



**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: 10/9/3  
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



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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: (Will provide updates during November Meeting)**

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

From: David Brock  
Date: 10/9/23  
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.

**Comments/Attachments**

- Policy Council Update: On Monday, October 2nd we had our first Policy Council meeting of the year. The Policy Council along with the Board of Education are the governing bodies of our Head Start Program. The Policy Council and the USD 418 board of education are the governing bodies of our Head Start program. The Policy Council is a committee made up of parents who have children in our program. Policy Council provides oversight and program direction along with the USD 418 Board of Education. The Policy Council should be a reflection of our current program structure and should include parents from all of our sites.

Policy Council is addressed in standard [1301.3](#) of the Head Start Standard. Last year our program was found to be non-compliant in this standard. Starting in February of the 22-23 school year we were able to form a Policy Council that consisted of parents from RES. Due to only having representation from one site and representatives were not voted in we continue to not be compliant with this standard.

**What are we doing to correct this?**

Information was provided about the Policy Council to all families during home visits and/or back to school nights. Flyers advertising Policy Council Recruitment nights were shared with parents. Policy Council recruitment nights took place at the following sites to recruit families:

- MES: 8/21
- WES: 8/24
- LES: 8/28
- EES: 8/28
- RES: 9/5

At the recruitment nights parents were provided with an opportunity to sign-up for elections for the Policy Council. Each school also posted a link to the Policy Council interest form that parents could complete if they were not able to attend the recruitment meeting.





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Ballots were put together and sent out to pre-k parents at each individual school. Elections closed on Monday, September 25th. After elections closed elected Policy Council members were contacted.

Elected members of Policy Council are as follows:

- Savanna Coleman: EES
- Mark Taylor: LES
- Nathan Moore: RES
- Isabelle Delgado: RES
- Echo James: RES
- Branton Hutchinson/Samantha Barrett: WES
- Justus Hillard: MES
- Viktoria Boucher: MES
- Jill Larson: HES
- Addie Ehresman: HES

We have an open spot on the Policy Council available for a Head Start family at EES. We have a community rep from EES and are looking to add a Head Start rep from EES. If we did not initially have representatives from some of our sites a spot is left open on Policy Council and if a parent does have interest from those sites that have an open seat parents can interview with the policy council and be elected to Policy Council by the Policy Council.

Policy Council meetings are open from 5:30-6:30 to anyone that wants to attend. If you would like to know more about Policy Council or access meeting materials please click on the following link [Policy Council](http://418earlychildhood.weebly.com/policy-council.html) or go to <http://418earlychildhood.weebly.com/policy-council.html>.





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

#### 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 of tree and field crops and whose family income primarily from this activity.."

TOPIC	DESCRIPTION	PTS	SELECT	COMMENTS
<b>PARENTAL STATUS</b>				
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 (when child was born)	TEEN	40	( )	
<b>SPECIAL EDUCATION</b>				
Potential/Suspected	SUS	20	( )	
Diagnosed Condition	DIAG	40	( )	
Low Developmental Score/Screen	DEV	30	( )	
<b>INCOME</b>				
Eligible Income (at or below)	ELIG	75	( )	
(Includes any family that is categorically eligible: Foster, homeless, public assistance ex. SSI, TANF)				
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	HIGH	40	(	)
<i>(Suspected or reported Abuse/Neglect)</i>				
Referral from other agency/Professional	REF	20	(	)
Change of Family Status	CRIS	30	(	)
<i>(Illness, death, divorce, separation)</i>				
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	SOCIAL	10	(	)
<i>(Child is four with no prior preschool)</i>				
Mental Health Diagnosis	DIAG	40	(	)
<i>(Child's and/or Guardian)</i>				
Sibling Enrolled (currently or previously)	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

#### **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 style="text-align: center;"><b><u>Office of Head Start</u></b></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 style="text-align: center;"><b><u>Head Start Region 7 Office</u></b></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;"><b><u>Governing Body</u></b> <b><u>(Board of Education)</u></b></p> <p>Assumes legal and fiscal responsibility for Head Start and the Safeguarding of federal funds</p>	<p style="text-align: center;"><b><u>Policy Council</u></b></p> <p>Assumes responsibility for Head Start Program direction</p>	<p style="text-align: center;"><b><u>Management Staff</u></b></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

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

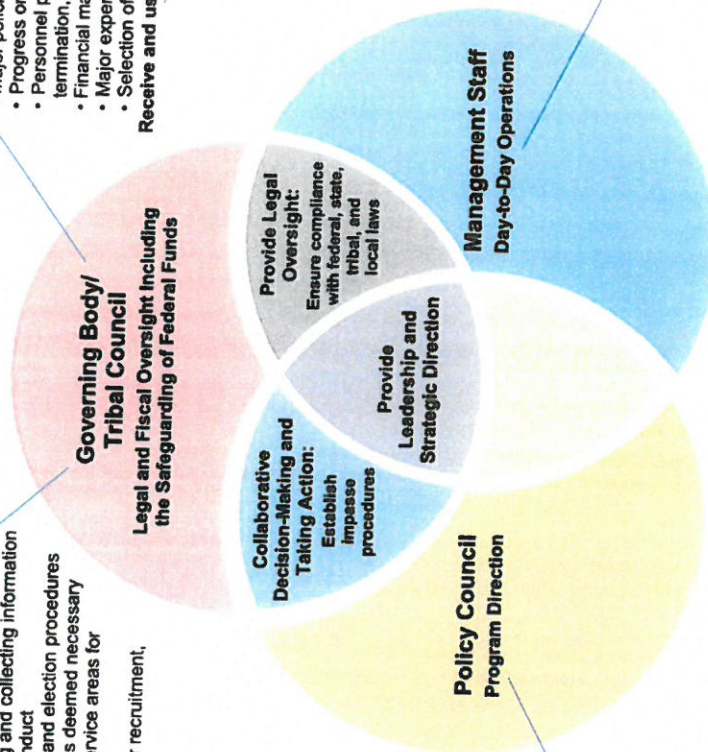
### Receive and use operational reports

### 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
- Oversee management and protection of program data
- 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



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**  
Early Childhood  
National Centers

[pmfo@ecetta.info](mailto:pmfo@ecetta.info) • <https://eclkc.ohs.acf.hhs.gov/ncpmfo> • Tel: 888-874-5469

NATIONAL CENTERS ON  
Program Management and Fiscal Operations

