

From: David Brock
Date: 11/3/23
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.
- October 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.
- Follow Up Review Report: Attached is the follow up review report that we received providing information regarding non-compliances that were identified in our FA 2 review in October of the 22/23 school year. We will discuss this report and next steps in further detail at the meeting.
- Re-competition Notice: Due to a deficiency for Policy Council and a deficiency our program received during the 21/22 school year our program received notice that we will need to re-compete for our grant. We will discuss this report and next steps in further detail at the meeting.

McPherson/Marion Policy Council Meeting

**Policy Council Agenda
November 3, 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 October meeting		
5:55	3. New Business		
	A. Officer Elections a. Chair b. Co-Chair	Vote	We will need to elect a Chair Person and a Co-Chair
	B. By-Laws	Vote	We will review and take action on By-Laws
	C. Follow-Up Review Report		David will present information and answer questions about the report.
	D. Re-Competition Notice		David will will present information on re-competition and answer questions.
	4. Items for next meeting <ul style="list-style-type: none"> • Fall Child Level Outcome Data • Annual Report • CLASS Data • Grant Application • Policy Council Member Items? 		
6:30	4. Adjournment		

MCPHERSON

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**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: 11/6/23
Re: Directors Report

Enrollment as of 10/31/23:

	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	1	2	0	13
RES 3/4	7	2	3	3	0	15
WES 3	5	2	0	8	0	15
WES 4	4	1	3	5	0	13
HES AM*	4	1	2	0	0	13
HES PM*	2	2	0	0	0	10
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	81	23	24	33	13	191

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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 10/31/23:

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

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

Wait List as of 10/31/23

There are currently 12 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 11 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	6 (1 was offered a spot but declined, waiting on preferred school)	3
Out of District	1	0

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Health Requirements 45/90 Day 10/31/23:

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: 91% All: 93%
90 Day Physical and Dental Exams	Head Start: 66% All: 71%
90 Day Immunizations	Head Start: 98% All: 98%

Budget Report: 10/31/23

Head Start Funding for this year is as follows:

Total Budget	\$1,487,245.87
Amount Spent So Far	\$267,252.56
Percent Used	18%



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Personnel Changes:

Resignations/Retirement:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Sydney Stone	RES 4 Classroom Para	11/9/23
Macy Gorsuch	EES Pre-K Para	10/30/23

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
52-01000-619-000-8000	Rachel Boden	9/26/2023	Loving Guidance	\$168.07	\$212.75	Safe Place for the classroom
52-02580-597-000-8009	Rachel Boden	9/26/2023	Loving Guidance	\$44.68		Safe Place for the classroom
52-02210-582-000-8860	Rachel Boden	10/6/2023	Kansas School Social W	\$85.00	\$85.00	KSSWA Fall Conference Registration
52-02210-582-000-8860	Sarah Chairis	9/15/2023	EB September Apm Director	\$175.00	\$175.00	Advocate PD
52-02132-619-000-8000	Rachel Dalton	9/18/2023	Amazon	\$37.71	\$68.56	Toothbrush supplies
52-02580-597-000-8009	Rachel Dalton	9/18/2023	Amazon	\$6.17		
11-03190-631-000-8000	Rachel Dalton	9/18/23	Amazon	\$14.40		
2-30-01000-619-000-8000	Rachel Dalton	9/18/23	Amazon	\$10.28		
52-02132-619-000-8000	Rachel Dalton	10/3/2023	Amazon	\$156.92	\$285.30	Diapers
52-02580-597-000-8009	Rachel Dalton	10/3/2023	Amazon	\$25.68		
11-03190-631-000-8000	Rachel Dalton	10/3/23	Amazon	\$59.91		
2-30-01000-619-000-8000	Rachel Dalton	10/3/23	Amazon	\$42.79		
52-02132-619-000-8000	Rachel Dalton	10/3/2023	Amazon	\$56.03	\$101.88	Sunscreen
52-02580-597-000-8009	Rachel Dalton	10/3/2023	Amazon	\$9.17		
11-03190-631-000-8000	Rachel Dalton	10/3/23	Amazon	\$21.39		
2-30-01000-619-000-8000	Rachel Dalton	10/3/23	Amazon	\$15.29		
52-02132-619-000-8000	Rachel Dalton	10/3/2023	Amazon	\$62.35	\$113.36	Gloves
52-02580-597-000-8009	Rachel Dalton	10/3/2023	Amazon	\$10.20		
11-03190-631-000-8000	Rachel Dalton	10/3/23	Amazon	\$23.81		
2-30-01000-619-000-8000	Rachel Dalton	10/3/23	Amazon	\$17.00		
52-02132-619-000-8000	Rachel Dalton	10/12/2023	Amazon	\$17.87	\$32.49	Gloves
52-02580-597-000-8009	Rachel Dalton	10/12/2023	Amazon	\$2.92		
11-03190-631-000-8000	Rachel Dalton	10/12/23	Amazon	\$6.82		
2-30-01000-619-000-8000	Rachel Dalton	10/12/23	Amazon	\$4.88		
52-01000-619-000-6400	ECO	10/9/23	Amazon	\$91.64	\$174.56	Sechler - Classroom Supplies
52-02580-597-000-8009	ECO	10/9/23	Amazon	\$20.42		
11-03190-631-000-8000	ECO	10/9/23	Amazon	\$37.88		
2-30-01000-619-000-8000	ECO	10/9/23	Amazon	\$24.62		
52-02330-613-000-8000	ECO	9/30/23	Amazon	\$414.85	\$414.85	MES Ink
52-02330-613-000-8000	ECO	9/26/23	Amazon	\$66.43	\$66.43	Williams - Office
52-01000-619-000-7400	ECO	9/27/23	Amazon	\$162.00	\$308.57	Stucky - Classroom Supplies
52-02580-597-000-8009	ECO	9/27	Amazon	\$36.10		
11-03190-631-000-8000	ECO	9/27/23	Amazon	\$66.96		
2-30-01000-619-000-8000	ECO	9/27/23	Amazon	\$43.51		

52-02330-613-000-8000	ECO	9/19/23	Amazon	\$80.08	MES Ink
52-02330-613-000-8000	ECO	9/19/23	Amazon	\$196.05	Williams - Office Scanner
52-01000-619-000-6400	ECO	9/21/23	Amazon	\$71.37	Sechler - Classroom Supplies
52-02580-597-000-8009	ECO	9/21/23	Amazon	\$15.90	
11-03190-631-000-8000	ECO	9/21/23	Amazon	\$29.50	
2-30-01000-619-000-8000	ECO	9/21/23	Amazon	\$19.17	
52-01000-619-000-8005	ECO	10/4/23	Amazon	\$60.15	Marion Classroom
52-02580-597-000-8009	ECO	10/4/23	Amazon	\$18.99	
52-02330-613-000-8000	ECO	10/11/23	Amazon	\$34.86	Office Supplies - DOTS
52-02330-613-000-8000	ECO	9/25/23	Amazon	\$67.50	Office Supplies
52-02330-613-000-8000	ECO	10/11/23	Amazon	\$63.73	Office Supplies
52-01000-619-000-5301	Ashlynn Embers	9/27/23	Walmart	\$4.54	Food Experience
52-02580-597-000-8009	Ashlynn Embers	9/27/23	Walmart	\$1.01	
11-03190-631-000-8000	Ashlynn Embers	9/27/23	Walmart	\$1.87	
2-30-01000-619-000-8000	Ashlynn Embers	9/27/23	Walmart	\$1.22	
52-01000-619-000-4400	Erica Kramer	9/20/23	Amazon	\$25.99	Classroom Supplies
52-02580-597-000-8009	Erica Kramer	9/20/23	Amazon	\$4.25	
11-03190-631-000-8000	Erica Kramer	9/20/23	Amazon	\$9.92	
2-30-01000-619-000-8000	Erica Kramer	9/20/23	Amazon	\$7.09	
52-01000-619-000-4400	Erica Kramer	9/20/23	Amazon	\$191.66	Classroom Supplies
52-02580-597-000-8009	Erica Kramer	9/20/23	Amazon	\$31.36	
11-03190-631-000-8000	Erica Kramer	9/20/23	Amazon	\$73.18	
2-30-01000-619-000-8000	Erica Kramer	9/20/23	Amazon	\$52.27	
52-01000-619-000-4400	Erica Kramer	9/20/23	Amazon	\$14.83	Classroom Supplies
52-02580-597-000-8009	Erica Kramer	9/20/23	Amazon	\$2.43	
11-03190-631-000-8000	Erica Kramer	9/20/23	Amazon	\$5.66	
2-30-01000-619-000-8000	Erica Kramer	9/20/23	Amazon	\$4.05	
52-01000-619-000-4400	Erica Kramer	9/21/23	Amazon	\$24.74	Classroom Supplies
52-02580-597-000-8009	Erica Kramer	9/21/23	Amazon	\$4.05	
11-03190-631-000-8000	Erica Kramer	9/21/23	Amazon	\$9.45	
2-30-01000-619-000-8000	Erica Kramer	9/21/23	Amazon	\$6.74	
52-01000-619-000-4400	Erica Kramer	9/23/23	Amazon	\$42.33	Classroom Supplies
52-02580-597-000-8009	Erica Kramer	9/23/23	Amazon	\$6.93	
11-03190-631-000-8000	Erica Kramer	9/23/23	Amazon	\$16.16	
2-30-01000-619-000-8000	Erica Kramer	9/23/23	Amazon	\$11.55	
52-01000-619-000-6300	Audrey Fox	10/11/23	Walmart	\$117.78	Classroom Supplies

52-02580-597-000-8009	Audrey Fox	10/11/23	Walmart	\$26.25	
11-03190-631-000-8000	Audrey Fox	10/11/23	Walmart	\$48.68	
2-30-01000-619-000-8000	Audrey Fox	10/11/23	Walmart	\$31.64	
52-02580-619-000-8000	Alicia Hecht	10/1/23	Dillon's	\$77.83	\$77.83 Policy Council Food
52-02580-597-000-8000	Alicia Hecht	10/12/23	Dillon's	\$115.12	\$219.28 Part of Fatherhood Event
52-02580-597-000-8009	Alicia Hecht	10/12/23	Dillon's	\$25.66	
11-03190-631-000-8000	Alicia Hecht	10/12/23	Dillon's	\$47.58	
2-30-01000-619-000-8000	Alicia Hecht	10/12/23	Dillon's	\$30.92	
52-01000-619-000-7300	Angie McDonald	9/30/23	Mardel	\$19.76	\$35.92 Classroom Supplies
52-02580-597-000-8009	Angie McDonald	9/30/23	Mardel	\$3.23	
11-03190-631-000-8000	Angie McDonald	9/30/23	Mardel	\$7.54	
2-30-01000-619-000-8000	Angie McDonald	9/30/23	Mardel	\$5.39	
52-01000-619-000-4300	Aspen Rank	9/14/23	Amazon	\$10.44	\$19.89 Classroom Supplies
52-02580-597-000-8009	Aspen Rank	9/14/23	Amazon	\$2.33	
11-03190-631-000-8000	Aspen Rank	9/14/23	Amazon	\$4.32	
2-30-01000-619-000-8000	Aspen Rank	9/14/23	Amazon	\$2.80	
52-01000-619-000-4300	Aspen Rank	9/16/23	Amazon	\$123.87	\$235.94 Classroom Supplies
52-02580-597-000-8009	Aspen Rank	9/16/23	Amazon	\$27.60	
11-03190-631-000-8000	Aspen Rank	9/16/23	Amazon	\$51.20	
2-30-01000-619-000-8000	Aspen Rank	9/16	Amazon	\$33.27	
52-01000-619-000-4300	Aspen Rank	9/16/23	Amazon	\$35.89	\$68.37 Classroom Supplies
52-02580-597-000-8009	Aspen Rank	9/16/23	Amazon	\$8.00	
11-03190-631-000-8000	Aspen Rank	9/16/23	Amazon	\$14.84	
2-30-01000-619-000-8000	Aspen Rank	9/16	Amazon	\$9.64	
52-01000-619-000-4300	Aspen Rank	9/19/23	Amazon	\$10.23	\$19.49 Classroom Supplies
52-02580-597-000-8009	Aspen Rank	9/19/23	Amazon	\$2.28	
11-03190-631-000-8000	Aspen Rank	9/19/23	Amazon	\$4.23	
2-30-01000-619-000-8000	Aspen Rank	9/19	Amazon	\$2.75	
52-01000-619-000-4300	Aspen Rank	9/21/23	Amazon	\$19.66	\$37.44 Classroom Supplies
52-02580-597-000-8009	Aspen Rank	9/21/23	Amazon	\$4.38	
11-03190-631-000-8000	Aspen Rank	9/21/23	Amazon	\$8.12	
2-30-01000-619-000-8000	Aspen Rank	9/21	Amazon	\$5.28	
52-01000-619-000-4300	Aspen Rank	9/30/23	Amazon	\$17.29	\$32.93 Classroom Supplies
52-02580-597-000-8009	Aspen Rank	9/30/23	Amazon	\$3.85	
11-03190-631-000-8000	Aspen Rank	9/30/23	Amazon	\$7.15	
2-30-01000-619-000-8000	Aspen Rank	9/30	Amazon	\$4.64	

52-01000-619-000-4300	Aspen Rank	10/2/23	Amazon	\$35.84	\$68.26	Classroom Supplies
52-02580-597-000-8009	Aspen Rank	10/2/23	Amazon	\$7.99		
11-03190-631-000-8000	Aspen Rank	10/2/23	Amazon	\$14.81		
2-30-01000-619-000-8000	Aspen Rank	10/2	Amazon	\$9.62		
08-01000-689-000-8016	Aspen Rank	10/12/23	P&M Pumpkin Patch	\$288.12	\$288.12	Learning Journey
52-01000-619-000-6400	Morgan Sechler	9/23/23	Target	\$8.89	\$16.93	Sechler - Classroom Supplies
52-02580-597-000-8009	Morgan Sechler	9/23/23	Target	\$1.98		
11-03190-631-000-8000	Morgan Sechler	9/23/23	Target	\$3.67		
2-30-01000-619-000-8000	Morgan Sechler	9/23/23	Target	\$2.39		
52-01000-619-000-7400	Adrianna Stucky	10/10/23	Walmart	\$62.51	\$119.07	Stucky - Classroom Supplies
52-02580-597-000-8009	Adrianna Stucky	10/10/23	Walmart	\$13.93		
11-03190-631-000-8000	Adrianna Stucky	10/10/23	Walmart	\$25.84		
2-30-01000-619-000-8000	Adrianna Stucky	10/10/23	Walmart	\$16.79		
52-02580-597-000-8000	Alexis Williams	9/25/23	Casey's	\$35.00	\$35.00	Gas For Family
52-01000-619-000-8000	Alexis Williams	9/25/23	Family Dollar	\$21.18	\$21.18	Calm Box Items
52-01000-619-000-8000	Alexis Williams	9/26/23	Family Dollar	\$10.00	\$10.00	Calm Box Items
52-03190-631-000-8021	Alexis Williams	10/5/23	Walmart	\$74.55	\$74.55	Snacks for a Student
52-03190-631-000-8021	Alexis Williams	10/9/23	Family Dollar	\$51.15	\$51.15	Snacks for a Student
52-02580-597-000-8000	Alexis Williams	10/6/23	Carlson's	\$50.00	\$50.00	Gift Card for Family
TOTAL				\$4,955.03	\$4,955.03	
52-02330-613-019-8000				0.00		
52-02330-613-000-8000				923.50		
52-02132-619-000-8000				330.88		
52-02580-597-000-8000				200.12		

52-02210-584-000-8860	0.00					
52-01000-619-000-8000	199.25					
52-01000-619-000-7400	224.51					
52-02580-597-000-8009	367.74					
11-03190-631-000-8000	614.89					
52-01000-619-000-7300	19.76					
52-01000-619-000-5301	4.54					
52-01000-619-000-4300	253.22	\$0.00	\$0.00			
52-02720-626-000-8000	0.00					
52-01000-619-000-4400	299.55					
52-01000-619-000-5400	0.00					
52-01000-619-000-8005	60.15					
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	260.00					
78-01000-320-000-3000	0.00					
52-01000-619-000-6400	171.90					
2-30-02580-597-000-8000	0.00					
52-02330-810-000-8000	0.00					
2-30-01000-619-000-8000	415.59					
08-01000-689-000-8016	288.12					
52-02330-653-000-8000	0.00					
52-03190-631-000-8023	0.00					
52-01000-619-000-6300	117.78					
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	77.83					
52-03190-631-000-8021	125.70					
52-01000-619-000-8009	0.00					

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	Results First: Justus Hilliard Second: Nathan Moore Yes: 8 No: 0
	2. Approval of Consent Agenda Items (lettered below)	Vote	Results First: Echo James Second: Savanna Coleman Yes: 8 No: 0
	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		<ul style="list-style-type: none"> • Nathan asked about the different schedules throughout the program AM/PM and Full days. • Justus asked about the consideration process during the choice of the different schedules. • Nathan asked about the Point System for Eligibility • Viktoria asked who set the Income Guidelines • Viktoria asked who determines the cost for non-head start families. • Justus asked about 20% of the

			community funds. He asked how is this funded.
	B. By-Laws	Vote	Results
	C. Government shutdown		Discussed
	D. Grant Application: Community and Self Assessment (Parent Survey) a. Grant Timeline		Will talk about it at next meeting on November 6th, 2023
	4. Items for next meeting <ul style="list-style-type: none"> • Annual Report • Fall Child Level Outcome Data 		
6:30	4. Adjournment		Meeting Adjourned at 6:32

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. Elections for Policy Council members will take place in August of the current school year at each site. If no one is elected from a site a spot will be left open on Policy Council for a representative of that site. If at any point during the year a Head Start parent would like to represent they would attend a Policy Council meeting informing the Policy Council of their interest. Policy Council would vote on the candidates membership on Policy Council.

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



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- 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

Offices

The Policy Council shall elect a chairperson and vice chairperson. If available these officers shall be elected from the parent representatives. Community representatives that do not have students in the program shall not be eligible to hold offices.

Duties of Officers

Chairperson: The duties of the Chairperson shall be:

1. To conduct meetings according to Robert's Rule of Order
2. To call special meetings as necessary
3. To represent the organization officially
4. To cast a vote only in the case of a tie
5. To appoint members of standing and special committees
6. To ensure that membership understands each motion before it is voted on
7. To facilitate discussions, while refraining from entering into debates.

Vice Chairperson: The duties of the Vice Chairperson shall be:

1. To serve as presiding officer at meetings in the absence of the Chairperson
2. To assist generally in the duties of the chairperson
3. To perform such other duties as assigned by the Chairperson.

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

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

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.

About Curriculum

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

About Instructional Materials

Revised: 11/6/237/17/23

Approved:11/6/237/17/23

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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



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Ms. Ann Elliot

McPherson Unified School District #418

915 E 1st St

McPherson, KS 67460 - 3671

From: Responsible HHS Official

Khari M. Garvin

Date: 08/28/2023

Mr. Khari M. Garvin

Director, Office of Head Start

During the week of May 15, 2023, the Administration for Children and Families (ACF) conducted a monitoring review of McPherson Unified School District #418 Head Start program to determine whether the previously identified findings had been corrected. We wish to thank the governing body, policy council, staff, and parents of your program for their cooperation and assistance during the review. This monitoring report has been issued to Ms. Ann Elliot, Authorizing Official/Board Chair, as legal notice to your agency of the results of the program review.

Based on the information gathered during our review, the determination has been made that McPherson Unified School District #418 did not correct all previously identified areas of noncompliance. Thus, McPherson Unified School District #418 has been determined to be a recipient with at least one area of deficiency in its Head Start program. Within 30 days of receipt of this report, you must submit a Quality Improvement Plan (QIP) to your ACF Regional Office via the Head Start Enterprise System (HSES), detailing your plan for corrective action.

If you anticipate that you will not be able to correct all deficiencies within the timeframe for correction specified in this report, you must submit a letter to your ACF Regional Office requesting an extension, with a justification as to why an extension is necessary. The letter requesting an extension must be submitted prior to the expiration of the original timeframe for correction.

In order to allow for sufficient time to consider extension requests, we ask that you submit your request within 30 days following receipt of this report. Extension requests shall not be considered approved unless you receive such approval in writing before the deadline for correction.

For any previous findings that are not included in this report and remain open, the recipient will receive a future follow-up review to determine the compliance status of those findings.

The report provides you with detailed information on each area where program performance did not meet applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. Please contact your ACF Regional Office with any questions or concerns you may have about this report.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following recipients:

Mr. Clarence Small, Regional Program Manager

Dr. Shiloh Vincent, Chief Executive Officer/Executive Director

Mr. David Brock, Head Start Director

Glossary of Terms

Compliant	No findings. Meets requirements of Head Start Program Performance Standard.
Area of Concern	An area for which the agency needs to improve performance. These issues should be discussed with the recipient's Regional Office of Head Start for possible technical assistance.
Area of Noncompliance	An area for which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more area of performance. This status requires a written timeline of correction and possible technical assistance or guidance from the recipient's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Deficiency	<p>As defined in the Head Start Act, the term "deficiency" means:</p> <p>(A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:</p> <ul style="list-style-type: none"> (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; <p>(B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or</p> <p>(C) an unresolved area of noncompliance.</p>

Performance Summary

Service Area	Applicable Standards	Grant Number(s)	Primary Review Finding Status(s)	Timeframe for Correction	Follow-up Compliance Level
Program Governance	1301.3(a)	07CH010998	ANC	180 days	Elevated to Deficiency
Determining, Verifying, and Documenting Eligibility	1302.12(k)	07CH010998	ANC	N/A	Corrected
Safety Practices	1302.47(b)(1)(iii)	07CH010998	ANC	N/A	Corrected
Safety Practices	1302.90(c)	07CH010998	ANC	N/A	Corrected
Ongoing Fiscal Capacity	1302.91(c)	07CH010998	ANC	180 days	Elevated to Deficiency
Program Management	1302.92(b)	07CH010998	ANC	N/A	Corrected
Budget Execution	75.405(a)	07CH010998	ANC	180 days	Elevated to Deficiency



Program Management and Quality Improvement

Program Management

The grant recipient does not establish a management structure consisting of staff, consultants, or contractors who ensure high-quality service delivery; have sufficient knowledge, training, experience, and competencies to fulfill the roles and responsibilities of their positions; and provide regular supervision and support to staff.

FA-2 10/07/2022 ANC 1302.92(b) Timeframe for Correction: 120 days

1302.92 Training and professional development. (b) A program must establish and implement a systematic approach to staff training and professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services within the scope of their job responsibilities, and attached to academic credit as appropriate. At a minimum, the system must include: (1) Staff completing a minimum of 15 clock hours of professional development per year. For teaching staff, such professional development must meet the requirements described in section 648A(a)(5) of the Act. (2) Training on methods to handle suspected or known child abuse and neglect cases, that comply with applicable federal, state, local, and tribal laws; (3) Training for child and family services staff on best practices for implementing family engagement strategies in a systemic way, as described throughout this part; (4) Training for child and family services staff, including staff that work on family services, health, and disabilities, that builds their knowledge, experience, and competencies to improve child and family outcomes; and, (5) Research-based approaches to professional development for education staff, that are focused on effective curricula implementation, knowledge of the content in Head Start Early Learning Outcomes Framework: Ages Birth to Five, partnering with families, supporting children with disabilities and their families, providing effective and nurturing adult-child interactions, supporting dual language learners as appropriate, addressing challenging behaviors, preparing children and families for transitions (as described in subpart G of this part), and use of data to individualize learning experiences to improve outcomes for all children.

The grant recipient did not provide ongoing training and professional development to support staff in providing high-quality services.

The grant recipient was unable to provide documentation showing that all staff received training related to positive guidance strategies, safety practices, ERSEA procedures, and fiscal operations. Examples of staff displaying a lack of training in these areas were identified during classroom observations, child file reviews, and the fiscal data tour. Instances included chemicals stored within children's reach, inaccurate eligibility determinations, cost allocation errors, and staff members using an inappropriate tone with children.

When asked about these situations, the grant recipient repeatedly indicated that the staff members in question had not yet received training. Multiple requests for training agendas, handouts, and rosters of attendees demonstrating training provided to staff on positive guidance strategies, safety practices, ERSEA procedures, and fiscal operations were made; however, none were provided.

The grant recipient did not provide ongoing training and professional development to support staff in providing high-quality services; therefore, it was not in compliance with the regulation.

Follow-up Corrected

Timeframe for Correction: N/A

The grant recipient provided ongoing training and professional development to support staff in providing high-quality services.

A review of documentation found that all staff received training related to positive guidance strategies, safety practices, ERSEA procedures, and fiscal operations. Examples of staff displaying an understanding and implementing policies and procedures were identified during classroom observations, child file reviews, and the fiscal data tour. For example, staff stored chemicals out of children's reach, correctly determined children's eligibility, used positive child guidance methods, and had appropriate teacher-child interactions.

The grant recipient provided ongoing training and professional development to support staff in providing high-quality services. This area of noncompliance is corrected.

Program Governance



Monitoring and Implementing Quality Health Services

Safety Practices

The grant recipient does not implement a process for monitoring and maintaining healthy and safe environments.

FA-2 10/07/2022 ANC 1302.90(c) **Timeframe for Correction: 120 days**

1302.90 Personnel policies. (c) Standards of conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: (i) Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior; (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not: (A) Use corporal punishment; (B) Use isolation to discipline a child; (C) Bind or tie a child to restrict movement or tape a child's mouth; (D) Use or withhold food as a punishment or reward; (E) Use toilet learning/training methods that punish, demean, or humiliate a child; (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child; (G) Physically abuse a child; (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or, (I) Use physical activity or outdoor time as a punishment or reward; (iii) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition; (iv) Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws; and, (v) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care. (2) Personnel policies and procedures must include appropriate penalties for staff, consultants, and volunteers who violate the standards of conduct.

The grant recipient did not ensure all staff used positive strategies to address children's challenging behaviors.

During classroom explorations, two separate incidents of adults using an inappropriate tone with children were observed. At the Washington Center WES 3-year-old classroom, the creative arts instructor, who was substituting for the lead teacher, loudly said "No" several times to the children as she told them not to move items from the carpet. In addition, at the Eisenhower Center EES 3-year-old classroom, the instructional aide used a punitive voice while telling a child, "No, you have to go clean up that area before you can play here." The child cried out loudly as the aide walked with him to the toys he had been playing with, pushed him slightly on the back, and said, "If you don't clean up here, you can't play over there."

In both of these instances, the education coordinator was present in the classroom but did not intervene and stated that both staff members needed more training on positive discipline methods.

The grant recipient did not ensure all staff used positive strategies to address children's challenging behaviors; therefore, it was not in compliance with the regulation.

Follow-up Corrected

Timeframe for Correction: N/A

The grant recipient ensured that all staff used positive strategies to address children's challenging behaviors.

In an interview, the early childhood coordinator stated the Standards of Conduct were reviewed with staff on an annual basis, and training and support were provided to all staff. The early childhood coordinator stated the Standards of Conduct were updated. Further, as part of the monitoring process, a walk-through form was developed and completed at least once a month. A review of documents found two walk-throughs were completed since the process was implemented.

The early childhood coordinator was certified in the Classroom Assessment Scoring System and used it twice yearly to monitor classrooms. A review of documents found coaching was provided to classroom staff as outlined in the coaching plan. Individual coaching varied depending on need and occurred biweekly or monthly and included coaching on the curriculum fidelity tool. The early education social worker also conducted weekly to bi-weekly check-ins with teachers and documented the observations using Mental Health Observation notes, which included Conscious Discipline targets. The social worker also observed a specific child to address challenging behaviors. The schedule of observations was included in the mental health support coaching monitoring document.

The early education coordinator stated that she and the early education social worker met with the Regional Training and Technical Assistance network to review the onboarding plan, which included positive discipline strategies. Furthermore, the program had coaching conversations with staff that were documented on the Classroom Performance Summary Report. In

addition, the program formed a Conscious Discipline Action Team (CDAT) where teachers and support staff from each location met monthly with the early education social worker and the early education coordinator. These meetings provided staff an opportunity to share experiences and the coordinators arranged training on topics of interest to the staff.

During classroom explorations, all adults used appropriate tones and engaged and interacted with children using positive guidance. Staff also monitored the implementation of The Creative Curriculum and Conscious Discipline techniques in each center.

The grant recipient ensured all staff used positive strategies to address children's challenging behaviors. This area of noncompliance is corrected.

Safety Practices

One or more of the recipient's facilities did not have written documentation that children are not exposed to lead in paint in this facility.

FA-2 10/07/2022 ANC 1302.47(b)(1)(iii) Timeframe for Correction: 120 days

1302.47 Safety practices. (b) A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety. This system must ensure: (1) Facilities. All facilities where children are served, including areas for learning, playing, sleeping, toileting, and eating are, at a minimum: (iii) Free from pollutants, hazards and toxins that are accessible to children and could endanger children's safety.

The grant recipient did not ensure that all of its facilities were free from pollutants, hazards, and toxins.

The grant recipient was unable to provide documentation showing that lead testing had been completed. In a discussion, the Head Start director stated that the district did not have documentation of lead-free facilities. The Head Start director also stated that the water in each of the buildings had been tested, but the program had not received any results showing the facilities were free of lead. The director further stated that because all of the Head Start classrooms were additions built in or after 1975, he believed there were no lead paint concerns.

The grant recipient did not ensure that all of its facilities were free from pollutants, hazards, and toxins; therefore, it was not in compliance with the regulation.

**Follow-up
Corrected**

Timeframe for Correction: N/A

The grant recipient ensured that all facilities were free from pollutants, hazards, and toxins. The program completed water testing at each center and ensured classrooms were free of lead exposure in paint.

In an interview, the health and safety coordinator and the USD 418 facilities manager stated the district worked with the city water source to ensure water provided to facilities was free of lead. The health and safety coordinator also stated the water in each building was tested, and the program received results showing the facilities were free of lead. The facilities manager further stated that because all of the Head Start classrooms and areas where Head Start children were served were additions built in or after 1978, there were no lead paint concerns.

A review of documents found each of the six elementary schools had city water, and the reports received from the city showed no concerns of lead in the water.

Observations of centers and classrooms confirmed the Head Start classrooms were housed in school building additions built in 1978 or after. A review of documents found six lead testing reports with some recommendations for remediation. The facilities manager stated that any remediation lead issues were in areas not serving Head Start children and issues outlined in the reports would be addressed during the summer when no one was in the building.

The grant recipient ensured that all facilities were free from pollutants, hazards, and toxins. This area of noncompliance is corrected.



Monitoring and Implementing Fiscal Infrastructure

Ongoing Fiscal Capacity

The grant recipient does not plan and implement a fiscal management system that supports the organization's ongoing capacity to execute its budget over time and meet the needs of its organization.

FA-2 **10/07/2022** **ANC** **1302.91(c)** **Timeframe for Correction: 120 days**

1302.91 Staff qualifications and competency requirements. (c) Fiscal officer. A program must assess staffing needs in consideration of the fiscal complexity of the organization and applicable financial management requirements and secure the regularly scheduled or ongoing services of a fiscal officer with sufficient education and experience to meet their needs. A program must ensure a fiscal officer hired after November 7, 2016 is a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field.

The grant recipient did not secure the ongoing services of a fiscal officer with sufficient education and experience to meet its needs.

The grant recipient's federal and state compliance officer, who served as the fiscal officer for the Head Start program, did not have a minimum of a baccalaureate degree in accounting or a related field. A review of the fiscal officer's resume showed they held an associate's degree. In an interview, the Head Start director stated that the fiscal officer had served in the position for 4 months but had submitted a resignation letter and would be leaving shortly.

The grant recipient did not secure the ongoing services of a fiscal officer with sufficient education and experience to meet its needs; therefore, it was not in compliance with the regulation.

Follow-up Elevated to Deficiency

Timeframe for Correction: 180 days

The grant recipient did not secure the ongoing services of a fiscal officer with sufficient education and experience to meet its needs.

The grant recipient did not designate a fiscal officer with the financial management experience, educational requirements, and training necessary to meet the requirements of the federal regulation. A review of the resume of the superintendent, identified by the grant recipient to fill the position of fiscal officer, reflected education and experience in education administration and did not reflect any education or experience in business administration, finance, or accounting.

The Head Start director stated the superintendent served as the chief financial officer for the district after a business office restructuring. The Head Start director and superintendent discussed the fiscal officer requirements, and the determination was made to update the designation of the fiscal officer in the Head Start Enterprise System (HSES) on February 22, 2023. A review of HSES confirmed the designation of the superintendent of USD 418 as the fiscal officer.

The program did not follow its policies. A review of documents found the F010 Ongoing Fiscal Capacity policy was developed to ensure the recipient's fiscal officer met Head Start qualification requirements; however, by designating the superintendent as the fiscal officer, the recipient did not comply with the requirements of its policy.

The grant recipient did not secure the ongoing services of a fiscal officer with sufficient education and experience to meet its needs. This area of noncompliance remains uncorrected.

Budget Execution

The grant recipient's financial management system does not provide for effective control over and accountability for all funds, property, and other assets.

FA-2 **10/07/2022** **ANC** **75.405(a)** **Timeframe for Correction: 120 days**

75.405 Allocable costs. (a) A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received. This standard is met if the cost: (1) Is incurred specifically for the Federal award; (2) Benefits both the Federal award and

other work of the non-Federal entity and can be distributed in proportions that may be approximated using reasonable methods; and (3) Is necessary to the overall operation of the non-Federal entity and is assignable in part to the Federal award in accordance with the principles in this subpart.

The grant recipient did not ensure that goods and services charged to the Federal award were in accordance with the relative benefits received.

The grant recipient did not designate funds as outlined in its cost allocation plan. In an interview, the fiscal officer explained that the cost allocation plan apportioned teachers' and instructional aides' salaries and benefits in blended classrooms at 60 percent Head Start funds and 40 percent state pre-kindergarten and other funding sources. However, a review of enrollment records showed only 52 percent of the students were enrolled in Head Start. Although the plan was based on enrollment, the Head Start director indicated the number of Head Start children has fluctuated throughout the past 5 years. The director also stated that the cost allocation plan had not been reviewed and updated for approximately 5 years.

The Head Start director's salary was not allocated correctly across all programs receiving his direct support. A review of personnel records showed that the Head Start director served as the grant recipient's early childhood director with responsibility for Head Start, pre-kindergarten, and special education programs. Payroll records showed that 100 percent of the Head Start director's salary was charged to the Head Start grant. This cost was offset by a 20 percent reimbursement of special education funds at the end of the year; however, no costs were charged to the pre-kindergarten program.

A review of payroll documents for 2 early childhood department administrative assistants showed that 100 percent of their salaries were charged to the Head Start grant. In addition, an expense from Reach Solutions, Inc. for a projector in the amount of \$749.00 showed \$606.69 was charged to the Head Start grant, which is disproportionate to the benefits received. Further, an invoice and payment to Teaching Strategies GOLD for 305 online child assessment portfolios showed that 100 percent of the \$7,199.75 expense was charged to the Head Start grant, although the Head Start program's actual enrollment as of September 2022 was 98 participants.

The grant recipient did not ensure that goods and services charged to the Federal award were in accordance with the relative benefits received; therefore, it was not in compliance with the regulation.

Additional fieldwork may be required in order to determine the total amount of potentially unallowable costs charged to Head Start. The Office of Head Start will notify you in advance of a special review, if one is required. This matter may also be referred to Office of Administration, Administration for Children and Families, to determine whether a disallowance is appropriate.

**Follow-up
Elevated to
Deficiency**

Timeframe for Correction: 180 days

The grant recipient did not ensure that goods and services charged to the Federal award were in accordance with the relative benefits received. The grant recipient did not establish and maintain a cost allocation plan to ensure that all shared goods and services charged to the federal award were reasonable and based on the relative benefits received.

In an interview, the Head Start director stated the cost allocation plan had been reviewed and analyzed. The analysis showed the 2-year average of enrollment in all funding programs reflected 52 percent of children were enrolled in Head Start. This data was used to update the cost allocation plan and allocation of shared salaries of teachers, instructional aides, and family advocates between Head Start and other funding sources. A review of the updated cost allocation plan showed approval by the governing body on March 20, 2023. Further, the updated plan was used to develop a draft Memorandum of Understanding (MOU) between the grant recipient and partnership agencies, USD 408 and USD 410, for the fiscal year July 1, 2023 through June 30, 2024. At the time of the follow-up review, the MOU was not fully executed or implemented.

In an interview, the superintendent stated the updated cost allocation plan did not result in a correction of potentially unallowable personnel costs charged to the Head Start grant for the program year July 1, 2022 through June 30, 2023. The superintendent stated he did not believe it was feasible or reasonable to make corrections to the salaries charged to Head Start and other funds in the current fiscal year. Further, the superintendent stated the updated cost allocation plan would be fully implemented at the beginning of the district and Head Start fiscal year on July 1, 2023. As a result, personnel costs charged to the award for the year ending June 30, 2023, remained uncorrected.

The grant recipient performed a review of cost-allocated classroom and parent activity expenses and health and dental costs for the period July 1, 2022 through December 31, 2022. A review of the associated journal entry confirmed adjustments were made on May 4, 2023, to align allocated costs with the cost allocation plan. Additionally, a review of 6 transactions for the period January 1, 2023 through May 4, 2023, was completed and showed compliance with the cost allocation plan

for non-personnel expenses.

The grant recipient did not ensure that goods and services charged to the Federal award were in accordance with the relative benefits received. This area of noncompliance remains uncorrected.

Additional fieldwork may be required in order to determine the total amount of potentially unallowable costs charged to Head Start. The Office of Head Start will notify you in advance of a special review if one is required. This matter may also be referred to the Office of Administration, Administration for Children and Families, to determine whether a disallowance is appropriate.

The grant recipient ensured that all child enrollment files contained evidence of accurate eligibility determinations. This area of noncompliance is corrected.

----- End of Report -----



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

August 30, 2023

McPherson Unified School District #418

Re: Grant No. 07CH010998

Dear Head Start Grant Recipient

This letter informs you that McPherson Unified School District #418 in McPherson, KS, meets one or more of the criteria listed in the Head Start Program Performance Standard Regulation [45 CFR Part 1304](#) requiring an open competition. This letter also provides information on how the determination was made and explains the competitive process.

Basis of Competitive Determination

McPherson Unified School District #418 in McPherson, KS, was determined to be ineligible for automatic renewal and designated for competition based on the following condition(s):

45 CFR Part 1304.11(a) - The agency has been determined to have two or more deficiencies across reviews conducted under section 641A(c)(1)(A), (C), or (D) of the Act during the relevant time period under §1304.15.

Deficiency Condition

Based on reviews conducted on 04/04/2022 and 05/15/2023, HHS determined that McPherson Unified School District #418 had two or more deficiencies. Specifically, McPherson Unified School District #418 was found to be deficient with the following requirement(s):

1302.47 Safety practices (b) A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety. This system must ensure: (5) Safety practices. All staff and consultants follow appropriate practices to keep children safe during all activities, including, at a minimum: (iv) Only releasing children to an authorized adult.

1301.3 Policy council and policy committee. (a) Establishing policy councils and policy committees. Each agency must establish and maintain a policy council responsible for the direction of the Head Start program at the agency level, and a policy committee at the delegate level. If an agency delegates operational responsibility for the entire Head Start or Early Head Start program to one delegate agency, the policy council and policy committee may be the same body.

1302.91 Staff qualifications and competency requirements. (c) Fiscal officer. A program must assess staffing needs in consideration of the fiscal complexity of the organization and applicable financial management requirements and secure the regularly scheduled or ongoing services of a fiscal officer with sufficient education and experience to

meet their needs. A program must ensure a fiscal officer hired after November 7, 2016 is a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field.

75.405 Allocable costs. (a) A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received. This standard is met if the cost: (1) Is incurred specifically for the Federal award; (2) Benefits both the Federal award and other work of the non-Federal entity and can be distributed in proportions that may be approximated using reasonable methods; and (3) Is necessary to the overall operation of the non-Federal entity and is assignable in part to the Federal award in accordance with the principles in this subpart.

HHS informed McPherson Unified School District #418 of these deficiencies on 05/04/2022 and 08/29/2023. If you would like a copy of your review report(s), please see the Reviews tab in HSES.

Competitive Process and Interim Funding

Should your agency wish to compete to operate a Head Start and/or Early Head Start program, the agency must submit an application under a funding opportunity announcement that will be published later this year on [Grants.gov](https://www.grants.gov). Funds will be awarded to the organization "that demonstrates that it is the most qualified entity to deliver a high-quality and comprehensive Head Start or Early Head Start program." See [45 CFR Part 1304.13](https://www.ecfr.gov/current/title-45/chapter-I/part-1304/subpart-1304.13). Your agency will continue to receive grant funding until such competition has concluded. The grant award project period ends 06/30/2024.

You must file a current [Real Property Status Report](#), Form SF-429 with Attachment A, in GrantSolutions to identify any leased or owned real property subject to a federal interest. Grant recipients are also required to provide [Tangible Personal Property Report](#) SF-428 and SF-428B, and if needed, SF-428S, not later than 90 days after the close of the project period. Grant recipients are to scan and upload completed copies of the SF-428 reports to the specified folders in the Grant Notes section of GrantSolutions. If you anticipate not being able to meet the above timeframe or requirements, notify your Regional Grants Management Officer via HSES Correspondence.

If you have any questions about the competitive process or the designation determination, please contact your Regional Office.

Sincerely,

/Khari M. Garvin/

Khari M. Garvin
Director
Office of Head Start

Enclosure:

Reports - Inventory and Program Information Report (PIR)

The Administration for Children and Families (ACF) requires a comprehensive, up to date inventory of Head Start

and Early Head Start real property, equipment and supplies used in grant recipient operations, including those in use by contracted service providers and delegate agencies, to post as part of the upcoming Funding Opportunity Announcement. An onsite verification of Head Start/Early Head Start real property may be conducted. Required inventories are due not later than 45 days after receipt of this letter.

Inventory of Real Property

An SF-429 is required for each facility with federal interest and requires the calculation of federal interest in the property, and documentation supporting a calculation of the Head Start Federal interest and any non-Federal interest share in the property.

Include:

- Accounting records that reflect the expenditures that create the interest share in the property.
- A copy of any mortgage, lease or other contractual encumbrance against property acquired with Head Start funds.
- A copy of the Notice of Federal interest filing.
- Most recent appraisal of property (within three years).

Onsite Assessment of Facilities with Federal Interest

Regional Office may contact the grant recipients regarding the timeline and logistics for scheduling an onsite assessment of each facility (owned and leased) with federal interest. Grant recipients should have information requested in this document available for review.

Inventory of Supplies by Location and Room

Include an inventory of supplies by location, room and condition. Please include items such as classroom furniture and fixtures, desktop and laptop computers and hardware, video and teleconference items, cameras, smart boards, and playground items.

Inventory of Equipment

Provide the most recent equipment inventory that was reconciled to your agency's equipment records. Include a list of all vehicles purchased using Head Start funds, including make, model, year, capacity, and condition of each vehicle.

Inventory Submission Instructions

Grant recipients are to submit the information in the Head Start Enterprise System (HSES) under the DRS tab. Notify the Regional Office using the Correspondence tab that the materials are available.

Program Information Report (PIR)

Grant recipients are to complete and submit the 2024 PIR not later than June 30, 2024. The annual PIR is the federally required Program Performance Report for Head Start.

If you anticipate not being able to meet the above timeframe or requirements, notify your Regional Grants Management Officer in writing immediately.

Please contact your Regional Office with questions.