Bullitt County Public Schools

TO: Jesse Bacon, Superintendent

FROM: Patrick Durham, Director of Elementary Education *PD*

RE: 2020-2021 Head Start

DATE: March 19, 2021

Attached are two copies of the 2020-2021 OVEC Head Start Full Utilization Agreement that requires annual board approval.

The commitments outlined in the documents are made to assure full utilization of Head Start funds by meeting all required objectives. The purpose of the agreement is to partner with the Ohio Valley Educational Cooperative (OVEC) to coordinate services for eligible children through state preschool and federal Head Start funds. The agreement is based on the planned growth criteria set by the Kentucky Board of Education in conjunction with Head Start and local school districts. (*If approved, please sign copies of the agreement and return to Patrick Durham.*)

JB
3/19/2021

Our mission is to inspire and equip our students to succeed in life

1

First my apologies for having to resend The Certificate of Full Utilization, I know you are busy, however after much thought I am changing to state that we will be fully utilized with a note. Please find enclosed two copies of the Certificate of Full Utilization. Please check on the last page if you are in agreement with the Certificate. Please discard the first copy that was sent stating we were not fully enrolled.

The process has changed this year due to COVID19, in the past it would be due by September 15th in which Kim would have submitted, however this year you will upload the document into GMAP beginning in January, and this is with guidance from KDE.

I am sorry for any inconvenience this has caused. If you have any questions or concerns please reach out.

Thank you,

Kim Fithian

Head Start Director

BCPS Community Early Childhood Council
Agenda

Date:	January 16, 2020	Time: 9:00-10:00		Location: Room 133	Central Office
Participants			**Title**		
Sheri Hamilton			Director of Elementary Education		
Nichole Fitzner			School Readiness Community Coach		
Anne Marie Landry			Preschool Coordinator		
Carla Harris			Lead Preschool Consultant		
Allison Graven			School Psychologist		
Tammy Ott			Owner-Today's Kids		
Tammy Perdew			FRC- Cedar Grove/Lebanon Junction		
Sherri Bishop			FRC-Brooks/Freedom		
Shelia Cox			Administrative Assistant		
Alicia Raymer			OVEC/Head Start		
Joy Wickens			Passport		
Karen Hellman			STARS Quality Coach		
**See attached sign in sheet.					

Welcome and Agenda Review – Sheri Hamilton

- Introductions and Participant Updates-- Welcome to our New Head Start Manager!

- OVEC Counties Community Early Childhood Council
  - The OVEC Counties CECC was formed in 2013 through a grant funded by the Governor's Office of Early Childhood. The primary goal of the council is to build innovative, collaborative partnerships that promote school readiness for children and families. Seven counties within the OVEC region are represented on this council: Bullitt, Carroll, Gallatin, Henry, Shelby, Spencer, and Trimble.
  - Vision: All young children in Kentucky are healthy and safe, possess the foundation that will enable school and personal success, and live in strong families that are supported and strengthened within their communities.

- Brigance Data Review- What are the needs for our county?
- Review Current Year Budget for 2019-2020 BCPS CECC: Nichole Fitzner
- Preschool Screener Day- Date and develop plan of action
- Update from Tammy Perdew on Metro United Way Grant
- Like our BCPS CECC-Community Early Childhood Council FB page and Instagram
- Materials for children not being serviced in childcare update
- Kindergarten Kickoff Ideas
- Kindergarten Camps- Summer
- Plan for upcoming events and needs to be addressed by council.

Minutes:

Organizational Culture & Climate Inventory

Step I

Diagnosing a School's Culture

A school's culture includes its heroes, values, & networks. In corporate cultures, Deal and Kennedy (2000) describe how to analyze a company's culture. You will be surprised how much you can learn about the culture of an organization in a limited amount of time. In this assignment, you are to analyze the culture of a school and then write up a report and a brief reflective statement about the application of what you have learned. Use the following six points to guide you in this process. **NOTE: _Make sure you incorporate ideas, concepts, and/or theories from the textbooks and other course readings in this paper_.**

1.	Study the physical setting. That's right. An organization's investment in bricks and mortar says something about the culture. Consistency among all the sites is important. If the school has more than one site, how do they compare? Now, look at consistency across classes of employees. Are all employees treated alike?
2.	Read what the school says about itself. Look at the web site, flyers, news releases, PER reports, results of academic and interscholastic competitions.
3.	How does the school greet strangers? Look at the reception area. Is it formal or informal? Relaxed or busy? While you are waiting, observe what is happening around you. Strike up a conversation with the receptionist. Ask what the school is like and if it is a good place to work.
4.	Interview a teacher or other employee. Ask that person to tell you the history of the school. Why is the school or district a good one? What kind of people work there? Who gets ahead? What kind of place is this to work in? How do things get done here? How long do people stay in jobs here? Are people promoted if there is an opportunity?
5.	What are the subjects of internal communications or memos? What is discussed in meetings – who talks and to whom? How much time is spent on various subjects? What kinds of stories pass through the cultural network?

6.	Are there any sign of a culture in trouble? Things to look for in this area include any signs of differing beliefs in different parts of the school, a lack of common understanding about what is important, disorganized daily routines, or contrary messages. Some other symptoms of cultural malaise include: • Inward focus – look for over emphasis on internal routines and no talk of students needs and real world issues and trends. Is the emphasis on internal politicking and not enough on communicating with significant publics (parents, business community, empty nesters, external agencies/organizations, etc) • Short-term focus - Are performance goals and activities all focused on short term targets with no vision for the future? • Morale problems - Look for high turnover. What are the reasons for leaving employment at this school? • Destructive subcultures - Look for ingrown cultures and/or clashes between exclusive cultures within the school.

Deal, T. E., & Kennedy, A. A. (2000). *Corporate cultures: The rites and rituals of corporate life.* Cambridge, MA: Perseus Books Publishing.

NOTE: Step I - Diagnosing a School's Culture is continued on the next page with the School Culture Inventory

Step I (cont.)

School Culture Inventory:

Identifying Guiding Beliefs

Before a school's culture can be understood, evaluated, or changed, it needs first to be described. Try evaluating a school with which you are familiar using the following scale: Always (A), Most of the time (M), Part of the time (P), Never (N).				
School Purpose: To what extent does the school…				
1. Communicate a set of purposes that provide a sense of direction and a basis for evaluating?	A	M	P	N
2. Value the importance of teachers and students understanding the purpose?	A	M	P	N

3. Want decisions to be made which reflect purpose?	A	M	P	N
Empowerment: To what extent does the school…				
4. Value empowering teachers to make decisions that are sensible given circumstances they face?	A	M	P	N
5. Link empowerment to purpose by requiring that decisions reflect the schools shared values?	A	M	P	N
6. Believe the teachers, supervisors, and administrators should have equal access to information and resources?	A	M	P	N
7. Believe power to be an expanding entity which increases when shared?	A	M	P	N
Decision Making: To what extent does the school…				
8. Believe that decisions should be made as close to the point of implementation as possible?	A	M	P	N
9. Believe that value decisions should be made by those directly affected by them?	A	M	P	N
10. Believe that decisions should be made by those who are most expert, given the circumstances or problem being considered, regardless of hierarchical level?	A	M	P	N
Sense of Community: To what extent does the school…				
11. Value a "we" spirit and feeling of ownership in the school?	A	M	P	N
12. Consider teachers and other employees as shareholders and stakeholders in the school?	A	M	P	N

13. Demonstrate commitment to helping and developing school members?	A	M	P	N
Trust: To what extent does the school…				
14. Believe that given the opportunity teachers will want to do what is best for the school?	A	M	P	N
15. Have confidence in the ability of teachers to make wise decisions?	A	M	P	N
Quality: To what extent does the school…				
16. Value high standards and expectations for teachers and students?	A	M	P	N
17. Believe in a "can do" attitude in teachers and students?	A	M	P	N
18. Value an atmosphere of sharing and encouraging within which school members "stretch and grow".	A	M	P	N

Step II

Assessing Organizational Climate

Number of Surveys completed:
Survey Findings:

Discussion of Results Found:
What have you learned for this activity that strengthens you as an educational leader?
How can you use this experience to enhance student learning?

Certificate of Head Start Full Utilization

Must be Completed by **September 15, 2020**

Must be Submitted in GMAP by **March 31, 2021**

https://gmap.education.ky.gov/user/signin.aspx

Purpose

KRS 157.3175 requires local school districts to collaborate with Head Start and other existing preschool programs "to avoid duplication of services and supplanting of federal funds to maximize the use of Head Start funds to serve as many four-year-old children as possible." The statute also requires that School District proposals contain certification by the Head Start director that the Head Start program is "fully utilized."

In general, the Head Start program is considered "fully utilized" if the 1989-90 number of four-year-olds, or a mutually agreed upon target number from the local agreement, is met or exceeded (*i.e., the number of at-risk four-year-olds identified in Section V(c)(i)(3) of the new local agreement*). If the target number is not met, an explanation shall be provided, such as a description of population or economic changes that effect the number of four-year-olds in the District or a change in Head Start capacity.

Completion Instructions

The District and Head Start must complete a Local Memorandum of Agreement annually. In addition, a certificate of Full Utilization form (attached), verifying the number of at-risk four-year-olds enrolled with Head Start and confirming that Head Start is fully utilized on September 1, 2020, must be signed by both the District and the appropriate Head Start director. This form MUST be completed no later than September 15, 2020.

This certification applies to all school districts, including school district grantees or delegate agencies, districts where Head Start serves the county but not the districts' catchment area in the county, and districts where Head Start serves all children eligible for at-risk preschool services.

It is recommended that both the District and Head Start maintain a copy of the form in their files. The District should contact the Head Start program to assure that full utilization is certified by September 1, 2020 and the form is signed and completed by September 15, 2020.

Submission Instructions

The District must submit a signed Certificate of Head Start Full Utilization through the Grant Management Application and Planning (GMAP) system. The GMAP is used to collect all required preschool application information each year, including the Certificate of Head Start Full Utilization. This signed, completed form MUST be submitted to the Kentucky Department of Education through GMAP no later than March 31, 2021.

Certificate of Head Start Full Utilization

Must be Completed by **September 15, 2020**

Must be Submitted in GMAP by **March 31, 2021**

https://gmap.education.ky.gov/user/signin.aspx

Head Start: Ohio Valley Educational Cooperative

_____

School District: Bullitt County Public Schools

_____

Check or fill in the appropriate circles.

☒ *Head Start and School District Are Fully Utilized*

As of September 1, 2020, I certify that the above Head Start program and School District achieved full utilization by:

- ☒ Avoiding duplication of preschool programs and services
- ☒ Avoiding supplanting of federal Head Start funds
- ☒ Maximizing the use of Head Start funds to serve as many four-year-old children as possible, ensuring _____0_____ (number) four-year-olds were enrolled in Head Start on September 1 based on the 1989-90 number of four-year-olds served or a mutually-agreed upon target number.

○ *Head Start and School District Are Not Fully Utilized*

As of September 1, 2020, I certify that the above Head Start program and School District are not fully utilized for the following reason(s):

_____

Due to COVID19 our enrollment is down, however we will continue working toward full enrollment.

_____

_____

_____

_____

_____

_____

Certificate of Head Start Full Utilization: Signature Page
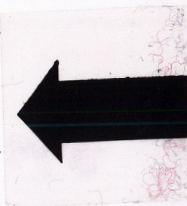
Head Start Director Signature

09/22/2020

Date

School District Representative Signature

Date
10/19/20

- o School District Agrees with Certification
- o School District Disagrees with Certification

Certificate of Head Start Full Utilization

Must be Completed by **September 15, 2020**
Must be Submitted in GMAP by **March 31, 2021**
https://gmap.education.ky.gov/user/signin.aspx

Purpose

KRS 157.3175 requires local school districts to collaborate with Head Start and other existing preschool programs "to avoid duplication of services and supplanting of federal funds to maximize the use of Head Start funds to serve as many four-year-old children as possible." The statute also requires that School District proposals contain certification by the Head Start director that the Head Start program is "fully utilized."

In general, the Head Start program is considered "fully utilized" if the 1989-90 number of four-year-olds, or a mutually agreed upon target number from the local agreement, is met or exceeded (*i.e., the number of at-risk four-year-olds identified in Section V(c)(i)(3) of the new local agreement*). If the target number is not met, an explanation shall be provided, such as a description of population or economic changes that effect the number of four-year-olds in the District or a change in Head Start capacity.

Completion Instructions

The District and Head Start must complete a Local Memorandum of Agreement annually. In addition, a certificate of Full Utilization form (attached), verifying the number of at-risk four-year-olds enrolled with Head Start and confirming that Head Start is fully utilized on September 1, 2020, must be signed by both the District and the appropriate Head Start director. This form MUST be completed no later than September 15, 2020.

This certification applies to all school districts, including school district grantees or delegate agencies, districts where Head Start serves the county but not the districts' catchment area in the county, and districts where Head Start serves all children eligible for at-risk preschool services.

It is recommended that both the District and Head Start maintain a copy of the form in their files. The District should contact the Head Start program to assure that full utilization is certified by September 1, 2020 and the form is signed and completed by September 15, 2020.

Submission Instructions
The District must submit a signed Certificate of Head Start Full Utilization through the Grant Management Application and Planning (GMAP) system. The GMAP is used to collect all required preschool application information each year, including the Certificate of Head Start Full Utilization. This signed, completed form MUST be submitted to the Kentucky Department of Education through GMAP no later than March 31, 2021.

Certificate of Head Start Full Utilization

Must be Completed by **September 15, 2020**
Must be Submitted in GMAP by **March 31, 2021**
https://gmap.education.ky.gov/user/signin.aspx

Head Start: Ohio Valley Educational Cooperative

_____

School District: Bullitt County Public Schools

_____

Check or fill in the appropriate circles.

⊠ *Head Start and School District Are Fully Utilized*
As of September 1, 2020, I certify that the above Head Start program and School District achieved full utilization by:

- ⊠ Avoiding duplication of preschool programs and services
- ⊠ Avoiding supplanting of federal Head Start funds
- ⊠ Maximizing the use of Head Start funds to serve as many four-year-old children as possible, ensuring _____0_____ (number) four-year-olds were enrolled in Head Start on September 1 based on the 1989-90 number of four-year-olds served or a mutually-agreed upon target number.

O *Head Start and School District Are Not Fully Utilized*
As of September 1, 2020, I certify that the above Head Start program and School District are not fully utilized for the following reason(s):

_____

Due to COVID19 our enrollment is down, however we will continue working toward full enrollment.

_____

_____

_____

_____

_____

_____

Certificate of Head Start Full Utilization: Signature Page

K. Tikki
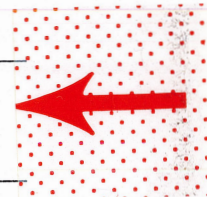
Head Start Director Signature

09/22/2020

Date

School District Representative Signature

PatNK

Date
10/19/20

- O School District Agrees with Certification
- O School District Disagrees with Certification

Certificate of Head Start Full Utilization

Must be Completed by **September 15, 2020**
Must be Submitted in GMAP by **March 31, 2021**
https://gmap.education.ky.gov/user/signin.aspx

Purpose

KRS 157.3175 requires local school districts to collaborate with Head Start and other existing preschool programs "to avoid duplication of services and supplanting of federal funds to maximize the use of Head Start funds to serve as many four-year-old children as possible." The statute also requires that School District proposals contain certification by the Head Start director that the Head Start program is "fully utilized."

In general, the Head Start program is considered "fully utilized" if the 1989-90 number of four-year-olds, or a mutually agreed upon target number from the local agreement, is met or exceeded (*i.e., the number of at-risk four-year-olds identified in Section V(c)(i)(3) of the new local agreement*). If the target number is not met, an explanation shall be provided, such as a description of population or economic changes that effect the number of four-year-olds in the District or a change in Head Start capacity.

Completion Instructions

The District and Head Start must complete a Local Memorandum of Agreement annually. In addition, a certificate of Full Utilization form (attached), verifying the number of at-risk four-year-olds enrolled with Head Start and confirming that Head Start is fully utilized on September 1, 2020, must be signed by both the District and the appropriate Head Start director. This form MUST be completed no later than September 15, 2020.

This certification applies to all school districts, including school district grantees or delegate agencies, districts where Head Start serves the county but not the districts' catchment area in the county, and districts where Head Start serves all children eligible for at-risk preschool services.

It is recommended that both the District and Head Start maintain a copy of the form in their files. The District should contact the Head Start program to assure that full utilization is certified by September 1, 2020 and the form is signed and completed by September 15, 2020.

Submission Instructions
The District must submit a signed Certificate of Head Start Full Utilization through the Grant Management Application and Planning (GMAP) system. The GMAP is used to collect all required preschool application information each year, including the Certificate of Head Start Full Utilization. This signed, completed form MUST be submitted to the Kentucky Department of Education through GMAP no later than March 31, 2021.