

From: David Brock
Date: 1/15/24
Re: BOE Brief

Comments/Attachments

- Directors Report: Update on items that we are required to report on each month.
- JD 003 Coordinator of Family and Community Services: As we prepare to post an opening for a Coordinator of Family and Community services we are proposing changes to this job description.
- Grant Application: The competition grant for Head Start services was submitted to grants.gov on Dec. 13th. We have received an agency tracking number. As we hear more about the grant application I will keep you updated.
- Policy Council Update: The Policy Council meeting for January was scheduled for January 9th. Due to the cancellation of school and weather conditions this meeting was canceled. We are in the process of either rescheduling this meeting or waiting until our next meeting in February.





PUBLIC SCHOOLS

**MCPHERSON AND MARION COUNTY
EARLY CHILDHOOD PROGRAM**

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

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Re: Directors Report

Enrollment as of 12/31/23:

	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	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

* Currently we have 102 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 12/31/23:

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

- Average Daily Attendance for Head Start Students only was 90%
- Average Daily Attendance for all students in the program was 91%

Wait List as of 12/31/23

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 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 12/31/23:

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: 98% All: 98%
90 Day Physical and Dental Exams	Head Start: 55% All: 55%
90 Day Immunizations	Head Start: 94% All: 94%

Budget Report: 12/31/23

Head Start Funding for this year is as follows:

Total Budget	\$1,487,245.87
Amount Spent So Far	\$488,731.61
Percent Used	33%



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Personnel Changes:

Resignations/Retirement:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Jenny Smith	Education Coordinator	12/31/23

Transfers:

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

New Hires:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Ella Koehn	WES Pre-K Floating Instructional Aide	1/3/24

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 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. ~~23.~~ 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.