

## Head Start Monthly Report July 2021

### **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: \$2,223.64**

6/11/21	\$612.50	Curriculum Associates	Education
6/14/21	\$29.99	Adobe	Marketing
6/14/21	\$270.00	Rochester	Education
6/14/21	\$89.95	Kaplan	Ed / MH
6/17/21	\$22.00	Jonti-Craft	Education
6/21/21	\$1,199.20	ZOOM	Program

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

The Director participated in many virtual trainings / webinars regarding expectations for services beginning fall, 2021. MCHS and CCS staff jointly presented at the Heading to Kindergarten Summit hosted by OHSAL & ODE.

June was a busy month for OHSAL. As a member of the executive committee, the Director participated in numerous strategic planning meetings, community partnership meetings, and transition planning for the retiring Executive Director.

Other community meetings attended include FCFC steering, COLT, and Ohio KAN. Internally, the Director attended / participated in CCS Admin meeting and MCHS Policy Council.

Programmatic / Operational meetings for the month included: Recruitment meeting, PIR, TTA, USDA salaries, and Practice-based Coaching.

The Director met with Perry pro Tech to upgrade and change contract on 2 copy machines. Celina City Schools was awarded ECE grant for \$72,000. CCS increased the number of ECE slots from 13 to 18.

Began formal acceptance of children for PY 21/22. 41 children accepted (26%). It is noteworthy that eligibility criteria indicate an increase in drug misuse and change in primary caregiver, early indicators of significant issues similar to 2015/16.

MCHS was awarded the carryover grant which will fund the summer program for transitioning children.

**Education** – MTG with EM to discuss training plan for upcoming PY 21-22, data indicates some staff continue to struggle with the connection between curriculum & assessment. The program will Pilot one class using Heggerty.

**Mental Health** – Referrals to MHC will be made from EDECA data earlier in the program year.

**Disabilities** – Program exceeded 10% requirement. New guidance provided by ODE regarding DLLs.

**Health** – Working on collaborative immunization project with MCHD.

**ERSEA** – Continue to identify errors in income verification.

**Family Engagement** - Future partnership with KAN.

**C. Enrollment / Attendance**

**No report as the program is not in session**

**Enrollment by Program Option:**

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

**Attendance by Program Option:**

Half Day PY Head Start	
Full Day School Year	

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

Month Served	June
Total Days Attendance	Rockford - Franklin

<b>Total Breakfast</b>	
<b>Total Lunches</b>	
<b>Total Snacks</b>	
<b>Total Meals</b>	

**E. Financial Audit -**

**F. Annual Self-Assessment**

- Completed May 2021

**G. Community Assessment**

**H. Communication and guidance from the Secretary - IM 21-02**

Director is requesting approval for the submission of the FY 21/22 Head Start grant in the amount of \$1,948,721. The grant request includes a waiver for Non-federal Match.

**Attachments to report:**

Parent Gauge report

Program Goals report

Respectfully submitted,

Amy Esser

Director

HEAD START - 2021 GRANT

REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,925,465.00	-	1,925,465.00	805,000.00	1,120,465.00
CACFP Revenue	-	30,696.00	30,696.00	38,545.16	(7,849.16)
Other Local	-	-	-	1,500.00	(1,500.00)
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
<b>Total</b>	<b>1,925,465.00</b>	<b>30,696.00</b>	<b>1,956,161.00</b>	<b>845,045.16</b>	<b>1,111,115.84</b>

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	913,029.00	-	913,029.00	506,155.28	-	406,873.72
Fringe Benefits	626,671.00	-	626,671.00	325,098.21	-	301,572.79
Programming	158,087.00	793.00	158,880.00	83,372.45	40,251.68	35,255.87
Supplies	155,625.00	29,903.00	185,528.00	46,675.40	58,290.06	80,562.54
Capital Outlay	-	-	-	-	-	-
Other Expenditures	13,589.00	-	13,589.00	2,744.00	-	10,845.00
<b>PA22 subtotal</b>	<b>1,867,001.00</b>	<b>30,696.00</b>	<b>1,897,697.00</b>	<b>964,045.34</b>	<b>98,541.74</b>	<b>835,109.92</b>
<b>Training &amp; Technical Services</b>						
Training & technical serv (job code 400)	28,652.00	-	28,652.00	13,303.13	1,447.39	13,901.48
Staff out of town travel	7,798.00	-	7,798.00	-	2,020.76	5,777.24
<b>Subtotal Purch Service</b>	<b>36,450.00</b>	<b>-</b>	<b>36,450.00</b>	<b>13,303.13</b>	<b>3,468.15</b>	<b>19,678.72</b>
Training & Tech Supplies	12,014.00	-	12,014.00	2,247.84	-	9,766.16
<b>Subtotal Supplies</b>	<b>12,014.00</b>	<b>-</b>	<b>12,014.00</b>	<b>2,247.84</b>	<b>-</b>	<b>9,766.16</b>
T&TA -PA20	48,464.00	-	48,464.00	15,550.97	3,468.15	29,444.88
Return of Board Advance	-	-	-	-	-	-
<b>TOTALS</b>	<b>1,915,465.00</b>	<b>30,696.00</b>	<b>1,946,161.00</b>	<b>979,596.31</b>	<b>102,009.89</b>	<b>864,554.80</b>

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

(134,551.15)

**INDIVIDUAL CARDHOLDER ACTIVITY**

<b>AMY ESSER</b> 5563-7500-2990-4743	<b>CREDITS</b> \$0.00	<b>PURCHASES</b> \$2,223.64	<b>CASH ADV</b> \$0.00	<b>TOTAL ACTIVITY</b> \$2,223.64
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**ACCOUNTING CODE:**

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-11	06-10	55429501161852338436531	CURRICULUM ASSOC 8002250248 MA P.O.S.: 33843653 SALES TAX: 0.00	612.50
06-14	06-13	55432861164200216729884	ADOBE *800-833-6687 ADOBE.LY/ENUS CA P.O.S.: BL1424609919 SALES TAX: 0.00	29.99
06-14	06-11	85454911162900010701238	ROCHESTER 100 INC. 585-475-0200 NY P.O.S.: PYMT600585 SALES TAX: 5.40	270.00
06-14	06-11	85504991162900012088099	KAPLAN EARLY LEARNING 336-6766737 NC	89.95
06-17	06-16	25247801167002121033829	JONTI-CRAFT INC WABASSO MN P.O.S.: REPBETHROH SALES TAX: 0.00	22.00

**Total Purchasing Activity**      \$1,024.44

**Telecommunication Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-21	06-20	82305091171000003603794	ZOOM.US 888-799-9666 SAN JOSE CA	1,199.20

**Total Activity**      \$1,199.20



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

June 02, 2021

**Grant No. 05CH011273**

**Dear Head Start Grantee:**

An application for funding for the upcoming budget period must be submitted by September 1, 2021.

The following table reflects the annual funding and enrollment levels available to apply for:

<b>Funding Type</b>	<b>Head Start</b>
Program Operations	\$1,929,489
Training and Technical Assistance	\$19,232
<b>Total Funding</b>	<b>\$1,948,721</b>

<b>Program</b>	<b>Head Start</b>
Federal Funded Enrollment	158

**Period of Funding: 12/01/2021 - 11/30/2022**

### **Application Submission Requirements**

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)* for a continuation application. It must be submitted on behalf of the Authorizing Official registered in the HSES.

**Incomplete applications will not be processed.**

*Application Instructions* are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the "Resources" section of the HSES.

Please contact Michael Butler, Head Start Program Specialist, at 312-886-5359 or michael.butler@acf.hhs.gov or Leniseal Wadley, Grants Management Specialist, at 312-980-3402 or leniseal.wadley@acf.hhs.gov with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact [help@hsesinfo.org](mailto:help@hsesinfo.org) or 1-866-771-4737.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the current budget period.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

*/Karen McNamara/*

Karen McNamara  
Regional Program Manager  
Office of Head Start

**[External Message] ACF-IM-HS-21-01 Updated Coronavirus Disease 2019 (COVID-19) Fiscal and Administrative Flexibilities**

1 message

Office of Head Start <no-reply@hsicc.org>

Wed, Apr 14, 2021 at 12:00 PM

Reply-To: no-reply@hsicc.org

To: "whitney.langston@mercerheadstart.org" <whitney.langston@mercerheadstart.org>

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ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-21-01	2. Issuance Date: 04/14/2021
	3. Originating Office: Office of Head Start	
	4. Key Words: Coronavirus Aid; COVID-19; Fiscal Flexibilities; Fiscal Year (FY) 2021	

**INFORMATION MEMORANDUM**

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

**SUBJECT:** Updated Coronavirus Disease 2019 (COVID-19) Fiscal and Administrative Flexibilities

**INFORMATION:**

On May 21, 2020, the Office of Head Start (OHS) issued Information Memorandum (IM) [ACF-IM-HS-20-03 Coronavirus Disease 2019 \(COVID-19\) Fiscal Flexibilities](#). It described how OHS would implement each provision in the Administration for Children and Families' (ACF) IM-ACF-OA-2020-01 ACF Grant Flexibilities in Conducting Human Service Activities Related to or Affected by COVID-19. IM-ACF-OA-2020-01 has been rescinded.

On March 19, 2021, the Office of Management and Budget issued administrative relief guidance, [M-21-20 Appendix 3 – Disaster Relief Flexibilities to Reduce Burden for Financial Assistance](#). It outlines flexibilities and waivers affecting grant applications, no-cost extensions, extension of certain deadlines, procurement, prior approvals, and single audit submissions. The following is an updated list of current flexibilities and information on how OHS is implementing each provision. This IM supersedes ACF-IM-HS-20-03.

**Flexibility with System for Award Management (SAM) registration/recertification. [45 CFR §75.205](#); [2 CFR §200.206](#)**

OHS will accept applications from entities not having a SAM number. However, within 60 days of the date of application or by the date of award issuance, whichever is sooner, the awardee must have obtained a SAM number. This flexibility will apply to applications submitted and awards made through September 30, 2021, subject to adjustment at the discretion of OHS.

**No-cost extensions on expiring awards. [45 CFR §75.308](#); [2 CFR §200.308](#)**

Head Start grantees may request no-cost extensions on expiring awards if the requests do not exceed 11 months from the project period end date, inclusive of any previous extensions. Grantees should submit no-cost extension



requests to their regional grants management officer as soon as possible to allow time for processing and issuance of a revised Notice of Award.

Approvals of no-cost extensions will also be considered for expiring awards when additional time is necessary to transition program services and assets, including real property, to a replacement grantee designated as a successor to some or all of a grantee's service area resulting from Designation Renewal System (DRS) competition, OHS defunding, or grantee relinquishment of an award.

**Allowability of costs not normally chargeable to awards. 45 CFR §75.403, 45 CFR §75.404, 45 CFR §75.405, 45 CFR Part 75 Subpart E – Cost Principles; 2 CFR §200.403, 2 CFR §200.404, 2 CFR §200.405, 2 CFR Part 200 Subpart E – Cost Principles**

OHS recognizes delivery of Head Start and Early Head Start services, including family supports, during the COVID-19 pandemic is both challenging and complex, especially when many families are isolated and may have experienced job loss, eviction, and food insecurity. OHS understands costs that are necessary and reasonable for the performance of Head Start awards during this unprecedented time may be very different from allowable costs during normal operations. Conditions in local communities may also vary within a state and from state to state. Grantees are expected to exercise prudent judgment, knowledge of service populations, and community data to determine what expenses are necessary and reasonable to maintain comprehensive services and, as soon as feasible, to return to in-person, comprehensive services through reopening centers. Grantees should document the rationale that costs incurred are necessary, reasonable, and allocable to the program's COVID-19 response for enrolled children and their families.

**Abbreviated non-competitive continuation requests. 45 CFR §75.309; 2 CFR §200.309**

OHS is accepting abbreviated narrative information in support of continuation applications due between April 1 and December 31, 2021. A grantee applying for a non-competitive continuation award during the noted period must complete the budget and schedule tables in the Head Start Enterprise System (HSES) and submit only a budget justification (Section II) for the Application and Budget Justification Narrative document. Applicants must also complete any other applicable tabs in HSES, with supporting documents. Guidance around non-federal match waiver requests, governing body, and Policy Council approvals is covered in the **Waivers and other flexibilities** section of this IM. Submission of the noted information indicates the applicant's intent to resume or restore their project activities and accept the continuation award once issued.

**Prior approval waiver requirements. 45 CFR §75.407; 2 CFR §200.407**

Grantees may use funds from their current operating awards to respond to and recover from the impacts of COVID-19. All costs charged to federal awards must be consistent with federal cost policy guidelines and the terms of the award, except where specified in this IM. For expenses necessary to respond to COVID-19, OHS grantees may utilize the following waivers of prior approval requirements.

- *Prior approval for the purchase of equipment (45 CFR §75.308(c)(1)(xi)).* Grantees may purchase equipment needed to respond to COVID-19 with a value of up to \$25,000 without prior ACF approval. This waiver applies to purchases made between January 1, 2021, and December 31, 2021.
- *Budget modifications (45 CFR §75.308(e)).* To allow grantees more flexibility to spend funds as needed to respond to COVID-19 and, when possible, quickly move to reopen closed centers, prior approval is waived for budget transfers between direct cost categories for an aggregate amount not to exceed \$1 million between January 1, 2021, and December 31, 2021.
- *Procurement by noncompetitive proposals (45 CFR §75.329(f)(2)).* OHS recognizes that COVID-19 has created a public emergency for all grantees. Competitive solicitations may result in delays that impair a grantee's ability to respond to or recover from COVID-19. OHS is authorizing grantees to engage in sole-source purchasing between January 1, 2021, and December 31, 2021, to obtain goods and services needed for COVID-19 response and recovery.

**Exemption of certain procurement requirements. 45 CFR §75.328; 2 CFR §200.319(b)**

As appropriate, OHS will waive the procurement requirements related to geographical preferences. Grantees must maintain appropriate records and documentation to support any charges against a federal award.

**Extension of financial and other reporting. 45 CFR §75.328, 45 CFR §75.342, 45 CFR §75.342(d)(1); 2 CFR §200.328, 2 CFR §200.329, 2 CFR §200.329(e)(1)**

OHS grantees may request to delay submission of financial, performance, and other reports up to three months beyond the normal due date. Grantees may continue to draw down federal funds without the timely submission of these reports. However, these reports must be submitted at the end of the extension period. In addition, grantees must continue to submit open/closed center status reports and enrollment information without postponement.

**Extension of closeout. 45 CFR §75.381; 2 CFR §200.344**

OHS grantees with project periods ending between April 1 and December 31, 2021, may request a delay of up to one year for submission of any pending financial, performance, or other reports required by the terms of their award. To request an extension, a grantee must submit a written request to its regional grants management officer indicating the financial, performance, or other reports for which an extension is requested and the length of the requested extension. Extensions will generally be given in three-month increments and are effective only when approved in writing by ACF.

OHS will not entertain requests for extension of any closeout reports or other materials needed to transition program services and assets, including real property, to a replacement grantee designated as a successor because of a DRS competition, OHS defunding, or grantee relinquishment of an award.

**Extension of single audit submission.**

According to the **2020 Compliance Supplement Addendum**, federal awarding agencies must allow recipients and sub-recipients who received COVID-19 funding with original due dates from October 1, 2020, through June 30, 2021, an extension of their single audit submissions up to three months beyond the normal due date. The extension of single audit submission information applies as stated to Head Start grantees.

**Flexibility related to Physical Inventories. 45 CFR §75.320(d)(2); 2 CFR §200.313(d)(2)**

OHS grantees may request a delay of up to 12 months for the performance of a biennial physical inventory of equipment purchased under its federal award, stated to be completed between January 1, 2021, and December 31, 2021.

OHS will not entertain requests for extension of the completion of physical inventory or other materials needed to transition program services and assets, including real property, to a replacement grantee designated as a successor because of a DRS competition, OHS defunding, or grantee relinquishment of an award.

**Waivers and other flexibilities. 45 CFR §1303.4; 45 CFR §1303.5**

OHS will continue to ease administrative requirements for waiver requests and governing body approvals. The following provisions are applicable:

- Governing body approvals – At a minimum, a statement must be submitted confirming that governing body and Policy Council members available for contact have given their approval of continuation and post-award amendment applications.
- The Head Start Act recognizes that lack of resources in a community adversely impacted by a major disaster may prevent Head Start grantees from providing all or a portion of their required non-federal contribution. OHS has determined the widespread impact of the coronavirus adversely impacts Head Start grantees. Until further guidance is issued, OHS will continue to approve requests for waivers of non-federal match in applications, including, but not limited to, continuation, COVID-19, and cost-of-living adjustment applications. To request a waiver of non-federal match, place the amount of \$0 in Section C of your SF-424A. No separate waiver request is required. The issuance of a Notice of Award constitutes approval of the requested waiver. If a waiver of match is needed on a previously issued grant award, grantees must go through the formal waiver process.
- If at any time within a given project period, a grantee estimates development and administration costs will exceed 15% of total approved costs, the grantee may submit a waiver request of the requirement. Requests must be submitted via budget revision in the corresponding budget period, explain why costs exceed the limit, and describe what the grantee will do to reduce its development and administrative costs to comply with the 15% limit after the waiver period.

Unless a finite expiration date is noted, these fiscal flexibilities are applicable throughout the duration of the **public health emergency declaration**.

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

/Dr. Bernadine Futrell/

Dr. Bernadine Futrell

Director

Office of Head Start

Office of Head Start (OHS) | **330 C Street, SW | 4th Floor** Mary E. Switzer Building | Washington, DC 20201  
<http://cd/c.o.h.s.a.c.r./h.s.gov> | 1-866-769-6481 | Contact Us

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Mercer County Head Start Goal Progress Report

Goal	Objective	Year 1 (19/20)	Progress	Year 2 (20/21)	Progress
<p>HR – MCHS will recruit, hire, and retain the highest quality staff to provide innovative comprehensive services to children and families.</p>	<p>1. Develop an orientation and onboarding system that provides staff with the time, support, and knowledge to perform their job assignment.</p>	<p>Use knowledge gained from TTA to create a system that differentiates orientation from onboarding.</p>	<p>Director and managers collected relevant information and began to build onboarding tool. Orientation tools are still being used.</p>	<p>Video record orientation covering all programmatic areas.</p>	<p>Director and managers agree on format, developed onboarding mechanism for individual positions / classifications. Managers piloted tool with new hires.</p> <p>Education &amp; Health completed. Program to use Head Start 101 from OHSAL. FE &amp; MH need completed.</p>
	<p>2. Build the resource capacity of current staff.</p>	<p>Review and evaluate job descriptions and evaluation tools.</p>	<p>Completed.</p>	<p>Cross train education positions.</p>	<p>Happening inadvertently in some classrooms, not all.</p>
<p>MH – MCHS will implement a comprehensive mental health approach to promote the overall well-being for children, families, and staff.</p>	<p>3. Create a marketing strategy that recruits highly qualified staff who maintain employment with the program.</p> <p>1. Create a mental health framework that meets the needs of children, families, and staff effectively &amp; efficiently.</p>	<p>Assess the program employment needs (identify trends and patterns for vacant positions)</p> <p>All staff will receive training on the foundations of the mental health framework which includes mental health consultation and the program's policies &amp; procedures.</p>	<p>Reviewed trends and patterns in vacancies. Majority fell in transportation &amp; education.</p> <p>All except 1 employee received training.</p>	<p>Identify potential partners as pipeline for future employees.</p> <p>Same as year 1</p>	<p>EM has strong relationship with WSU. Director connecting with Tri Star.</p> <p>No new staff received MH training.</p>

Mercer County Head Start Goal Progress Report

	<p>2. The program will implement a comprehensive Conscious Discipline Training Plan for staff and families.</p>	<p>By the end of year 1, 25% of all staff will receive CD training.</p>	<p>Exceeded 25%</p>	<p>By the end of year 2, 50% of staff will receive CD training, coaching begins for seasoned staff.</p>	<p>Exceeded 50% Need to switch from new staff to seasoned staff for coaching.</p>
	<p>3. The program will provide wellness opportunities to support staff overall health &amp; wellness.</p>	<p>The HCSM will develop a wellness committee comprised of staff &amp; community health professionals.</p>	<p>Completed. Exceeded, held 1<sup>st</sup> Wellness Day</p>	<p>The program will incorporate a Health &amp; Wellness Day for MCHS employees.</p>	<p>Completed.</p>
	<p>4. The program will increase community partnerships with mental health providers thereby increasing resources for children and families.</p>	<p>MCHS will add 1 new mental health provider to resource list.</p>	<p>Completed.</p>	<p>Same as year 1.</p>	<p>Contacted Momentum, no response from Director.</p>
	<p>5. MCHS will partner with mental health providers to develop and create innovative services to meet the unique needs of children and families experiencing severe mental health needs.</p>	<p>Develop a multi-faceted team comprised of local providers to conduct strategic plan addressing early childhood mental health.</p>	<p>Completed. Tri County Board, Foundations, YWCA</p>	<p>Implement mental health strategic plan.</p>	<p>Hired MH Manager.</p>
<p>FE – MCHS will empower parents through the development of positive healthy relationships between staff, families, children,</p>	<p>1. Increase child attendance</p>	<p>Staff will receive training on foundations of the PFCE framework.</p>	<p>Not completed.</p>	<p>Same as year 1.</p>	<p>New FESM rcvd training. Building training plan for new FA team.</p>

Mercer County Head Start Goal Progress Report

<p>&amp; community in order that parents understand their importance and are an integral part of the overall success of their child's and community's future.</p>					
<p>2. The program will develop a data-driven parent engagement strategy annually.</p>	<p>Utilize information from surveys and questionnaires to meet the needs of parents.</p>	<p>Not completed.</p>	<p>Same as year 1.</p>	<p>FESM &amp; Director updating FE tools to reflect those that meet program needs &amp; strategies.</p>	<p>Did not occur due to COVID.</p>
<p>3. The program will provide child-parent activities that promote parents as their child's first and most important educator.</p>	<p>The FESM will incorporate 4 parent education activities that are specific to the data received from parent interest surveys are completed at enrollment. FESM will recruit and train parents to lead and develop POPs and Watch DOGS groups (parent committees responsible for planning family-centered activities).</p>	<p>Scheduled, but COVID prevented completion.</p>	<p>FESM &amp; EM will incorporate monthly parent-child activities in the classroom to support the connection between home &amp; school learning. POPs &amp; WATCH DOGS groups to host own meetings at the center.</p>		
<p>4. The program will create a communication matrix that ensures parents and staff have ample means of clear communication.</p>	<p>Conduct a parent survey focused on best methods of communication (social media, newsletter, telecommunications, written) conduct needs</p>	<p>Not completed.</p>	<p>Pilot a communication system based upon survey information from year 1. Assess feedback at end of</p>	<p>FESM did not complete survey in Year 1. End of Year survey in Year 2 indicated parents did NOT prefer electronic</p>	

Mercer County Head Start Goal Progress Report

<p>ED – Education staff will embrace the use of data to intentionally plan so that all children can reach their highest potential.</p>	<p>1. MCHS will create a culture that embraces the use of data.</p>	<p>Administrative team to present the intentional use of data and the role of data in school readiness.</p>	<p>Completed. Growth showed.</p>	<p>Education Staff to interpret data on a regular basis to plan for individual needs.</p>	<p>50% of staff do this regularly, 50% of staff struggle.</p>
<p>2. The education team will display a fluent understanding of program curricula and the accompanying child assessment tools and strategies.</p>	<p>Education staff will utilize curricula and child assessment tools and strategies to create innovative teaching practices and environments.</p>	<p>Education staff will demonstrate a working knowledge of HS ELOF with special focus on school readiness goals.</p>	<p>EM requesting TTA for education staff from OHS. Education staff rely heavily on assessment tool.</p>	<p>Training completed. Data indicates growth needed in providing services to children with IEPs.</p>	<p>EM requesting TTA for education staff from OHS. Education staff rely heavily on assessment tool.</p>
<p>HE – MCHS will create a culture of safety &amp; preventative health which will promote positive habits for</p>	<p>1. Children will be up to date as possible on immunizations and parents will be educated on the</p>	<p>All enrolled children who are behind on immunizations according to EPSDT schedule will be</p>	<p>Referrals for completion were made. Referrals to HCSM were not made.</p>	<p>Same as Year 1. MCHS will partner with Mercer County Health District to</p>	<p>HCSM on Health District board. Referrals to HCSM were NOT made.</p>



Mercer County Head Start Goal Progress Report

<p>children and families to carry with them in their life experiences.</p>	<p>importance of immunizations as preventative health strategy.</p>	<p>referred for completion. Parents will receive education on the importance of immunizations as preventative health strategy.</p>		<p>promote immunization awareness.</p>	<p>There was an increase in completion rate.</p>
	<p>2. MCHS will utilize data to evaluate children, family, and staff safety.</p>	<p>The program will develop a health &amp; safety monitoring plan that incorporates data collection, analysis, planning, and review to make program improvements.</p>	<p>Completed.</p>	<p>HCSM will provide semi-annual reports on program progress to PC and Board.</p>	<p>Completed. Cameras currently in use leave blind spots for active supervision.</p>
	<p>3. MCHS will demonstrate redundant and repetitive policies &amp; procedures to ensure all children are safe through Active Supervision.</p>	<p>The program will ensure that all policies &amp; procedures regarding Active Supervision are provided to staff and that all staff are trained. All emergency transport files are to be up to date with all information share with required parties by the end of each business day.</p>	<p>Completed.  Errors still occurring.</p>	<p>The program will provide all staff with regular contact with children in-service on normal developmental behaviors for children specific to moving through buildings and other transitional times.</p>	<p>Completed. Errors still occurring.</p>
	<p>4. MCHS will provide a safe nurturing environment for children, families, staff, and visitors.</p>	<p>The program will collaborate with CCS Maintenance Director to develop a preventative maintenance policy,</p>	<p>Completed.</p>	<p>The program will collaborate with CCS maintenance Director, IT Director, &amp; Superintendent to</p>	<p>Completed.</p>



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<p>NU – Children and families will have increased access to nutritious food and expand their knowledge of nourishment thereby engaging in long-term healthy lifestyle decision making.</p>	<p>1. MCHS will strengthen partnerships with local nutrition providers and community leadership.</p>	<p>procedure, and schedule. The program will improve the relationship with WIC and OSU extension office.</p>	<p>MOU signed. OSU hired new educator.</p>	<p>evaluate building layout for security cameras Classroom staff will incorporate more food activities (cooking activities) in educational experiences. This includes the ensuring that cooking experiences include the various cultures in the classroom.</p>	<p>Unable to do because of COVID.</p>
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Parent Gauge Summary 20/21

PG is rated on a 5 point scale. Interviews are conducted in the first & second halves of the school year.

Objective	Parent Scale 1 <sup>st</sup> Half	Parent Scale 2 <sup>nd</sup> Half	Growth	Program Scale 1 <sup>st</sup> Half	Program Scale 2 <sup>nd</sup> Half	Growth
<b>Overall</b>	4.3	4.6	.3	3.9	4.1	.2
<b>Family Engagement in Transitions</b>						
Beginning of PY, Staff tried to learn interests & concerns				4.81	4.94	.13
Parent participates in activities that helps child ready for school	4.75	4.00	-.75			
Program has provided activities that help child be ready for school				4.75	4.67	-.12
<b>Building Positive Parent-Child Relationships*</b>						
I have daily routines with child	4.35	4.28	-.13			
The program helped me create daily routines with my child				4.06	4.06	0
I have goals for my child's development	4.54	4.87	.33			
The program helped me set goals for my child's development				4.45	4.72	.27
I have discipline strategies that improve my child's behavior	4.07	4.12	.05			
The program affected my discipline strategies*				3.16	3.64	.48
I know how to help my child meet & play with other children	4.3	4.74	.44			
The program has provided me w/ ideas about how to help my child meet & play with other children				3.82	4.55	.73

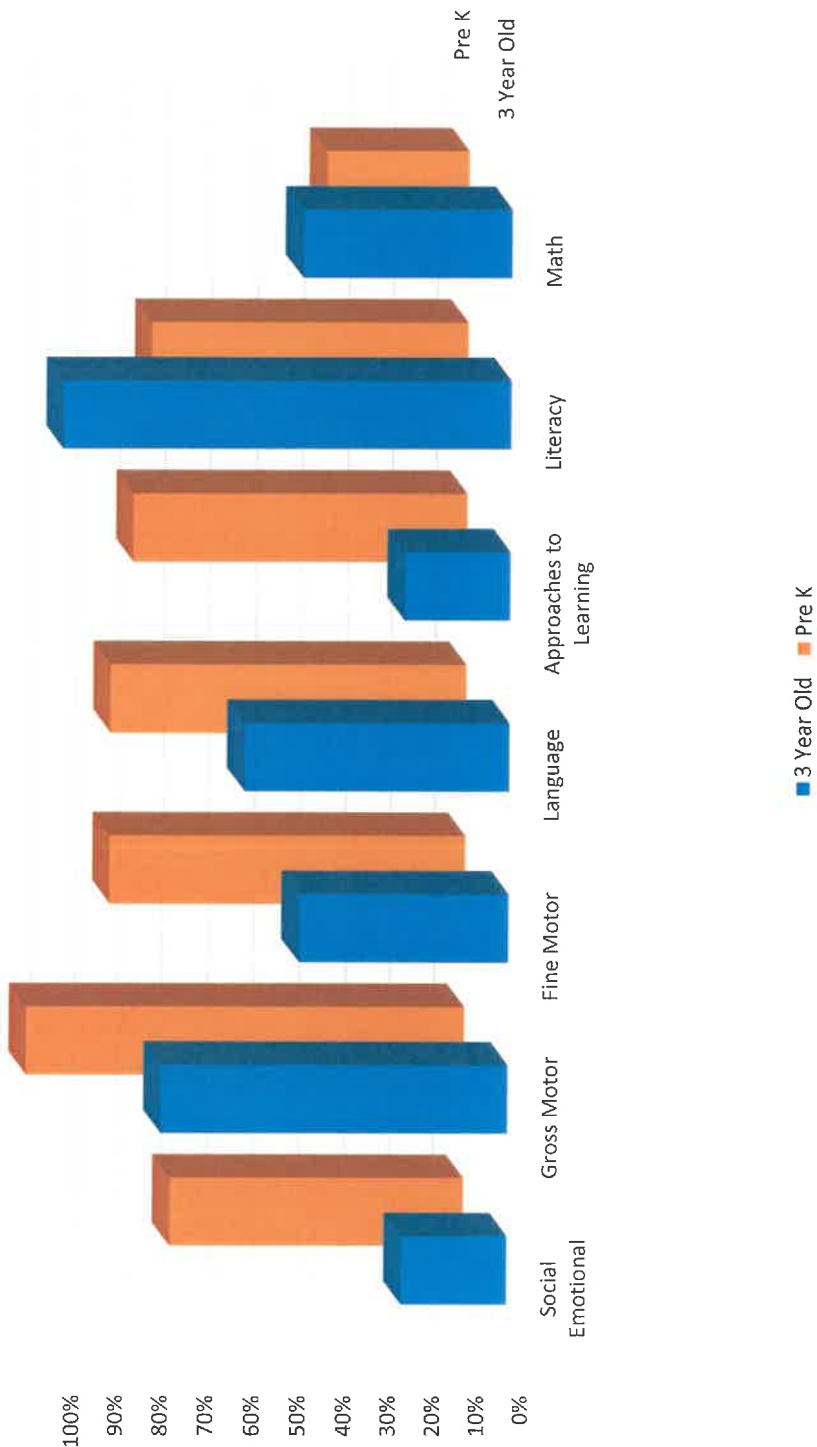
I understand how to help my child manage her emotions	4.24	4.45	.23				
The program contributed to how I help my child manage his or her emotions*				3.61	4.28		.67
I am gaining new knowledge & skills about parenting	4.14	4.51	.37				
Program helped me gain new knowledge & skills about parenting				3.39	4.19		.8
My child & I can communicate well with each other	4.46	4.51	.06				
Program helped me and my child learn how to communicate with each other				3.39	3.57		.12
I understand how my child's disability affects her development	4.5	4.51	.01				
Program helped me understand how my child's disability affects his / her development				4.63	4.8		.17
I have access to resources that help me support my child w/ disability	4.63	5.00	.37				
Program helped me get resources that help support my child w/ disability				4.75	5.00		.25
Families as lifelong learners and advocates as leaders							
I set aside time to read to my child	4.06	4.13	.07				
Program has encouraged me to set aside time to read with my child				4.4	4.75		.35
I make sure that my child is in class every day	4.69	4.77	.12				
Program has helped me understand why I need to make sure my child is in class every day				4.68	4.79		.08

I am learning how to speak up for my child's educational needs	4.49	4.79	.3					
Program has helped me learn how to speak up for my child's needs				3.65	3.7			.05
<b>Family Growth &amp; Stability</b>								
I feel connected to other parents & adults	3.78	4.3	.52					
Program has given me opportunities to connect with other parents and adults				2.29	1.74			-.55
I set goals for myself & my family	4.35	4.55	.2					
Program has affected the goals I set for myself and my family				3.61	3.81			.21
<b>Health &amp; Nutrition</b>								
I make sure my child receives regular medical care	4.89	4.96	.07					
The program supported me in getting regular medical care for my child				4.83	4.79			.04
I make sure my child receives regular dental care	4.43	4.81	.38					
Program supported me in getting regular dental care				4.83	4.79			-.04
I understand the effects of emotional and mental well-being on me & my family	4.58	4.91	.33					
The program helps me find emotional & mental well-being resources for me and my family if we need them.				4.36	4.85			.49
I try to have healthy habits for me and my family	4.4	4.66	.26					
<b>The program has affected our healthy habits</b>				3.12	4.09			.97
<b>Parent &amp; Program</b>								

I trust the program to help my child grow & learn	4.98	5	.02		
I trust the program to keep my child safe	4.98	4.98	0		
The program tries to meet my specific needs	4.89	4.87	-.02		
I am encouraged to become involved in helping to improve the program.	4.24	4.19	-.05		
I participate in family events, activities, or classes at my program	2.47	1.51	-.96		
Watching how the program staff interacts with children has affected how I interact with my child	2.48	2.00	-.48		
I feel comfortable sharing the challenges I have as a parent with the program staff	4.3	4.49	.19		

End of Year School Readiness Goals Report

End of Year Scores



## School Readiness Goals

Social Emotional – Manages Feelings

Gross Motor – Large muscle movement

Fine Motor – Small muscle movement

Language – Speaks clearly

Approaches to Learning – Makes Connections

Literacy – Uses print concepts

Math – Connects numerals with their quantities