

Head Start Monthly Report December 2020

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.

November marks the end of our first quarter of service delivery in the program year. Data collection results in analysis and continuous improvement planning. The education team reviewed school readiness data, ECERS, and CLASS data to make plans for the remaining part of the school year. The administrative team reviewed data throughout the program to feed the self assessment system and make course corrections for the remaining part of the year.

MCHS along with Celina City Schools has engaged in transition planning both locally in small teams and statewide in the ODE collaboration project.

New staff added to our school family include Rachel Jutte / Hein as a teacher assistant and Ashley Koontz as the new Mental Health Manager. Interviews for the FESM position are scheduled for December.

Administration participated in a federal review planning call as well as TTA reengagement ZOOM meeting.

The Director has assumed responsibilities to supervise the Family Advocate team and has begun training the group in PFCE and ERSEA.

The program was able to maintain in-person services to children throughout the month of November. A small pocket of children were quarantined / absent due to exposure outside of the center.

A. Monthly Financial Statements including credit card expenditures: \$21,028.54

11/10/20	\$128.57	Cricut	Program
11/10/20	\$1,575.77	Cricut	Program
11/11/20	\$1,397.88	Cricut	Program
11/11/20	\$1,180	Varidesk	Staff
11/11/2020	\$4,172.25	Webstaurant	Kitchen
11/12/20	\$8.69	Cricut	Credit
11/12/20	\$106.52	Cricut	Credit
11/12/20	\$94.50	Cricut	Credit
11/12/20	\$282.40	Webstaurant	Credit
11/12/20	\$1,913	Austin Air	Staff
11/13/20	\$118	Varidesk	Credit
11/20/20	\$392.08	Discount School	Education
11/23/20	\$199.90	ZOOM	Program
11/25/20	\$10,193.20	Webstaurant	Kitchen
11/27/2020	\$486	Varidesk	Staff

B. Program Information Summary

Education –Conducted first Data Dialogue day with education staff. Reviewed school readiness goals with education staff through first data checkpoint.

Mental Health –Head Start contracts with Foundations for Mental Health Services. Since the beginning of the school year there have been 16 referrals made for children and 8 referrals for parents.

Health – Families receiving virtual services are the most difficult to complete required screenings.

Disabilities – 23 children have been served in the program. 3 children have been referred for evaluation

Transportation – Staff continue to deliver meals and activities to virtual students

Family Engagement – No in person activities due to COVID.

C. Enrollment / Attendance

November cumulative enrollment was reported at 104.

Enrollment by Program Option:

Half Day PY Head Start	63
Full Day School Year Ed Complex	17
Virtual Ed Complex	12
Full Day School Year Rockford	8
Virtual Rockford	1

Attendance by Program Option:

Half Day PY Head Start	79.66
Full Day School Year Ed Complex	79.53
Virtual Ed Complex	91
Full Day School Year Rockford	92.5
Virtual Rockford	0

D. CACFP report - CACFP claimed meals

Month Served	November 2020
Total Days Attendance	Rockford - 14 Part Day - 15 Full Day - EC - 15
Total Breakfast	652
Total Lunches	1051
Total Snacks	676
Total Meals	2379

E. Financial Audit - Waiting for report

F. Annual Self-Assessment

- Completed May 2020

G. Community Assessment

H. Communication and guidance from the Secretary

Attachments to report:

School Readiness

Health Report

Respectfully submitted,

Amy Esser

Executive Director

HEAD START - 2020 GRANT

REVENUE					
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	2,064,317.00	-	2,064,317.00	1,620,500.00	443,817.00
CACFP Revenue	-	41,583.00	41,583.00	43,761.44	(2,178.44)
Other Local	-	-	-	1,500.00	(1,500.00)
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	2,064,317.00	41,583.00	2,105,900.00	1,665,761.44	440,138.56

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	947,636.00	20,505.00	968,141.00	858,917.25	-	109,223.75
Fringe Benefits	634,398.00	-	634,398.00	525,174.02	3,261.40	105,962.58
Programming	160,228.00	793.00	161,019.00	107,574.56	38,025.32	15,419.12
Supplies	256,943.00	29,903.00	286,846.00	150,592.58	54,302.35	81,951.07
Capital Outlay	14,376.00	-	14,376.00	-	-	14,376.00
Other Expenditures	9,476.00	-	9,476.00	5,111.80	-	4,364.20
PA22 subtotal	2,023,055.00	51,201.00	2,074,256.00	1,647,370.21	95,589.07	331,296.72

Training & Technical Services

Training & technical serv (job code 400)	16,732.00	-	16,732.00	12,230.50	-	4,501.50
Staff out of town travel	22,030.00	-	22,030.00	3,306.73	-	18,723.27
Subtotal Purch Service	38,762.00	-	38,762.00	15,537.23	-	23,224.77

Training & Tech Supplies

Training & Tech Supplies	2,500.00	-	2,500.00	2,731.95	3,500.40	(3,732.35)
Subtotal Supplies	2,500.00	-	2,500.00	2,731.95	3,500.40	(3,732.35)

T&TA -PA20

Return of Board Advance

T&TA -PA20	41,262.00	-	41,262.00	18,269.18	3,500.40	19,492.42
Return of Board Advance	-	-	-	-	-	-
TOTALS	2,064,317.00	51,201.00	2,115,518.00	1,665,639.39	99,089.47	350,789.14

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

122.05

J.P.Morgan

JPMORGAN CHASE BANK NA
 PO BOX 15918
 MAIL SUITE DE1-1404
 WILMINGTON DE 19850

ACCOUNT NUMBER	5563 7579 0004 4218
PAYMENT DUE DATE	12/14/2020
AMOUNT DUE	\$36,657.31
CURRENT BALANCE	\$36,657.31

Remit To: JPMORGAN CHASE BANK NA
 P.O. BOX 4475
 CAROL STREAM, IL 60197-4475

AMOUNT ENCLOSED \$

CELINA CITY SCHOOLS
 THOMAS SOMMER
 585 E LIVINGSTON ST
 CELINA OH 45822-1742

**T0000053

556375790004421803665731036657314

PLEASE TEAR PAYMENT COUPON AT PERFORATION

STATEMENT MESSAGES

COMMERCIAL ACCOUNT SUMMARY
ORGANIZATION NAME: CELINA CITY SCHOOLS ACCOUNT NUMBER: 5563757900044218

CLOSING DATE 11-30-20 CREDIT LIMIT 150,000 AVAILABLE CREDIT 113,343	PREVIOUS BALANCE 25,051.43 PURCHASES AND OTHER CHARGES 37,267.06 CASH ADVANCES .00 CREDITS 609.75 PAYMENTS 25,051.43- LATE PAYMENT CHARGES .00 CASH ADVANCE FEE .00 FINANCE CHARGES .00 NEW BALANCE 36,657.31 TOTAL PAYMENT DUE 36,657.31 DISPUTED AMOUNT .00
FOR CUSTOMER SERVICE CALL: 1-800-316-6056 FOR TTY/TDD SERVICE CALL: 1-800-955-8060	
SEND BILLING INQUIRIES TO: JPMORGAN CHASE BANK NA COMMERCIAL CARD SOLUTIONS P.O. BOX 2015 MAIL SUITE IL1-6225 ELGIN, IL 60121	

COMMERCIAL ACCOUNT ACTIVITY				
CELINA CITY SCHOOLS 5563-7579-0004-4218				TOTAL COMMERCIAL ACTIVITY \$25,051.43CR
ACCOUNTING CODE:				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-13	11-13		AUTO PAYMENT DEDUCTION	25,051.43 CR

INDIVIDUAL CARDHOLDER ACTIVITY					
AMY ESSER 5563-7500-2890-4743		CREDITS \$609.75	PURCHASES \$10,567.35	CASH ADV \$0.00	TOTAL ACTIVITY \$9,857.60
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
11-10	11-09	55429500314637655602825	CRICUT 8777274288 UT	128.57	
11-10	11-09	55429500314637662835384	CRICUT 8777274288 UT	1,575.77	
11-11	11-10	55429500315637730282915	CRICUT 8777274288 UT	1,397.86	
11-11	11-10	75418230315106825759554	VARIDESK* 1800 207 258 800-2072587 TX P.O.S.: 0010b00002JdDT5AA SALES TAX: 0.00	1,180.00	
11-11	11-09	85431540315701299065472	THE WEBSTAUANT STORE 717-392-7472 PA P.O.S.: 59284371 SALES TAX: 0.00	4,172.25	
11-12	11-10	55429500316637784759825	CRICUT 8777274288 UT	8.69	
11-12	11-10	55429500316637784771812	CRICUT 8777274288 UT	106.52	
11-12	11-10	55429500316637784781308	CRICUT 8777274288 UT	94.50	
11-12	11-10	85431540316701299061793	THE WEBSTAUANT STORE HELP@WEBSTAU PA	282.04	
11-13	11-12	75418230317106966003349	VARIDESK* 1800 207 258 800-2072587 TX P.O.S.: 0010b00002JdDT5AA SALES TAX: 0.00	118.00	
Total Purchasing Activity				\$7,844.70	
Telecommunication Activity					
11-23	11-20	55429500325637676734679	ZOOM.US 888-799-9666 8887999666 CA	199.90	
Total Activity				\$199.90	
Fleet Activity					
11-12	11-11	85426230316700133023659	AUSTIN AIR TEL8007248403 NY P.O.S.: PO 186801 SALES TAX: 0.00	1,913.00	
Total Fleet Activity				\$1,913.00	
KENNETH SCHMIESING 5563-7500-6557-5571		CREDITS \$0.00	PURCHASES \$20.79	CASH ADV \$0.00	TOTAL ACTIVITY \$20.79
ACCOUNTING CODE:					

ACCT. NUMBER: 5563 7579 0004 4218

CELINA CITY SCHOOLS

INDIVIDUAL CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-11	11-10	05436840316400069538695	WM SUPERCENTER #1433 CELINA OH	20.79
Total Purchasing Activity				\$20.79

THOMAS S SOMMER 5563-7501-5068-7513	CREDITS \$0.00	PURCHASES \$84.99	CASH ADV \$0.00	TOTAL ACTIVITY \$84.99
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ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-11	11-09	02305370315100082532873	MENARDS CELINA OH CELINA OH	55.00
11-16	11-13	55310200318700501828302	ADOBE STOCK 4085366000 CA P.O.S.: BL1293289046 SALES TAX: 0.00	29.99-
Total Purchasing Activity				\$84.99

TIM BUSCHUR 5563-7581-5237-4733	CREDITS \$0.00	PURCHASES \$3,149.76	CASH ADV \$0.00	TOTAL ACTIVITY \$3,149.76
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ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-02	10-30	55483820305091000851032	SAMSCLUB #6375 LIMA OH	13.33
11-02	10-30	55483820306370050546372	SAMSCLUB.COM 888-746-7726 AR	451.41
11-02	10-30	55483820306370052024196	SAMSCLUB.COM 888-746-7726 AR	20.94
11-09	11-06	05436840312400071726001	SAMS CLUB #6375 LIMA OH	119.97
11-09	11-06	55483820313370062880315	SAMSCLUB.COM 888-746-7726 AR	304.18
11-09	11-06	55483820313370062960786	SAMSCLUB.COM 888-746-7726 AR	41.88
11-12	11-11	55432860316200470166491	AMZN MKTP US*201T810B1 AMZN.COM/BILL WA P.O.S.: 112-5347435-07298 SALES TAX: 2.38	35.16
11-16	11-13	55432860318200964460937	AMZN MKTP US*200N8ZNO AMZN.COM/BILL WA P.O.S.: 112-6086147-18738 SALES TAX: 4.78	70.76
11-16	11-14	55432860319200060684439	AMZN MKTP US*202F453Z1 AMZN.COM/BILL WA P.O.S.: 112-7430351-87298 SALES TAX: 1.88	27.86
11-16	11-13	55483820320370077653823	SAMSCLUB.COM 888-746-7726 AR	370.16
11-17	11-16	05410190321503137092281	BESTBUYCOM806365981689 888-BESTBUY MN	96.51
11-23	11-20	05436840325300229953660	KROGER #910 ST MARYS OH	88.00
11-23	11-20	55483820326091004232812	SAMSCLUB #6375 LIMA OH	732.87
11-24	11-23	05410190328503352060354	BESTBUYCOM806370574551 888-BESTBUY MN	193.03
11-24	11-23	05410190328503353093180	BESTBUYCOM806370574551 888-BESTBUY MN	96.51
11-24	11-23	05410190328503353093214	BESTBUYCOM806370574555 888-BESTBUY MN	96.51
11-27	11-25	55483820331370102567045	SAMSCLUB.COM 888-746-7726 AR	13.98
11-27	11-25	55483820331370102838891	SAMSCLUB.COM 888-746-7726 AR	319.63

INDIVIDUAL CARDHOLDER ACTIVITY					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
11-30	11-29	55432860334200257405938	AMZN MKTP US*Y68QK4YU3 AMZN.COM/BILL WA P.O.S.: 112-7965250-24258 SALES TAX: 3.85	57.07	
Total Purchasing Activity				\$3,149.76	
CONNIE ROSE 5563-7581-7533-3203		CREDITS \$0.00	PURCHASES \$23,444.17	CASH ADV \$0.00	TOTAL ACTIVITY \$23,444.17
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
11-02	10-31	55432860305200418718943	REALLY GOOD STUFF 800-368-1920 CT	24.60	
11-05	11-04	55429500309637190128192	NESSY LEARNING LLC 7275384147 FL	492.00	
11-18	11-17	05436840322300208143534	ADCHIEFS 224-217-9430 IL	4,650.00	
11-20	11-18	55421350324627148261301	READ NATURALLY INC ST PAUL MN	97.90	
11-20	11-19	55432880324200567902550	SOL*SNAP-ON INDUSTRIAL 877-740-1900 WI P.O.S.: 150ARV45775321 SALES TAX: 0.00	33.54	
11-20	11-19	55432860324200567919901	DISCOUNTSCH 8006272829 800-482-5846 CA	392.08	
11-20	11-19	75217690325240000018845	POWELL COMPANY LTD LIMA OH P.O.S.: 17917 SALES TAX: 0.00	4,832.58	
11-20	11-18	85101590324981005505333	PROFESSIONAL BINDING P AGOURA HILLS CA	379.95	
11-20	11-19	85430520324980020389888	THE LIBRARY STORE INC. TREMONT IL	198.27	
11-25	11-24	85431540329701299060790	THE WEBSTAUANT STORE 717-392-7472 PA P.O.S.: 59917977 SALES TAX: 0.00	10,193.20	
11-27	11-25	55432860331200291934607	THE UPS STORE #5493 CELINA OH	149.04	
11-27	11-25	75418230330107903484959	VARIDESK* 1800 207 258 800-2072587 TX P.O.S.: 0010b00002JdDT5AA SALES TAX: 0.00	486.00	
11-27	11-24	75500380330012736680546	MACGILL SCHOOL NURSE S 630-8890500 IL	962.58	
11-27	11-24	75500380330012736680553	MACGILL SCHOOL NURSE S 630-8890500 IL	230.48	
Total Purchasing Activity				\$23,122.22	
Fleet Activity					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
11-20	11-19	25247700325011311219133	TRANSPORTATION ACCESSO JOHNSTOWN OH P.O.S.: PYMT22090 SALES TAX: 0.00	124.15	
11-20	11-19	55436870325733252254592	CARDINAL BUS SALES AND 419-2255552 OH P.O.S.: 271111923350005 SALES TAX: 0.00	197.80	
Total Fleet Activity				\$321.95	

439 Early Childhood							
439-9921	Salaries 100	Fringes 200	Purchased Services 400	Supplies 500	Capital Outlay 600	Other 800	Total
Original CCIP Budget	31,400.00	20,600.00	-	-	-	-	52,000.00
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Adjusted CCIP Budget	31,400.00	20,600.00	-	-	-	-	52,000.00
Exp thru 9/30	4,924.10	2,737.25					7,661.35
Exp thru 10/31	3,628.40	2,302.86					5,931.26
Exp thru 11/30	3,765.91	672.18					4,438.09
Exp thru 12/31							-
Exp thru 01/31							-
Exp thru 02/28							-
Exp thru 03/31							-
Exp thru 04/30							-
Exp thru 05/31							-
Exp thru 06/30	-	-					-
Exp thru 07/31							-
Exp thru 08/31							-
Total Expenditures	12,318.41	5,712.29	-	-	-	-	18,030.70
CCIP Budget Remaining	19,081.59	14,887.71	-	-	-	-	33,969.30
CAN SPEND UP TO BUDGET PLUS 10%	34,540.00	22,660.00					

Non-Federal Match			
FINAL September 2020			
In-Kind	Hours	Rate / hour	Total
Celina City Schools--Administrative / Support Personnel			
Superintendent - \$11,065.60 / year			\$922.13
Treasurer's Office - Treasurer (TS) \$6323.20 / year			\$526.93
Treasurer's Office - Asst Treasurer (CR) \$3952.00 / year			\$329.33
Treasurer's Office - Admin Asst (SB) \$5532.00 / year			\$461.00
Fringe for All(Supt, Treas Office, IT, Speech, ELL, Jen&Jeff) - \$2391.00/yr			\$199.25
Technology Support - (CH) \$7,113.60 / year			\$592.80
Technology Support - (CS) \$2,371.20 / year			\$197.60
Benefits for Speech Therapist & Custodian - \$56,150.00/yr			\$4,679.17
Speech Therapist - \$42,416.00 / (Sept-May)			
ELL Tutor - \$1,848 / year (Sept-May)			
Itinerant Teachers - \$58,234.04 / (Sept-May) (Classroom) (2)			
Board of Education		\$67.52	\$0.00
ESC Staff-VS		\$58.80	\$0.00
ESC Staff-TN		\$68.78	\$0.00
L.K Itinerant	15	\$30.28	\$454.20
A. A. Itinerant		\$27.74	\$0.00
D. D. Itinerant		\$46.20	\$0.00
Special Ed-Tracey D		\$49.77	\$0.00
Special Ed-Andre W		51.95	\$0.00
Transportation			
		Sub Total	\$8,362.41
Building Usage			
Utilities - \$25,704 / year			\$2,142.00
Custodian - \$65,328 / year + retro amount			\$5,666.92
Maintenance - \$13,575 / year			\$1,131.25
Summer Custodian - July		\$9.75	\$0.00
Custodian / Paper Supplies			
Correction to Utilities Collection (Dec 2019-Aug 2020)			\$6,426.00
		Sub Total	\$15,366.17
Volunteers (from In-Kind Sheets)			
Cafeteria Helpers	0	\$11.91	\$0.00
Tri-Star Students	0	\$17.65	\$0.00
College Students / Interns	0	\$17.65	\$0.00
Classroom - Parent / Community	0	\$17.65	\$0.00
At Home Activities	171	\$17.65	\$3,018.15
FA Assistant - Parent / Community	0	\$17.65	\$0.00
Office Helpers	0	\$15.23	\$0.00
Bus Aide	0	\$12.48	\$0.00
Policy Council	3	\$40.95	\$122.85
Mileage	0	\$0.580	\$0.00
Miscellaneous Meetings	0		
		Sub Total	\$3,141.00
Goods & Services			
CJ's Highmarks for Policy Council - 20% discount (Do this calculation for regular price (Amt Pd /.80=Reg Price)		20.0%	\$0.00
Monetary Donation			
Goods & Services Donation			
			\$0.00
Conscious Discipline \$ / (8 months Sept 2020-Apr 2021)			\$0.00
Foundations Behavioral Health-Discout on MHC fees	77	\$25.00	\$1,925.00
Foundations Behavioral Health-Kinship / Speaker		\$100.00	\$0.00
Four-U Office--Discount			\$2,972.72
Misc. Discount on Goods / Services (Jonathan Williams)			\$1,950.00
Foundations from March 2020-missed this bill earlier	47.75	\$25.00	\$1,193.75
*I do not have a discount from Conscious Discipline yet for Sept2020-Apr2021			
		Sub Total	\$8,041.47
Total This Month			
In-Kind Needed Each Month: \$37,811.17		Annual required inkind	\$453,734.00
		Inkind needed to date	\$159,439.71

Mercer County Head Start Policies and Procedures

P/P Topic:	TeleWorking & Quarantine	P/P #:	
Part:	1302	PC Approval Date:	
Subpart:	<i>I – Human Resources Management</i>	Last Reviewed Date:	
Section Title(s):	<i>Personnel Policies</i>	Implementation Responsibility:	All Staff
Related Performance Standard(s):	1302.90	Monitoring Responsibility:	Director, Treasurer

(A) Policy	<p>A program must develop and implement a system of management, including ongoing training, oversight, correction, and continuous improvement in accordance with 1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety.</p>
(B) Responsibility	All staff
(C) Procedure	<p>COVID 19 has provided CCS / MCHS with the opportunity to create unique learning environments to ensure children, families, and staff are safe while carrying forth the mission of early care & education.</p> <p>Oversight agencies who impact daily operations of the MCHS program during the COVID 19 pandemic include: Centers for Disease Control (CDC), Office of Head Start, Department of Education, Governor of the State of Ohio, Ohio Department of Health, Ohio Department of Education, Ohio Department of Jobs & Family Services, Mercer County Health District, Celina City Schools Board of Education, Celina City Schools Superintendent, Mercer County Policy Council, and Mercer County Head Start Director.</p> <p>Due to the restrictions put in place by various entities, guidance regarding isolation and quarantine is directed by the local county Health District and protocol developed for informing and disseminating required information to affected parties is the responsibility of the Head Start administration.</p> <p>When an employee is isolated / quarantined and required to be absent from work that employee is to utilize COVID Leave as prescribed by the FFCRA (once the FFCRA expires, employees will utilize benefit time / deduct days unless other relief is made</p>

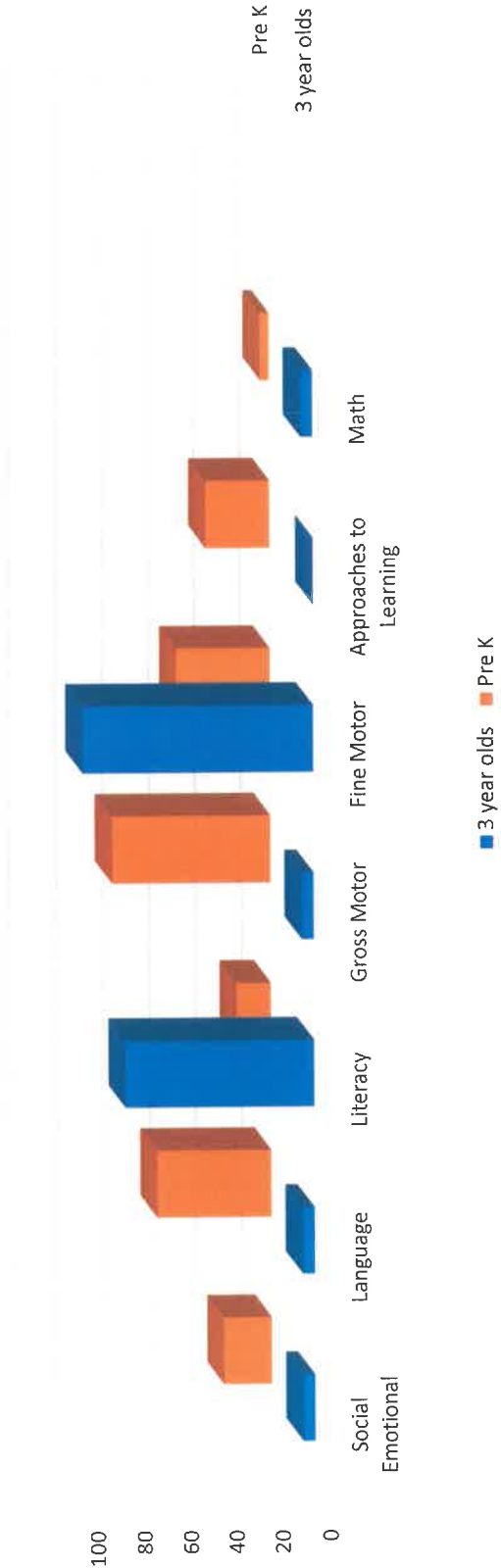
available). The employee is responsible to obtain and produce required paperwork to the Treasurer's office. During quarantine / isolation the employee is NOT required to perform job duties.

In the event that any of the governing / oversight agencies would require Mercer County Head Start to close its physical location for safety reasons (i.e. COVID order for closure by the Governor of Ohio, March 2020). MCHS staff will be provided with tools and supplies to conduct their job duties virtually / teleworking, within reason (if necessary). All efforts will be made to maintain the physical work environment for employees within safety guidelines.

During the required closure, administration will review job duties and expectations and clearly articulate expectations via email, or verbal communication. Staff will be required to provide proof of work completed and hours worked.

MCHS will follow guidance put forth through the OHS regarding the continuation of pay / employment and use of federal resources.

% of children meeting School Readiness Benchmarks / 1st Data Checkpoint



Social Emotional – Child manages actions, words, and behavior with increasing independence. Child manages emotions with increasing independence.

Language – Child expresses self in increasingly long, detailed, and sophisticated ways.

Literacy – Children have an understanding of how print is used and the rules that govern how print works.

Gross Motor – Child demonstrates control, strength, and coordination of large muscles.

Fine Motor – Child demonstrates increasing control, strength, and coordination of small muscles.

Approaches to Learning – Child holds information in mind and manipulates it to perform tasks.

Cognitive & General Knowledge – Connects numerals with quantities.