

From: David Brock  
Date: 5/2/24  
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 Mar.-Apr.
- March meeting minutes

### **Comments/Attachments**

- ERSEA Policies: proposed changes are either crossed off and/or in green. Changes are being recommended to be up to date with current practices.
  - ERSEA 002 Active Waitlist: clarity on time line an open Head Start slot has to be filled position title change.
  - ERSEA 003 Attendance/Tardy: removal of some processes no longer utilized, updates to make policy current with practices, changes to align with K-5.
  - ERSEA 004 Funded Slots: removal of non-funded and clarifications
  - ERSEA 005 Neighborhood Schools: addition to procedure
  - ERSEA 008 Non-Resident students: no proposed changes, noticed we do not have documentation showing the original policy was approved
- ERSEA Policy Removal: The following policies are being recommended for removal
  - ERSEA 004 Half-Day Full-Day Options: Policy only applies to USD 418 and does not tie to a Head Start Standard. Program times are addressed in the parent handbook.
  - ERSEA 006 Policy Clarification Regarding Filling a Vacancy: policy is and procedure is included in ERSEA 002. This policy is redundant.
- F009 Community and Family Agreements: based on conversations at our March Policy Council meeting I am bringing this policy back with additional recommendations.
- PER 011 Financial Incentive Compensation: New policy that could allow us to potentially use unspent funds for financial incentives for staff.
- Summer Advocate Hours: Proposal is for Family Advocate summer hours to support Eligibility, Recruitment, and Enrollment of families.
- Program Performance Summary Report: I believe I shared this report when it first came out. Sharing again so we can process the review and have dialogue about the report
- FEI Plan: Update on recruitment efforts for May, June, and July. Update on enrollment numbers for 24/25 school year.
- Spring Child Level Outcome Data: Attached are results of child level outcome data from the 3rd nine weeks (Jan.-Mar.).



**PUBLIC SCHOOLS**

**MCPHERSON AND MARION COUNTY  
EARLY CHILDHOOD PROGRAM**

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

From: David Brock

Date: 5/2/24

Re: Directors Report

**Enrollment as of 4/30/24:**

	Head Start	Dual	SPED	State Pre-K	Community	Total
EES 3	5	1	2	4	0	12
EES 4	5	1	2	4	3	15
LES Rank	3	1	4	4	3	15
LES Kramer	11	0	3	1	1	16
RES 3	5	6	1	2	1	15
RES 4	8	3	1	2	0	14
RES 3/4	6	3	3	3	0	15
WES 3	5	2	0	8	0	15
WES 4	4	2	3	5	0	14
HES AM*	3	1	0	0	0	12
HES PM*	2	1	1	0	0	10
HES F.D.*	8	2	1	0	0	16
MES AM	4	3	2	0	3	12
MES PM	6	4	0	0	2	12
Total	75	30	24	32	13	193

\* Currently we have 105 out of 115 Head Start slots filled. We continue working on our full enrollment initiative plan and will be focusing on recruitment of families during the summer. From the end of March-the end of April our funded enrollment went from 109-105. As we had families drop from the program due to moving out of the program area.

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

**Attendance Rates ending 4/30/24:**

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

- Average Daily Attendance for Head Start Students only was 93%
- Average Daily Attendance for all students in the program was 94%

**Wait List as of 4/30/24**

There are currently 3 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 10 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	0
Community	3	0
Out of District	0	0

One student on the current waitlist has been placed in a classroom for the 24-25 school year.



# **MCPHERSON**

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### **Health Requirements 45/90 Day as of 4/30/24:**

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.

<b>45 Day Hearing and Vision Screenings</b>	Head Start: 98% All: 97%
<b>90 Day Physical and Dental Exams</b>	Head Start: 58% All: 62%
<b>90 Day Immunizations</b>	Head Start: 94% All: 94%

### **Budget Report: 4/30/24**

Head Start Funding for this year is as follows:

<b>Total Budget</b>	\$1,487,245.87
<b>Amount Spent So Far</b>	\$967,216.21
<b>Percent Used</b>	65%



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**Personnel Changes:**

**Resignations/Retirement:**

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Alexis Williams	MES Family Advocate	5/31/24

**Transfers:**

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Hannah Jones	From: RES Pre-K 4 Teacher To: HES Full Day Pre-K Teacher	8/1/2024

**New Hires:**

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Megan Maltbie	WES Family Advocate	7/30/24

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**Current Open Positions**

<u>Position</u>	<u>Location</u>	<u>Status</u>
Classroom Instructional Aide	EES 3	Taking Applications
Floating Instructional Aide	EES	Taking Applications
Floating Instructional Aide	LES	Taking Applications
Floating Instructional Aide	WES	Conducting Interviews
Family Advocate	MES	Taking Applications
Classroom Teacher	RES	Conducting Interviews

Posting Account #	Name	Trans. Date	Merchant	Amount Total	Trans. Total	Notes
52-02330-613-000-8000	Lesli Beery	4/7/2024	Amazon	\$31.93	\$31.93	Office Supplies
52-01000-619-000-8005	Lesli Beery	3/22/2024	Amazon	\$4.99	\$4.99	Classroom Supplies
52-02580-597-000-8009	Lesli Beery	3/22/2024	Amazon	\$0.60	\$0.60	
52-02210-582-000-8860	Rachel Boden	3/17/2024	WPY Kansas Head Start	\$25.00	\$25.00	Monthly Subscription
52-02210-582-000-8860	Rachel Boden	3/19/2024	Heartland Play Therapy	\$75.00	\$75.00	Training
52-01000-619-000-8000	Rachel Boden	3/18/2024	Amazon	\$16.97	\$9.33	Fidget Toys
52-02580-597-000-8009	Rachel Boden	3/18/24	Amazon		\$1.02	
11-03190-631-000-8000	Rachel Boden	3/18/24	Amazon		\$4.24	
2-30-01000-619-000-8000	Rachel Boden	3/18/24	Amazon		\$2.38	
52-02580-597-000-8000	Rachel Boden	3/31/24	Amazon	\$116.66	\$116.66	Bags for Family Fun Night
52-02580-597-000-8000	Rachel Boden	3/26/24	Amazon	\$1,236.73	\$1,236.73	End of Year Family Gift
52-02580-619-000-8000	David Brock	3/20/24	Pizza Hut	\$183.80	\$183.80	Policy Council Dinner
52-02210-582-000-8860	David Brock	3/21/24	WPY Kansas Head Start	\$25.00	\$25.00	Monthly Subscription
52-02132-619-000-8000	Rachel Dalton	3/27/24	Walmart	\$10.95	\$6.02	Health Supplies
52-02580-597-000-8009	Rachel Dalton	3/27/24	Walmart		\$0.66	
11-03190-631-000-8000	Rachel Dalton	3/27/24	Walmart		\$2.74	
30-01000-619-000-8000	Rachel Dalton	3/27/24	Walmart		\$1.53	
52-02580-597-000-8000	Rachel Dalton	4/4/24	Walmart	\$6.32	\$6.32	End of Year Gifts
52-02330-736-000-8000	ECO	3/26/24	Idscan.net	\$1,350.00	\$1,350.00	Fingerprint Scanner
52-02580-597-000-8000	ECO	4/10/24	Oriental Trading	\$59.97	\$59.97	Recruitment
52-02330-613-000-8000	ECO	3/17/24	Amazon	\$157.46	\$157.46	Office Supplies
52-02330-613-000-8000	ECO	4/3/24	Amazon	\$77.32	\$77.32	Office Supplies
52-02330-613-000-8000	ECO	4/7/24	Amazon	\$153.26	\$153.26	Office Supplies
52-02330-613-000-8000	ECO	4/7/24	Amazon	\$33.74	\$33.74	Office Supplies
52-02330-613-000-8000	ECO	4/12/24	Amazon	\$53.76	\$53.76	Office Supplies
52-01000-619-000-5301	Ashlynn Embers	3/20/24	Amazon	\$58.87	\$32.38	Classroom Supplies
52-02580-597-000-8009	Ashlynn Embers	3/20/24	Amazon		\$3.53	Classroom Supplies
11-03190-631-000-8000	Ashlynn Embers	3/20/24	Amazon		\$14.72	Classroom Supplies
2-30-01000-619-000-8000	Ashlynn Embers	3/20/24	Amazon		\$8.24	Classroom Supplies
52-01000-619-000-4400	Erica Kramer	4/8/24	Amazon	\$736.33	\$404.98	Classroom Supplies
52-02580-597-000-8009	Erica Kramer	4/8/24	Amazon		\$44.18	Classroom Supplies
11-03190-631-000-8000	Erica Kramer	4/8/24	Amazon		\$184.08	Classroom Supplies
30-01000-619-000-8000	Erica Kramer	4/8/24	Amazon		\$103.09	Classroom Supplies
52-01000-619-000-7300	Angie McDonald	3/17/24	Amazon	\$20.97	\$11.53	Classroom Supplies



52-02580-597-000-8009	Angie McDonald	3/17/24	Amazon	\$1.26	Classroom Supplies
11-03190-631-000-8000	Angie McDonald	3/17/24	Amazon	\$5.24	Classroom Supplies
30-01000-619-000-8000	Angie McDonald	3/17/24	Amazon	\$2.94	Classroom Supplies
52-01000-619-000-7300	Angie McDonald	3/17/24	Amazon	\$247.90	Classroom Supplies
52-02580-597-000-8009	Angie McDonald	3/17/24	Amazon	\$14.87	Classroom Supplies
11-03190-631-000-8000	Angie McDonald	3/17/24	Amazon	\$61.98	Classroom Supplies
30-01000-619-000-8000	Angie McDonald	3/17/24	Amazon	\$34.70	Classroom Supplies
52-01000-619-000-4300	Aspen Rank	4/3/24	Amazon	\$12.95	Classroom Supplies
52-02580-597-000-8009	Aspen Rank	4/3/24	Amazon	\$0.78	Classroom Supplies
11-03190-631-000-8000	Aspen Rank	4/3/24	Amazon	\$3.24	Classroom Supplies
2-30-01000-619-000-8000	Aspen Rank	4/3/24	Amazon	\$1.81	Classroom Supplies
52-02580-597-000-8000	Aspen Rank	4/7/24	Amazon	\$63.65	Resource Fair - Recruitment
52-01000-619-000-4300	Aspen Rank	4/8/24	Amazon	\$339.39	Classroom Supplies
52-02580-597-000-8009	Aspen Rank	4/8/24	Amazon	\$20.36	Classroom Supplies
11-03190-631-000-8000	Aspen Rank	4/8/24	Amazon	\$84.85	Classroom Supplies
2-30-01000-619-000-8000	Aspen Rank	4/8/24	Amazon	\$47.52	Classroom Supplies
52-02580-597-000-8000	Staci Schmid	4/12/24	Indigo Mood Ice Cream	\$236.25	Family Event
52-02580-597-000-8000	Staci Schmid	4/14/24	Sam's Club	\$344.64	Family Event
52-01000-619-000-7400	Adrianna Stucky	3/22/24	Amazon	\$280.58	Classroom Supplies
52-02580-597-000-8009	Adrianna Stucky	3/22/24	Amazon	\$16.83	Classroom Supplies
11-03190-631-000-8000	Adrianna Stucky	3/22/24	Amazon	\$70.15	Classroom Supplies
30-01000-619-000-8000	Adrianna Stucky	3/22/24	Amazon	\$39.28	Classroom Supplies
52-01000-619-000-7400	Adrianna Stucky	4/2/24	Amazon	\$23.91	Classroom Supplies
52-02580-597-000-8009	Adrianna Stucky	4/2/24	Amazon	\$1.43	Classroom Supplies
11-03190-631-000-8000	Adrianna Stucky	4/2/24	Amazon	\$5.98	Classroom Supplies
30-01000-619-000-8000	Adrianna Stucky	4/2/24	Amazon	\$3.35	Classroom Supplies
52-01000-619-000-7400	Adrianna Stucky	4/3/24	Amazon	\$166.95	Classroom Supplies
52-02580-597-000-8009	Adrianna Stucky	4/3/24	Amazon	\$10.02	Classroom Supplies
11-03190-631-000-8000	Adrianna Stucky	4/3/24	Amazon	\$41.74	Classroom Supplies
30-01000-619-000-8000	Adrianna Stucky	4/3/24	Amazon	\$23.37	Classroom Supplies
52-01000-619-000-7400	Adrianna Stucky	4/3/24	Walmart	\$187.45	Classroom Supplies
52-02580-597-000-8009	Adrianna Stucky	4/3/24	Walmart	\$11.25	Classroom Supplies
11-03190-631-000-8000	Adrianna Stucky	4/3/24	Walmart	\$46.86	Classroom Supplies
30-01000-619-000-8000	Adrianna Stucky	4/3/24	Walmart	\$26.24	Classroom Supplies
52-02740-619-000-8000	Alexis Williams	3/29/24	Marion Auto	\$153.25	Battery for work car
52-02580-597-000-8000	Alexis Williams	3/29/24	Walmart	\$94.60	Clothes for HS Family





52-01000-619-000-6300	0.00						
52-02330-689-000-8008	0.00						
52-02580-597-019-8000	0.00						
52-00210-584-000-8860	0.00						
52-01000-653-000-8000	0.00						
52-02330-582-019-8009	0.00						
52-02580-619-000-8000	183.80						
52-02330-736-000-8000	1,350.00						
52-02740-619-000-8000	153.25						
52-01000-619-000-8009	0.00						
<b>TOTAL</b>	<b>\$6,586.55</b>						

McPherson/Marion Policy Council Meeting

**Policy Council Agenda  
March 18, 2024  
RES Commons  
5:00-6:30**

Time	Activity	Action	Notes
5:00pm	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.
5:30pm	1. Begin the meeting		
5:40 pm	2. Corrections and Additions to Agenda	Vote	Results Corrections & Additions Approved First:Savanna Coleman Second: Jill Larson Yes: 7 No: 0
	3. Approval of Consent Agenda Items (lettered below)	Vote	Results Agenda Consent Items approved First: Savanna Coleman Second: Echo James Yes: 7 No: 0
	A. Director Report		Director shared that Darci Weiser will be the family coordinator for 24-25 year, Emily Delk will be the Educator Coordinator for the 24-25 school year; Nicole Trenckmann will be the pre-K -5th grade Family Advocate beginning April 1, 2024. WES 3 Teacher will be Shelby Irsik for 24-25 year. There are still some instructional aide positions available for this school year and there is a position at HES All Day teacher for the 24-25 school year
	B. Purchasing Card Statement		
	C. Minutes of February Meeting		
5:55pm	4. New Business		
	A. Fiscal Policies: F002, 004, 005 ,008, 009 ,010	Vote	Results Motion to approve Fiscal Policies Approved



			First: Savanna Coleman Second: Nathan Moore Yes: 7 No: 0
	B. 24/25 Cost Allocation Plan	Vote	Results Motion passes to approve 25/25 Cost Allocation Plan First: Nathan Moore Second: Echo James Yes: 7 No: 0
	C. Full Enrollment Initiative		Director provided a description and overview of what the full enrollment initiative is and how it will be carried out. *Parents suggested hanging flyers at drs offices, Health department, Genesis gym, YMCA, Newton dental and medical clinics, as well as Newton businesses as Marion county families also go to Newton for services; partner up with Cooper Early Education Center to provide flyers or see what they do for recruitment
	D. Committee Involvement a. Health Services Advisory Committee b. Conscious Discipline Action Team c. Interview Team		Provided updates on CDAT committee , Health Services Advisory Committee & Human Resources Committee and invited parents to be apart of these committees
	F. Office of Head Start: Follow up review		Latrice Davis from Regional Head Start Office Reviewing team came to observe meeting for follow up review for Head Start. Gave a description of her position and what the Head Start team would be doing during the review the next few days. Recommended that participants sit so everyone can see each other Budget for month to month provided Ask questions and advocate
6:35pm	G. April meeting		Date and location for next meeting: Location Hillsboro and Date TBD
	5. Items for next meeting <ul style="list-style-type: none"><li>● Full Enrollment Initiative Update</li><li>● Committee Reports</li><li>● Spring Child Level Outcome Data</li></ul>		
6:40p	6. Adjournment		

Policy Council Chair

Head Start Director