

McPherson/Marion Policy Council Meeting

**Policy Council Agenda
October 2, 2023
RES Commons
5:00-6:30**

Time	Activity	Action	Notes
5:00	Meal and connection time		Food will be served starting at 5:00. Kids are welcome to eat with their families and then go back to child care when they are done.
5:30	1. Begin the meeting		We will start the meeting portion at 5:30
	2. Corrections and Additions to Agenda	Vote	We will need to take action on the agenda
	2. Approval of Consent Agenda Items (lettered below)	Vote	We will need to take action on consent agenda items
	A. Directors Report		
	B. Purchasing Card Statement		
	C. Minutes of July meeting		
5:55	3. New Business		
	A. Governance Training a. Program Overview b. Head Start Standards		
	B. By-Laws	Vote	
	C. Government shutdown		
	D. Grant Application: Community and Self Assessment (Parent Survey) a. Grant Timeline		
	4. Items for next meeting ● Annual Report ● Fall Child Level Outcome Data		
6:30	4. Adjournment		

From: David Brock
Date: 10/2/23
Re: Policy Council Brief

Consent Agenda Items: The following items are in the consent agenda for the Policy Council to vote on.

- Directors Report: Update on items that we are required to report on each month.
- Purchasing Card Statement: Statement of purchases made using Head Start funds from July-Sept.
- July meeting minutes

Comments/Attachments

- Program Governance Materials (Program Information and Leadership Responsibilities Handout): As a Head Start program we must provide appropriate training and orientation to the policy council. This includes training on program performance standards and training on program eligibility.
- By-laws: We will review Policy Council By-laws and take action on proposed changes. Proposed change is in green.
- Planning Cycle Handout: Depicts an ongoing cycle of planning, implementation, and evaluation. A big responsibility of the BOE and Policy Council is to monitor compliance and support and guide program planning for the current year and for the following year. This document provides a visual for how to do that.
- Family Survey Example: One way that we have collected information from families in the past for our self assessment is by doing a family survey. An example of this survey is provided in the meeting materials. We will discuss as a group what a family survey for this year should look like.



MCPHERSON

PUBLIC SCHOOLS

MCPHERSON AND MARION COUNTY
EARLY CHILDHOOD PROGRAM

915 East First
McPherson, KS 67460
Ph: 620-241-9590
Fax: 620-241-9565

From: David Brock
Date: 10/2/3
Re: Directors Report

Enrollment as of 9/30/23:

	Head Start	Dual	SPED	State Pre-K	Community	Total
EES 3	3	0	3	3	0	9
EES 4	4	1	2	4	3	14
LES Rank	2	1	3	5	3	14
LES Kramer	11	0	2	2	1	16
RES 3	4	5	1	3	1	14
RES 4	6	4	2	1	0	13
RES 3/4	6	2	3	3	0	14
WES 3	5	2	1	7	0	15
WES 4	4	1	3	5	0	13
HES AM*	4	2	0	0	0	14
HES PM*	3	2	0	0	0	11
HES F.D.*	8	2	0	0	0	16
MES AM	7	1	2	0	3	13
MES PM	13	1	0	0	2	16
Total	80	24	22	33	13	192

MCPHERSON

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* Currently we have 104 out of 115 Head Start slots filled. Head Start is aware of the challenges that all Head Start programs are currently facing and are just asking that we document our enrollment. We will continue our recruitment efforts, however we will not be penalized if we do not fill our 115 Head Start Slots.

*If students qualify for Head Start they also qualify for state pre-k.

Attendance Rates ending 9/30/23:

Head Start requires that average daily attendance is at 85% monthly.

- Average Daily Attendance for Head Start Students only was 92%
- Average Daily Attendance for all students in the program was 94%

Wait List as of 9/30/23

There are currently 9 students on a waitlist for the program. While not all of our classrooms are full we do need to leave a certain amount of slots open as we currently still need to fill 16 head start slots to meet our Head Start funded enrollment of 115.

Funding	3 Year Old	4 Year Old
Head Start	0	0
State Pre-K	1	1
Community	3 (1 was offered a spot but declined, waiting on preferred school)	3
Out of District	1	0

Health Requirements 45/90 Day 9/30/23:

We are required to conduct Hearing and Vision Screenings within the 1st 45 days of students attending class. Physical and Dental examinations along with Immunizations on all students should be completed within 90 days of students attending class.

45 Day Hearing and Vision Screenings	Head Start: All:
90 Day Physical and Dental Examines	Head Start: All:
90 Day Immunizations	Head Start: All:

Budget Report: 9/30/23

Head Start Funding for this year is as follows:

Total Budget	\$1,487,245.87
Amount Spent So Far	\$159,955.33
Percent Used	10%



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Personnel Changes:

Resignations/Retirement/Terminations:

<u>Name</u>	<u>Position</u>	<u>Effective</u>

Transfers:

<u>Name</u>	<u>Position</u>	<u>Effective</u>

New Hires:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Staci Foster	EES Floating Instructional Aide	9/21/23
Aimee Bookles	WES 3 Instructional Aide	9/27/23

52-02330-613-000-8000	\$40.12					
52-01000-619-000-8000	\$189.34					
52-02580-597-000-8000	\$375.34					
11-03190-631-000-8000	\$317.98					
52-02132-619-000-8000						
52-01000-619-019-8000						
52-01000-619-000-4300						
52-02210-584-000-8860	\$0.00					
52-01000-619-000-7300	\$0.00					
52-01000-619-000-7400						
TOTAL	\$922.78					

Posting Account #	Name	Trans. Date	Merchant	Amount	Trans. Total	Notes
52-02210-584-000-8860	Jenny Smith	8/11/2023	Walmart	\$150.39	\$150.39	Teacher/IA PD
52-02210-582-000-8860	Lesli Beery	7/14/2023	Friends University	\$180.00	\$180.00	Continuing Ed
52-01000-619-000-8005	Lesli Beery	8/2/2023	Amazon	\$10.63	\$13.99	Classroom Supplies
52-02580-597-000-8009	Lesli Beery	8/2/2023	Amazon	\$3.36		
52-01000-619-000-8005	Lesli Beery	8/2/2023	Amazon	\$18.00	\$23.68	Classroom Supplies
52-02580-597-000-8009	Lesli Beery	8/2/2023	Amazon	\$5.68		
52-01000-619-000-8005	Lesli Beery	8/2/2023	Amazon	\$59.62	\$78.45	Classroom Supplies
52-02580-597-000-8009	Lesli Beery	8/2/2023	Amazon	\$18.83		
52-02580-619-000-8000	David Brock	7/17/23	Dillons	\$87.40	\$87.40	Policy Council Meal
52-02330-531-000-8000	ECO	7/27/23	USPS	\$264.00	\$264.00	Stamps
52-02210-584-000-8860	ECO	8/7/23	Walmart	\$148.09	\$148.09	Teacher PD
52-02210-584-000-8860	ECO	8/2/23	Amazon	\$25.48	\$25.48	Teacher PD
52-02330-613-000-8000	ECO	8/2/23	Office Depot	\$35.45	\$35.45	Office Supplies
52-02330-613-000-8000	ECO	8/8/23	Amazon	\$58.29	\$58.29	Office Supplies
52-01000-619-000-7300	Angie McDonald	8/12/23	Michael's	\$43.35	\$82.58	Classroom Trolleys
52-02580-597-000-8009	Angie McDonald	8/12/23	Michael's	\$9.66		
11-03190-631-000-8000	Angie McDonald	8/12/23	Michael's	\$17.92		
2-30-01000-619-000-8000	Angie McDonald	8/12/23	Michael's	\$11.65		
52-02330-613-000-8000	Alexis Williams	8/11/23	Marion Ace	\$86.98	\$86.98	Shelving Unit
TOTAL				\$1,234.78	\$1,234.78	
52-02330-613-019-8000				0.00		
52-02330-613-000-8000				180.72		
52-02132-619-000-8000				0.00		
52-02580-597-000-8000				0.00		
52-02210-584-000-8860				323.96		

52-01000-619-000-8000					0.00
52-01000-619-000-7400					0.00
52-02580-597-000-8009					0.00
11-03190-631-000-8000					0.00
52-01000-619-000-7300					82.58
52-01000-619-000-5301			\$0.00		0.00
52-01000-619-000-4300					0.00
52-02720-626-000-8000					0.00
52-01000-619-000-4400					0.00
52-01000-619-000-5400					0.00
52-01000-619-000-8005					116.12
52-02330-531-000-8000					264.00
52-02210-619-000-8860					0.00
52-01000-619-051-8000					0.00
52-01000-736-000-8000					0.00
52-01000-619-000-5300					0.00
52-02210-582-000-8860					180.00
78-01000-320-000-3000					0.00
52-01000-619-000-6400					0.00
2-30-02580-597-000-8000					0.00
52-02330-810-000-8000					0.00
2-30-01000-619-000-8000					0.00
08-01000-689-000-8016					0.00
52-02330-653-000-8000					0.00
52-03190-631-000-8023					0.00
52-01000-619-000-6300					0.00
52-02330-689-000-8008					0.00
52-02580-597-019-8000					0.00
52-00210-584-000-8860					0.00
52-01000-653-000-8000					0.00
52-02330-582-019-8009					0.00
52-02580-619-000-8000					87.40

52-02133-619-000-8000

0.00

TOTAL

\$1,234.78

\$1,373.88

\$139.10 Topeka Plaza Hotel - MHS. Shane/Deb Jacobs signed off on form

Posting Account #	Name	Trans. Date	Merchant	Amount	Trans. Total	Notes
52-02210-582-000-8860	Jenny Smith	8/14/2023	Teaching Strategies	\$ 1,140.00	\$ 1,140.00	CDA PD Portfolios
52-02210-582-000-8860	Jenny Smith	8/14/2023	Amazon	\$ 35.45	\$ 35.45	PreService Materials
52-02210-582-000-8860	Jenny Smith	8/14/2023	Noodle Soup	\$ 23.08	\$ 23.08	PreService Materials
52-02210-582-000-8860	Jenny Smith	8/18/2023	Amazon	\$ 34.00	\$ 34.00	PreService Materials
52-02210-582-000-8860	Jenny Smith	8/22/2023	EB September APM	\$ 25.00	\$ 25.00	APM in Salina
52-02210-582-000-8860	Jenny Smith	8/24/2023	Loving Guidance LLC	\$ 17.00	\$ 17.00	Listen to Your Feelings
52-02210-582-000-8860	Jenny Smith	8/24/2023	Amazon	\$ (35.45)	\$ (35.45)	PreService Materials Refund
52-02210-619-000-8860	Jenny Smith	9/7/23	Watermark Books	\$ 328.87	\$ 328.87	ECO Staff Leadership Training Books
52-01000-619-000-8005	Lesli Beery	8/14/23	Amazon	\$ 45.57	\$ 45.57	Classroom Supplies
52-02580-597-000-8009	Lesli Beery	8/14/23	Amazon	\$ 14.39	\$ 14.39	Classroom Supplies
52-01000-619-000-8005	Lesli Beery	8/16/23	Amazon	\$ 29.47	\$ 29.47	Classroom Supplies
52-02580-597-000-8009	Lesli Beery	8/16/23	Amazon	\$ 9.31	\$ 9.31	Classroom Supplies
52-01000-619-000-8005	Lesli Beery	8/16/23	Amazon	\$ 15.19	\$ 15.19	Classroom Supplies
52-02580-597-000-8009	Lesli Beery	8/16/23	Amazon	\$ 4.80	\$ 4.80	Classroom Supplies
52-01000-619-000-8005	Lesli Beery	8/17/23	Amazon	\$ 12.15	\$ 12.15	Classroom Supplies
52-02580-597-000-8009	Lesli Beery	8/17/23	Amazon	\$ 3.84	\$ 3.84	Classroom Supplies
52-01000-619-000-8005	Lesli Beery	8/18/23	Amazon	\$ 41.77	\$ 41.77	Classroom Supplies
52-02580-597-000-8009	Lesli Beery	8/18/23	Amazon	\$ 13.19	\$ 13.19	Classroom Supplies
52-01000-619-000-8005	Lesli Beery	8/18/23	Walmart	\$ 21.01	\$ 21.01	Classroom Supplies
52-02580-597-000-8009	Lesli Beery	8/18/23	Walmart	\$ 6.63	\$ 6.63	Classroom Supplies
52-01000-619-000-8005	Lesli Beery	8/22/23	Dollartree	\$ 28.50	\$ 28.50	Classroom Supplies
52-02580-597-000-8009	Lesli Beery	8/22/23	Dollartree	\$ 9.00	\$ 9.00	Classroom Supplies
52-01000-619-000-8000	Rachel Boden	8/27/23	Kaplan Early Learning	\$ 173.22	\$ 173.22	E-DECA License and Assessments
52-02580-597-000-8009	Rachel Boden	8/27/23	Kaplan Early Learning	\$ 38.60	\$ 38.60	E-DECA License and Assessments
11-03190-631-000-8000	Rachel Boden	8/27/23	Kaplan Early Learning	\$ 71.60	\$ 71.60	E-DECA License and Assessments
2-30-01000-619-000-8000	Rachel Boden	8/27/23	Kaplan Early Learning	\$ 46.53	\$ 46.53	E-DECA License and Assessments
52-01000-619-000-8000	Rachel Boden	8/28/23	Loving Guidance LLC	\$ 283.76	\$ 283.76	MEM Books & Baby Doll Circle Time
52-02580-597-000-8009	Rachel Boden	8/28/23	Loving Guidance LLC	\$ 63.24	\$ 63.24	MEM Books & Baby Doll Circle Time
11-03190-631-000-8000	Rachel Boden	8/28/23	Loving Guidance LLC	\$ 117.29	\$ 117.29	MEM Books & Baby Doll Circle Time
2-30-01000-619-000-8000	Rachel Boden	8/28/23	Loving Guidance LLC	\$ 76.21	\$ 76.21	MEM Books & Baby Doll Circle Time
52-01000-619-000-8000	Rachel Boden	8/31/23	Amazon	\$ 73.93	\$ 73.93	Baby Dolls for Classroom

52-02580-597-000-8009	Rachel Boden	8/31/23	Amazon	\$	16.47		Baby Dolls for Classroom
11-03190-631-000-8000	Rachel Boden	8/31/23	Amazon	\$	30.56		Baby Dolls for Classroom
2-30-01000-619-000-8000	Rachel Boden	8/31/23	Amazon	\$	19.85		Baby Dolls for Classroom
52-01000-619-000-8000	Rachel Boden	8/31/23	Amazon	\$	406.16	\$ 773.63	Baby Dolls for Classroom
52-02580-597-000-8009	Rachel Boden	8/31/23	Amazon	\$	90.51		Baby Dolls for Classroom
11-03190-631-000-8000	Rachel Boden	8/31/23	Amazon	\$	167.88		Baby Dolls for Classroom
2-30-01000-619-000-8000	Rachel Boden	8/31/23	Amazon	\$	109.08		Baby Dolls for Classroom
52-01000-619-000-8000	Rachel Boden	9/1/23	Amazon	\$	58.09	\$ 110.64	Baby Dolls for Classroom
52-02580-597-000-8009	Rachel Boden	9/1/23	Amazon	\$	12.94		Baby Dolls for Classroom
11-03190-631-000-8000	Rachel Boden	9/1/23	Amazon	\$	24.01		Baby Dolls for Classroom
2-30-01000-619-000-8000	Rachel Boden	9/1/23	Amazon	\$	15.60		Baby Dolls for Classroom
52-02210-584-000-8860	David Brock	8/16/23	Walmart	\$	142.31	\$ 142.31	Food for PD
52-02330-689-000-8000	David Brock	8/21/23	Dillon's	\$	68.65	\$ 68.65	Flowers
52-02330-653-000-8000	David Brock	8/22/23	Screen Castify	\$	7.04	\$ 7.04	Additional License
52-02210-582-000-8860	David Brock	8/29/23	September APM Registration	\$	25.00	\$ 25.00	September APM Registration
52-02210-582-000-8860	David Brock	9/4/23	WPY Region VII Headstart	\$	519.00	\$ 519.00	Registration
52-02580-597-000-8000	Sarah Chaires	8/31/23	Dillon's	\$	800.00	\$ 800.00	Family Services Gas Cards
52-02132-619-000-8000	Rachel Dalton	8/17/23	Amazon	\$	128.68	\$ 245.11	Clorox Wipes, Baby Wipes, Gloves
52-02580-597-000-8009	Rachel Dalton	8/17/23	Amazon	\$	28.67		Clorox Wipes, Baby Wipes, Gloves
11-03190-631-000-8000	Rachel Dalton	8/17/23	Amazon	\$	53.19		Clorox Wipes, Baby Wipes, Gloves
2-30-01000-619-000-8000	Rachel Dalton	8/17/23	Amazon	\$	34.57		Clorox Wipes, Baby Wipes, Gloves
52-02132-619-000-8000	Rachel Dalton	8/22/23	Walmart	\$	5.95	\$ 11.33	Baby Wipes
52-02580-597-000-8009	Rachel Dalton	8/22/23	Walmart	\$	1.33		Baby Wipes
11-03190-631-000-8000	Rachel Dalton	8/22/23	Walmart	\$	2.46		Baby Wipes
2-30-01000-619-000-8000	Rachel Dalton	8/22/23	Walmart	\$	1.59		Baby Wipes
52-02132-619-000-8000	Rachel Dalton	9/6/23	Amazon	\$	13.04	\$ 24.83	Baby Wipes
52-02580-597-000-8009	Rachel Dalton	9/6/23	Amazon	\$	2.91		Baby Wipes
11-03190-631-000-8000	Rachel Dalton	9/6/23	Amazon	\$	5.39		Baby Wipes
2-30-01000-619-000-8000	Rachel Dalton	9/6/23	Amazon	\$	3.49		Baby Wipes
52-02132-619-000-8000	Rachel Dalton	8/27/23	Amazon	\$	14.21	\$ 27.06	Rash Cream
52-02580-597-000-8009	Rachel Dalton	8/27/23	Amazon	\$	3.17		Rash Cream
11-03190-631-000-8000	Rachel Dalton	8/27/23	Amazon	\$	5.87		Rash Cream
2-30-01000-619-000-8000	Rachel Dalton	8/27/23	Amazon	\$	3.81		Rash Cream

52-02132-619-000-8000	Rachel Dalton	8/31/23	Walmart	\$	(4.42)	\$	(8.41)	Baby Wipes
52-02580-597-000-8009	Rachel Dalton	8/31/23	Walmart	\$	(0.98)			Baby Wipes
11-03190-631-000-8000	Rachel Dalton	8/31/23	Walmart	\$	(1.82)			Baby Wipes
2-30-01000-619-000-8000	Rachel Dalton	8/31/23	Walmart	\$	(1.19)			Baby Wipes
52-02132-619-000-8000	Rachel Dalton	8/27/23	Amazon	\$	209.00	\$	398.10	Baby Wipes
52-02580-597-000-8009	Rachel Dalton	8/27/23	Amazon	\$	46.58			Baby Wipes
11-03190-631-000-8000	Rachel Dalton	8/27/23	Amazon	\$	86.39			Baby Wipes
2-30-01000-619-000-8000	Rachel Dalton	8/27/23	Amazon	\$	56.13			Baby Wipes
52-02132-619-000-8000	Rachel Dalton	8/30/23	Walmart	\$	3.09	\$	5.88	Hand Sanitizer
52-02580-597-000-8009	Rachel Dalton	8/30/23	Walmart	\$	0.69			Hand Sanitizer
11-03190-631-000-8000	Rachel Dalton	8/30/23	Walmart	\$	1.28			Hand Sanitizer
2-30-01000-619-000-8000	Rachel Dalton	8/30/23	Walmart	\$	0.82			Hand Sanitizer
52-02132-619-000-8000	Rachel Dalton	8/31/23	School Health	\$	81.20	\$	154.67	Tooth Brushing
52-02580-597-000-8009	Rachel Dalton	8/31/23	School Health	\$	18.10			Tooth Brushing
11-03190-631-000-8000	Rachel Dalton	8/31/23	School Health	\$	33.56			Tooth Brushing
2-30-01000-619-000-8000	Rachel Dalton	8/31/23	School Health	\$	21.81			Tooth Brushing
52-02330-531-000-8000	ECO	8/14/23	Amazon	\$	36.70	\$	36.70	Pencils
52-02330-531-000-8000	ECO	8/14/23	Amazon	\$	6.47	\$	6.47	Envelopes
52-02330-689-000-8008	ECO	8/14/23	Amazon	\$	27.20	\$	27.20	Vinyl - ECO Shirts
52-02330-689-000-8008	ECO	8/14/23	Amazon	\$	91.75	\$	91.75	ECO Staff Appreciation
52-02330-531-000-8000	ECO	8/14/23	Amazon	\$	10.79	\$	10.79	Pens
52-02330-689-000-8008	ECO	8/14/23	Amazon	\$	93.94	\$	93.94	ECO Staff Appreciation
52-01000-619-000-7300	ECO	8/15/23	Amazon	\$	119.37	\$	227.37	McDonald - Classroom
52-02580-597-000-8009	ECO	8/15/23	Amazon	\$	26.60			McDonald - Classroom
11-03190-631-000-8000	ECO	8/15/23	Amazon	\$	49.34			McDonald - Classroom
2-30-01000-619-000-8000	ECO	8/15/23	Amazon	\$	32.06			McDonald - Classroom
52-02330-689-000-8008	ECO	8/16/23	Amazon	\$	233.51	\$	233.51	ECO Staff Appreciation
52-02330-613-000-8000	ECO	8/17/23	Amazon	\$	161.95	\$	161.95	Office Supplies
52-02330-613-000-8000	ECO	8/17/23	Amazon	\$	77.94	\$	77.94	Office Supplies
52-02330-613-000-8000	ECO	8/17/23	Amazon	\$	64.58	\$	64.58	Office Supplies
52-01000-619-000-4400	ECO	8/17/23	Amazon	\$	34.91	\$	66.49	Kramer - Classroom
52-02580-597-000-8009	ECO	8/17/23	Amazon	\$	7.78			Kramer - Classroom
11-03190-631-000-8000	ECO	8/17/23	Amazon	\$	14.43			Kramer - Classroom

2-30-01000-619-000-8000	ECO	8/17/23	Amazon	\$	9.37		Kramer - Classroom
52-01000-619-000-4400	ECO	8/18/23	Amazon	\$	65.51	\$ 124.79	Kramer - Classroom
52-02580-597-000-8009	ECO	8/18/23	Amazon	\$	14.60		Kramer - Classroom
11-03190-631-000-8000	ECO	8/18/23	Amazon	\$	27.08		Kramer - Classroom
2-30-01000-619-000-8000	ECO	8/18/23	Amazon	\$	17.60		Kramer - Classroom
52-02330-689-000-8008	ECO	8/18/23	Amazon	\$	34.68	\$ 34.68	ECO Staff Appreciation
52-01000-619-000-7300	ECO	8/19/23	Amazon	\$	(66.74)	\$ (127.13)	Kramer - Classroom
52-02580-597-000-8009	ECO	8/19/23	Amazon	\$	(14.87)		Kramer - Classroom
11-03190-631-000-8000	ECO	8/19/23	Amazon	\$	(27.59)		Kramer - Classroom
2-30-01000-619-000-8000	ECO	8/19/23	Amazon	\$	(17.93)		Kramer - Classroom
52-02330-613-000-8000	ECO	8/20/23	Amazon	\$	130.66	\$ 130.66	Office Supplies
52-02330-613-000-8000	ECO	8/24/23	USPS	\$	66.00	\$ 66.00	Stamps
52-02330-613-000-8000	ECO	8/26/23	Amazon	\$	68.72	\$ 68.72	Rolling Cart
52-02330-613-000-8000	ECO	8/27/23	Walmart	\$	74.45	\$ 74.45	Paper Goods
52-01000-619-000-7300	ECO	8/31/23	Amazon	\$	55.64	\$ 105.99	Embers - Classroom
52-02580-597-000-8009	ECO	8/31/23	Amazon	\$	12.40		Embers - Classroom
11-03190-631-000-8000	ECO	8/31/23	Amazon	\$	23.00		Embers - Classroom
2-30-01000-619-000-8000	ECO	8/31/23	Amazon	\$	14.95		Embers - Classroom
52-02330-613-000-8000	ECO	8/31/23	Amazon	\$	182.01	\$ 182.01	Office Supplies
52-02330-689-000-8008	ECO	9/3/23	Amazon	\$	14.03	\$ 14.03	ECO Staff Appreciation
52-01000-619-000-6400	ECO	9/4/23	Amazon	\$	46.32	\$ 88.22	Sechler - Classroom
52-02580-597-000-8009	ECO	9/4/23	Amazon	\$	10.32		Sechler - Classroom
11-03190-631-000-8000	ECO	9/4/23	Amazon	\$	19.14		Sechler - Classroom
2-30-01000-619-000-8000	ECO	9/4/23	Amazon	\$	12.44		Sechler - Classroom
52-02330-613-000-8000	ECO	9/4/23	Amazon	\$	19.27	\$ 19.27	Office Supplies
52-02330-689-000-8008	ECO	9/5/23	Amazon	\$	100.96	\$ 100.96	ECO Staff Appreciation
52-01000-619-000-6400	ECO	9/6/23	Amazon	\$	13.11	\$ 24.98	Sechler - Classroom
52-02580-597-000-8009	ECO	9/6/23	Amazon	\$	2.92		Sechler - Classroom
11-03190-631-000-8000	ECO	9/6/23	Amazon	\$	5.42		Sechler - Classroom
2-30-01000-619-000-8000	ECO	9/6/23	Amazon	\$	3.53		Sechler - Classroom
52-01000-619-000-6300	Audrey Fox	9/4/23	Dollartree	\$	10.73	\$ 20.44	Fox - Classroom
52-02580-597-000-8009	Audrey Fox	9/4/23	Dollartree	\$	2.39		Fox - Classroom
11-03190-631-000-8000	Audrey Fox	9/4/23	Dollartree	\$	4.44		Fox - Classroom

2-30-01000-619-000-8000	Audrey Fox	9/4/23	Dollartree	\$	2.88		Fox - Classroom
52-01000-619-000-7300	Angie McDonald	8/22/23	Walmart	\$	33.42	\$ 63.66	McDonald - Classroom
52-02580-597-000-8009	Angie McDonald	8/22/23	Walmart	\$	7.45		McDonald - Classroom
11-03190-631-000-8000	Angie McDonald	8/22/23	Walmart	\$	13.81		McDonald - Classroom
2-30-01000-619-000-8000	Angie McDonald	8/22/23	Walmart	\$	8.98		McDonald - Classroom
52-01000-619-000-7300	Angie McDonald	9/2/23	World of Wonder	\$	31.01	\$ 59.06	McDonald - Classroom
52-02580-597-000-8009	Angie McDonald	9/2/23	World of Wonder	\$	6.91		McDonald - Classroom
11-03190-631-000-8000	Angie McDonald	9/2/23	World of Wonder	\$	12.82		McDonald - Classroom
2-30-01000-619-000-8000	Angie McDonald	9/2/23	World of Wonder	\$	8.32		McDonald - Classroom
52-01000-619-000-7300	Angie McDonald	9/2/23	Lakeshore Learning	\$	75.20	\$ 143.24	McDonald - Classroom
52-02580-597-000-8009	Angie McDonald	9/2/23	Lakeshore Learning	\$	16.76		McDonald - Classroom
11-03190-631-000-8000	Angie McDonald	9/2/23	Lakeshore Learning	\$	31.08		McDonald - Classroom
2-30-01000-619-000-8000	Angie McDonald	9/2/23	Lakeshore Learning	\$	20.20		McDonald - Classroom
52-02580-597-000-8000	Staci Schmid	8/25/23	Walmart	\$	24.09	\$ 45.88	EES Clothes
52-02580-597-000-8009	Staci Schmid	8/25/23	Walmart	\$	5.37		EES Clothes
11-03190-631-000-8000	Staci Schmid	8/25/23	Walmart	\$	9.96		EES Clothes
2-30-01000-619-000-8000	Staci Schmid	8/25/23	Walmart	\$	6.46		EES Clothes
52-02580-619-000-8000	Staci Schmid	8/28/23	Caseys	\$	26.25	\$ 50.00	EES Policy Council
52-02580-597-000-8009	Staci Schmid	8/28/23	Caseys	\$	5.85		EES Policy Council
11-03190-631-000-8000	Staci Schmid	8/28/23	Caseys	\$	10.85		EES Policy Council
2-30-01000-619-000-8000	Staci Schmid	8/28/23	Caseys	\$	7.05		EES Policy Council
52-01000-619-000-6400	Morgan Sechler	8/15/23	Walmart	\$	98.87	\$ 188.33	Sechler - Classroom
52-02580-597-000-8009	Morgan Sechler	8/15/23	Walmart	\$	22.03		Sechler - Classroom
11-03190-631-000-8000	Morgan Sechler	8/15/23	Walmart	\$	40.87		Sechler - Classroom
2-30-01000-619-000-8000	Morgan Sechler	8/15/23	Walmart	\$	26.56		Sechler - Classroom
52-01000-619-000-6400	Morgan Sechler	8/22/23	Ace	\$	20.76	\$ 39.54	Sechler - Classroom
52-02580-597-000-8009	Morgan Sechler	8/22/23	Ace	\$	4.63		Sechler - Classroom
11-03190-631-000-8000	Morgan Sechler	8/22/23	Ace	\$	8.58		Sechler - Classroom
2-30-01000-619-000-8000	Morgan Sechler	8/22/23	Ace	\$	5.57		Sechler - Classroom
52-01000-619-000-7400	Adrianna Stucky	8/22/23	Walmart	\$	89.86	\$ 171.17	Stucky - Classroom
52-02580-597-000-8009	Adrianna Stucky	8/22/23	Walmart	\$	20.03		Stucky - Classroom
11-03190-631-000-8000	Adrianna Stucky	8/22/23	Walmart	\$	37.14		Stucky - Classroom
2-30-01000-619-000-8000	Adrianna Stucky	8/22/23	Walmart	\$	24.14		Stucky - Classroom

52-02580-597-000-8000	Alexis Williams	9/8/23	Dollartree	\$	33.71	\$	44.35	Snacks - Parent Events
52-02580-597-000-8009	Alexis Williams	9/8/23	Dollartree	\$	10.64			Snacks - Parent Events
52-02580-597-000-8000	Alexis Williams	9/12/23	Sam's Club	\$	42.25	\$	55.59	Snacks - Parent Events
52-02580-597-000-8009	Alexis Williams	9/12/23	Sam's Club	\$	13.34			Snacks - Parent Events
TOTAL				\$	9,026.45	\$	9,026.45	
52-02330-613-019-8000								
52-02580-619-000-8000				0.00				
52-02330-613-000-8000				26.25				
52-02132-619-000-8000				845.58				
52-02580-597-000-8000				450.75				
52-02210-584-000-8860				900.05				
52-01000-619-000-8000				142.31				
52-01000-619-000-7400				995.16				
52-02580-597-000-8009				89.86				
11-03190-631-000-8000				558.54				
52-01000-619-000-7300				878.03				
52-01000-619-000-5301				247.90				
52-01000-619-000-4300				0.00		\$	-	
52-02720-626-000-8000				0.00		\$	9,026.45	0.00
52-01000-619-000-4400				100.42				
52-01000-619-000-5400				0.00				
52-01000-619-000-8005				193.66				
52-02330-531-000-8000				53.96				
52-02210-619-000-8860				328.87				
52-01000-619-051-8000				0.00				
52-01000-736-000-8000				0.00				

52-01000-619-000-5300	0.00				
52-02210-582-000-8860	1,783.08				
78-01000-320-000-3000	0.00				
52-02330-689-000-8000	68.65				
52-01000-619-000-6400	179.06				
2-30-02580-597-000-8000	0.00				
52-02330-810-000-8000	0.00				
2-30-01000-619-000-8000	570.48				
08-01000-689-000-8016	0.00				
52-02330-653-000-8000	7.04				
52-03190-631-000-8023	0.00				
52-01000-619-000-6300	10.73				
52-02330-689-000-8008	596.07				
52-02580-597-019-8000	0.00				
52-00210-584-000-8860	0.00				
52-01000-653-000-8000	0.00				
52-01000-619-000-8009	0.00				
52-02330-582-019-8009	0.00				
TOTAL	\$9,026.45				

McPherson/Marion Policy Council Meeting

**Policy Council Agenda
July 17,2023
RES Commons
5:00-6:30**

Time	Activity	Action	Notes
5:00	Meal and connection time		Food will be served starting at 5:00. Kids are welcome to eat with their families and then go back to child care when they are done.
5:30	1. Begin the meeting		Meeting started at
	2. Corrections and Additions to Agenda	Vote	Yes-5 No-0
	2. Approval of Consent Agenda Items (lettered below)	Vote	Yes: 5 No: 0
	A. Directors Report		
	B. Purchasing Card Statement		
	C. Minutes of May Meeting		
	D. ACF-IM-HS-23-01: The Role of Head Start Programs in Addressing Lead in Water.		
5:40	3. New/Old Business		
	A. End of Year Child Level Outcome Report		Discussion
	B. Review By-Laws		Yes: 5 No: 0
	C. 23/24 Policy Council Recruitment Plan		Discussion: Policy Council discussed the recruitment plan and additional strategies to support recruitment and retention of Policy Council members.
6:30	4. Adjournment		Meeting Adjourned at



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McPherson/Marion County Fact Sheet

Program Mission Statement:

McPherson/Marion County Head Start is committed to supporting children, families, and staff in a safe, nurturing, educational environment through quality comprehensive programming and community relationships.

Purpose of Governance:

- Oversight of quality services for Head Start children and families
- Decisions related to program design and management
- Support and direction to guide organization administrators, executives, and managers
- Represent the children and families that Head Start serves, the community and other stakeholders.

Service Area:

<u>McPherson County</u>	<u>Marion County</u>
<ul style="list-style-type: none"> ● 9 Classrooms that operate M-F from 8:00-3:00 ● Neighborhood classrooms when possible for 3 and 4 year old Pre-K Students ● Classrooms Include students from the following: Head Start, At-Risk, Special Education, and Community ● 76 Head Start Slots 	<ul style="list-style-type: none"> ● 2 classrooms in Hillsboro. ● 1 classroom has an AM and PM session and operates M-Fri. ● One classroom is a full day session and operates M-Fri. ● 1 Classroom in Marion ● AM and PM session operates M-Th ● 39 Head Start Slots

Determining, Verifying, and Documenting Eligibility:

All applicants regardless of funding source meet with a family advocate to fill out an application. Students must be 3-4 years of age on or before August 31st of the current school year. If a family meets Head Start criteria they are asked for proof of income or a letter verifying their current living situation. If our Head Start slots are full students go on a wait list. If a spot opens up during the year the student who scores the highest on the Eligibility Priority Criteria is offered the open slot.





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Head Start Eligibility Verification

1. Child's name: _____
2. Child's date of birth: _____
3. This child is eligible to participate in the program: Yes No
4. Check the applicable category of eligibility for this child:
 - SSI
 - Homeless
 - Foster Care
 - Public Assistance
 - Income (Check the box that applies):
 - Below Federal Poverty Guidelines
 - Between 100-130% of the federal poverty guidelines
(no more than 35% of enrolled children may fall into this category)
 - Over Income
 - Counted as part of 10% maximum for non-AI/AN programs
 - Counted as part of the 49% maximum for AI/AN programs
5. What documentation was used to determine eligibility?

<input type="checkbox"/> Income Tax Form 1040	<input type="checkbox"/> Written statement from employer(s)
<input type="checkbox"/> W-2	<input type="checkbox"/> Foster Care reimbursement
<input type="checkbox"/> TANF documentation	<input type="checkbox"/> SSI documentation
<input type="checkbox"/> Pay stub or pay envelopes	<input type="checkbox"/> Documentation of no income
<input type="checkbox"/> unemployment	<input type="checkbox"/> Other _____
<input type="checkbox"/> SNAP documentation	
6. Staff signature: _____ Date of eligibility verification: _____
7. Staff name: _____ Title: Coordinator of Family Services

2023 Poverty Income Guidelines

Persons In Family	ELIGIBLE	110% ABOVE	120% ABOVE	130% ABOVE
1	\$14,580	\$16,038	\$17,496	\$18,954
2	\$19,720	\$21,692	\$23,664	\$25,636

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3	\$24,860	\$27,346	\$29,832	\$32,318
4	\$30,000	\$33,000	\$36,000	\$39,000
5	\$35,140	\$38,654	\$42,168	\$45,682
6	\$40,280	\$44,308	\$48,336	\$52,364
7	\$45,420	\$49,962	\$54,504	\$59,046
8	\$50,560	\$55,616	\$60,672	\$65,728

* For families/households with more than 8 persons add \$5,140 for each additional person.

ELIGIBILITY PRIORITY CRITERIA 2023/2024 TERM

Instructions: Check one box in each area based on information from the application and/or other sources. When appropriate, write in the comments to document the reason for selection. Sign form below and attach to application. This document will be placed in the child's file along with the child's application.

MIGRANT STATUS : *"..who change their residence by moving from one geographic location to another, either intrastate or interstate, within the preceding two years for the purpose of engaging in agricultural work that involves the production and harvesting or tree and field crops and whose family income primarily from this activity.."*

TOPIC	DESCRIPTION	PTS	SELECT	COMMENTS
PARENTAL STATUS				
One Parent Family	ONE	30	()	
Two Parents Family	TWO	10	()	
Foster Parent Family	FOSTER	40	()	
Migrant Status Family	MIGRANT	30	()	
Not the child's parent	OTHER	30	()	
Teen Parent <i>(when child was born)</i>	TEEN	40	()	
SPECIAL EDUCATION				
Potential/Suspected	SUS	20	()	
Diagnosed Condition	DIAG	40	()	
Low Developmental Score/Screen	DEV	30	()	
INCOME				
Eligible Income (at or below)	ELIG	75	()	
<i>(Includes any family that is categorically eligible: Foster, homeless, public assistance ex. SSI, TANF)</i>				
110% above poverty guidelines	A110%	30	()	Income x 1.1
120% above poverty guidelines	A120%	20	()	Income x 1.2
130% above poverty guidelines	A130%	10	()	Income x 1.3
Over Income	OVER	0	()	

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AGE

Child will be Four on 8/31	FOUR	25	()
Child will be Three on 8/31	THREE	15	()

OTHER

High Service Need <i>(Suspected or reported Abuse/Neglect)</i>	HIGH	40	()
Referral from other agency/Professional	REF	20	()
Change of Family Status <i>(Illness, death, divorce, separation)</i>	CRIS	30	()
Homeless Family/Displaced Family	CRIS	60	()
Serious child/parent health problems	HLTH	20	()
Language Barrier/No English	SOCIAL	30	()
No Health Insurance	HLTH	10	()
Lack of exposure to preschool <i>(Child is four with no prior preschool)</i>	SOCIAL	10	()
Mental Health Diagnosis <i>(Child's and/or Guardian)</i>	DIAG	40	()
Sibling Enrolled <i>(currently or previously)</i>	SIBLING	20	()
Incarcerated Guardian	INCARC	30	()

Points Total: _____



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Funding Sources:

Head Start:

- 115 Slots
- Federally Funded. Yearly grant is written. Subject to federal reviews.
- 20% of the budget must come from the community or what is called in-kind or federal match.
- Follow Head Start Program Performance Standards and Regulations or most restrictive policy
- Received additional COVID funds to be used for COVID related expenses

State Pre-K:

- State Funded Early Childhood Program
- Students must be 3 or 4 by August 31st
- Have to meet 1 of 8 Criteria
- Receive 0.5 FTE for each 3 and 4 year old student enrolled that meets 1 of 8 Criteria

Early Childhood Special Education:

- State and Federally Funded
- Student has a current Individual Education Plan (IEP)

Community

- Students that do not qualify for a funded slot that pay monthly tuition to attend the Early Childhood Program
- Families may choose to attend full or half day



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Organization of Head Start

<p><u>Office of Head Start</u></p> <p>Administers grant funding and oversight to the 1,600 agencies that provide Head Start services in communities across the country. OHS also provides federal policy direction and a training and technical assistance (T/TA) system to help grantees in providing comprehensive services to eligible young children and their families.</p>		
<p><u>Head Start Region 7 Office</u></p> <p>12 regional offices that support the administration of grants, oversight, and T/TA for individual grantee agencies. Region 7 office is located in Kansas City, Mo. The management team participates in monthly phone calls with our program specialist. The management team also coordinates with the regional office to schedule an annual site visit and grantee assessment meeting.</p>		
<p style="text-align: center;"><u>Governing Body</u> <u>(Board of Education)</u></p> <p>Assumes legal and fiscal responsibility for Head Start and the Safeguarding of federal funds</p>	<p style="text-align: center;"><u>Policy Council</u></p> <p>Assumes responsibility for Head Start Program direction</p>	<p style="text-align: center;"><u>Management Staff</u></p> <p>Assumes operating responsibility for Head Start day-to-day functions</p>



Head Start Program Leadership Responsibilities

Adopt practices to ensure active, independent, and informed governance:

- Fully participate in the development, planning, and evaluation of the Head Start program governing body bylaws
- Create procedures for accessing and collecting information
- Develop written standards of conduct
- Establish Policy Council bylaws and election procedures
- Establish advisory committees as deemed necessary

Select delegate agencies and the service areas for such agencies
Establish procedures and criteria for recruitment, selection, and enrollment

- Review:**
- Funding applications and amendments
 - Results and follow-up activities from federal monitoring
- Review and approve:**
- Major policies and procedures
 - Progress on implementing the Head Start grant
 - Personnel policies regarding the hiring, evaluation, termination, and compensation of agency employees
 - Financial management, accounting, and reporting policies
 - Major expenditures and operating budget
 - Selection of auditor and actions to correct audit findings

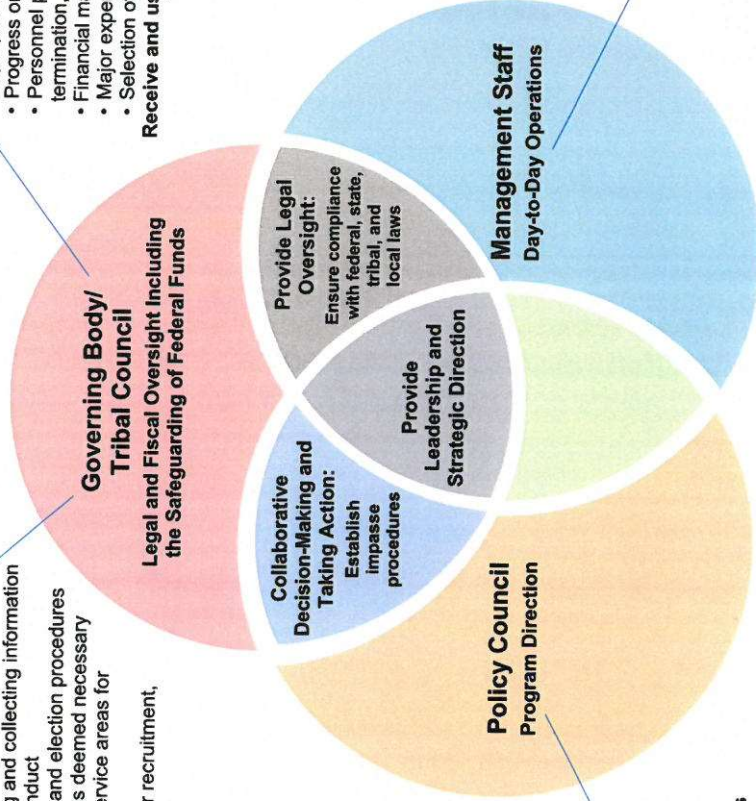
Receive and use operational reports

Operational Reports:

- HHS secretary communication
- Financial statement
- Program information summaries
- Data on school readiness goals
- Enrollment
- USDA
- Financial audit
- Self-assessment
- Community assessment
- Program Information Report (PIR)

Key responsibilities:

- Develop and implement policies and procedures
- Provide training and technical assistance to governing body/Tribal Council, Policy Council, staff, and volunteers
- Provide ongoing supervision of staff and budget to ensure compliance and continuity of care
- Oversee continuous quality improvement
- Maintain an automated accounting and recordkeeping system
- Monitor goals, objectives, and regulatory compliance
- Engage in the establishment and management of parent committees
- Generate and share operational reports with Policy Council, governing body/Tribal Council, and HHS (as appropriate)



Approve and submit to the governing body:

- Activities that involve parents and ensure responsive services
- Program recruitment, selection, and enrollment priorities
- Funding applications and amendments
- Budget planning
- Policy Council bylaws and election procedures
- Head Start program personnel policies and decisions
- Recommendations on delegates and service areas

Receive and use operational reports



NATIONAL CENTER ON
 Program Management and Fiscal Operations



ADMINISTRATION FOR
CHILDREN & FAMILIES

McPherson/Marion County Head Start Policy Council By Laws

Purpose:

The purpose of the McPherson USD 418 Early Childhood Policy Council is for parents and community members to participate in the development of policies and procedures for the operation of all phases of the McPherson USD 418 Early Childhood Program, as well as support the governance of the program by operating according to the guidance of the Performance Standards. All Policy Council meetings are open to the public.

Membership and Composition:

The Policy Council will be a reflection of our current program structure. Members will be current parents of enrolled students regardless of the families funding source. A variety of methods will be utilized to obtain Policy Council members. Composition must consist of a majority (at least 51%) of parents whose students qualify for Head Start.

Composition of the Policy Council will consist of parents of currently enrolled students. Membership is for a one year term (September to August) not to exceed five years of membership. Per Head Start Standards members of the Policy Council shall not

- Have a financial conflict of interest with the Head Start Agency
- Receive compensation for serving on the Policy Council or for providing services to the Head Start Agency.
- Be employed, nor shall members of their immediate family be employed, by the Head Start agency.

Duties

The duties of the Policy Council are as follows:

- Attend all meetings regularly
- Actively participate in meeting
- Respect all individuals both at/during meetings and outside of the meetings.
- Follow strict confidentiality guidelines with any program related issues
- Accept and support all decisions made by the majority of the Policy Council.
- Share and receive from parents back to the policy council when needed.
- Be willing to participate in reviews and other meetings with Head Start



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Voting

All Policy Council members are allowed one vote. When voting The Policy Council is taking action on whether or not to submit decisions to the board of education for final approval. To take action on items three members of The Policy Council must vote on the action. With 51% of the votes coming from parents of students who qualify for Head Start. Actions pass with a majority vote. Voting can be done at Policy Council meetings, via phone call, email, or other forms of electronic means.

Internal Dispute Resolution-Impasse Procedures

Standard 1301.6 requires programs to establish written procedures for resolving internal disputes between the governing board and policy council in a time manner that include impasse procedures.

Program Policy GOV 003 addresses the procedure for internal dispute resolution. If there are internal disputes between Policy Council and the governing body the procedure documented in GOV 003 will be followed.

Resignation/Dismissal

Members can resign at any time by letting the Head Start director know. Resignations will be communicated with the remaining Policy Council members.

Any member who accumulates two absences, without participation by absentee vote shall be replaced on the Policy Council. Any member may be removed from the Policy Council due to inappropriate conduct defined, but not limited to:

- Violent, inappropriate or unprofessional behavior inside or outside of the meeting.
- Verbal abuse or physical threats inside or outside of the meeting.
- Misconduct that occurs in the community setting, resulting in an arrest by law enforcement officials.

Any position on the Policy Council that becomes vacant due to resignation or removal will be filled as soon as possible.

Confidentiality

All information including records, written and verbal communication about children, their families, and/or staff that are discussed during executive session may not be discussed outside of the meeting. Confidential items as they relate to students, families, and staff may not be discussed with parties that do not have involvement in the situation. Information shared between staff or council members about a particular child, family, or personnel situation will be shared on a need to know basis. Any breach of confidentiality policy may result in removal from the Policy Council

Reimbursement

Policy Council members may be compensated for mileage to/from residence and to/from Policy Council event locations at the rate established by USD 418 residence is outside of the community Policy Council meetings are being held in. Mileage forms must be completed and submitted, to receive compensation.

Reimbursement for child care expenses will also be made available to parent representatives if childcare is not provided on location.

Parent Complaints

Parents should follow grievance procedures, concurrent with the following Unified School District 418 policy, through which parents and community may express complaints regarding the problem.

SectionK - General Public Relations

Title Complaints

CodeKN

StatusActive

AdoptedAugust 1, 1980

Last ReviewedApril 24, 2017

It is the policy of the board to resolve all complaints regarding the district at the lowest possible administrative level.

About School Policies

Complaints about school policies should be directed to the superintendent.

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About Curriculum

Complaints about the curriculum of the district should be directed to the superintendent or designated representative.

About Instructional Materials

Complaints about specific instructional materials or methods should be directed to the appropriate building principal.

About School Facilities and Services

Complaints about school facilities and services should be directed to the superintendent.

About School Personnel

Complaints about building level personnel should be directed to the appropriate building principal, about other personnel to the superintendent and about the superintendent to the president of the board

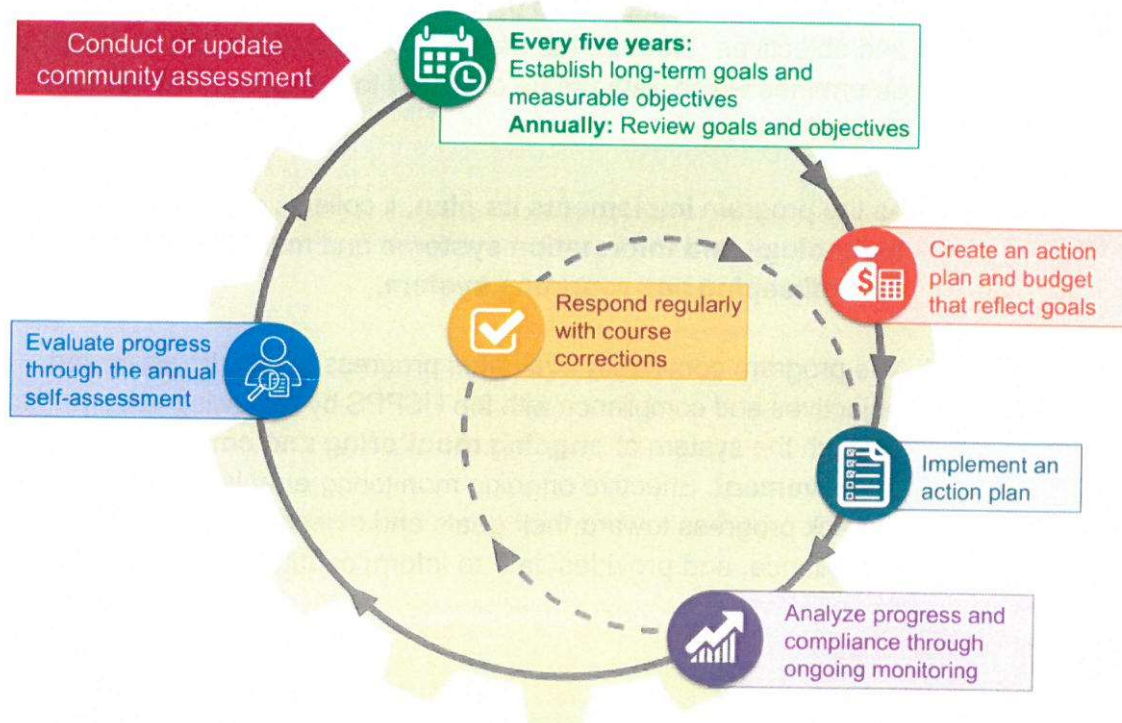
Program Planning in Head Start: The Program Planning Cycle

The Head Start Program Planning Cycle graphic depicts an ongoing cycle of planning, implementation, and evaluation. It promotes continuous quality improvement and allows programs to work toward the achievement of positive outcomes for children and families. The diagram consists of an outer circle connected to a smaller inner circle and to labels that name each step in the cycle. Arrows lead from one step to the next, showing the sequence of the steps. Many of the steps happen repeatedly throughout the cycle and the cycle itself is repeated throughout the five-year project period. Below is a list of the steps in the planning cycle and a brief description of each.

Thoughtful planning is key to successful programming and to the achievement of desired outcomes. The program planning cycle graphic shows how the required Head Start management systems are interrelated parts of a predictable planning process. Through this process programs develop goals, objectives, and expected outcomes, and monitor and evaluate progress toward their program goals, which include school readiness goals. They also ensure compliance with the Head Start Program Performance Standards (HSPPS).

**In this document references to long-term goals are inclusive of all program goals.*

The Program Planning Cycle Diagram





To learn more about the planning process, follow the arrows around the planning cycle.

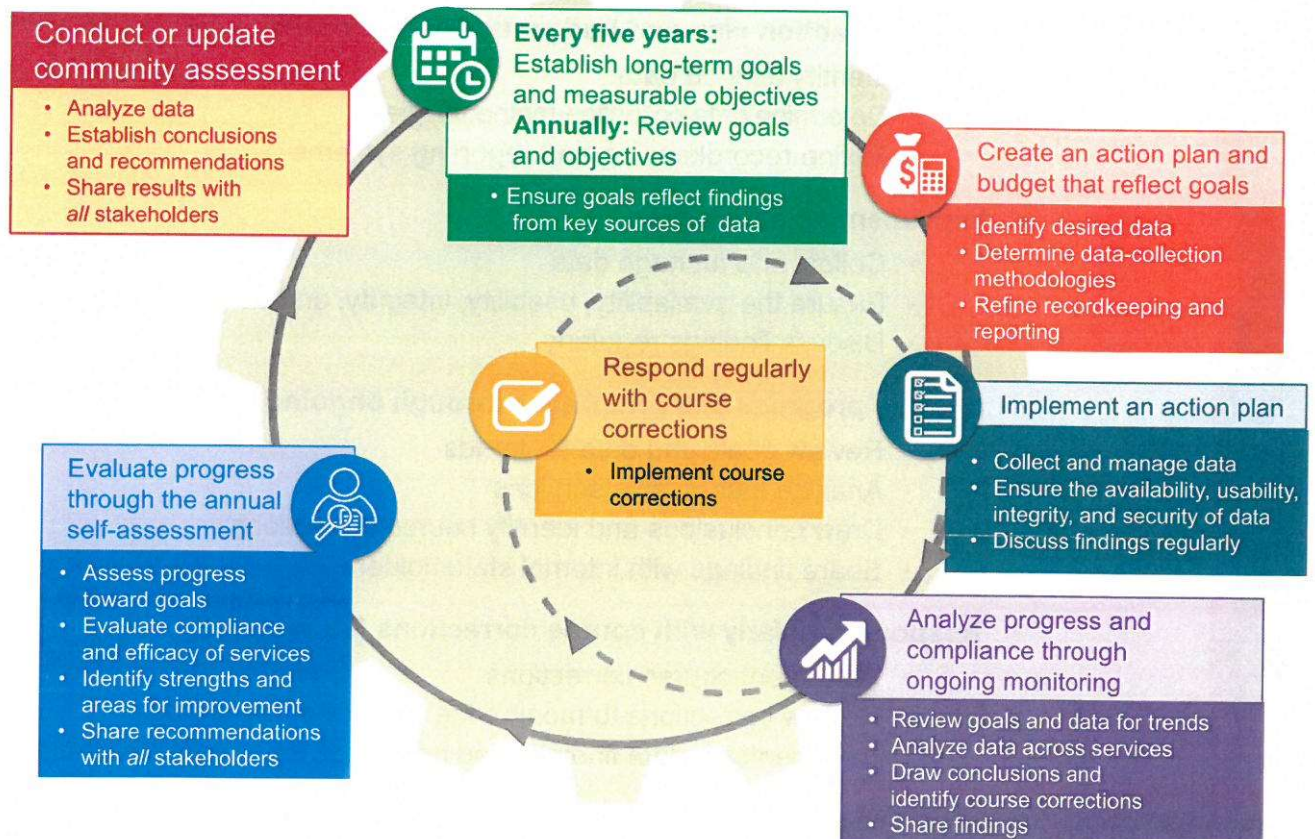
- 1) Begin at either **community assessment** or **self-assessment**.
 - *New programs* begin at community assessment. They collect and analyze data about the needs and resources of eligible families, the program, and the community within the service area to inform their goal setting.
 - *Existing programs* may begin the process with **self-assessment**. They take a fresh look at updated community assessment data, data gathered through ongoing monitoring, and other relevant data to make recommendations for planning and goal setting.
- 2) For their baseline grant applications, programs identify the long-term goals they will accomplish during the **five-year project period**. They also identify initial Specific, Measurable, Attainable, Relevant, and Timely (SMART) **objectives** linked to **expected outcomes**. During their **annual** planning process, they review their long-term goals and objectives, along with community assessment and self-assessment data and make any necessary programming adjustments. They continue to break down their goals into measurable objectives linked to expected outcomes.
- 3) Programs develop an annual **action plan** which is a defined set of steps that outlines what a program will do to accomplish its goals and objectives. The action plan is supported by a budget that is aligned with the goals and objectives. Through the **data and evaluation system**, the program determines which data will be collected to measure progress and determine impact.
- 4) As the program **implements its plan**, it collects data through its **technology and information systems** and manages it through its **recordkeeping and reporting system**.
- 5) The program continually evaluates progress toward its goals and objectives and compliance with the HSPPS by reviewing data gathered through the system of **ongoing monitoring and continuous improvement**. Effective ongoing monitoring enables programs to track progress toward their goals and objectives, ensures compliance, and provides data to inform continuous improvement.

- 6) Based on ongoing monitoring results, programs continue to implement their **action plan** as written, change the plan to **replicate best practices**, or make **course corrections** that may require changes in program activities or levels of effort. Following up to determine the efficacy of the course corrections is critical.

- 7) Finally, the program comes full circle to the annual **self-assessment**. In this step, the self-assessment team uses its ongoing monitoring, community assessment, and other relevant data (e.g., child assessment data, professional development data, and family engagement data, as appropriate) to assess the program's progress in achieving its goals, objectives, and expected outcomes. The team also evaluates the program's compliance with federal requirements.

- Two more elements are essential throughout the planning process:
- Effective use of data that support a coordinated approach to service delivery
 - Communication with appropriate stakeholders at each step

Integrating Data into Program Planning Systems





The Integrating Data into Planning Systems graphic shows how the use of data is integrated into each step of the planning cycle. Below is a list of the steps in the planning cycle, along with the data activities that occur at each step.

- **Evaluate progress through the annual self-assessment (new programs begin with community assessment)**
 - Assess annual progress toward goals and objectives
 - Evaluate compliance and the efficacy of services
 - Identify strengths and areas for improvement
 - Share recommendations with *all* stakeholders
- **Conduct or update community assessment**
 - Analyze data
 - Establish conclusions and programming recommendations
 - Share results with *all* stakeholders
- **Every five years: Establish long-term goals and measurable objectives**
- **Annually: Review goals and objectives**
 - Ensure that goals reflect conclusions from key data sources (e.g., community assessment, self-assessment, child outcomes data, professional development data and family engagement data)
- **Create an action plan and budget that reflect goals**
 - Identify desired data
 - Determine data-collection methodologies
 - Refine recordkeeping and reporting systems
- **Implement an action plan**
 - Collect and manage data
 - Ensure the availability, usability, integrity, and security of data
 - Discuss findings regularly
- **Analyze progress and compliance through ongoing monitoring**
 - Review goals and data for trends
 - Analyze data across services
 - Draw conclusions and identify course corrections
 - Share findings with internal stakeholders
- **Respond regularly with course corrections (as required)**
 - Implement course corrections
 - Review corrections to monitor the efficacy of the change
 - Communicate data findings and next steps to internal stakeholders



Family Survey

Based on your experiences from the current school year, please take a few minutes to complete this survey. Your responses are anonymous, your views and comments are extremely important as we work on making improvements and setting future goals for our program. Please complete by Friday, November 17th

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Not shared

* Indicates required question

School *

- Lincoln Elementary
- Roosevelt Elementary
- Eisenhower Elementary
- Washington Elementary
- Hillsboro Elementary
- Marion Elementary



Satisfaction *

	Disagree	Neutral	Agree	Does not apply
I am satisfied with the services at the Early Childhood Program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My needs are addressed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am informed of the Early Childhood Program's services and resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My awareness of community opportunities and resources has improved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My involvement in my child's education has improved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My family's emotional well-being is better because of the program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The staff discusses my child's education with me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My child's educational needs are met.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am welcomed regardless of my family's culture, ethnicity or race.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



If you requested and received community resources by your family advocate did you follow up with the resources provided?

- Yes, every time
- Most of the time
- No
- Does not apply

If you did not follow up on community resources/referrals provided, why not?

Your answer

What encourages you to be involved in your child's education?

- Helps my child be more successful in their education
- Helps to build relationship with my child.
- Helps me feel more connected to my child's school.
- Other:

The Early Childhood Program provides a safe environment *

- Agree
- Neutral
- Disagree



I feel well informed about what is going on in the program. *

- Agree
- Neutral
- Disagree

Which communication tools do you feel are most helpful at keeping you informed *
to what is happening in the program? Check all that apply

- Teacher Newsletter
- Social Media
- Flyers that are sent home
- Early Childhood website
- In person at pick-up or drop-off
- Via Text
- Via Email
- Other:

I have been contacted by staff if my child has struggled with attendance. *

- Agree
- Disagree
- Does not apply



My family's biggest stressors this year were: (Check all that apply) *

- My child's disabilities
- Educational Training or Job Training
- Employment
- Financial
- Housing
- Marital
- Personal
- Medical and Dental Needs
- Mental Health
- Transportation
- Other

What is going well?

Your answer

What could be better?

Your answer

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Family Survey

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Not shared

Questions to ask your pre-school student

The following questions are not required, however we would love to hear from your pre-school students. Please ask them the following questions and record their responses.

What do you like most about school?

Your answer

What does your child not like about school?

Your answer

Additional comments about school your pre-k student has

Your answer

Thank you for taking the time to provide your input! We value your feedback!

