

Head Start Monthly Report November 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: \$1,170.47

10/17/22	\$175.39	CJ Highmarks	Policy Council
10/17/22	\$409.12	Galt House	A Searight
10/31/22	\$585.96	Southwest	A. Esser

B. Program Information Summary

October was Head Start awareness month. Representative Susan Manchester visited the program. Director Esser met with Congressman Jordan offsite. Continuing to reach out to Congressman Latta to schedule a visit. Candidate King requested a visit.

The program welcomed new staff in October. Tracy Franzer joins our Family Engagement Team. We continue to have vacancies for Aides, and Secretary positions. Beth Reedy has submitted her retirement request after serving 5 years with Head Start.

Internal meetings consisted of the Superintendent's monthly admin mtg, Child behaviors and family concerns with administration, multiple trainings with education staff on federal

review. Orientation meetings with Family Advocate. Recruitment, ARP budget, new IM (see attached) regarding reporting to OHS, SWAP, and monthly admin meeting.

External meetings directly related to MCHS include FCFC admin meeting.

External meetings attended OHSAI community of Learners, Directors weekly call, Futures discussion on COLA.

Presentations for the month include OHSAI Directors Community of Learners and OHSAI Board of Directors, Policy Council was conducted and new members elected.

Projects currently working on: 1303 Building project.

Director is proposing to not fill the Family Engagement Services Manager position at this time. Reassignment of position responsibilities has been shared among the administrative team, primarily with the Director assuming full responsibility of the ERSEA area and Policy Council. The Mental Health Manager is assuming supervisory responsibility for the Family Advocates and oversight of family engagement services.

Education – ECERS reviews almost completed. 2 children currently on modified attendance plan, 1 more being considered

Social Services – The program held the annual fall festival in partnership with CCS FFA group. Roughly 30% of enrolled families attended and gave positive feedback. Held first DOGS event in collaboration with the Sheriff's office.

Health – Children have obtained physicals as necessary.

Mental Health – 27 referrals made to MHC

Disabilities – 13 children currently enrolled receive IEP services. 54% of them also receive mental health services.

C. Enrollment / Attendance

Starboard Sea Captains won the class attendance award for the month of October!

108 reported for cumulative enrollment.

Enrollment by Program Option:

Half Day PY Head Start	43
Full Day School Year Ed Complex	52
Full Day School Year Rockford	12

Attendance by Program Option:

Half Day PY Head Start	78.62
Full Day School Year Ed Complex	91.94
Full Day School Year Rockford	89.8

D. CACFP report – CACFP claimed meals

Month Served	October 2022
Total Days Attendance	Rockford - 18 Ed Complex / PD – 18 Ed Complex / FD - 21
Total Breakfast	1366
Total Lunches	1645
Total Snacks	1269
Total Meals	4280

E. Financial Audit – 2021 Completed

F. Annual Self-Assessment

- Completed May 2022

G. Community Assessment

- Completed

H. Communication and guidance from the Secretary

- PIs, IMs

Asking for approval of the updated Retention / Incentive Policy, Reporting to the Office of Head Start Policy, Reallocation of unspent funds, and Contract change for Ashley Searight, Mental Health Manager.

Asking for the approval of the updated Mental Health Manager job description.

Asking for approval of the winning bid provided by Meyer Design for the Rockford Playground project. The total bid is \$82,190.00. The Rockford Playground Project is to be paid for with ARP funds.

Attachments to report:

ACF-IM-HS-22-09

Health Screening Reports

Respectfully submitted,

Amy Esser

Executive Director

INDIVIDUAL CARDHOLDER ACTIVITY

AMY ESSER
5563-7500-2990-4743

CREDITS
\$0.00

PURCHASES
\$1,170.47

CASH ADV
\$0.00

TOTAL ACTIVITY
\$1,170.47

ACCOUNTING CODE:

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-17	10-13	55432862287202574702735	TST* CJS HIGHMARKS - C CELINA OH	175.39-
10-17	10-15	85369432289913102340426	GALT HOUSE LOUISVILLE KY 0000022954 ARRIVAL: 10-13-22	409.12-
10-31	10-28	55432862302206971379998	SOUTHWES 5262181429128 800-435-9792 TX ESSER/AMY JO DEPART: 12-12-22 P.O.S.: SALES TAX: \$0.00 CMH WN B DAL WN B CMH	585.96-
Total Travel Activity				\$1,170.47

HEAD START - 2022 GRANT

	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
REVENUE													
Federal Revenue	134,000.00			209,536.16					750,000.00		230,000.00	220,000.00	1,543,536.16
CACFP Revenue		6,562.77	8,011.23	7,755.06	11,095.82	13,983.40							47,408.28
Other Local	-	-	-	-	-	-	-	-	-	-	-	-	-
Refund prior year exp	-	-	-	-	-	-	-	-	-	-	-	-	-
Board advance	134,000.00	6,562.77	8,011.23	217,281.22	11,095.82	13,983.40	-	-	750,000.00	-	230,000.00	220,000.00	1,590,944.44
Total													
EXPENDITURES													
Salary	70,133.46	71,290.15	106,618.29	67,790.29	72,257.28	33,858.81	69,947.30	103,398.92	67,836.10	74,732.86	103,022.18		840,685.34
Fringe Benefits	48,398.76	387.95	47,853.30	108,976.68	45,812.51	400.00	64,753.24	68,395.16	12,650.18	80,088.56	56,420.62		534,236.96
Programming	8,046.00	5,344.65	10,981.70	13,748.76	15,813.46	15,975.67	5,736.16	6,223.68	2,313.79	6,750.63	11,988.47		102,907.97
Supplies	6,378.02	4,039.96	8,012.21	16,648.76	3,333.88	11,524.11	3,992.70	6,213.19	4,635.24	4,802.14	16,261.81		85,842.02
Capital Outlay													
Other Expenditures	1,500.00		621.00	175.00	973.00						541.80		3,816.80
PAZZ subtotal	134,456.24	81,062.71	174,086.50	207,339.49	138,301.13	61,758.59	144,429.40	184,230.95	87,235.31	166,373.89	188,214.88		
Training & Technical Services (job code 400)													
Training & technical serv (OBJ 419)		3,750.00	1,125.00	1,383.25	-	5,400.00	1,095.97	-	410.38	470.50	1,160.00		14,795.10
Staff out of town travel (OBJ 439)		116.99	262.95	194.87	134.44	664.54	2,799.09	2,034.73	1,366.70	75.00	388.30		8,037.61
Subtotal Purch Service	-	3,866.99	1,387.95	1,578.12	134.44	6,064.54	3,895.06	2,034.73	1,777.08	545.50	1,548.30		22,832.71
Training & Technical Supplies													
Training & Tech Supplies					33.00								33.00
Subtotal Supplies	-	-	-	-	33.00	-	-	-	-	-	-	-	33.00
T&TA .PA20		3,866.99	1,387.95	1,578.12	167.44	6,064.54	3,895.06	2,034.73	1,777.08	545.50	1,548.30		
Return of Board Advance													1,619,220.51
TOTALS	134,456.24	84,929.70	175,474.45	208,917.61	138,468.57	67,873.13	148,324.46	186,265.68	89,012.39	166,919.39	189,763.18	-	1,590,364.80

HEAD START - 2022 GRANT

REVENUE						
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING	
Federal Revenue	2,002,713.00	-	2,002,713.00	1,543,536.16	459,176.84	
CACFP Revenue	-	30,696.00	30,696.00	47,408.28	(16,712.28)	
Other Local	-	-	-	-	-	
Refund prior year exp	-	-	-	-	-	
Board advance	-	-	-	-	-	
Total	2,002,713.00	30,696.00	2,033,409.00	1,590,944.44	442,464.56	
EXPENSES						
	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	As of 10/31/2022 ENCUMBERED/ REQUISITIONS REMAINING BALANCE
Salary	940,036.00	-	940,036.00	840,685.34	99,350.66	- 99,350.66
Fringe Benefits	627,205.00	-	627,205.00	534,236.96	92,968.04	- 92,968.04
Programming	195,425.00	-	195,425.00	102,907.97	92,517.03	- 92,517.03
Supplies	188,306.00	793.00	189,099.00	85,842.02	103,256.98	10,068.24 96,548.13
Capital Outlay	-	29,903.00	29,903.00	-	29,903.00	6,708.85 29,903.00
Other Expenditures	10,682.00	-	10,682.00	3,816.80	6,865.20	- 6,865.20
PA22 subtotal	1,961,654.00	30,696.00	1,992,350.00	1,567,489.09	424,860.91	16,777.09 408,083.82
Training & Technical Services						
Training & technical serv (job code 400)	27,605.00	-	27,605.00	14,795.10	12,809.90	1,429.00 11,380.90
Staff out of town travel	12,258.00	-	12,258.00	8,037.61	4,220.39	1,658.63 2,561.76
Subtotal Purch Service	39,863.00	-	39,863.00	22,832.71	17,030.29	3,087.63 13,942.66
Training & Tech Supplies	1,196.00	-	1,196.00	33.00	1,163.00	- 1,163.00
Subtotal Supplies	1,196.00	-	1,196.00	33.00	1,163.00	- 1,163.00
T&TA -PA20	41,059.00	-	41,059.00	22,865.71	18,193.29	3,087.63 15,105.66
Return of Board Advance	-	-	-	-	-	- -
TOTALS	2,002,713.00	30,696.00	2,033,409.00	1,590,354.80	443,054.20	19,864.72 423,189.48

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES 589.64

SEPT-DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
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[illegible]

REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
ARP	189,047.00	-	189,047.00	42,365.92	146,681.08
CRRSA	47,553.00	-	47,553.00	2,595.87	44,957.13
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	236,600.00	-	236,600.00	44,961.79	191,638.21

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	As of 7/31/2022 ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	110,296.00	-	110,296.00	38,878.49	71,417.51	-	71,417.51
Fringe Benefits	46,175.00	-	46,175.00	6,061.91	40,113.09	8.62	40,104.47
Programming	7,442.00	-	7,442.00	1,294.96	6,147.04	700.00	5,447.04
Supplies	42,687.00	-	42,687.00	7,710.05	34,976.95	1,824.72	33,152.23
Capital Outlay	30,000.00	-	30,000.00	-	30,000.00	-	30,000.00
Other Expenditures	-	-	-	-	-	-	-
PA22 subtotal	236,600.00	-	236,600.00	53,945.41	182,654.59	2,533.34	180,121.25
Training & Technical Services							
Training & technical serv (job code 400)	-	-	-	-	-	-	-
Staff out of town travel	-	-	-	-	-	-	-
Subtotal Purch Service	-	-	-	-	-	-	-
Training & Tech Supplies							
Subtotal Supplies	-	-	-	-	-	-	-
T&TA -PA20	-	-	-	-	-	-	-
Return of Board Advance	-	-	-	-	-	-	-
TOTALS	236,600.00	-	236,600.00	53,945.41	182,654.59	2,533.34	180,121.25

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

(8,983.62)

Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-22-09	2. Issuance Date: 11/07/2022
	3. Originating Office: Office of Head Start	
	4. Key Word: Enrollment Reduction; Slot Conversion; Change in Scope Requests	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Grant Recipients

SUBJECT: Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots

INFORMATION:

The Head Start program is a national model in the field of early care and education (ECE) for providing high-quality services to children and families most in need. Head Start programs provide comprehensive services and promote progress in children's early learning outcomes in under-resourced communities and support positive family outcomes.

The Office of Head Start (OHS) recognizes that community needs shift over time for various reasons. These reasons may include changes during and after disasters and public health crises, changes in the availability of community resources relied upon to provide program services, and shifts in geographical location of eligible children and families. Section 640(g)(3) of the Head Start Act (the Act) allows programs to propose a reduction to their funded enrollment to maintain quality of program services. Additionally, Section 645(a)(5) permits a program to convert Head Start slots to Early Head Start slots to better meet community needs. Similarly, Section 640(f)(2) of the Act allows programs to convert part-day slots to full-working day slots to meet community needs.

A request to reduce funded enrollment or convert Head Start slots to Early Head Start slots is considered a change in scope request and requires OHS prior approval. Recipients may submit a change in scope request through a continuation application or as a separate application amendment in the Head Start Enterprise System (HSES). Change in scope requests must be submitted a minimum of 90 days prior to the planned implementation date. This Information Memorandum (IM) provides additional guidance for the development and submission of these requests.

Enrollment reductions and conversions are permanent adjustments to funded enrollment. Therefore, the decision to request a reduction or conversion should be based on actual changes in the community and program adjustments necessary to maintain a high-quality program with qualified staff, supported by data and documented need, and not based on anticipated changes. It is important to consider community partnerships and resources in the service area, short and long-term goals, and program sustainability when considering a change in scope request.

Programs must demonstrate that a change in scope request is data-informed and explain how the requested changes will improve quality of services for children and families, better meet community needs, support staff, and promote a sustainable program.

What to Consider Before Requesting an Enrollment Reduction or Conversion

Prior to submitting an enrollment reduction or conversion request, recipients must consider, at a minimum, the following.

Community Assessment

Programs are required to conduct a community assessment at least once over the five-year grant period and review and update it on an annual basis to reflect any significant changes. When considering a change in scope request, it is essential to demonstrate how the proposed changes will best meet the needs of eligible children and families and consider strengths and resources of the community.

Annual Self-assessment, Program Improvement Plans, and Ongoing Oversight

As described in [45 CFR §1302.102\(a-b\)](#), programs must conduct an annual self-assessment to evaluate: progress in meeting established agency-determined program goals, compliance with the Head Start Program Performance Standards (HSPPS), and the effectiveness of professional development and family engagement systems for improving children's school readiness in alignment with the Head Start Early Learning Child Outcomes Framework. The data collected must be used for continuous improvement, including development and implementation of program improvement plans to strengthen any identified areas of need ([45 CFR §1302.102\(b-c\)](#)). Programs are also required to implement a system with procedures for the ongoing oversight of meeting program requirements in which data is collected to inform the process. Programs must use data from both the annual self-assessment and ongoing oversight, alongside other program data, to inform their program improvement plans.

Staffing and Training

Programs must consider the staffing and training needs for their proposed program design, including necessary compensation and staff supports to implement a sustainable high-quality program. A stable, healthy, highly skilled, and well-compensated workforce is vital to providing the highest quality of services to promote children's development and support families. Programs should consider the availability of qualified staff in their community and the types of training, education, compensation, and supports necessary to attract and retain staff. Further guidance on strategies to support the Head Start workforce can be found in [ACF-IM-HS-22-06 Strategies to Stabilize the Head Start Workforce](#). Programs are expected to use their data on staff, enrollment, and service delivery to inform changes to support a high-quality workforce while not reducing the quality of services for children and families.

Wage Comparability Study

Programs conduct [wage comparability studies](#) to evaluate and set fair compensation rates and support compliance with [Section 653](#) of the Act. Wage comparability studies compare the compensation rates of current Head Start employees and the pay scales for positions in the program to compensation paid for comparable services in the service area or other neighboring

areas, including salaries for ECE and elementary school staff. If requesting a change in scope for the purpose of freeing up funds to increase staff compensation, the program's request should be supported by findings from the wage comparability study or by current data on comparable wages in the community or documented challenges in filling vacancies that impact the program's ability to deliver high-quality services. Programs should focus on positions for which staffing challenges are most pressing and are impacting the program's ability to provide high-quality services to their funded enrollment. Research has shown ethnic and racial disparities in pay exist for the ECE field, so programs are encouraged to consider equity issues in pay and benefits for staff.

Service Delivery Model

When proposing changes to the existing service delivery model, it is critical the process is data-informed and draws upon information from community assessments, annual self-assessments, program improvement plans, ongoing oversight, wage comparability studies, enrollment, and other relevant internal and external data. Programs must carefully review data related to enrollment and recruitment of families, demographic changes in their community, the geography of poverty in the service area, and other factors presenting challenges in meeting community needs or providing high-quality program services. Programs should then review their proposed program design to make sure any requested changes to services and resources are aligned to meet the needs of the children and families in their community and address the underlying issues causing identified challenges.

Service duration should also be considered, as research supports the importance of longer hours of high-quality education and development services in achieving meaningful child outcomes and preparing children for success in school. Programs operating for longer hours may also better support parents' education, job training, and employment opportunities. Programs that received funding to increase service duration in fiscal years 2016 or 2018 must demonstrate they are not eliminating, converting, or reducing the duration of services to enrollment slots supported by duration funding. As a reminder, Head Start center-based programs are required to provide at least 1,020 annual hours of service over a period of at least eight months per year for at least 45% of their center-based enrollment. Family child care and Early Head Start center-based programs are required to provide at least 1,380 annual hours of service for 100% of their enrollment slots. These requirements are found in the HSPPS at Program Structure, 45 CFR §1302 Subpart B.

Administrative and Supervisory Staff Structure

Programs should carefully assess how proposed changes to the program design will impact the administrative and supervisory structure. Depending on the proposed change and overall size of the organization, positions that do not provide direct classroom services may present opportunities to either eliminate or combine other positions with minimal impact on program quality and operations. Programs should also review the reasonableness of the percentage of each administrative staff's compensation which is being charged to the grant and be sure that the percentage is consistent with the amount of time that individual is engaged in Head Start or Early Head Start matters.

Recipients with indirect cost rates need to make sure Head Start and Early Head Start programs are fully benefiting from any costs charged, using these rates, to the grant. As a reminder, complying with the 15% administrative cost limitation does not, in and of itself, mean there are not administrative costs which can be reduced. If proposing salary adjustments for administrative or supervisory staff, please include a justification and listing of the annual salaries and amount charged to the grant.

Equity

Programs are encouraged to carefully consider how the outcomes of the proposed request will affect different demographics. This includes historically marginalized populations, such as Black, Latino, Indigenous and Native American, Asian Americans and Pacific Islanders, and other people of color; children experiencing homelessness; children in foster or kinship care; children with disabilities; and children who are dual language learners. In addition, programs should consider whether the proposed program design will improve or exacerbate existing disparities and how the proposed program design will be perceived by different populations within their service area. Where possible, programs are encouraged to include in the decision-making process those who will be affected by changes to the program.

Ongoing Budget

When considering a change in scope request, programs should first consider their vision and goals for services and construct a budget accordingly. Then, the grant recipient should evaluate their existing program design and enrollment to determine what necessary program and budgetary adjustments are needed to achieve that vision. Considerations of the program's anticipated costs for annual operations, program options, staffing and ratio requirements, as well as differences in equipment and supplies, should be assessed. Staffing ratios must ensure compliance with the HSPPS. For staffing positions that do not have mandated ratios, please include the rationale used to determine the full-time equivalents needed for such positions. In addition, a detailed budget narrative justification for changes within and between each object class category is required. As always, proposed expenses will be evaluated for reasonableness and allowability and how they support high-quality services.

How to Submit a Change in Scope Request

Change in scope requests must be submitted as part of a continuation application or as a separate change in scope application amendment in HSES, at minimum, 90 days prior to the planned implementation date. However, programs are strongly encouraged to work closely with their Regional Office throughout the planning and development of the request. This will make sure the proposal and application meet all the requirements prior to official submission of the request.

All change in scope requests must include complete program schedules, application narratives, and detailed budget narratives. Change in scope requests must demonstrate the proposed program design will deliver the full range of services consistent with 45 CFR §1302.20(b). In addition, the requested program design must effectively support the appropriate development and progress in children's early learning outcomes as outlined in Education and Child Development Program Services, 45 CFR §1302 Subpart C. Program and budget narratives for Head Start to Early Head Start conversions must address all items outlined in 45 CFR §1302.20(c) and the

Head Start Grant Application Instructions. Governing body or Tribal Council and Policy Council approvals are required prior to submitting a change in scope request. All change in scope requests are subject to approval by OHS. Additional information outlining critical questions and data to consider as part of the planning and development for both enrollment reduction and conversion requests is detailed in the Enrollment Reduction and Conversion Appendix.

If you have any questions regarding this IM, please contact your regional office. Thank you for the work you do on behalf of children and families.

Sincerely,

/ Katie Hamm /

Katie Hamm
Acting Director
Office of Head Start

Mercer County Head Start Policies and Procedures

P/P Topic:	Incentive – Retention	P/P #:	
Part:	45CFR 75.430(f)	PC Approval Date:	11/21/2022
Subpart:		Last Reviewed Date:	
Section Title(s):		Implementation Responsibility:	CFO
Related Performance Standard(s):	ACF-IM-HS-22-04	Monitoring Responsibility:	HS Director

(A) Policy	This Information Memorandum describes providing competitive financial incentives with existing grant funds as a short-term strategy to invest in the Head Start workforce and promote retention of current staff, as well as recruitment of new staff to fill vacant positions. This policy applies to Mercer County Head Start employees only.
(B) Responsibility	District Treasurer's Office
(C) Procedure	<p>High-retention workplaces tend to employ more engaged workers invested in the mission and vision of the program. Employee retention promotes the health and success of the program. Seasoned employees maintain and demonstrate institutional knowledge.</p> <p>While employee retention is important in all work environments, it is especially relevant and detrimental to the unique services Head Start staff / programs provide to enrolled children and families.</p> <p>For all Head Start employees who remain employed at the time this incentive is scheduled to be distributed, that employee shall receive a one-time payment in the amount of 10% of their budgeted salary.</p> <p>The MCHS employee must have been employed in FY 22 and remain employed at MCHS to receive any retention incentive payments as scheduled. All pending or potential incentive payments will be forfeited by the employee upon termination, regardless of the reason(s) for separation of employment.</p> <p>This policy meets the definition of reasonableness per the IM narrative address workforce shortages and allowable per the IM directing grant recipients to utilize ARP, COVID related funds, and base grant funds.</p> <p>This policy will remain in effect provided grant funds are available.</p>

Mercer County Head Start Policies and Procedures

P/P Topic:	Reporting to the Office of Head Start	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	11/17/2022
Subpart:	<i>J program Management and Quality Improvement</i>	Last Reviewed Date:	
Section Title(s):	<i>Achieving Program Goals</i>	Implementation Responsibility:	HS Director
Related Performance Standard(s):	1302.102((d)(1)(ii))	Monitoring Responsibility:	Board of Education Policy Council

(A) Policy	<p>A program must submit:</p> <p>Reports, as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breeches of personally identifiable information, or program involvement in legal proceedings, any matter for which notifications or a report to state, tribal, or local authorities is required by applicable law, including at a minimum:</p> <p>(A) Any reports regarding agency staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders;</p> <p>(B) Incidents that require classrooms or centers to be closed for any reason;</p> <p>(C) Legal proceedings by any party that are directly related to program operations; and,</p> <p>(D) All conditions required to be reported under 1304.12, including disqualification from the Child and Adult Care Food Program (CACFP) and license revocation.</p> <p>A program must report all significant incidents affecting the health and safety of children. OHS considers a “significant incident” to be any incident that results in serious injury or harm to a child, violates Head Start standards of conduct at 45 CFR §1302.90(c), or results in a child being left alone, unsupervised, or released to an unauthorized adult.</p> <p>It is not possible to provide an exhaustive list of incidents that threaten children’s health and safety. However, OHS is providing a thorough list of the types of incidents that should be reported.</p>
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	<p>Some examples of significant incidents include, but are not limited to:</p> <ul style="list-style-type: none"> • Child injuries that require either hospitalization or emergency room medical treatment, such as a broken bone; a severe sprain; chipped or cracked teeth; head trauma; deep cuts; contusions or lacerations; or animal bites. • Inappropriate discipline, which is any type of conduct used to instill fear or humiliate rather than to educate a child, such as poking or pinching a child; making fun of or laughing about a child; using/withholding food or an activity as a punishment or reward; or isolating a child. • Potential child abuse and maltreatment, such as grabbing, shoving, shaking, swatting, or dragging a child; spanking or any other type of corporal or physical punishment; binding, tying, or taping a child; terrorizing a child with threats or menacing acts; or any form of sexual contact. • Lack of supervision while in the care or under the supervision of program staff, which includes leaving a child alone anywhere on the grounds of a Head Start facility (e.g., in a classroom, bathroom, on a playground), as well as outside the facility in a parking lot, on a nearby street, or on a bus or another program-approved transportation or excursion. • Unauthorized release where a child is released from a Head Start facility, bus, or other approved program transportation to a person without the permission or authorization of a parent or legal guardian and whose identity had not been verified by photo identification. <p>HSPPS 45 CFR §1302.102(d)(1)(ii) requires programs to submit reports, as appropriate, to the responsible HHS official immediately or as soon as practicable. OHS interprets “immediately or as soon as practicable” to mean without delay, but no later than seven calendar days following an incident. Head Start programs should not wait for adjudication through local or state officials. Incidents must be reported to OHS staff within seven days of the incident, regardless of investigations by relevant local, state, tribal, or federal law enforcement.</p>
(B) Responsibility	HS Director

(C) Procedure	<p>Defining child injuries that require hospitalization or medical treatment: If a child is injured during Head Start hours and under the direct supervision of Head Start staff / contractor and the child requires emergency medical care that requires emergency medical attention (rescue squad), a report will be made to the OHS. If a child is injured during Head Start hours and under the direct supervision of the Head Start staff / contractor and the injury justifies communication with the parent / guardian, and the parent / guardian initiates emergency care, a report will be made to the OHS.</p> <p>Defining Inappropriate Discipline, Potential child abuse and maltreatment (committed by MCHS employee, volunteer, or contractor) can be found in the program's Child Guidance and Discipline Policy.</p> <p><i>Unacceptable Guidance Practices</i></p> <ul style="list-style-type: none"> • <i>There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to punching, pinching, shaking, spanking, or biting.</i> • <i>No discipline shall be delegated to any other child.</i> • <i>No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as a protective hug, so the child may regain control.</i> • <i>No child shall be placed in a locked room or confined in any enclosed areas such as a closet, a box, or similar cubicle.</i> • <i>No child shall be subjected to profane language, threats, and derogatory remarks about the child or the child's family or other verbal abuse.</i> • <i>Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.</i> • <i>Techniques of discipline shall not humiliate, shame, or frighten a child.</i> • <i>Discipline shall not include withholding food, rest, or toilet use.</i> • <i>Separation when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.</i> • <i>The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the program.</i> <p>As well as Code of Conduct: <i>All staff, contractors, consultant, volunteers are to uphold and demonstrate the Core Values, Mission, and Vision of Mercer County Head Start in their daily operations and interactions.</i></p> <p><i>Staff, contractors, consultants, volunteers MUST NOT:</i></p> <ul style="list-style-type: none"> • <i>Use corporal punishment</i> • <i>Use isolation to discipline a child</i> • <i>Bind or tie a child to restrict movement or tape a child's mouth</i> • <i>Use or withhold food as a punishment or reward</i> • <i>Use toilet learning / training methods that punish, demean, or</i>
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humiliate a child

- *Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child*
- *Physically abusing a child*
- *Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family*
- *Use physical activity or outdoor times as a punishment or reward*

Staff, consultants, contractors, and volunteers are to RESPECT and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race ethnicity, culture, religion, disability, sexual orientation, or family composition

Staff, consultants, contractors, and volunteers are to adhere to all program confidentiality policies, procedures, and practices.

Staff consultants, contractors are to ensure NO child is left alone or unsupervised.

Any staff member, consultant, contractor, or volunteer who witnesses a violation of any of the above statements is to report the incident immediately to a member of the administrative team.

Any infractions of the above statements will result in an internal investigation (see policy) and follow the program's disciplinary procedure.

Lack of supervision is defined as: A child out of sight and sound of staff member or contractor.

Unauthorized Release is a violation of the program's **Release of Children** policy:

- *Children will be permitted to leave the center only with parent/guardian or designated adult.*
- *Staff must have written permission (24 hours prior to) from the parent/guardian before a child can be released to any other persons.*
- *Staff must request identification from designated adults before releasing children from the center.*
- *Child may be released to a person 18 years of age or older with written permission from the parent/guardian which must include the parent/guardian signature and the date.*
- *Parent/guardian will be responsible for notifying staff of any changes to the emergency release list.*
- *Changes made to the emergency transport list will be entered into the COPA database and updated on paper documentation.*

- *The Family Advocate completes the status change form and notifies all interested parties.*

Whenever an incident occurs where the health and safety of child is put in harm's way, each MCHS staff member, contractor, and volunteer is required to bring that knowledge to the attention of a program manager and / or the Head Start Director.

The Head Start Director (or designee, in the absence of the Director) must collect as much factual information regarding the incident as possible. Incidents in which a child is involved require communication with a parent / guardian immediately. If the incident requires reporting to local law enforcement or child protective agency, MCHS will follow internal reporting procedures.

Internal Reporting procedures for reporting suspected **Child Abuse & Neglect:**

In the event a child comes to the program with signs or indications of POSSIBLE / SUSPECTED abuse or neglect, or reports an incident indicating possible abuse and / or neglect the following steps will occur:

1. *Contact the Director and / or your direct supervisor immediately.*
2. *If the staff person observing the possible CA/N is a teacher, the management team will make arrangements for the teacher to exit the classroom to make a report to Mercer County Department of Job & Family Services.*
3. *The staff person making the report will have access to the COPA database to provide Mercer County Department of Job & Family Services with identifying information: child's name, address, date of birth, who child resides with, session of attendance, etc.*
4. *Mercer County Head start will comply with all informative requests of Mercer County Department of Job & Family Services during the investigation.*
5. *The staff person who observed the possible CA/N is responsible to document the observation, the report, and the mandated reporter information in case notes, in a file separate from the child's file in a locked file cabinet.*
6. *Per Ohio Revised Code, all mandated reporters have the right to specific information about the CA/N report made.*
7. *After 5 business days, the reporter is to contact Mercer County Department of Job & Family Services and request the Mandated Reporter letter. The letter is to be placed in the file with the case notes documenting the initial report.*
8. *Staff will adhere to the program's Confidentiality Policy.*
 - *At no time, is a Head Start employee to conduct any type of investigation. This includes but is not limited to: questioning the child, taking photographs, contacting another person for additional information.*
9. *Any staff member in need of debriefing from a reportable*

*Incident may ask to speak with their direct supervisor.
EAP or mental health services will be made available to
any staff requesting additional services*

The Head Start Director will communicate the incident, factual information, and follow up steps to the Regional Office program Specialist (or supervisor) in a timely fashion.

The grant recipient will conduct an **Internal Investigation** onsite that does NOT conflict with any legal investigations being completed by local Child protective Services Agencies and or local law enforcement.

In the event that a member of the management team receives a(n) concern / complain / allegation against a Head Start employee the following procedure may occur:

- *The supervising manager and Head Start Director are to be made aware immediately.*
- *A consultation will occur between the supervising manager and Director to determine the severity / programmatic consequences and next steps.*
- *If the concern / complaint / allegations against the employee are in regards to possible Child Abuse and Neglect, the employee must be removed / suspended from job duties (with pay) immediately until a complete investigation has occurred.*
- *The Head Start Director will notify the Superintendent or in his / her absence the Assistant Superintendent will be notified.*
- *Proper notifications to the OAPSE Local #457 representative will be made to ensure the employee has proper union representation.*
- *A conference between the employee, union representative, and Superintendent will take place at the most immediate time available to inform the employee of the removal / suspension.*
- *A complete investigation will include: statements from any and all person(s) involved in the incident, including the employee, reference to the Head Start Act and Performance Standards, any federal / state / local laws, any reporting requirements governed by the mandated reporter laws*
- *If warranted the Superintendent will notify any legal authorities if necessary.*
- *At the completion of the investigation the employee will receive notifications of the findings.*
- *Findings may result in a return to work or possible action listed under the Disciplinary Procedures in the OAPSE Local #457 negotiated agreement.*
- *If the concern / complaint / allegations against the employee are in regards to a performance issue then the Parent / Community Concern Policy will be implemented.*
- *The employee will be made aware of the concern and asked to respond to the concern in writing.*

	<ul style="list-style-type: none"> • <i>The supervising manager will work with the employee to rectify / correct any possible issues. This may lead to employee developing an improvement plan.</i> <p><i>As with any information about a student, parent, or staff member all information is to be treated with the upmost respect to confidentiality.</i></p> <p>The Head Start Director will notify the Board of Education and Policy Council Chairs of the report to the Office of Head Start.</p>
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Playground Equipment & Design

*Celina City Schools
Mercer County Head Start
585 E. Livingston Ave.
Celina, Ohio 45822
October 12, 2022
Bid*

A) M- Play unit in recycled plastic with 5" x 5" posts and 48" x 48" decks

To include:

- 2 Slides (double and 90 degree)
- 3 Climbers (rock wall, step, ramp)
- Balance beam
- Driving panel
- 3 decks
- 2 – 60" x 60" roofs
- ADA transfer station
- 3 step staircase

\$ 21,410.00
Freight \$ 2,340.00
Installation \$ 11,910.00

B) Poured in place rubber surfacing

- 2" total thickness
- 1/2" thick top course 50/50 color/black
- Excavate and relocate soil
- Install and compact 4" of crushed stone base
- 1810 sq. ft. 24 per

\$ 43,440.00

C) Performance Bond

\$ 3,090.00
Total \$ 82,190.00

Note: Wages are at Davis Bacon Rates

Celina City Schools – Mercer County Head Start

Job Description

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

Job Title: Mental Health Manager	Supervisor: Executive Director
Position Summary:	
<p>The Mental Health Manager will work to assure cooperative programming of Head Start children identified as needing therapeutic mental health interventions or generalized mental health supports, support successful enrollment of children in accordance with the Head Start Program Performance Standards, Ohio Department of Education rules and regulations, MCHS policies and procedures; serve as a liaison between parents and staff and other collaborative partners; ensure that children and families are linked to necessary services. This position has specific focus on the coordination of mental health programming and framework for the entire program. The Mental Health Manager will coordinate services with local contracted mental health providers throughout the county. The Mental Health Manager will advocate for children by assisting families and agency representatives through the children's treatment and transition stages and provide follow-up visits to the child, parent and / or community school programs as identified. Provide expertise in assuring delivery of family engagement including: Family Literacy, Financial Literacy, Fatherhood/Parenthood Initiative, transition, and Parent Training.</p>	
Qualifications and Requirements:	
Education/Certifications:	
<ul style="list-style-type: none">• Bachelor Degree in Social Work or related field, or Licensed Social Worker or higher credential• At a minimum (1) year prior social service experience with families	
Knowledge/Skills:	
<ul style="list-style-type: none">• Possess a valid driver's license and liability insurance• Sensitivity and awareness of diversity of family culture and impact of poverty• Demonstrate independent problem solving, decision making, and leadership skills• Strong organization and time management skills and the ability to work both independently and in a team environment• Ability to communicate and provide presentations to large groups• Written and verbal communication skills, including: intermediate to advance computer skills, data entry web-based software, internet and e-mail applications, and reading comprehension.• History of good job attendance	
Employment Conditional upon Results of the Following:	
<ul style="list-style-type: none">• Criminal Background Clearance• Three Personal References• Successful Physical Capacities Examination and TB screening results	
Essential Job Responsibilities:	
<ul style="list-style-type: none">• Demonstrate commitment to ongoing personal and professional learning and development skills.• Complete and maintain training related to Professional Development Plan.• Fully understand and implement the Mission Statement of Mercer County Head Start, Head	

Start Performance Standards, and Ohio Department of Education licensing Standards, as well as local licensing requirements.

- Responsible for implementation of agency policy and procedures, outcomes, reports, and other documentation.
- Support the program in promoting children's mental health, social / emotional well-being and identification / inclusion of disabilities by recommending and coordinating resources for strategies and program development to support children with disabilities, social emotional and mental health concerns, and challenging behaviors.
- Partner with contracted consultation services to ensure a mental health consultant is available to support staff, children, and families in a timely effective manner.
- Assist in formulating and implementing child / family interagency treatment plans, including collaborative treatment plans with other community professionals.
- Demonstrate mastered knowledge of screening and assessment tools, curricula, and individualized planning for staff and children.
- Oversee implementation and continuation of the agency-selected social / emotional approach in all program options.
- Oversee and monitor delivery of Mental Health services.
- Maintain and triage all referrals for therapeutic services, mental health consultation, and special education services.
- Oversee training related to Mental Health.
- Oversee training related to Family Engagement.
- Develop and implement a family engagement strategy that creates opportunities for a robust and active parent committee.
- Maintain an ongoing monitoring system for appl programmatic components related t family engagement.
- Supervise and conduct annual evaluations of family advocate personnel.
- Promote, track, and encourage parent and community volunteers.
- Assure accurate data entry and analysis of data to support quality services, referral tracking and agency planning based on service delivery and community need.
- Serve on various community committees as requested.
- Function as an active member of the administrative team.
- Participate in staff meetings, trainings, and center team meetings.
- Maintain an ongoing monitoring system.
- Generate and document non-Federal Share (In-kind) hours.
- Perform other duties as assigned by supervisor to ensure compliance with federal, state and local regulations.

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

Mental Health Manager

Date

Executive Director

Date

Mercer County Head Start
Health Screen Status Report
November 22

Weight

3 – underweight
67 – Healthy Weight
14 – Overweight
15 – Obese
17 – No data

Hearing

83 – Complete No TX
1 – Problem Suspected
15 – Rescreen
1 – Receiving TX
2 – Unable to screen
14 – No data

Vision

80 – complete / No TX
14 – Problem Suspected
1 – Rescreen
7 – Receiving TX
5 – Unable to screen
9 – No data

Dental

31 – Complete
24 – TX Needed
61 – No Data

Additional Filtering

Currently Enrolled ▼

Filter

View All

All Agencies ▼

All Sites ▼

All Classes ▼

Agency: All

Currently Enrolled= 107

406 - EPSDT status Report

	Up-To-Date	Not Up-To-Date
Anemia (HCT/HGB) (Mandated)	<u>74</u>	<u>33</u>
Blood Pressure (Mandated)	<u>90</u>	<u>17</u>
Dental	<u>67</u>	<u>40</u>
Growth (Mandated)	<u>99</u>	<u>8</u>
Hearing (Mandated)	<u>99</u>	<u>8</u>
Lead Screening (Mandated)	<u>68</u>	<u>39</u>
Physical (Mandated)	<u>101</u>	<u>6</u>
Vision (Mandated)	<u>103</u>	<u>4</u>

Up-to-Date / Not Up-to-Date on ALL Mandated Exams

Up-To-Date	Not Up-To-Date
<u>52</u>	<u>55</u>

Notes:

- 1- Numbers do not include unborn children
- 2- For Currently Terminated children, Up To Date status is calculated based on Termination Date (instead of Today's date). These children are marked with a RED asterisk in sub-reports.
- 3- If Class End Date is prior to Today's date, Up To Date status is calculated based on Class End Date (instead of Today's date). These children are marked with two RED asterisks in sub-reports.