnover

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	8	0
a. Of these, the number who were replaced	5	0

Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g., during summer months)	3
a. Of these, the number who were replaced	3
b. Of these, the number who left while classes and home visits were in session	3
c. Of these, the number that were teachers who left the program	1
	# of staff
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	
a. Higher compensation	1
1. Of these, the number that moved to state pre-k or other early childhood program	0
b. Retirement or relocation	0
c. Involuntary separation	0
d. Other (e.g., change in job field, reason not provided)	2

1. Specify:	Left the field
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer	0

C. CHILD AND HEALTH SERVICES

HEALTH SERVICES

Health insurance – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	101	130
a. Of these, the number enrolled in Medicaid and/or CHIP	85	106
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	16	24
C.2 Number of children with no health insurance	34	5

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	126	128
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	0	0

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	79	73
C.8. Number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed	# of children	
a. Of these, the number who received medical treatment for their diagnosed chronic health condition	28	
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:	# of children	
1. No medical treatment needed	2	
2. No health insurance	0	
3. Parents did not keep/make appointment	4	
4. Children left the program before their appointment date	0	
5. Appointment is scheduled for future date	0	
6. Other	0	

C.9 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	2
b. Attention deficit hyperactivity disorder (ADHD)	2
c. Asthma	0
d. Seizures	0
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	0
f. Hearing Problems	1
g. Vision Problems	26
h. Blood lead level test with elevated lead levels >5 g/dL	0
i. Diabetes	0

Body Mass Index (BMI) – children (HS and Migrant programs)

	# of children at enrollment
C.10 Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	
a. Underweight (BMI less than 5th percentile for child's age and sex)	3
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	84
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	23
d. Obese (BMI at or above 95th percentile for child's age and sex)	19

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.11 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	89	126
C.12 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	9	5
C.13 Number of children who meet their state's guidelines for an exemption from immunizations	1	3

Accessible dental care – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.17 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	58	66

Preschool dental services (HS and Migrant programs)

	# of children at end of enrollment
C.18 Number of children who received preventive care during the program year	91
C.19 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year	91
a. Of these, the number of children diagnosed as needing dental treatment during the program year	91
1. Of these, the number of children who have received or are receiving dental treatment	59
b. Specify the primary reason that children who needed dental treatment did not receive it:	# of children
1. Health insurance doesn't cover dental treatment	0
2. No dental care available in local area	0
3. Medicaid not accepted by dentist	18
4. Dentists in the area do not treat 3 – 5 year old children	0
5. Parents did not keep/make appointment	11
6. Children left the program before their appointment date	0
7. Appointment is scheduled for future date	7
8. No transportation	0
9. Other	0

Mental health consultation

	# of staff
C.21 Total number of classroom teachers, home visitors, and family child care providers	7
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	7

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.22 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	5
a. Of these, the number who received an evaluation to determine IDEA eligibility	5
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	5
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	0
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	0
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	0

	# of children
C.23 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	0
c. Evaluation is pending and not yet completed by responsible agency	0
d. Other	0

Preschool disabilities services (HS and Migrant programs)

	# of children
C.24 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	24
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to this program year	10
2. During this program year	14
b. Of these, the number who have not received special education and related services	0

Preschool primary disabilities (HS and Migrant programs)

	(1) # of children determined to have this disability	(2) # of children receiving special services
C.26 Diagnosed primary disability:		
a. Health impairment (i.e., meeting IDEA definition of "other health impairment")	0	0
b. Emotional disturbance	0	0
c. Speech or language impairments	24	24
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	0	0
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	0	0
i. Autism	0	0
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	0	0
l. Multiple disabilities (excluding deaf-blind)	0	0
m. Deaf-blind	0	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.27 Number of all newly enrolled children since last year's PIR was reported	90
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	78
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	4
C.29 The instrument(s) used by the program for developmental screening	
Name/title	
ASQ (all editions)	
Brigance (all editions)	
Other (Please Specify)	

Assessment

C.30 Approach or tool(s) used by the program to support ongoing child assessment
Name/title
Teaching Strategies GOLD Online

Curriculum

C.31 Curriculum used by the program:
a. For center-based services
Name/title
Creative Curriculum (PreSchool)
e. For building on the parents' knowledge and skill (i.e., parenting curriculum)
Name/title
Conscious Discipline Parenting Curriculum

Classroom and home visit observation tools

	Yes (Y) / No (N)
C.32 Does the program routinely use classroom or home visit observation tools to assess quality?	Yes
C.33 If yes, classroom and home visit observation tool(s) used by the program:	
a. Center-based settings	
Name/title	
Classroom Assessment Scoring System (CLASS: Infant, Toddler, or Pre-K)	
The Early Childhood or Infant/Toddler Environment Rating Scale-Revised (ECERS-R or ITERS-R)	

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.34 Total number of families:	122
a. Of these, the number of two-parent families	60
b. Of these, the number of single-parent families	62
C.35 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g., biological, adoptive, stepparents)	109
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	55
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	13
b. Grandparents	6
c. Relative(s) other than grandparents	1
d. Foster parent(s) not including relatives	6
e. Other	0

Parent/guardian education

	# of families at enrollment
C.36 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	5
b. An associate degree, vocational school, or some college	33
c. A high school graduate or GED	78
d. Less than high school graduate	6

Employment, Job Training, and School

	# of families at enrollment
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	104
1. Of these families, the number in which one or more parent/guardian is employed	104
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	1
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	0
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	18

	# of families at end of enrollment
C.38 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	105
1. Of these families, the number of families that were also counted in C.37.a (as having been employed, in job training, or in school at enrollment)	104
2. Of these families, the number of families that were also counted in C.37.b (as having not been employed, in job training, or in school at enrollment)	0
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	17
1. Of these families, the number of families that were also counted in C.37.a	0
2. Of these families, the number of families that were also counted in C.37.b	18

	# of families at enrollment
C.39 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	1
b. At least one parent/guardian is a veteran of the United States military	5

Federal or other assistance

	# of families at enrollment	# of families at end of enrollment
C.40 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	2	2
C.41 Total number of families receiving Supplemental Security Income (SSI)	1	1
C.42 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	41	42
C.43 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	40	40

Family services

	# of families
C.44 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	7
b. Housing assistance (e.g., subsidies, utilities, repairs)	3
c. Asset building services (e.g., financial education, debt counseling)	8
d. Mental health services	15
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	0
h. Assistance in enrolling into an education or job training program	1
i. Research-based parenting curriculum	40
j. Involvement in discussing their child's screening and assessment results and their child's progress	122
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	65
l. Education on preventive medical and oral health	83
m. Education on health and developmental consequences of tobacco product use	0
n. Education on nutrition	0
o. Education on postpartum care (e.g., breastfeeding support)	0
p. Education on relationship/marriage	0
q. Assistance to families of incarcerated individuals	0
C.45 Of these, the number of families who were counted in at least one of the services listed above	122

Father engagement

	# of father/ father figures
C.46 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	47
b. Family goal setting	47
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	68
d. Head Start program governance, such as participation in the Policy Council or policy committees	0
e. Parenting education workshops	16

Homelessness services

	# of families
C.47 Total number of families experiencing homelessness that were served during the enrollment year	10
	# of children
C.48 Total number of children experiencing homelessness that were served during the enrollment year	7

	<i># of families</i>
C.49 Total number of families experiencing homelessness that acquired housing during the enrollment year	4

Foster care and child welfare

	<i># of children</i>
C.50 Total number of enrolled children who were in foster care at any point during the program year	7
C.51 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	1

D. GRANT LEVEL QUESTIONS

INTENSIVE COACHING

	# of education and child development staff
D.1 The number of education and child development staff (i.e., teachers, preschool assistant teachers, home visitors, family child care providers) that received intensive coaching	2
	# of coaches
D.2 The number of individuals that provided intensive coaching, whether by staff, consultants, or through partnership	1

FAMILY SERVICES STAFF QUALIFICATIONS

	# of family services staff
D.5 Total number of family services staff:	3
a. Of these, the number that have a credential, certification, associate, baccalaureate, or advanced degree in social work, human services, family services, counseling, or a related field	3
b. Of these, the number that do not meet one of the qualifications described in D.5.a	0
1. Of the family services staff in D.5.b, the number enrolled in a degree or credential program that would meet a qualification described in D.5.a.	0
2. Of the family services staff in D.5.b, the number hired before November 7, 2016	0

FORMAL AGREEMENTS FOR COLLABORATION

	# of partners or agencies
D.6 Total number of child care partners in which a formal agreement was in effect	0
D.7 Total number of LEAs in the service area	7
a. Of these, the total number of LEAs in which a formal agreement was in effect to coordinate services for children with disabilities	7
b. Of these, the total number of LEAs in which a formal agreement was in effect to coordinate transition services	7
D.8 Total number of Part C agencies in the service area	1
a. Of these, the total number of Part C agencies in which a formal agreement was in effect to coordinate services for children with disabilities	1

REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	23081057259
Last Update Date	08/10/2023

Mercer County Head Start Policies and Procedures

P/P Topic:	Incentive – New Employee Referral	P/P #:	
Part:	45CFR 75.430(f)	PC Approval Date:	9/14/23
Subpart:		Last Reviewed Date:	
Section Title(s):		Implementation Responsibility:	CFO
Related Performance Standard(s):	ACF-IM-HS-22-04	Monitoring Responsibility:	HS Director

(A) Policy	This Information Memorandum describes providing competitive financial incentives with existing grant funds as a short-term strategy to invest in the Head Start workforce and promote retention of current staff, as well as recruitment of new staff to fill vacant positions. This policy applies to Mercer County Head Start employees only.
(B) Responsibility	District Treasurer's Office
(C) Procedure	<p>MCHS is continuously looking for talented, skilled individuals who share the same vision and mission as MCHS. To support the hiring of high quality employees in critical positions MCHS will provide a hiring incentive for positions deemed critical to the functions of the program. Critical positions are defined as: Executive Director, Early Childhood Services Director, Health & Safety Manager, Mental Health Manager, Head Teachers, Family Advocates, and Bus Drivers.</p> <p>Hiring incentive payments will be made as follows:</p> <ul style="list-style-type: none"> • Five hundred dollars (\$500) incentive payment will be paid with the payroll period and corresponding paycheck date immediately following the new employee's ninety day (90), one hundred eighty day (180), two hundred seventy day (270), and one year anniversary for a total of one thousand dollars (\$2,000.00). Only one (1) two thousand dollars incentive payment will be paid per candidate hired. All incentive payments paid to any employee will be considered wage compensation and will be subject to any Federal, State, and Local taxation. This referral program excludes employees whose employment is not continuous; such as breaks in employment or extended leaves of absence. <p>This policy meets the definition of reasonableness per the IM narrative address workforce shortages and allowable per the IM directing grant recipients to utilize ARP, COVID related funds, and base grant funds.</p> <p>This policy is contingent on the availability of grant funds.</p>

