

## Head Start Monthly Report February 2022

### **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.

#### **A. Monthly Financial Statements including credit card expenditures: \$290.16**

1/7/22	\$42.90	Floral Reflections*	Staff
1/17/22	\$125.00	Teachstone Training	S. Stammen
1/24/22	\$122.26	NAEYC	Staff Resource

- Not HS funds – Staff Sunshine committee

#### **B. Program Information Summary**

The Interim Final Rule remains under an injunction. At this time, MCHS is following the framework of the IFR ensuring that staff who opted for vaccination received vaccination prior to 1/31/22. Any staff applying for exemption were required to do so before the 1/31/22 deadline. MCHS is waiting for litigation to indicate next steps.

MCHS has an 85% vaccination rate in comparison to the county rate of 37%.

January was filled with multiple in-services – Active Supervision and COVID policies & procedures were provided to all staff. The Director presented updated HSPPS service plans to the Admin team.

District affiliated events Director participated in include: Board meeting, Admin mtg, Shared Governance training, Preschool Discussions

Community affiliated events Director participated in include: Early Childhood Task Force, COLT, RAC

External committees / meetings affiliated with Head Start – Weekly Directors meetings, OHSAI Executive Board, OHSAI REDI, OHSAI Futures Group, H2K, SCOTUS hearings, Momentum partnership, Virtual Hill visits – Congressmen Latta, Jordan, & Davidson, Senator Portman

Internal committees / meetings – Policy Council meetings, Administrative meetings, Emails w/ Attorney, Recruitment, Parenting class development, NHSA comment on IFR, Fiscal Consultant 1303

Trainings provided – FESM monitoring

Training received – COPA – Super Admin

The Director updated MOUs with local social service agencies and school districts. Meeting with New Horizons pastor about building project during visit to Rockford location. Provided coaching with employee and supervisor. Family engagement team continued work on Relationship Based Competencies with TTA. Director met with new Program Specialist from Regional Office in monthly ZOOM meeting.

**Education** – Education staff began HV / PTC in the month of January. Updated Transition Skills Summary to match CCS needs. Finishing 2<sup>nd</sup> checkpoint early February.

**Mental Health** – 38 children received some form of mental health service since the beginning of the year.

**Disabilities** – 22 children are receiving special ed services at Head Start

**Health** – HCSM working on developing program Staff Wellness day. Dental exams continue to be a challenge. January saw increased numbers of both COVID and Influenza.

**Family Engagement** – Conducted POPs meeting focused on library services and Conscious Discipline.

### C. Enrollment / Attendance

**Program reporting cumulative enrollment : 102**

**Enrollment by Program Option:**

Half Day PY Head Start	37
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Full Day School Year Ed Complex	57
Full Day School Year Rockford	8

**Attendance by Program Option:**

Half Day PY Head Start	76.01%
Full Day School Year Ed Complex	82.05%
Full Day School Year Rockford	64.89%

**D. CACFP report - CACFP claimed meals**

Month Served	January 2022
Total Days Attendance	Rockford - 13 Part Day programming - 16/14 Ed Complex Full day Programming - 18
Total Breakfast	1045
Total Lunches	1264
Total Snacks	922
Total Meals	3231

**E. Financial Audit** – Finishing up

**F. Annual Self-Assessment**

- Begins May 2022
- Expect an invitation from the Director to participate in the process

**G. Community Assessment**

- Due summer 2022

**H. Communication and guidance from the Secretary**

**The Director is requesting approval to enter into a Contract with Swan Lake consultative Services to support the 1303 Facilities Application.**

**Attachments to report:**

- Self - Assessment plan (requires approval)
- Family Advocate Home Visit Report
- Family Partnership Agreement Report
- Parent Teacher Conference Report

Respectfully submitted,

Amy Esser  
Executive Director

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-22-01	2. Issuance Date: 02/01/2021
	3. Originating Office: Office of Head Start	
	4. Key Words: Transportation Services; Vehicles; COVID-19 Pandemic	

INFORMATION MEMORANDUM

**TO:** All Head Start and Early Head Start Agencies and Delegate Agencies

**SUBJECT:** Head Start Transportation Services and Vehicles During the COVID-19 Pandemic

INFORMATION:

School buses and allowable alternate vehicles (Terms, 45 CFR §1305.2) are generally the safest mode of transportation for children. They are also necessary for many children and families to participate in Head Start programs. Implementing safe practices is essential when providing transportation services during the coronavirus disease 2019 (COVID-19) pandemic.

When making decisions about transporting children, programs should consult local health officials and other state and local authorities, to the extent feasible. These authorities can assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of local public health care systems. Staff should take steps to ensure they mitigate the risk with respect to school buses and allowable alternate vehicles. The steps Head Start programs take to reduce the transmission of COVID-19 should be the same whether the program is providing its own transportation or relying on contracted or school district-provided transportation.

Explore strategies below for keeping children and staff safe from COVID-19 in vehicles.

*Support Transportation Staff Safety*

Encourage these strategies to keep transportation staff and children safe.

**1. Require staff members who are sick to stay home**, particularly those who have tested positive or are showing COVID-19 symptoms. Sick staff members should not return to work until the criteria to discontinue home isolation are met, in consultation with health care providers and state and local health departments. Staff who have recently had close contact with a person with COVID-19 should also stay home and monitor their health. The U.S. Centers for Disease Control and Prevention (CDC) has recommendations sick people should follow.

**2. Send sick staff home.** Send home staff experiencing symptoms during work hours.

**3. Wear masks.** Make masks available and ensure their use. The CDC requires the use of masks by passengers over 2 years of age on public transport, including school buses, except for stated exemptions and exclusions. Vehicle operators and bus monitors must wear a mask unless they cannot safely wear one because of a disability as defined by the Americans with Disabilities Act (ADA) or when they are either eating or drinking.

Masks should not be placed on young children under age 2 or anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance. Children age 2 and up must wear a mask unless they are either eating or drinking; napping; cannot safely wear a mask because of a disability as defined by the Americans with Disabilities Act; or when a child's health care provider advises an alternative face covering to accommodate the child's special health care needs (Safety practices, 45 CFR §1302.47).

**4. Keep hands clean.** Make available and ensure the use of hand hygiene supplies, per CDC recommendations. Proper hand hygiene is an important infection control measure. Staff and children should wash their hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% alcohol. Supervise children when they use hand sanitizer to prevent ingestion.

- Key times to clean hands include:
  - Before, during, and after preparing food or drinks
  - Before and after eating or handling food
  - After using the toilet
  - After coming in contact with bodily fluid
  - After blowing your nose, coughing, or sneezing
  - After handling garbage
- Additional times to clean hands include:
  - Before and after work shifts
  - Before and after work breaks
  - After touching frequently touched surfaces, such as handrails
  - After putting on, touching, or removing masks

#### *Use of Head Start Vehicles to Provide Transportation Services for Children*

Encourage these strategies to ensure Head Start vehicles are safe places for transportation staff and children.

**1. Follow transportation strategies.** As described in the section above, make masks and hand washing supplies available. Encourage their use.

**2. Improve ventilation.** Keep vehicle windows open as much as is safe and weather and air quality allow.

**3. Conduct health checks.** Conduct a health check of all children and staff before they board the vehicle. Do not transport individuals with a fever of 100.4 F (38 C) or above or who show other signs of illness. Do not transport individuals who have been in close contact (within 6 feet) of

someone who has tested positive for, or is showing symptoms of, COVID-19. Consider training and equipping bus monitors to use a non-contact thermometer.

**4. Distance children from each other.** The following suggestions will help reduce the amount of contact that children have with each other when riding in Head Start vehicles:

- Load children into the back of the bus first to reduce contact.
- Position children as far apart as possible with one child per bench. If children are coming from the same home, they may sit together. Reroute or stagger bus runs, as needed, to keep group size small and minimize potential exposure between children.
- If possible, keep class groups together on bus runs to minimize potential exposure between different groups of children.

**5. Help children understand physical distancing.** Use visible cues, such as stickers on the floors, to guide children and offer gentle prompts to help them understand the new protocols. Remember that some young children may not understand the need for physical distancing. They rely on adults for their safety and care.

**6. Wear gloves.** Staff should use gloves if touching surfaces contaminated by body fluids.

#### *Clean Vehicles Between Each Use*

Programs should routinely clean vehicles at the end of each day. If a child or adult who rode the bus is reported to have tested positive for or has symptoms of COVID-19, clean and disinfect the bus before using it again.

- For hard and non-porous surfaces inside the vehicle (e.g., hard seats, arm rests, door handles, light and air controls, doors, windows), clean with detergent or soap and water if the surfaces are visibly dirty.
- For seatbelts and other child safety restraints, programs must employ methods and products that are effective on COVID-19 and safe for use with the restraint system, particularly seatbelt webbing. Chlorine or ammonia-based solutions may cause deterioration of safety restraint components and cannot be used. For cleaning guidelines, consult the vehicle or restraint system manufacturer.
- For soft or porous surfaces (e.g., fabric seats), remove any visible contamination and clean with appropriate cleaners indicated for use on these surfaces.

Refer to the [CDC](#) for additional information around COVID-19 safety precautions, particularly:

- [Early Childhood Education and Child Care Programs](#)
- [Mask Requirement](#)
- [Cleaning Your Facility](#)

Find relevant tips in the U.S. Department of Education [COVID-19 Handbook: Strategies for Safely Reopening Elementary and Secondary Schools](#).

*COVID-19 Updates*

Programs should make decisions based on current experiences with the staff, children, and families your program. Additionally, check state and local health department notices daily about COVID-19 transmission and mitigation levels in the area and adjust operations accordingly. Consider using the CDC's [COVID Data Tracker](#). As community conditions continue to change, some programs may need to adjust their program operations and services. Check the [OHS COVID-19 Updates](#) page for more information.

Based on local data and guidance or directives, programs should be prepared to stagger routes, reduce bus runs, or end bus runs temporarily. Programs should engage staff and families when making changes to transportation policies.

Please stay in touch with your program specialist as you plan and provide program services.

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

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell  
Director  
Office of Head Start



ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-22-01	2. Issuance Date: 01/21/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: Designation Renewal System; DRS; Head Start Program Performance Standards; HSPPS; Revision; Final Rule; Regulation; Head Start; Competition; Classroom Assessment Scoring System (CLASS®); Monitoring	

**PROGRAM INSTRUCTION**

**TO:** Head Start and Early Head Start Grant Recipients and Delegate Agencies

**SUBJECT:** Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies

**INSTRUCTION:**

The Office of Head Start (OHS) announced in the Federal Register a Final Rule that adds a new section to the Head Start Program Performance Standards under **1304 Subpart B – Designation Renewal**. This new section, **45 CFR §1304.17**, establishes parameters by which OHS may make designation renewal determinations when certain federally declared disasters or emergencies prevent collection of all data normally required for making such determinations.

The Head Start Act (the Act) requires OHS to implement a Designation Renewal System (DRS) to determine which grants may be renewed noncompetitively and which grants will be subject to an open competition for the next five-year period. The Act stipulates the types of data OHS must consider as part of these designation renewal determinations, including the use of a valid and reliable research-based observational tool that examines the quality of teacher-child interactions. OHS uses the Classroom Assessment Scoring System (CLASS®), which was determined with input from experts to be the only tool that meets this statutory requirement. OHS typically uses CLASS® to conduct on-site reviews of the quality of teacher-child interactions in Head Start programs.

Due to the ongoing **federally declared public health emergency (PHE)**, section 319 of the Public Health Service Act, initially issued on January 31, 2020, and renewed on October 18, 2021, associated with the novel coronavirus disease 2019 (COVID-19), OHS has not been able to send observers on-site to conduct CLASS® reviews of Head Start grants since March 2020. OHS has also determined it cannot conduct CLASS® reviews during the 2021–2022 program year due to multiple factors that would prevent OHS from obtaining valid and reliable scores. New variables associated with the PHE may create barriers to successfully obtaining CLASS® scores that reflect the classroom environments and the quality of teaching practices. These factors include mask wearing by teachers and children, short-term closing of centers and classrooms, teacher illnesses and absenteeism, staffing issues, reviewer illness, and other health

and safety issues. For these reasons, CLASS® may not capture a representative picture of the program's teacher-child interactions across the five-year project period during this PHE.

In advance of grants ending, OHS must make determinations regarding whether a grant is subject to an open competition or can be renewed noncompetitively under the DRS. Except in very limited circumstances with special authority from Congress, OHS is unable to extend grants beyond five years to allow more time to collect data. To ensure the continuity of services for Head Start children and families, OHS established a process for making DRS determinations in the absence of all normally required data when the absence of such data is due to a federally declared disaster, emergency, or PHE.

### **Effective Date**

The new standard described at [45 CFR §1304.17](#) was effective on December 7, 2020, through publication of an Interim Final Rule (IFR). At that time, OHS found good cause to waive the traditional notice and comment process because it would have delayed providing OHS the flexibility to make DRS determinations for certain grants. However, OHS still accepted public comments on the IFR. No changes were made to the regulatory text in this Final Rule based on the public comments that were received.

Ensuring the health and safety of Head Start staff, children, and families is of utmost importance. This Final Rule directly supports that goal while establishing a process for OHS to meet the requirements of the Act to make designation renewal determinations during the COVID-19 pandemic and certain other federally declared disasters or emergencies, including PHEs.

### **Next Steps**

Programs are urged to read the [Final Rule](#) in its entirety. OHS will continue to provide direction, guidance, and resources that support our mission to prepare Head Start children and families for school and beyond.

Thank you for the work you do on behalf of children and families.

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell  
Director  
Office of Head Start

**INDIVIDUAL CARDHOLDER ACTIVITY**

<b>AMY ESSER</b> 5563-7500-2990-4743	<b>CREDITS</b> \$0.00	<b>PURCHASES</b> \$290.16	<b>CASH ADV</b> \$0.00	<b>TOTAL ACTIVITY</b> \$290.16
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**ACCOUNTING CODE:**

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-07	01-06	55432862006200381867667	SQ *FLORAL REFLECTIONS SAINT HENRY OH P.O.S.: 00011529215109460 SALES TAX: 2.90	42.90
01-17	01-14	82711162014000008471237	TEACHSTONE TRAINING CHARLOTTESVIL VA	125.00
01-24	01-21	55429502021852867544919	NATASSOC4EDUYNGCHD 2022328777 DC P.O.S.: 86754491 SALES TAX: 7.26	122.26
<b>Total Purchasing Activity</b>				<b>\$290.16</b>

<b>AMOUNT</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
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**CONSULTING AGREEMENT**  
**Swan River Consulting Services, LLC**

Belinda Rinker, JD  
Phone: 406-603-0244  
[rinker.srcs@gmail.com](mailto:rinker.srcs@gmail.com)

PO Box 274  
Bigfork, MT 59911

Alan Baquet, PhD  
Phone: 406-214-5689  
[baquet.srcs@gmail.com](mailto:baquet.srcs@gmail.com)

This Consulting Agreement (the "Agreement") is entered by and between Swan River Consulting Services, LLC, ("Swan River") and Mercer County Head Start ("Client"). The effective date of this Agreement is January 1, 2022.

**RECITALS**

WHEREAS, the Client is in need of occasional expert assistance related to fiscal and property management issues;

WHEREAS, the members of Swan River have extensive knowledge of the financial and property regulations and requirements associated with grant-funded organizations and, in particular, Head Start-funded organizations;

WHEREAS, the Client has determined that the expert assistance needed by the Client and offered by the members of Swan River is not available from other sources;

WHEREAS, Swan River has agreed to perform consulting work for the Client in the areas of financial management and property management, including facilities, as directed by the Client;

**AGREEMENT**

NOW, THEREFORE, the parties hereby agree as follows:

**1. Swan River's Services.** Swan River shall be available and shall provide to the Company professional consulting services (the "Consulting Services" in the areas of financial operations and property management, including facilities, as directed by the Client.

**2. Consideration.**

**A. RATE.** In consideration for the Consulting Services to be performed by Swan River under this Agreement, the Client will pay Swan River at the rate of \$200.00 per hour for time spent on Consulting Services. Swan River shall submit written invoices of the time spent performing Consulting Services, itemizing in reasonable detail the dates on which services were performed, the number of hours spent on such dates and a brief description of the services rendered. The Client shall pay Swan River the amounts due

pursuant to invoices received within thirty (30) days after such invoices are received by the Client.

In addition to the Consulting Services under this Agreement, Swan River and the Client may negotiate additional agreements or amend this Agreement to include project-specific activities, such as training events, at a fixed rather than an hourly rate.

**B. CONSULTING HOURS:** Swan River and the Client expect that Client will require approximately five (5) hours per month of Consulting Services. Swan River and Client acknowledge that actual hours of Consulting Services will vary depending on the needs of the Client and availability of the members of Swan River. There is no minimum number of hours per month of Consulting Services associated with this Agreement.

**C. EXPENSES.** Additionally, the Client will pay Swan River for expenses incurred directly in connection with this Agreement while the Agreement between Swan River and the Client exists:

- If directed by the Client, and subject to prior approval, travel costs, including actual transportation costs for airfare, rail and rental cars, and mileage, meals, and incidental expenses at prevailing federal rates.
- Miscellaneous costs unique to the Client's Consulting Services, such as property title searches.
- Day-to-day costs associated with Swan River operations, including conference calling services, document sharing sites, copies and standard postage are included in the hourly consulting rate.

Swan River shall submit written documentation and receipts where available itemizing the dates on which expenses were incurred. The Client shall pay Swan River the amounts due pursuant to submitted invoices within thirty (30) days after an invoice is received by the Client.

**3. Independent Contractor.** Nothing herein shall be construed to create an employer-employee relationship between Swan River and Client. Swan River is an independent contractor, and its members are not employees of the Client or any of its subsidiaries or affiliates. The consideration set forth in Section 2 shall be the sole consideration due Swan River for the Consulting Services rendered under this Agreement. It is understood that the Client will not withhold any amounts for payment of taxes from the compensation of Swan River hereunder. Swan River will provide Client with information about the company needed to prepare Form 1099 for services provided to Client. Swan River and its members will not represent themselves to be or hold themselves out as employees of the Client.

**4. Confidentiality.** In the course of performing Consulting Services, the parties recognize that Swan River may come in contact with or become familiar with information

which the Client or its subsidiaries or affiliates may consider confidential. This information may include, but is not limited to, information pertaining to the Company financial operations. Swan River agrees to keep all such information confidential and not to discuss or divulge it to anyone other than appropriate Client personnel or their designees.

**5. Property.** Swan River agrees that all materials developed specifically on behalf of the Client in connection with services rendered under this Agreement, are and shall remain the exclusive property of the Client. The Client agrees that during the term of this Agreement, Swan River may use material including works, trademarks, inventions, copyrights, and intellectual property that is already in possession of Swan River and has original authorship to Swan River. These works referred to collectively are not the property of the Client and are not subject to the foregoing section.

**6. Term.** This Agreement shall commence on the effective date noted in the initial paragraph of this Agreement and shall continue until terminated at the discretion of either party upon thirty (30) days prior written notice.

**7. Notice.** Any notice or communication permitted or required by this Agreement shall be deemed effective when delivered by email or three business days after it is deposited, postage prepaid, in the first-class mail of the United States, properly addressed to the appropriate party at the address set forth below:

Notices to Client:

Amy Esser  
Executive Director  
Mercer County Head Start  
585 E. Livingston St.  
Celina, OH 45822  
419-268-0301  
amy.esser@mercerheadstart.org

Notices to Swan River:

Swan River Consulting Services, LLC  
PO Box 274  
Bigfork, MT 59911  
[baquet.srscs@gmail.com](mailto:baquet.srscs@gmail.com)  
Phone: 406-603-0315

**8. Miscellaneous.**

**8.1 Entire Agreement and Amendments.** This Agreement constitutes the entire agreement of the parties with regard to the subject matter hereof, and replaces and supersedes all other agreements or understandings, whether written or oral. No amendment or extension of this Agreement shall be binding unless in writing and signed by both parties.

**8.2 Binding Effect, Assignment.** This Agreement shall be binding upon and shall inure to the benefit of Swan River and the Client. Nothing in this Agreement shall be construed to permit the assignment by Swan River or the Client of any of their rights or obligations hereunder, and such assignment is expressly prohibited.

**8.3 Governing Law, Severability.** This Agreement shall be governed by the laws of the State of Montana. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

WHEREFORE, the parties have executed this Agreement as of the date first written above.

Swan River Consulting Services, LLC

Mercer County Head Start



Belinda Rinker, Managing Member

Amy Esser, Executive Director

## Mercer County Head Start Self- Assessment Plan 2022

The Head Start Program Performance Standards outline the requirement for each grantee to conduct an annual self-assessment.

*Ongoing assessment of program goals.* A program must effectively oversee progress towards program goals on an ongoing basis and annually must:

- (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;
- (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,
- (iii) Submit findings of the self-assessment, including information listed in paragraph (b)(2)(i) of this section to the responsible HHS official.

MCHS admin team meets quarterly to review data collected from monitoring reports. Monitoring reports are the result of data collection and analysis of monitoring tools. Monitoring tools are developed to monitor the "musts" as outlined in the HSPPS along with program goals. These quarterly reports feed the data collection needed for self-assessment.

MCHS proposes the following plan for self-assessment:

### Week of May 23-27

Orientation for all self – assessment members. Self-assessment commences throughout the week. Team leaders schedule individual meetings and provide data for analysis.

The grantee has been accepted into the Program of Excellence Accreditation. Depending on the scope of POE, the grantee may opt to use that process as self-assessment and review outcomes with stakeholders.

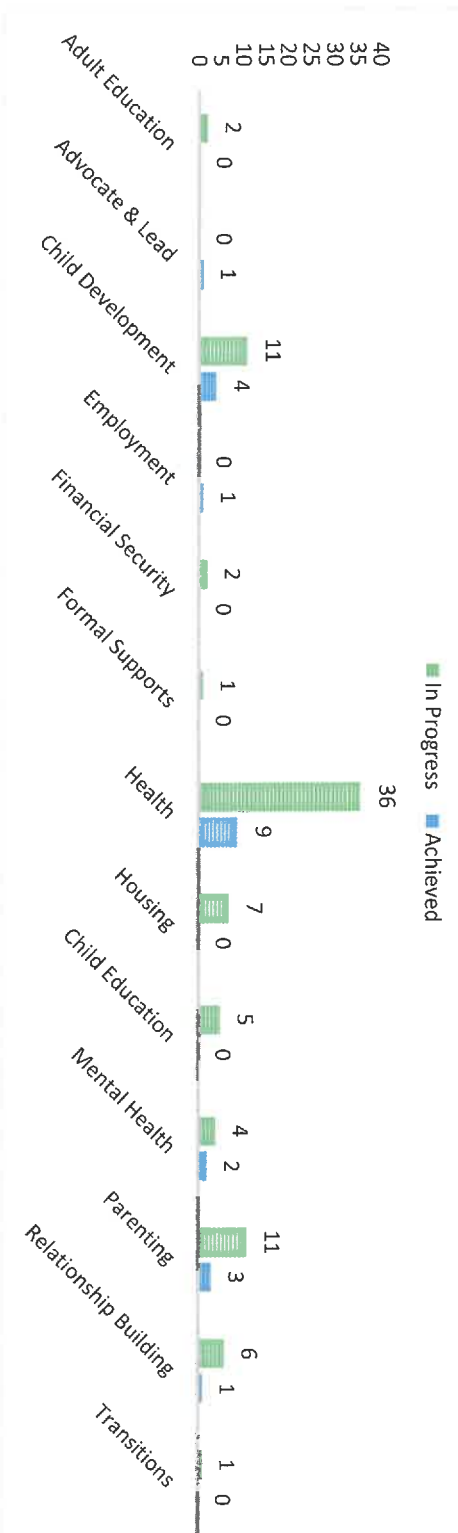
Self-Assessment report to PC and Board in June.



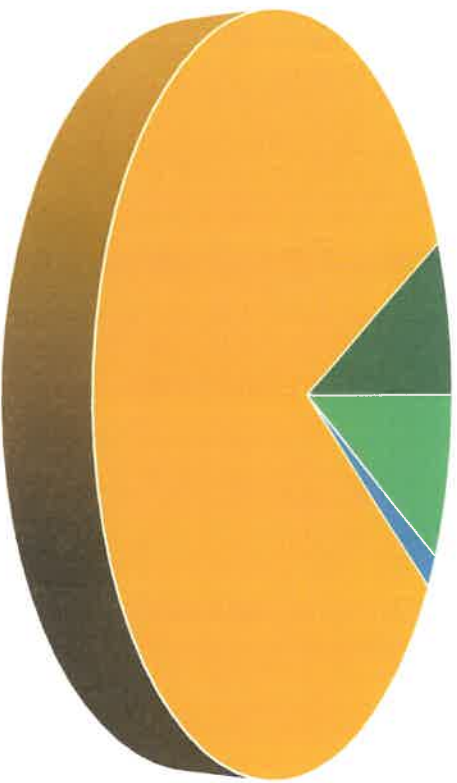
**MERCER COUNTY HEAD START GOAL REPORT, FAMILY VISIT REPORT, & PARENT / TEACHER CONFERENCE REPORT**

**FEBRUARY 2022**

**GOAL REPORT**

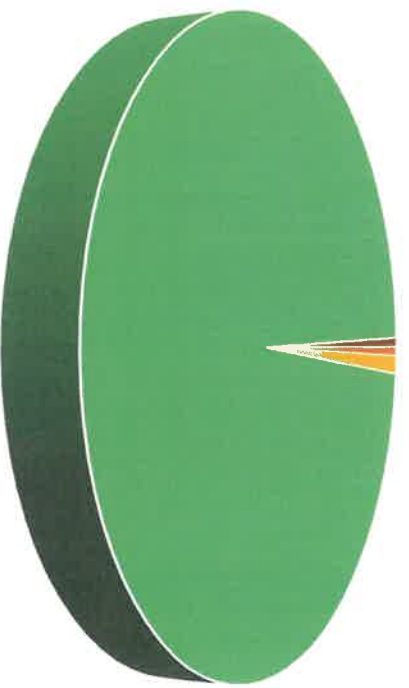


**Family Visits**



- Completed
- In Progress
- Cancelled by Family
- Cancelled by Staff
- No Show

**PTCs**



- Completed
- In Progress
- Cancelled by Family
- Cancelled by Staff
- No Show

## Mercer County Head Start Policies and Procedures

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

<b>(A) Policy</b>	<p>(a) Establishing personnel policies and procedures. A program must establish written personnel policies and procedures that are approved by the governing body &amp; 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>(B) Responsibility</b>	Management Team
<b>(C) Procedure</b>	<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"> <li>• 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.</li> <li>• Any employee in the classification wishing to apply for the</li> </ul>

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.

- 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

position is to be posted in each building.

**(Above documentation is Article XV of the negotiated agreement with OAPSE Local #457)**

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.

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.

All interview notes and information must be submitted to the Hiring Manager.

The Head Start Director must approve all job offers and only the Head Start Director or Hiring Manager may make a job offer.

All wages are approved by the Board of Education in accordance with the OAPSE Local #457 negotiated contract.

The Head Start Policy Council and Board of Education must approve all hires.

All candidates interviewed and not selected will be notified by letter.

Addendum to Policy in accordance with IFR 11/30/21

Effective 12/20/2021 and until further notice or change in the IFR all potential employees MUST be fully vaccinated or receive an approved exemption prior to hire.

The duration of this policy is under the discretion of the Head Start Director. With all policies, the Head Start Director has authority to administer programming within the boundaries of legal parameters. The Head Start Director may temporarily enact and temporarily pause this policy as per pending litigation and taking into consideration the current circumstances of the local environment.

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Required COVID Testing	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>I. Human Resources</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Staff Health and Wellness</i>	<b>Implementation Responsibility:</b>	Administration
<b>Related Performance Standard(s):</b>	<i>1302.93(a)(1)(2)</i>	<b>Monitoring Responsibility:</b>	Executive Director, HCSM

<b>(A) Policy</b>	<p>(1) All staff, and those contractors whose activities involve contact with or providing direct services to children and families, must be fully vaccinated for COVID-19, other than those employees:</p> <ul style="list-style-type: none"> <li>(i) For whom a vaccine is medically contraindicated;</li> <li>(ii) For whom medical necessity requires a delay in vaccination; or</li> <li>(iii) Who are legally entitled to an accommodation with regard to the COVID-19 vaccination requirements based on an applicable Federal law.</li> </ul> <p>(2) Those granted an accommodation outlined in paragraph (a)(1) of this section must undergo SARS-COV-2 testing for current infection at least weekly with those who have negative test results to remain in the classroom or working directly with children. Those with positive test results must be immediately excluded from the facility, so they are away from children and staff until they are determined to no longer be infectious.</p>
<b>(B) Responsibility</b>	All Staff
<b>(C) Procedure</b>	<p>Staff granted an exemption to the COVID – 19 vaccine, MUST undergo weekly SARS-COV-2 testing. Weekly testing is the ONLY accommodation granted in lieu of vaccination.</p> <p>Testing will be conducted every Wednesday, immediately prior to the employee’s report to work time. The test will be conducted in private with the employee and an administrator present.</p> <p>If the test reports negative, the employee is to proceed directly to their assigned worksite. The administrator will document testing results in the employee’s COVID file.</p> <p>If the test reports positive, the employee will immediately leave the facility. The Executive Director and HCSM will be notified. The HCSM will communicate with the employee about next steps</p>

which may include reporting to required entities, contact tracing, notification of quarantining procedures, and contacting the primary care physician.

Tests are provided by the employer while grant funds remain available.

Administrators will be trained on the proper procedure to administer and read COVID 19 tests.

All tests are self-administered.

If a staff member refuses to administer the test, they will be excused from work until further notice. An internal investigation will be conducted with the presumption the employee is voluntarily relinquishing their employment.

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Universal Masking – Staff	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	12/20/2021
<b>Subpart:</b>	<i>D – Health program Services</i>	<b>Last Reviewed Date:</b>	1/11/2022
<b>Section Title(s):</b>	<i>Safety Practices</i>	<b>Implementation Responsibility:</b>	All Staff
<b>Related Performance Standard(s):</b>	1302.47(5)	<b>Monitoring Responsibility:</b>	HCSM

<b>(A) Policy</b>	<p>All staff and consultants follow appropriate practices to keep children safe during all activities, including at a minimum:</p> <p>Using masks recommended by CDC, for all individuals 2 years of age or older when there are: two (2) or more individuals in a vehicle owned, leased, or arranged by the Head Start program; indoors in a setting when Head Start services are provided; and for those not fully vaccinated, outdoors in crowded settings or during activities that involve sustained close contact with other people, except:</p> <p>A. Children or adults when they are either eating or drinking;</p> <p>B. Children when they are napping;</p> <p>C. When a person cannot wear a mask, or cannot safely wear a mask, because of a disability as defined by the Americans with Disabilities Act; or</p> <p>D. When a child’s health care provider advises an alternative face covering to accommodate the child’s special health care needs.</p>
<b>(B) Responsibility</b>	All staff

(C) Procedure

For the purposes of this policy “staff” will collectively be defined as: Any paid adults who have responsibilities related to children and their families enrolled in the programs and any individual performing a Head Start service or any individual directly employed by the federal Head Start program. This broad definition encompasses including employees of the Head Start program as well as contractors and volunteers who provide services (both direct and ancillary) to enrolled Head Start children and families.

When Head Start services are being delivered, staff will wear a mask in accordance with CDC guidelines. Head Start services include any all services included in Head Start Program Performance Standards, and the unique design of Mercer County Head Start services which include support staff such as secretaries.

Staff who work in seclusion (i.e. in a personal office) are permitted to not wear a mask when alone.

MCHS will ensure disposable masks are available for all employees at all locations.

Exemptions or special accommodations as defined by the ADA must be presented to the Executive Director and HCSM for review to ensure special accommodations meet the intent of the policy in protecting the health & safety of all individuals.

The Centers for Disease Control and Prevention (CDC) states that a person who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the face mask without assistance should not wear a face mask or cloth face covering.

Disability Exemptions of the Order

**Who is covered by the exemption for “a person with a disability who cannot wear a mask, or cannot safely wear a mask, because of the disability as defined by the Americans with Disabilities Act (ADA, 42 U.S.C. 12101 et seq.)”?**

Most people, including those with disabilities, can tolerate and safely wear a mask and are required to wear one as per CDC’s Order. However, certain people with disabilities who, because of their disability, cannot wear a mask, or cannot safely wear a mask, are exempted from CDC’s mask-wearing requirement.



The exemption is not meant to cover people with disabilities for whom wearing a mask might only be difficult or whose disability does not prevent them from wearing a mask or wearing a mask safely.

The following narrow subset of persons with disabilities are exempt from CDC's requirement to wear a mask:

- A person with a disability who, for reasons related to the disability, would be physically unable to remove a mask without assistance if breathing becomes obstructed. Examples might include a person with impaired motor skills, quadriplegia, or limb restrictions
- A person with an intellectual, developmental, cognitive, or psychiatric disability that affects the person's ability to understand the need to remove a mask if breathing becomes obstructed

The following persons with disabilities might be exempt from CDC's requirement to wear a mask based on factors specific to the person:

- A person with a disability who cannot wear a mask because it would cause the person to be unable to breathe or have respiratory distress if a mask were worn over the mouth and nose. A person with a condition that causes intermittent respiratory distress, such as asthma, likely does not qualify for this exemption because people with asthma, or other similar conditions, can generally wear a mask safely.
- A person with a disability requiring the use of an assistive device, such as for mobility or communication, that prevents the person from wearing a mask and wearing or using the assistive device at the same time. If use of the device is intermittent and the person can remove the mask independently to use the device, then a mask must be worn during periods when the person is not using the device.
- A person with a severe sensory disability or a severe mental health disability who would pose an imminent threat of harm to themselves or others if required to wear a mask. Persons who experience discomfort or anxiety while wearing a mask without imminent threat of harm would not qualify for this exemption.

The duration of this policy is under the discretion of the Head Start Director. With all policies, the Head Start Director has authority to administer programming within the boundaries of legal

	<p>parameters. The Head Start Director may temporarily enact and temporarily pause this policy as per pending litigation and taking into consideration the current circumstances of the local environment.</p>
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## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Universal Masking – children	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	12/20/2021
<b>Subpart:</b>	<i>D – Health program Services</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Safety Practices</i>	<b>Implementation Responsibility:</b>	All Staff
<b>Related Performance Standard(s):</b>	1302.47(5)	<b>Monitoring Responsibility:</b>	HCSM

<b>(A) Policy</b>	<p>All staff and consultants follow appropriate practices to keep children safe during all activities, including at a minimum:</p> <p>Using masks recommended by CDC, for all individuals 2 years of age or older when there are two (2) or more individuals in a vehicle owned, leased, or arranged by the Head Start program; indoors in a setting when Head Start services are provided; and for those not fully vaccinated, outdoors in crowded setting or during activities that involve sustained close contact with other people, except:</p> <p>A. Children or adults when they are either eating or drinking;</p> <p>B. Children when they are napping;</p> <p>C. When a person cannot wear a mask, or cannot safely wear a mask, because of a disability as defined by the Americans with Disabilities Act; or</p> <p>D. When a child’s health care provider advises an alternative face covering to accommodate the child’s special health care needs.</p>
<b>(B) Responsibility</b>	All staff

(C) Procedure

For the purposes of this policy “children” will collectively be defined as: Any child ages 2 or over whether enrolled or not who participate in any Head Start service and / or activity.

Whenever Head Start services are being delivered, children will wear a mask in accordance with CDC guidelines. Head Start services include any all services included with the Head Start Act and Head Start Program Performance Standards.

Upon entry to any Head Start facility or facility being used for Head Start purposes, children must wear a mask.

MCHS will ensure disposable masks are available for all children at all locations.

Exemptions or special accommodations as defined by the ADA must be presented to the Executive Director and HCSM for review to ensure special accommodations meet the intent of the policy in protecting the health & safety of all individuals.

The Centers for Disease Control and Prevention (CDC) states that a person who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the face mask without assistance should not wear a face mask or cloth face covering.

#### Disability Exemptions of the Order

**Who is covered by the exemption for “a person with a disability who cannot wear a mask, or cannot safely wear a mask, because of the disability as defined by the Americans with Disabilities Actexternal icon (ADA, 42 U.S.C. 12101 *et seq.*)”?**

Most people, including those with disabilities, can tolerate and safely wear a mask and are required to wear one as per CDC’s Order. However, certain people with disabilities who, because of their disability, cannot wear a mask, or cannot safely wear a mask, are exempted from CDC’s mask-wearing requirement.

The exemption is not meant to cover people with disabilities for whom wearing a mask might only be difficult or whose disability does not prevent them from wearing a mask or wearing a mask safely.

The following narrow subset of persons with disabilities are exempt from CDC’s requirement to wear a mask:

- A person with a disability who, for reasons related to the disability, would be physically unable to remove a mask without assistance if breathing becomes obstructed. Examples might include a person with impaired motor skills, quadriplegia, or limb restrictions
- A person with an intellectual, developmental, cognitive, or

psychiatric disability that affects the person's ability to understand the need to remove a mask if breathing becomes obstructed

The following persons with disabilities might be exempt from CDC's requirement to wear a mask based on factors specific to the person:

- A person with a disability who cannot wear a mask because it would cause the person to be unable to breathe or have respiratory distress if a mask were worn over the mouth and nose. A person with a condition that causes intermittent respiratory distress, such as asthma, likely does not qualify for this exemption because people with asthma, or other similar conditions, can generally wear a mask safely.
- A person with a disability requiring the use of an assistive device, such as for mobility or communication, that prevents the person from wearing a mask and wearing or using the assistive device at the same time. If use of the device is intermittent and the person can remove the mask independently to use the device, then a mask must be worn during periods when the person is not using the device.
- A person with a severe sensory disability or a severe mental health disability who would pose an imminent threat of harm to themselves or others if required to wear a mask. Persons who experience discomfort or anxiety while wearing a mask without imminent threat of harm would not qualify for this exemption.

MCHS will provide education to parents and families on the importance of mask wearing in congregate settings. Parents / guardians will be informed that children are to have masks upon arrival to school. For children who do not arrive at school with a mask, disposable masks will be made available to them.

Staff will present a mask to children and may assist with putting a mask on a child when requested to do so. Staff will remind children periodically throughout the day on the importance of wearing a mask. Children will NOT be disciplined for not wearing a mask. Children will NOT be referred for mental health services for not wearing a mask. Children will be educated on the importance of safe health practices (wearing a mask) in the same manner as handwashing and toothbrushing. Staff will model mask wearing in a positive manner as with other safe health practices.

The duration of this policy is under the discretion of the Head Start Director. With all policies, the Head Start Director has authority to administer programming within the boundaries of legal parameters. The Head Start Director may temporarily enact and temporarily pause this policy as per pending litigation and taking

	<p>into consideration the current circumstances of the local environment.</p>
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## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Universal Masking – Visitors	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	12/20/21
<b>Subpart:</b>	<i>D – Health program Services</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Safety Practices</i>	<b>Implementation Responsibility:</b>	All Staff
<b>Related Performance Standard(s):</b>	1302.47(5)	<b>Monitoring Responsibility:</b>	HCSM

<b>(A) Policy</b>	<p>All staff and consultants follow appropriate practices to keep children safe during all activities, including at a minimum:</p> <p>Using masks recommended by CDC, for all individuals 2 years of age or older when there are two or more individuals in a vehicle owned, leased, or arranged by the Head Start program; indoors in a setting when Head Start services are provided; and for those not fully vaccinated, outdoors in crowded setting during activities that involve sustained close contact with other people, except:</p> <p>A. Children or adults when they are either eating or drinking;</p> <p>B. Children when they are napping;</p> <p>C. When a person cannot wear a mask, or cannot safely wear a mask, because of a disability as defined by the Americans with Disabilities Act; or</p> <p>D. When a child’s health care provider advises an alternative face covering to accommodate the child’s special health care needs.</p>
<b>(B) Responsibility</b>	All staff

(C) Procedure

For the purposes of this policy “visitors” will collectively be defined as: Any individual visiting / entering a Head Start facility or facility being used for Head Start services / programming, to participate in a Head Start service. This broad definition encompasses parents / guardians, outside contractors, or special guests of the Head Start program.

Upon arrival to the facility, visitors will be notified that face masks are required for entry. Special accommodations are granted for those defined by the ADA and CDC who cannot safely wear a mask.

MCHS will ensure disposable masks are available for all visitors at all locations.

The Centers for Disease Control and Prevention (CDC) states that a person who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the face mask without assistance should not wear a face mask or cloth face covering.

Disability Exemptions of the Order

**Who is covered by the exemption for “a person with a disability who cannot wear a mask, or cannot safely wear a mask, because of the disability as defined by the Americans with Disabilities Act external icon (ADA, 42 U.S.C. 12101 *et seq.*)”?**

Most people, including those with disabilities, can tolerate and safely wear a mask and are required to wear one as per CDC’s Order. However, certain people with disabilities who, because of their disability, cannot wear a mask, or cannot safely wear a mask, are exempted from CDC’s mask-wearing requirement.

The exemption is not meant to cover people with disabilities for whom wearing a mask might only be difficult or whose disability does not prevent them from wearing a mask or wearing a mask safely.

The following narrow subset of persons with disabilities are exempt from CDC’s requirement to wear a mask:

- A person with a disability who, for reasons related to the disability, would be physically unable to remove a mask without assistance if breathing becomes obstructed. Examples might include a person with impaired motor skills, quadriplegia, or limb restrictions
- A person with an intellectual, developmental, cognitive, or psychiatric disability that affects the person’s ability to understand the need to remove a mask if breathing becomes



obstructed

The following persons with disabilities might be exempt from CDC's requirement to wear a mask based on factors specific to the person:

- A person with a disability who cannot wear a mask because it would cause the person to be unable to breathe or have respiratory distress if a mask were worn over the mouth and nose. A person with a condition that causes intermittent respiratory distress, such as asthma, likely does not qualify for this exemption because people with asthma, or other similar conditions, can generally wear a mask safely.
- A person with a disability requiring the use of an assistive device, such as for mobility or communication, that prevents the person from wearing a mask and wearing or using the assistive device at the same time. If use of the device is intermittent and the person can remove the mask independently to use the device, then a mask must be worn during periods when the person is not using the device.
- A person with a severe sensory disability or a severe mental health disability who would pose an imminent threat of harm to themselves or others if required to wear a mask. Persons who experience discomfort or anxiety while wearing a mask without imminent threat of harm would not qualify for this exemption.

The duration of this policy is under the discretion of the Head Start Director. With all policies, the Head Start Director has authority to administer programming within the boundaries of legal parameters. The Head Start Director may temporarily enact and temporarily pause this policy as per pending litigation and taking into consideration the current circumstances of the local environment.