

From: David Brock
Date: 2/5/24
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 Dec.-Jan.
- December meeting minutes

Comments/Attachments

- JD 003 Coordinator of Family and Community Services: As we prepare to post the open position for the Coordinator of Family and Community services we are proposing changes/updates to the job description. Attached is the original job description with the proposed changes/updates.
- CFO Contract: One action we are proposing in response to our deficiency on standard 1302.91(c) is to contract with USD 410's business manager Jerry Hinerman. Jerry has his degree in accounting and meets the standard requirements for CFO qualifications. Action is needed on the contract to move forward with transitioning Jerry into the CFO role.
- Eligibility Verification 24-25: On an annual basis we have to review and update eligibility verification for Head Start. Attached is eligibility verification form for the 24-25 school year that includes updated poverty guidelines.
- Full Enrollment Initiative: This letter provides guidance and direction our program will need to follow to meet our goal of 115 funded enrollment within an 18 month period.
- Committee Involvement: Attached are three opportunities that policy council members have to be involved in various committees/teams in our program. We will discuss more at the meeting.
- Winter Child Level Outcome Data: Attached are results of child level outcome data from the 2nd nine weeks (Oct.-Dec.). This document compares results from 1st nine weeks to 2nd nine weeks.
- Follow up review dates: Our regional office has made contact regarding a follow up review in response to our three deficiencies. The plan is for a review team (3-4 reviewers) to come out to our program the week of March 18th to review if our deficiencies have been corrected. One deficiency is policy council. The review team will want to meet with policy council members. One way we could accomplish this is to have our next policy council meeting on either March 18th or March 19th. We can discuss at our meeting on Monday if one of those times might work.

McPherson/Marion Policy Council Meeting

Policy Council Agenda
Feb. 5, 2024
RES Commons
5:00-6:30

Time	Activity	Action	Notes
5:00	Meal and connection time Program Governance with new Policy Council Members		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. For new members I will meet with them during this time to do program governance.
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
	3. Policy Council Elections	Vote	We will need to take action on electing new policy council members for EES and LES.
	3. 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 December Meeting		
5:55	4. New Business		
	A. JD 003: Coordinator of Family and Community Services	Vote	
	B. CFO Contract	Vote	
	C. Eligibility Verification for 24-25	Vote	
	D. Full Enrollment Initiative		Information sharing and discussion
	E. Committee Involvement a. Health Services Advisory Committee b. Conscious Discipline		Information sharing and discussion

	<p style="text-align: center;">Action Team c. Interview Team</p>		
	F. Winter Child Level Outcome Data		Information sharing and discussion
	G. March Meeting		Date and location for next meeting
	<p>5. Items for next meeting</p> <ul style="list-style-type: none"> ● Fiscal Policies ● Full Enrollment Initiative Update ● Committee Reports ● Review discussion with review team? 		
6:30	6. Adjournment		



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: 2/5/24
Re: Directors Report

Enrollment as of 1/31/24:

	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	3	1	4	4	3	15
LES Kramer	11	0	2	2	1	16
RES 3	5	5	1	2	1	14
RES 4	7	3	2	2	0	14
RES 3/4	6	3	3	3	0	15
WES 3	5	2	0	8	0	15
WES 4	4	1	3	5	0	13
HES AM*	3	1	0	0	0	13
HES PM*	1	2	0	0	0	9
HES F.D.*	7	2	1	0	0	15
MES AM	7	1	2	0	3	13
MES PM	12	2	0	0	2	16
Total	78	24	23	33	13	191

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* Currently we have 102 out of 115 Head Start slots filled. We will begin working on our full enrollment initiative and develop a plan to get up to our funded enrollment of 115.

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

Attendance Rates ending 1/31/24:

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

- Average Daily Attendance for Head Start Students only was 86%
- Average Daily Attendance for all students in the program was 88%

Wait List as of 1/31/24

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 13 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	0	1
Community	5	3
Out of District	1	0

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Health Requirements 45/90 Day 1/31/24:

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: 98% All: 97%
90 Day Physical and Dental Exams	Head Start: 58% All: 62%
90 Day Immunizations	Head Start: 94% All: 94%

Budget Report: 1/31/24

Head Start Funding for this year is as follows:

Total Budget	\$1,487,245.87
Amount Spent So Far	\$559,543.22
Percent Used	38%

Personnel Changes:

Resignations/Retirement:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Staci Foster	Pre-K instructional aide at EES	2/23/24

Transfers:

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

New Hires:

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

Posting Account #	Name	Trans. Date	Merchant	Amount	Trans. Total	Notes
52-01000-619-000-8005	Lesli Beery	12/22/2023	Marion Ace Hardware	\$14.76	\$16.77	Classroom Supplies
52-02580-597-000-8009	Lesli Beery	12/22/2023	Marion Ace Hardware	\$2.01		
52-02210-582-000-8860	Rachel Boden	1/8/2024	Mental Health America	\$45.00	\$45.00	Workshop/PD
52-02330-613-000-8000	Rachel Boden	1/10/2024	Amazon	\$57.11	\$57.11	Office Supplies
52-01000-619-000-8000	David Brock	12/19/2023	Loving Guidance LLC	\$609.40	\$1,108.00	E Course License
52-02580-597-000-8009	David Brock	12/19/2023	Loving Guidance LLC	\$66.48		
11-03190-631-000-8000	David Brock	12/19/23	Loving Guidance LLC	\$265.92		
2-30-02580-597-000-8000	David Brock	12/19/23	Loving Guidance LLC	\$166.20		
52-02132-619-000-8000	Rachel Dalton	12/18/23	Amazon	\$32.99	\$59.98	Health Supplies
52-02580-597-000-8009	Rachel Dalton	12/18/23	Amazon	\$3.60		
11-03190-631-000-8000	Rachel Dalton	12/18/23	Amazon	\$14.40		
2-30-01000-619-000-8000	Rachel Dalton	12/18/23	Amazon	\$9.00		
52-02132-619-000-8000	Rachel Dalton	12/20/23	Amazon	\$97.38	\$177.05	Health Supplies
52-02580-597-000-8009	Rachel Dalton	12/20/24	Amazon	\$10.62		
11-03190-631-000-8000	Rachel Dalton	12/20/23	Amazon	\$42.49		
2-30-01000-619-000-8000	Rachel Dalton	12/20/23	Amazon	\$26.55		
52-02210-582-000-8860	ECO	12/14/23	Prime Video	\$3.72	\$3.72	ABC Training Video
52-02330-613-000-8000	ECO	12/15/2023	Amazon	\$43.18	\$43.18	Office Supplies
52-02580-597-000-8000	ECO	12/17/23	Amazon	\$197.92	\$197.92	HS Family Bags
52-02580-597-000-8000	ECO	12/17/23	Amazon	\$98.18	\$98.18	HS Family Bags
52-02330-613-000-8000	ECO	12/19/2023	Amazon	\$21.59	\$21.59	Office Supplies
52-01000-619-000-5400	ECO	12/17/23	Amazon	\$21.60	\$39.28	Jones - Classroom Supplies
52-02580-597-000-8009	ECO	12/17/23	Amazon	\$2.36		
11-03190-631-000-8000	ECO	12/17/23	Amazon	\$9.43		
2-30-01000-619-000-8000	ECO	12/17/23	Amazon	\$5.89		
52-02580-597-000-8000	ECO	12/17/23	Amazon	\$30.93	\$113.91	HS Family Bags
52-02330-613-000-8000	ECO	12/17/23	Amazon	\$82.98	\$82.98	Office Supplies
52-02580-597-000-8000	ECO	12/18/23	Amazon	\$316.48	\$316.48	HS Family Bags
52-02580-597-000-8000	ECO	12/18/23	Amazon	\$160.13	\$160.13	HS Family Bags
52-02580-597-000-8000	ECO	12/18/23	Amazon	\$12.23	\$22.23	Family Gifts
52-02580-597-000-8009	ECO	12/18/23	Amazon	\$1.33		
11-03190-631-000-8000	ECO	12/18/23	Amazon	\$5.34		
2-30-02580-597-000-8000	ECO	12/18/23	Amazon	\$3.33		
52-02210-582-000-8860	ECO	12/14/23	Prime Video	\$3.99	\$3.99	ABC Training Video

52-02580-597-000-8000	ECO	12/18/23	Amazon	\$20.18	\$36.69	Family Gifts
52-02580-597-000-8009	ECO	12/18/23	Amazon	\$2.20		
11-03190-631-000-8000	ECO	12/18/23	Amazon	\$8.81		
2-30-02580-597-000-8000	ECO	12/18/23	Amazon	\$5.50		
52-02330-613-000-8000	ECO	12/18/23	Amazon	\$19.43	\$19.43	Office Supplies
52-02330-613-000-8000	ECO	12/19/23	Amazon	\$111.20	\$111.20	Office Supplies
52-02330-613-000-8000	ECO	12/19/23	Amazon	\$27.03	\$27.03	Office Supplies
52-02330-613-000-8000	ECO	12/20/24	Amazon	\$99.99	\$99.99	Ink - Williams
52-02210-582-000-8860	ECO	12/14/23	Prime Video	\$3.79	\$3.79	ABC Training Video
52-02580-597-000-8000	ECO	12/20/23	Amazon	\$37.99	\$69.08	Family Gifts
52-02580-597-000-8009	ECO	12/20/23	Amazon	\$4.14		
11-03190-631-000-8000	ECO	12/20/23	Amazon	\$16.58		
2-30-02580-597-000-8000	ECO	12/20/23	Amazon	\$10.37		
52-02580-597-000-8000	ECO	12/22/23	Amazon	\$36.80	\$66.90	Family Gifts
52-02580-597-000-8009	ECO	12/22/23	Amazon	\$4.01		
11-03190-631-000-8000	ECO	12/22/23	Amazon	\$16.06		
2-30-02580-597-000-8000	ECO	12/22/23	Amazon	\$10.03		
52-02330-613-000-8000	ECO	1/4/24	Amazon	\$102.35	\$102.35	Office Supplies
52-02330-613-000-8000	ECO	1/5/24	Amazon	\$65.48	\$65.48	Office Supplies
52-02330-613-000-8000	ECO	1/5/24	Amazon	\$21.59	\$21.59	Office Supplies
52-02580-597-000-8000	ECO	1/5/24	Amazon	\$9.67	\$17.59	Family Gifts
52-02580-597-000-8009	ECO	1/5/24	Amazon	\$1.06		
11-03190-631-000-8000	ECO	1/5/24	Amazon	\$4.22		
2-30-02580-597-000-8000	ECO	1/5/24	Amazon	\$2.64		
52-02330-613-000-8000	ECO	1/6/24	Amazon	\$120.65	\$120.65	Office Supplies
52-02330-613-000-8000	ECO	1/6/24	Amazon	\$9.28	\$9.28	Office Supplies
52-02330-613-000-8000	ECO	1/6/24	Amazon	\$45.10	\$45.10	Office Supplies
52-02580-597-000-8000	ECO	1/6/24	Amazon	\$12.70	\$23.09	Family Gifts
52-02580-597-000-8009	ECO	1/6/24	Amazon	\$1.39		
11-03190-631-000-8000	ECO	1/6/24	Amazon	\$5.54		
2-30-02580-597-000-8000	ECO	1/6/24	Amazon	\$3.46		
52-02330-613-000-8000	ECO	1/8/24	Amazon	\$55.16	\$55.16	Office Supplies
52-02330-613-000-8000	ECO	1/8/24	Amazon	\$53.87	\$53.87	Office Supplies
52-02210-582-000-8860	ECO	1/14/24	Prime Video	\$5.99	\$5.99	ABC Training Video
52-02580-597-000-8000	Alicia Hecht	12/14/23	Dillon's	\$24.02	\$24.02	Water for bedtime rocks event
52-01000-619-000-7300	Angie McDonald	12/18/23	The White Peacock	\$25.61	\$91.46	Learning Journey

52-01000-619-000-7400	Angie McDonald	12/18/23	The White Peacock	\$25.61	
52-02580-597-000-8009	Angie McDonald	12/18/23	The White Peacock	\$5.49	
11-03190-631-000-8000	Angie McDonald	12/18/23	The White Peacock	\$21.95	
2-30-01000-619-000-8000	Angie McDonald	12/18/23	The White Peacock	\$12.80	
52-01000-619-000-7300	Angie McDonald	12/18/23	Walmart	\$44.25	\$80.45 Classroom Expenses
52-02580-597-000-8009	Angie McDonald	12/18/23	Walmart	\$4.83	
11-03190-631-000-8000	Angie McDonald	12/18/23	Walmart	\$19.31	
2-30-01000-619-000-8000	Angie McDonald	12/18/23	Walmart	\$12.06	
52-01000-619-000-4300	Aspen Rank	12/20/23	Pizza Hut	\$62.29	\$111.24 Classroom Expenses
52-02580-597-000-8009	Aspen Rank	12/20/23	Pizza Hut	\$6.67	
11-03190-631-000-8000	Aspen Rank	12/20/23	Pizza Hut	\$26.70	
2-30-01000-619-000-8000	Aspen Rank	12/20/23	Pizza Hut	\$15.58	
52-02580-597-000-8000	Alexis Williams	12/14/23	Casey's	\$40.00	\$40.00 Gas For Headstart family
52-02580-597-000-8000	Alexis Williams	12/15/23	56 Express Tire and Service	\$38.65	\$38.65 Tire Repair for Headstart Family
52-02580-597-000-8000	Alexis Williams	12/18/23	Dollar Tree	\$31.90	\$36.25 Christmas Bag Supplies
52-02580-597-000-8009	Alexis Williams	12/18/23	Dollar Tree	\$4.35	
TOTAL				\$3,860.85	\$3,860.85
52-02330-613-019-8000	0.00				
52-02330-613-000-8000	935.99				
52-02132-619-000-8000	130.37				
52-02580-597-000-8000	1,067.78				
52-02210-584-000-8860	0.00				
52-01000-619-000-8000	609.40				
52-01000-619-000-7400	25.61				
52-02580-597-000-8009	120.54				
11-03190-631-000-8000	456.75				
52-01000-619-000-7300	69.86				
52-01000-619-000-5301	0.00				
52-01000-619-000-4300	62.29			\$0.00	\$0.00
52-02720-626-000-8000	0.00				
52-01000-619-000-4400	0.00				
52-01000-619-000-5400	21.60				
52-01000-619-000-8005	14.76				
52-02330-531-000-8000	0.00				

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	62.49				
78-01000-320-000-3000	0.00				
52-01000-619-000-6400	0.00				
2-30-02580-597-000-8000	201.53				
52-02330-810-000-8000	0.00				
2-30-01000-619-000-8000	81.88				
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				
52-01000-619-000-8009	0.00				
TOTAL	\$3,860.85				

McPherson/Marion Policy Council Meeting

**Policy Council Agenda
December 4, 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 5:39 PM
	2. Corrections and Additions to Agenda	Vote	Results First- Echo James Second-Addie Ehresman Yes: 7 No: 0
	2. Approval of Consent Agenda Items (lettered below)	Vote	Results First- Echo James Second- Addie Ehresman Yes: 7 No: 0
	A. Directors Report		
	B. Purchasing Card Statement		
	C. Minutes of November meeting		
	D. Annual Report 22-23		
5:55	3. New Business		
	A. Program Instruction: ACF-PI-OHS-23-04 Notice of Proposed Rulemaking on Supporting the Head Start Workforce and Consistent Quality Programming-Public Comment Period		
	B. Information Memorandum: ACF-IM-HS-23-04: Fiscal Year 2024 Monitoring Process for Head Start		

	and Early Head Start Recipients		
	C. Fall Child Level Outcome Data		
	D. CLASS Data		
	E. Project/Grant Application	Vote	Results First- Echo James Second-Savanna Coleman Yes: 7 No: 0
	4. Items for next meeting <ul style="list-style-type: none"> ● Parent involvement in Health Advisory Council and Conscious Discipline Action Team ● Parent Survey? ● Staff Survey? 		Meeting Date/Location: Jan 9th, 2024 Location: Roosevelt 5-6:30
6:30	4. Adjournment		

Chair Signature:

Note Taker Signature:

Policy Number: JD003	Title: Coordinator Of Early Childhood Assistant Director for Family & Community Services
Performance Standard: 1302.91(d)(1)	Original Date: 5/2014
USD 418 BOE Policy:	Policy Council Approval/Revision: 11/11/14 8/2017 2/2024 BOE Approval: 1/2024

QUALIFICATIONS:

1. B.A. in social work, human development, family services ~~Human Resources~~ or a related field or ~~Degree in Early Childhood Education or a related field~~ or Previous experience in Head Start Social Service area
2. KBI criminal record check and signed declaration form
3. Pre-employment physical and TB Skin Test

REPORTS TO: Director of Early Childhood

SUPPORTS/SUPERVISES: ~~Supervision of Family Advocates & ERSEA secretary~~

JOB GOAL: Responsible for all federal requirements in ERSEA and Family, Parent, and Community Engagement. Family and Community Services focuses on eligibility, recruiting, selection, enrollment and attendance. Supports the program with focusing on parent involvement, family support services, transition services and partnerships with community agencies. ~~To provide leadership and coordination to connect families with appropriate community resources and to encourage parents to participate in the Early Childhood Program. To ensure families are getting all services required/needed.~~

ESSENTIAL FUNCTIONS:

1. To monitor the recruitment and enrollment of students, compile waiting lists at each school, and ensure the appropriate paperwork is completed.
2. Create and provide social services informational hand-outs on a regular basis.
3. Provides support to Family Advocates in the services they provide through reflection and training.
4. ~~Follow up on the community groups and agencies to help meet the needs of each family.~~ Collaborate with community agencies and groups to help meet the needs of families. Meet with families or assist in resource location as needed.
5. ~~Monitor Follow up on paperwork from Family advocates, meet with families or assist in resource location as needed.~~
6. Advocate for parents and children in the Head Start communities. Attend meetings related to community partnership.
7. ~~Monitor that parent meetings occur, and are productive and appropriate and be involved in the planning process of these meetings.~~ Monitor paperwork from Family advocates this includes but is not limited to parent meetings, and home

visit documentation. Monitor and ensure that home visits, and parents meetings are occurring, as well as assisting in planning processes when needed.

8. ~~8.~~ Set up program terms/classrooms/sites on ChildPlus for each new school year.
9. ~~9.~~ Organise, recruit, train and guide volunteers, both parents and community members in the classrooms and wherever the goals of Head Start can be met. Track and ensure accurate recording of volunteer times and activities for the Head Start in-kind requirements.
10. ~~10.~~ Develop; implement, and monitor volunteer guidelines. ~~through a booklet and training.~~
11. ~~11.~~ Monitors and ensures compliance of ERSEA and Family and Community Engagement standards. ~~records showing all HS families have social service home visits as needed/required.~~
12. ~~12.~~ Oversee all social services/parent involvement input into the computer tracking system.
13. ~~13.~~ Assists the Director with the implementation and updates of work plans, policies & procedures. Train staff to implement these processes (including Male Involvement & Healthy Marriages plan).
14. ~~13.~~ 4. Attends workshops and ~~training~~ trainings as requested.
15. ~~14.~~ 5. Provides in-service for parents and staff concerning social services, parent involvement, male involvement and parent education.
16. ~~15.~~ 6. Contact service organizations, clubs, and businesses to provide donations for families and children in need.
17. ~~16.~~ 7. Writes and monitors Parent Family Communication Document.
18. ~~17.~~ 8. Works with Family Advocates on Fatherhood Initiatives.
19. ~~18.~~ Participate and assist with the annual self-assessment and the community needs assessment.
- ~~19.~~ Monitors student program attendance.
- ~~20.~~ Monitor Family Partnership Agreements and home visits.
- ~~21.~~ Writes and updates Parent Handbook.
- ~~22.~~ Additional duties as determined by the Early Childhood Director.
20. ~~22.~~ Assist in implementing tier 2 strategies in the classrooms to support mental health and social and emotional concerns of students.
20. ~~4.~~ Provide parents and family advocates with resources/referrals for mental health interventions.
21. Assist in classrooms when needed.
22. Additional duties as determined by the Early Childhood Director

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand or walk; talk or hear; use hands to finger, handle, or feel objects, tools, or controls; and

reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TERMS OF EMPLOYMENT:

Coordinator ~~Assistant Director~~ contract of 212 days and other benefits in accordance with board of education policy and appropriated over twelve months. Additional summer duties are required and built into the contract days.

EVALUATION: Performance of job will be evaluated in accordance with board policy.

CFO SERVICES CONTRACT

McPherson-Marion County Head Start, USD 418

AND

Jerry Hinerman, USD 410 Business Manager

This Agreement is made effective February 13th, 2024 between McPherson USD 418 McPherson-Marion County Head Start Program and Jerry Hinerman, for CFO services regarding Head Start funding.

Objectives

The objectives of this contract are:

- To clarify the roles and responsibilities of Jerry Hinerman and McPherson-Marion County Head Start.

Parties

Head Start is operated and administered by USD 418 as grantee for the benefit of McPherson USD 418 Early Childhood Program and Jerry Hinerman is the business manager for USD 410.

This agreement defines the framework for the partnership between Jerry Hinerman and the McPherson-Marion County Head Start Program. The nature of the partnership is for Jerry Hinerman to provide CFO services, which include, submission of federal reporting, drawdown of federal funds, assisting with development and monitoring of program budget, and assisting with ensuring legal and regulatory compliance. McPherson-Marion Head Start Program will make available to Jerry Hinerman program staff and fiscal data necessary for him to carry out these duties.

Contract Term

This Agreement is for a term of 5 months beginning February 13, 2024 and ending June 30, 2024.

Regulatory Compliance

Jerry Hinerman wishes to provide services in connection with McPherson-Marion County Head Start as provided in this Agreement and according to the Head Start regulatory requirements, including the implementation of Head Start Performance Standards as set forth in part 1303 (Financial and Administrative Requirements) and Uniform Guidance for Federal Awards.

Jerry Hinerman represents that assigned CFO has a baccalaureate degree in accounting.

PART ONE: SCOPE OF WORK

Jerry Hinerman Agrees to:

During the Term of this Agreement, Jerry Hinerman undertakes and agrees to:



PUBLIC SCHOOLS

**MCPHERSON AND MARION COUNTY
EARLY CHILDHOOD PROGRAM**

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Ph: 620-241-9590
Fax: 620-241-9565

1. Provide support and recommendations to McPherson-Marion County Head Start Program.
 - a. Submission of federal reports
 - b. Monthly Drawdown of federal funds
 - c. Assist with development and monitoring of program budget
 - d. Assist with ensuring legal and regulatory compliance
 - e. Other fiscal duties agreed upon by Jerry Hinerman and the McPherson-Marion County Head Start Program

McPherson-Marion County Head Start Agrees to:

During the Term of this Agreement, the McPherson-Marion County Head Start program undertakes and agrees to:

1. Provide Jerry Hinerman with Head Start Performance Standards and program policies related to fiscal operations.
2. Collaborate with Jerry Hinerman once a month at minimum to review expenditures, budget, and assist with upcoming reports.
3. Reimburse Jerry Hinerman for CFO services based on monthly service reports at the rates and timelines identified in this agreement.

PART TWO: REIMBURSEMENT

1. Jerry Hinerman will invoice McPherson-Marion County at a rate of \$70.00 per hour for services defined in Part One, Section 1 A-E on a monthly basis.
2. If travel to McPherson is necessary, Jerry Hinerman will be reimbursed at the rate of \$0.655 per mile for 55 miles round trip.
3. Jerry Hinerman will submit monthly invoices and documentation of services provided and related travel time. McPherson-Marion County Head Start will provide payment for the approved, invoiced services monthly.

Termination of Agreement

This Agreement may be terminated by either McPherson-Marion Head Start or by Jerry Hinerman for any reason upon not less than thirty (30) calendar days' written notice to the other party. In the event of any such termination, the parties shall fully perform all of their respective obligations under the provisions of this Agreement to and including the effective date of such termination.

MCPHERSON

PUBLIC SCHOOLS

**MCPHERSON AND MARION COUNTY
EARLY CHILDHOOD PROGRAM**

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

SIGNATURES

This contract is an agreement in principle and will be reviewed as needed by the agencies involved.
Appropriate changes will be made upon agreement of both agencies.

Jerry Hinerman

Jerry Hinerman USD 410 Business Manager

2/1/2024

Date

David Brock

David Brock Head Start Director

2/2/2024

Date

Shiloh Vincent

Shiloh Vincent Executive Director/USD 418 Superintendent

2/2/2024

Date

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?

- Income Tax Form 1040
- W-2
- TANF documentation
- Pay stub or pay envelopes
- unemployment
- SNAP documentation
- Written statement from employer(s)
- Foster Care reimbursement
- SSI documentation
- Documentation of no income
- Other _____

6. Staff signature: _____ Date of eligibility verification: _____

7. Staff name: _____ Title: _____

2024 Poverty Income Guidelines

Persons In Family	ELIGIBLE	110% ABOVE	120% ABOVE	130% ABOVE
1	\$15,060	\$16,566	\$18,072	\$19,578
2	\$20,440	\$22,484	\$24,528	\$26,572
3	\$25,820	\$28,402	\$30,984	\$33,566
4	\$31,200	\$34,320	\$37,440	\$40,560
5	\$36,580	\$40,238	\$43,896	\$47,554
6	\$41,960	\$45,156	\$50,352	\$54,548
7	\$47,340	\$52,074	\$56,808	\$61,542
8	\$52,720	\$57,992	\$63,264	\$68,536

* For families/households with more than 8 persons add \$5,380 for each additional person.

ELIGIBILITY PRIORITY CRITERIA 2024/2025 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
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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	()	

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: _____

Completed by (Staff Signature) _____ **Date** _____



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region 7 | N 601 East 12th Street, Room 276, Kansas City MO 64106 | eclkc.ohs.acf.hhs.gov

January 26, 2024

Ms. Ann Elliot, USD BOE Chair
McPherson Unified School District #418
915 E 1st St
McPherson, KS 67460-3671

Re: Grant No. 07CH010998

Dear Ms. Elliot,

The Head Start Act sets forth specific requirements with regard to enrollment levels in Head Start programs. The Office of Head Start (OHS) is committed to supporting grant recipients' efforts to achieve full enrollment while maintaining the highest quality of services for children and families. To further our collective mission, OHS works together in partnership with grant recipients to increase enrollment in programs that have fewer children enrolled than their funded enrollment level.

We are writing to inform you that, pursuant to Section 641A(h)(3) of the Head Start Act, McPherson Unified School District #418 is required to develop a plan in collaboration with OHS to address its current underenrollment status. OHS recognizes that many Head Start programs are experiencing unprecedented challenges in hiring and retaining qualified staff. Please know that OHS staff will be working in partnership with you through this process to offer support, technical assistance, and guidance to better understand the enrollment challenges you are experiencing and develop solutions.

OHS also wants to ensure that grant recipients are fully aware of the requirements, expectations, and next steps in this process, which are further outlined in the sections below.

Full Enrollment Requirements

Section 641A(h)(3) of the Head Start Act requires OHS to determine which Head Start agencies have operated with an actual enrollment that is less than full funded enrollment for at least four consecutive months. OHS is also required to collaborate with such agencies on the development of a plan and timetable for reducing or eliminating underenrollment.

Based on the Head Start enrollment level reported by your agency, McPherson Unified School District #418, will be required to initiate a plan to improve enrollment in collaboration with OHS. The plan will last 12 months, with the goal of achieving at least 97 percent enrollment, as described in Section 641A(h)(5) of the Head Start Act. The 12-month period goes into effect 10 days following the date of this letter. During the 12-month period, OHS will partner with your agency to ensure that you have a plan and the technical assistant support necessary to reach full enrollment. The 12-month period will conclude not later than January 26, 2025.

OHS requests a meeting with your agency leadership within the next 30 days to collaborate on development of a plan for reaching at least 97% funded enrollment. OHS requests the Board Chair and/or a Governing Body Official be present during the meeting.

In preparation for the meeting, your organization should review available data and information including the community assessment as well as the factors in Section 641A(h) of the Head Start Act (included as Attachment A). This review should guide your agency in identifying the factors which may be contributing to your program's underenrollment.

Your assigned Program Specialist, Mustafaa El-Scari, will contact you to schedule the meeting.

Underenrollment Reporting Requirements

During the 12-month period, the following is required:

- **Center Level Enrollment Reporting** –Monthly enrollment **must be** reported by center and program option using the Center Level Reporting Spreadsheet. A webinar training on this requirement is available in the Head Start Enterprise System. Please watch, "Training –Center Level Reporting Spreadsheet", under the Enrollment tab of the Resources page to learn how to download, complete, and upload this spreadsheet when reporting monthly enrollment.
- **Enrollment Plan Submission** –Your organization must develop, in collaboration with the Regional Office, a plan and timetable for reducing or eliminating underenrollment. A working plan to reduce underenrollment **must be** submitted to the Regional Office within 30 days of the meeting. Please note, the Regional Office does not formally approve plans; however, the plan will be used to support and facilitate conversations during the 12-month period.

Next Steps and Potential Actions

The Head Start Act also outlines potential actions if a Head Start program is under 97 percent enrollment after the 12-month period. OHS wants to ensure that you are fully aware of the potential actions following the 12-month period. If your agency reaches at least 97 percent enrollment at the end of the 12-month period, then OHS will continue to evaluate enrollment to ensure your program maintains at least 97 percent enrollment for the next six consecutive months. If this is achieved, a Completion Letter at the end of the six consecutive months will be issued as formal recognition of satisfactory completion of the underenrollment plan.

If your agency has not reached at least 97 percent enrollment at the end of the 12-month period, the Office of Head Start has the option of reducing grant funds. OHS will consider improvements in enrollment and action steps that the grant recipient has taken to address enrollment issues. We strongly recommend that you consider a Change in Scope application to restructure your budget to address the underlying causes of under-enrollment, including reducing slots to increase wages in order to recruit and retain teachers.

Based on your most recently reported enrollment levels, your Head Start program is underenrolled by 12 slots. If OHS were to decrease your funded enrollment according to this figure, it would equate to recapturing \$139,760 from your Head Start base grant. Please note, OHS is **not** recapturing any funds from your agency at this time and the figures presented in this letter are provided to you for informational purposes only based on current data.

We look forward to working with you as you evaluate your community, plan strategically, and implement your plan

to reach full enrollment. For more information about the Full Enrollment Initiative, please see [ACF-PI-HS-18-04](#).

Sincerely,

/Clarence Small/

Regional Program Manager
Office of Head Start, Region 7

ATTACHMENT A

Sec. 641A Standards; Monitoring of Head Start Agencies and Programs

...

(h) Reduction of Grants and Redistribution of Funds in Cases of Underenrollment-

(1) DEFINITIONS- In this subsection:

(A) ACTUAL ENROLLMENT- The term 'actual enrollment' means, with respect to the program of a Head Start agency, the actual number of children enrolled in such program and reported by the agency (as required in paragraph (2)) in a given month.

(B) BASE GRANT- The term 'base grant' has the meaning given the term in section 640(a)(7).

(C) FUNDED ENROLLMENT- The term 'funded enrollment' means, with respect to the program of a Head Start agency in a fiscal year, the number of children that the agency is funded to serve through a grant for the program during such fiscal year, as indicated in the grant agreement.

(2) ENROLLMENT REPORTING REQUIREMENT- Each entity carrying out a Head Start program shall report on a monthly basis to the Secretary and the relevant Head Start agency

(A) the actual enrollment in such program; and

(B) if such actual enrollment is less than the funded enrollment, any apparent reason for such enrollment shortfall.

(3) SECRETARIAL REVIEW AND PLAN- The Secretary shall

(A) on a semiannual basis, determine which Head Start agencies are operating with an actual enrollment that is less than the funded enrollment based on not less than 4 consecutive months of data;

(B) for each such Head Start agency operating a program with an actual enrollment that is less than its funded enrollment, as determined under subparagraph (A), develop, in collaboration with such agency, a plan and timetable for reducing or eliminating underenrollment taking into consideration--

(i) the quality and extent of the outreach, recruitment, and communitywide strategic planning and needs assessment conducted by such agency;

(ii) changing demographics, mobility of populations, and the identification of new underserved low-income populations;

(iii) facilities-related issues that may impact enrollment;

(iv) the ability to provide full-working-day programs, where needed, through funds made available under this subchapter or through collaboration with entities carrying out other early childhood education and development programs, or programs with other funding sources (where available);

(v) the availability and use by families of other early childhood education and development options in the community served; and

(vi) agency management procedures that may impact enrollment; and

(C) provide timely and ongoing technical assistance to each agency described in subparagraph (B) for the purpose of assisting the Head Start agency to implement the plan described in such subparagraph.

(4) IMPLEMENTATION- Upon receipt of the technical assistance described in paragraph (3)(C), a Head Start agency shall immediately implement the plan described in paragraph (3)(B). The Secretary shall, where determined appropriate, continue to provide technical assistance to such agency.

(5) SECRETARIAL REVIEW AND ADJUSTMENT FOR CHRONIC UNDERENROLLMENT-

(A) IN GENERAL- If, after receiving technical assistance and developing and implementing the plan as described in paragraphs (3) and (4) for 12 months, a Head Start agency is operating a program with an actual enrollment that is less than 97 percent of its funded enrollment, the Secretary may--

(i) designate such agency as chronically underenrolled; and

(ii) recapture, withhold, or reduce the base grant for the program by a percentage equal to the percentage difference between funded enrollment and actual enrollment for the program for the most recent year for which the agency is determined to be underenrolled under paragraph (3)(A).

(B) WAIVER OR LIMITATION OF REDUCTIONS- The Secretary may, as appropriate, waive or reduce the percentage recapturing, withholding, or reduction otherwise required by subparagraph (A), if, after the implementation of the plan described in paragraph (3)(B), the Secretary finds that--

(i) the causes of the enrollment shortfall, or a portion of the shortfall, are related to the agency's serving significant numbers of highly mobile children, or are other significant causes as determined by the Secretary;

(ii) the shortfall can reasonably be expected to be temporary; or

(iii) the number of slots allotted to the agency is small enough that underenrollment does not create a significant shortfall.

(6) REDISTRIBUTION OF FUNDS-

(A) IN GENERAL- Funds held by the Secretary as a result of recapturing, withholding, or reducing a base grant in a fiscal year shall be redistributed by the end of the following fiscal year as follows:

(i) INDIAN HEAD START PROGRAMS- If such funds are derived from an Indian Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Head Start programs.

(ii) MIGRANT AND SEASONAL HEAD START PROGRAMS- If such funds are derived from a migrant or seasonal Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more programs of the type from which such funds are derived.

(iii) EARLY HEAD START PROGRAMS- If such funds are derived from an Early Head Start program in a State, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Early Head Start programs in that State. If such funds are derived from an Indian Early Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Early Head Start programs.

(iv) OTHER HEAD START PROGRAMS- If such funds are derived from a Head Start program in a State (excluding programs described in clauses (i) through (iii)), then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Head Start programs (excluding programs described in clauses (i) through (iii)) that are carried out in such State.

(B) ADJUSTMENT TO FUNDED ENROLLMENT- The Secretary shall adjust as necessary the requirements relating to funded enrollment indicated in the grant agreement of a Head Start agency receiving redistributed funds under this paragraph.

•••••

HEAD START

Health Services Advisory Committee

Thursday | 15 Feb | 3:30 PM

LOCATION TBD

Come learn about our goals and plans!



Interested in attending? Email
Rachel.Dalton@mcpherson.com
for more details

MCPHERSON

PUBLIC SCHOOLS

**MCPHERSON AND MARION COUNTY
EARLY CHILDHOOD PROGRAM**

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

McPherson and Marion County Early Head Start Conscious Discipline Action Team(CDAT)

Purpose of the CDAT Team

- Assist with implementation of program wide Conscious Discipline School Family
- Plan ways to support staff in building connections within program

Responsibilities of the CDAT

- Willingness to help support the dream and ignite passion for Conscious Discipline
- Create and model Conscious Discipline structures for the program (safe place for staff, kindness center, wish well board etc. for staff)
- Support the development of safety, connection, and problem solving for the program
- Lead activities to support safety, connection and problem solving with staff members at staff meetings or collaborations and family events
- Being the voice and representation of what staff and families need to feel safe, connected and a part of the school family
- Receive ongoing Conscious Discipline professional development to continue in the Conscious Discipline journey

If interested in participating please contact Rachel Boden (rachel.boden@mcperson.com).



The logo for McPherson Public Schools, featuring the word "MCPHERSON" in white, bold, uppercase letters on a red, curved background.

PUBLIC SCHOOLS

**MCPHERSON AND MARION COUNTY
EARLY CHILDHOOD PROGRAM**

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

McPherson and Marion County Head Start Interview Team

Purpose of the interview team

- To find the best fit for the early childhood program.

Responsibilities of the interview team

- Willingness to attend all interviews for all candidates for each opening.
- Follow interview protocols.
- Keep candidate names and information discussed in interviews confidential.
- Provide feedback that informs the director in the hiring decision.

**If interested in being part of the interview team please contact David Brock
(david.brock@mcpherson.com)**

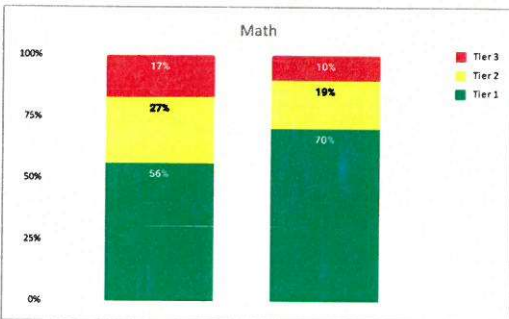
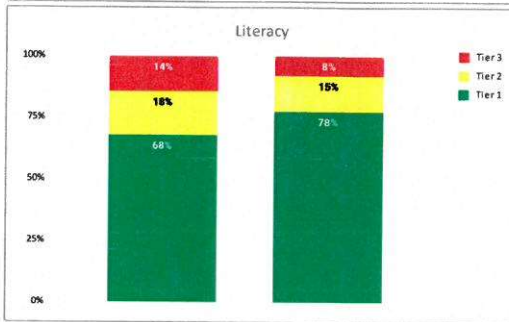
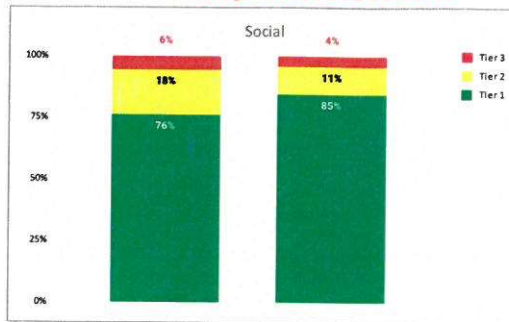


Program Wide Data 3's and 4's

	Tier 1	Tier 2	Tier 3
Fall			
Winter	76%	18%	6%
Spring	#DIV/0!	#DIV/0!	#DIV/0!
End of Year	#DIV/0!	#DIV/0!	#DIV/0!

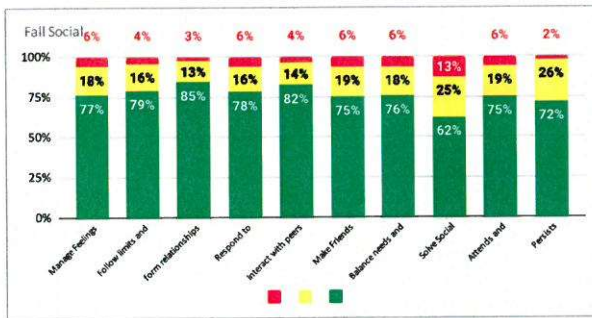
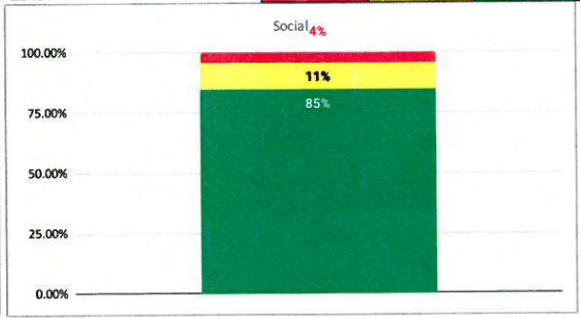
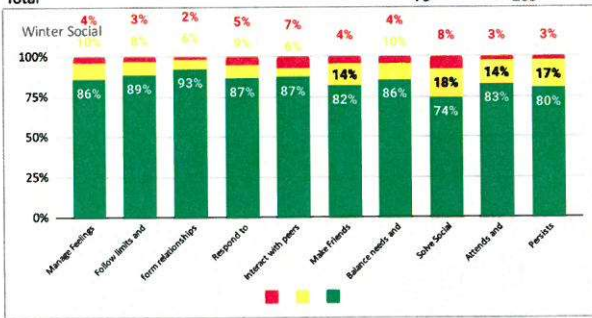
	Tier 1	Tier 2	Tier 3
Fall			
Winter	68%	18%	14%
Spring	#DIV/0!	#DIV/0!	#DIV/0!
End of Year	#DIV/0!	#DIV/0!	#DIV/0!

	Tier 1	Tier 2	Tier 3
Fall			
Winter	56%	27%	17%
Spring	#DIV/0!	#DIV/0!	#DIV/0!
End of Year	#DIV/0!	#DIV/0!	#DIV/0!



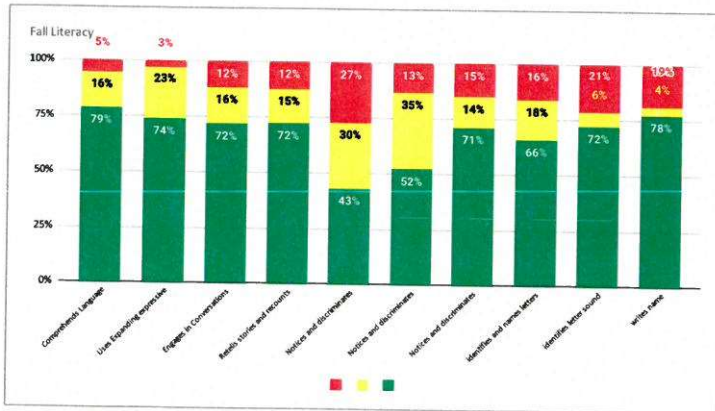
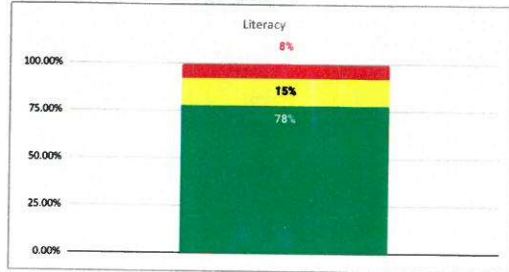
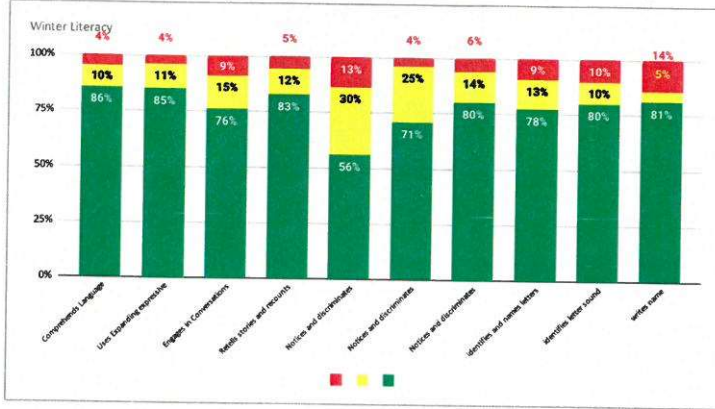
	2 or more	1 years below	age	above age		Tier 3	Tier 2	Tier 1
Social Behavior								
Manage Feelings	7	19	161	0	187	4%	10%	86%
Follow limits and expectations	6	15	166	0	187	3%	8%	89%
form relationships	3	11	169	4	187	2%	6%	93%
Respond to emotional cues	9	16	160	2	187	5%	9%	87%
Interact with peers	13	11	153	10	187	7%	6%	87%
Make Friends	8	26	152	1	187	4%	14%	82%
Balance needs and rights of self with others	8	19	150	10	187	4%	10%	86%
Solve Social Problems	15	33	139	0	187	8%	18%	74%
Attends and engages	5	27	147	8	187	3%	14%	83%
Persists	5	32	148	2	187	3%	17%	80%

Total 79 209 1545 37 1870 4% 11% 85%



	2 or more	1 years below	age	above age		Tier 3	Tier 2	Tier 1			
Literacy											
Comprehends Language	8	18	156	0	182	4%	10%	86%			
Uses Expanding expressive vocabulary	7	21	154	5	187	4%	11%	85%			
Engages in Conversations	16	28	130	13	185	9%	15%	76%			
Retells stories and recounts details from	10	22	155	0	187	5%	12%	83%			
Notifies and discriminates rhyme	25	57	105	0	187	13%	30%	56%			
Notifies and discriminates alliteration	7	47	132	1	187	4%	25%	71%			
Notifies and discriminates discrete units of	11	26	147	3	187	6%	14%	80%			
identifies and names letters	17	25	107	38	187	9%	13%	78%			
identifies letter sound correspondences	19	18	139	11	187	10%	10%	80%			
writes name	26	9	128	24	187	14%	5%	81%			

Total 146 271 1353 93 1863 8% 15% 78%



	2 or more	1 years below	age	above age		Tier 3	Tier 2	Tier 1	
Math									
Counts	21	26	132	8	187	11%	14%	75%	
Quantities	12	46	127	2	187	6%	25%	69%	
Connects numerals with their quantities	24	37	111	15	187	13%	20%	67%	

Total 57 109 370 25 561 10% 19% 70%

