



Regular Meeting of the Board of Control  
 Date: Tuesday, August 20, 2013 at 7 pm  
 Location: CESA #2 Conference Room  
 Minutes

Committee	Members
Audit	Barbara Fischer, Tina Rossmiller and Jaye Tritz
Personnel	Duane Draeger, Jeff Hanna and Nancy Thompson
Policy	Dean Bowles, Jim Bousman, Jim Wahl and Brett Welhouse
<b>WASB Delegate and Alternate</b>	Jeff Hanna and Barbara Fischer

#	Item	Minutes	Action
1.	<b>Call to Order/Announcement of Compliance with Open Meeting Law</b>	Ms. Thompson called the meeting to order. Dr. Albrecht confirmed that the meeting is in compliance with the Open Meeting Law.	<b>Time:</b> 7:10 pm.
2.	<b>Roll Call</b>	<p><b>Present:</b>            Bousman, Jim            Bowles, Dean            Draeger, Duane            Fischer, Barbara            Hanna, Jeff            Rossmiller, Tina            Thompson, Nancy            Tritz, Jaye            Wahl, Jim            Welhouse, Brett</p> <p><b>Absent:</b>            None</p> <p><b>Also present:</b>            Albrecht, Gary            Barlass, Nicole            Barrow, Bill            Propp, Evelyn</p>	

3.	<b>Review and Approve Agenda</b>	Ms. Thompson reviewed the agenda and noted the one addition to the consent agenda: the resignation of Sherry Peterson, Special Education Aide, Union Grove Special Education Consortium, effective August 7, 2013. Ms. Thompson asked if there were any items anyone would like moved from the consent agenda to the regular agenda. There were no requests to move items. Mr. Hanna made a motion to approve the agenda with the additional item as submitted. Ms. Tritz seconded the motion. The motion carried 10:0.	<b>Motion:</b> Hanna <b>Second:</b> Tritz  Motion carried 10:0
4.	<b>Consideration of new BOC member from Clinton for Cluster F/Oath of Office</b>	Dr. Albrecht introduced Evelyn Propp, a Board Member of the Board of Education for the Clinton Community School District. Ms. Thompson asked Ms. Propp to introduce herself. Ms. Propp noted that she is a former teacher of 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> and part of 4 <sup>th</sup> grade. Dr. Albrecht administered the Oath of Office to Ms. Propp.	
5.	<b>Approval of Minutes from Regular Board of Control Meeting on July 16<sup>th</sup>, 2013 meeting</b>	Ms. Thompson asked if any corrections needed to be made to the minutes. There were none noted. Mr. Wahl made a motion to approve the minutes. Ms. Fischer seconded the motion. The motion carried by 7 votes with Ms. Thompson, Ms. Rossmiller and Mr. Hanna abstaining.	<b>Motion:</b> Wahl <b>Second:</b> Fischer  Motion carried 7:0 with 3 abstains
6.	<b>Audit Committee Report and Payment of bills</b>	Ms. Rossmiller noted that CESA #2 had a balance of \$1,667,745.83 as of June 30, 2013, there were cash receipts of \$1,232,011.73, there were cash disbursements of \$884,949.05, leaving a balance of \$2,014,808.51 as of July 31, 2013. Ms. Rossmiller made a motion to accept the report and pay the bills. Mr. Draeger seconded the motion. The motion carried 11:0.	<b>Motion:</b> Rossmiller <b>Second:</b> Draeger  Motion carried 11:0
7.	<b>Citizen Input</b>	There was no citizen input.	

8.	<p><b>Presentation/Board Development</b> Todd Berry, Wisconsin Taxpayers Alliance</p>	<p>Mr. Berry provided information on the state's fiscal status as compared to other states, as well as historical and future budget information.</p>	
9.	<p><b>Reports</b> Agency Administrator Financial Director Director of Special Education Director of Programs and Operations Jefferson County Head Start</p>	<p>See attached for the Agency Administrator and Jefferson County Head Start reports.</p> <p>Mr. Barrow noted that the business office is completing the year end tasks and that it appears that the book of business is down by 10% this year. He will provide the Board of Control with the finalized numbers at the September 17<sup>th</sup> Board of Control meeting. Schenck, the auditing firm used by CESA #2, will be here to begin the audit on September 23<sup>rd</sup>. They will use the state and federal guidelines to review the state and federal grants received. The audits have been fairly clean in recent years. The one item noted last year was in regards to PAR (personal activity reports) tracking which has been addressed. Mr. Barrow does not anticipate any issues will arise this year. He also noted a recent trend of school districts choosing to hire CESA #2 staff who work in the district as their own employees. A question was raised if that might cause issues for the school districts in terms of the PPACA requirements. Mr. Barrow noted that it could if bringing the staff back increases the total number of staff to over 50. He also noted that it can have an effect on maintenance of effort and therefore any federal dollars the district receives. He further noted that the districts in the Westosha Special Education Alliance have taken the flow-thru and Early Childhood money received and placed it back on their books, which represents between \$1,000,000 and \$1,500,000. Mr.</p>	

		<p>Barrow noted that CESA #2 is seeing a shift in its business, making this an appropriate time for Dr. Albrecht’s plan to work with Dr. Susan Leddick and David Voss to determine what the next iteration of CESA #2 will look like and to determine how we can help local school districts.</p> <p>Ms. Barlass noted that the Communicating for Student Success seminars were held August 8<sup>th</sup> through the 13<sup>th</sup> and were very well received. A number of superintendents, business managers, staff and board members attended. Another round of seminars is scheduled for October. Ms. Barlass is preparing for the coming year, including the Welcome Back Breakfasts held for staff. One will be held on August 21<sup>st</sup> in Bristol for staff in that area and a second breakfast will be held on August 26<sup>th</sup> in Whitewater. She also noted that the DPI Educator Effectiveness model will have a full pilot this year, which 42 of the CESA #2 school districts will be participating in. CESA #2 has four consultants who are preparing to assist school districts with this model.</p>	
<p>10.</p>	<p><b>Approximately 8 pm - Adjourn to closed session pursuant to Wisconsin Statute 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and (g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.</b></p>	<p>Mr. Hanna made a motion to adjourn to closed session. Ms. Tritz seconded the motion. The motion carried 11:0</p> <p>Roll call:  Bousman, Jim  Bowles, Dean  Draeger, Duane  Fischer, Barbara  Hanna, Jeff  Propp, Evelyn  Rossmiller, Tina  Thompson, Nancy  Tritz, Jaye  Wahl, Jim  Welhouse, Brett</p>	<p><b>Motion:</b>  Hanna  <b>Second:</b>  Tritz  <b>Time:</b>  8:16 pm</p> <p>Motion carried 11:0</p>

		(g) Update on court case involving former CESA #2/Westosha Special Education Alliance employee (teleconference consultation with attorney)  (g ) Update regarding driver education accident from September 2012	
11.	<b>Reconvene to open session</b>	Mr. Hanna made a motion to reconvene to open session. Ms. Fischer seconded the motion. The motion carried 11:0.	<b>Motion:</b> Hanna <b>Second:</b> Fischer <b>Time:</b> 8:55 pm  Motion carried 11:0
12.	<b>Action from closed session, if necessary</b>	No action was taken.	
13.	<b>Action items (consent agenda):</b>	Dr. Albrecht noted that the number of resignations from the Union Grove Special Education Consortium are because one of the member districts decided to hire the staff back because of administrative fees and maintenance of effort. Mr. Hanna made a motion to approve the items in the consent agenda. Ms. Tritz seconded the motion. The motion carried 11:0.	<b>Motion:</b> Hanna <b>Second:</b> Tritz  Motion carried 11:0
	FMLA	Sharon Webb, Instructional Technology Consultant, Whitewater, tentatively from August 22, 2013 through October 3, 2013	
	Increase in time	Kristin Grender, Orientation and Mobility Specialist, from 60% FTE to 100% FTE with the addition of duties as Transition Consultant  Lynn Guy, Occupational Therapist, Union Grove Special Education Consortium, from 80% FTE to 100% FTE for 2013-2014	

		Deborah Hall, WSPEI Coordinator, from 92 days to 192 days for 2013-2014 (increase of 100 days for a new total of 180 days in the WSPEI grant plus 12 days for NVCI)	
	New hire	Stacie Nelson, Instructor, Driver Education	
	Resignations	<p>Cheri Carlson, Special Education Aide, Union Grove Special Education Consortium, effective August 7, 2013</p> <p>JoAnn Chart, Special Education Aide, Union Grove Special Education Consortium, effective August 7, 2013</p> <p>Nancy Collins, Special Education Aide, Union Grove Special Education Consortium, effective August 7, 2013</p> <p>Debbie Goetsch, Special Education Aide, Union Grove Special Education Consortium, effective August 7, 2013</p> <p>Vickie Haertel, Special Education Aide, Union Grove Special Education Consortium, effective August 7, 2013</p> <p>Lea Harry, Special Education Aide, Union Grove Special Education Consortium, effective August 7, 2013</p> <p>Ann Kastenson, Special Education Teacher Assistant, Waterford Union High School, effective August 1, 2013</p> <p>Julie Kastenson, Special Education Aide, Union Grove Special Education Consortium, effective August 7, 2013</p> <p>Sherry Peterson, Special Education Aide, Union Grove Special Education Consortium, effective August 7, 2013</p> <p>Jeannine Orlando, Special Education</p>	

		<p>Aide, Union Grove Special Education Consortium, effective August 7, 2013</p> <p>Jennifer Ruskiewicz Special Education Aide, Union Grove Special Education Consortium, effective August 7, 2013</p> <p>Adele Smith, Special Education Aide, Union Grove Special Education Consortium, effective August 7, 2013</p> <p>Mari Anne Squires, Speech Language Pathologist, Union Grove Special Education Consortium, effective August 7, 2013</p>	
14.	<b>Contract for the WASDA Executive Director</b>	<p>Dr. Albrecht noted that previously there was not a strong relationship between WASDA and CESA #2 and both offered professional development for superintendents. Five years ago, a partnership was formed that provided for increased collaboration and for CESA #2 to hold the contract for the WASDA Executive Director. Some of the collaborations include training for new superintendents and the Great Statewide Conversations held last year. Dr. Albrecht noted that CESA #2 received 4% in administrative fees to hold the contract and act as the fiscal agent.</p> <p>Mr. Wahl made a motion to approve the contract for the WASDA Executive Director. Mr. Draeger seconded the motion. The motion carried 11:0.</p>	<p><b>Motion:</b> Wahl <b>Second:</b> Draeger</p> <p>Motion carried 11:0</p>
15.	<b>Jefferson County Head Start – New hires</b>	<p>Ms. Thompson noted that hiring teachers as limited term employees allows Jefferson County Head Start to determine if those hired will be a good fit and helps to decrease costs. She also noted that the program may need to review salaries as they are increasing out of line with those of</p>	<p><b>Motion:</b> Bowles <b>Second:</b> Hanna</p> <p>Motion carried 11:0</p>

		<p>local school districts.</p> <p>Mr. Bowles made a motion to approve the hiring of Amanda Bettin, Teacher, Limited Term Employee; Samantha Cecil, Teacher, Limited Term Employee; Lisa Haas, Teacher, Limited Term Employee; Kailee Hager, Teacher, Limited Term Employee; and Kelsey Uhlman, Teacher, 100% FTE. Mr. Hanna seconded the motion. The motion carried 11:0.</p>	
16.	<b>Jefferson County Head Start – Change in status</b>	<p>Mr. Hanna made a motion to approve the change in status of Kellie Nelson, from Assistant Teacher to Teacher, Limited Term Employee. Mr. Draeger seconded the motion. The motion carried 11:0.</p>	<p><b>Motion:</b> Hanna <b>Second:</b> Draeger</p> <p>Motion carried 11:0</p>
17.	<b>Jefferson County Head Start – Program Year 2012 Triennial Review Corrective Action Plan</b>	<p>Ms. Thompson noted that the program has taken corrective action to ensure that all students are evaluated and receive any necessary dental work within the school year after a student was unable to receive treatment until July. The student did receive treatment and follow-up care. She noted that the Family Advocates will be working closely with families to ensure this happens in the future. Ms. Thompson noted that a team will likely be sent to review the action taken as part of the corrective action plan. Ms. Tritz made a motion to approve the Program Year 2012 Triennial Review Corrective Action Plan. Ms. Fischer seconded the motion. The motion carried 11:0.</p>	<p><b>Motion:</b> Tritz <b>Second:</b> Fischer</p> <p>Motion carried 11:0</p>
18.	<b>Jefferson County Head Start – Dousman Transportation Contract for 2013-2014 School Year</b>	<p>Mr. Hanna made a motion to approve the Dousman Transportation Contract for 2013-2014 School Year. Mr. Draeger seconded the motion. The motion carried 11:0.</p>	<p><b>Motion:</b> Hanna <b>Second:</b> Draeger</p>



			Motion carried 11:0
19.	<b>Cracker Barrel</b>	Ms. Rossmiller noted that a fire had broken out in the stadium press box at Evansville, destroying the youth football equipment. The cause of the fire is under investigation. She also noted that the Evansville School Board voted to rename the stadium after the current football coach. Ms. Thompson asked if others are experiencing a large number of new employees for this coming year. Ms. Fischer noted that Elkhorn has six new administrators. Mr. Draeger noted that Johnson Creek has 14 new staff and is adding a fourth portable classroom. Mr. Bowles noted that Monona Grove has a new superintendent and director of pupil services and has invested funds for professional development.	
20.	<b>Adjourn</b>	Ms. Fischer made a motion to adjourn the meeting. Mr. Bowles seconded the motion. The motion carried 11:0.	<b>Motion:</b> Fischer <b>Second:</b> Bowles <b>Time:</b> 9:40 pm  Motion carried 11:0



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August 20<sup>th</sup>, 2013

**CESA #2 BOARD OF CONTROL**

Administrator's Report

Gary L. Albrecht, Ph.D.

CESA #2 Agency Administrator

1. The CESA #2 Insurance Committee met last week with Al Jaeger. Mr. Jaeger will be gathering some information together from various providers prior to our next meeting in September. As soon as we have something more specific to discuss, I will schedule a discussion on a BOC agenda.
2. Two more superintendencies opened recently in CESA #2 – Brighton (K-8), and Juda. I will pay a visit to each district as soon as a new superintendent is hired.
3. Monday evening, (August 19<sup>th</sup>) I presented to the Cambridge and McFarland School Boards.
4. Tuesday, during the day, I will be attending a CESA Statewide Network meeting (CESA Administrators) and Collaborative Council (led by State Superintendent Tony Evers). Both are held in Madison.
5. The first PAC (Professional Advisory Committee/Superintendents) meeting will be held on Thursday, September 12<sup>th</sup>. Our guest speakers will be David Voss, Voss Associates (Communications/marketing) and Attorney Kirk Strang. Mr. Strang will give superintendents a legal update on a variety of topics.

PAC meetings are also available via ADOBE connect to the desktop either live or as an archive.

6. Dean Bowles, BOC member from Monona Grove, will be teaching a class this semester at UW Madison. He is interested in returning to the BOC after this semester, so another MG Board member will be filling in for him during his absence.
7. The September BOC meeting will be held on Tuesday, September 17<sup>th</sup>.
8. CESA #2 staff meetings this year will be held on the third Monday of each month in conjunction with DPI updates. These polycom updates are provided to all of the CESA simultaneously and we are able to participate in discussions with DPI and other CESAs.

Jefferson County Head Start / CESA #2  
Directors Report to the Board of Control  
& Head Start Policy Council  
August 19<sup>th</sup>, & 20<sup>th</sup>, 2013

Directors Report:

**Corrective Action Plan**

Based on information gathered during the Triennial Review, the Head Start program was found to be out of compliance in one area. The area of non-compliance identified should be corrected within 120 days following the receipt of overview of findings letter (5/29/2013).

Included in this report is a copy of the Corrective Action Plan that is submitted to the CESA #2 Board of Control and Head Start Policy Council for approval.

**Federal Funding Update: Balance of Funding**

On July 17<sup>th</sup>, 2013; a Notice of Award was received by the Head Start Office awarding the balance of 2013 federal funds to the program. The award, is in the amount of \$310,965. The total amount of federal funding for 2013 is \$1,991,810. (A copy of the award is included).

The program was also notified that the request made to the Office of Head Start to reduce the enrollment of total children by 10 slots was approved. This request was made in response to the 5.2% funding cut that the program acknowledged.

**Return to Work:**

Head Start employees will return to work on August 26<sup>th</sup>, 2013. The week will provide a variety of mandated and motivational trainings to kick-off then new school year.

To date, 45 employees are on board to provide comprehensive Head Start services to 288 Head Start children.

This school year; the program will focus on involving families. Trainings set this first week will focus on what involving families really means and emphasis will be on identifying the difference between "involving" and "engaging".

We will be dedicated to ensuring that staff and parents fully understand that it takes both to ensure positive readiness outcomes.

**Continued Funding Grant Application:**

An application for continued funding for our Head Start program is due on October 1<sup>st</sup>, 2013, ninety days prior to the start of the budget period. This grant will cover the budget period of 1/1/2014 to 12/31/2014. Grant funding is in the amount of: \$1,991,810.

Over the next weeks, and before the next Board of Control and Policy Council meeting; information will be sent to ensure that you are aware as to the direction the program is taking and are aware of how funds will be utilized.

Topics to share will include:

- Program long range goals and objectives.
- Training/Technical Assistance Budget.
- School Readiness goals for the 2014 school year.

**Overall Federal Budget Report**

I look forward to sharing this information with you as it will give you an overview of the upcoming school year.

**Credit Card Purchases (June – August)**

Exxon/Mobil (Fuel)

6/6/2013: \$604.99

Walmart (Groceries, Classroom & Office Supplies, Parent Reimbursement)

7/2/2013: \$806.18

7/30/2013: \$674.90

Total: \$81.27

Kwik Trip (Fuel, Gas Cards for parent support services)

7/2/2013: \$81.27

### Corrective Action Plan for On-Site Review 2013

Non-Compliant Area	Corrective Activities/Methods Strategies	Resources	Estimated Date of Completion	Actual Completion Time	Primary Person Responsible	On-Going Monitoring	Oversight
<p>1304.20</p> <p>The grantee did not ensure each child with a known dental health problem received further treatment by an appropriate licensed or certified professional. Five percent of files lacked evidence dental treatment occurred. A review of 111 child files found 21 children needed further dental testing, examination and treatment. However 1 child, of the 21 did not receive any treatment.</p> <p>Jefferson County Head Start Dental Treatment verification forms will be signed by Oral Health</p>	<ol style="list-style-type: none"> <li>1. All children's files were reviewed for compliance.</li> <li>2. Dental Appointments were scheduled and those previously scheduled were monitored to ensure that appointments were kept and that advocates were aware of other appointments scheduled.</li> <li>3. Parents were notified and/or reminded of scheduled appointments.</li> <li>4. Resources/Advocacy continues to be offered to all parents prior to the Appointment to support parent engagement in process.</li> <li>5. All examinations are completed and filed by September 26<sup>th</sup>, 2013.</li> <li>6. The program has created a dental exam / follow up services protocols and retrains Advocates on the protocol.</li> </ol>	<p>Federal Performance Standards</p> <p>Local Oral Health Professionals</p> <p>Community Partnership Agreements</p> <p>United Way Funding</p>	<p>Within 120 days of receipt of the Head Start Triennial Review Report</p>	<p>By September 26<sup>th</sup>, 2013.</p>	<p>Head Start Director</p>	<p>Head Start Director</p> <p>COPA Administrator</p> <p>Family &amp; Community Partnership Specialist</p> <p>Family Advocates</p>	<p>Head Start Director</p> <p>Family &amp; Community Partnership Specialist</p>



Jefferson & Western Kenosha County Head Start  
Dental Exam / Treatment  
Protocol

Reference: 1304.20  
Child Health and Developmental Services

(a) Determining Child Health Status

- (1) In collaboration with the parents and as quickly as possible, but no later than 90 calendar days (with the exception noted in paragraph (a)(2) of this section) from the child's entry into the program (for the purposes of 45 CFR 1304.20(a)(1), 45 CFR 1304.20(a)(2), and 45 CFR 1304.20(b)(1), "entry" means the first day that Early Head Start or Head Start services are provided to the child), grantee and delegate agencies must:**
- (iii) Obtain or arrange further diagnostic testing, examination, and treatment by an appropriate licensed or certified professional for each child with an observable, known or suspected health or developmental problem.**

PROTOCOL

1. Children will obtain a dental exam within 90 days of enrollment.
2. Family Advocates will obtain copy of the dental exam and review results.
3. Families whose child is in need of follow up care will receive:
  - 1) Education
  - 2) Resource & Referral Information
  - 3) Advocacy
  - 4) Information on the right to refuse service/assistance if they feel that treatment is not in the best interest of their child.
4. For children diagnosed as needing treatment; a Family Partnership Agreement will be offered which will identify follow-up oral health needs, resources needed and time frames for completion. (Follow-up services will be completed by the end of the program year).
5. Jefferson County Head Start Dental Treatment Verification forms will be signed by Oral Health Professional and filed in child's Health folder.
6. All caseload notes will be entered into Child Outcome Planning and Administration (COPA) to document progress made.

### Corrective Action Plan for On-Site Review 2013

Non-Compliant Area	Corrective Activities/Methods Strategies	Resources	Estimated Date of Completion	Actual Completion Time	Primary Person Responsible	On-Going Monitoring	Oversight
<p>1304.20</p> <p>A review of 111 child files showed one child did not receive any treatment.</p>	<p>The dental exam completed on 8/30/2012 and received by the Head Start office indicated from the Oral Health professional they recommended that the child see a Pediatric Dentist for surgery.</p> <p>A Home Visit was scheduled to provide parent with information so an appointment could be made at the Children's Dental Center in Madison, Wisconsin (This clinic is 45 miles from the parents home.)</p> <p>The parent was informed that the clinic was not taking anymore new MA patients and was told to call back in April.</p> <p>The Family Advocate advocated for the parent by calling the clinic and was told the earliest</p>	<p>Children's Dental Center, Madison, Wisconsin</p> <p>Dr. Gobel, Bender &amp; Kind Dental Clinic</p> <p>Head Start Staff</p> <p>United Way Funding (co-pays,, gas card, etc.)</p>	<p>August 1<sup>st</sup>, 2013.</p>	<p>August 1<sup>st</sup>, 2013.</p>	<p>Head Start Director</p> <p>Family &amp; Community Partnership Specialist</p>	<p>Head Start COPA Administrator</p> <p>Family &amp; Community Partnership Specialist</p> <p>Family Advocate</p>	<p>Head Start Director</p> <p>Family &amp; Community Partnership Specialist</p>



appointment was July 12, 2013. The appointment was scheduled.

The child kept the July 12<sup>th</sup>, appointment and was scheduled to return on August 1<sup>st</sup>, 2013. The child did attend appointment and all follow up work was completed by Dr. Anthony Hernandez.

**Department of Health and Human Services  
Administration for Children and Families  
Notice of Award (NOA)**

SAI NUMBER:

PMS DOCUMENT NUMBER:  
05CH550823

<b>1. AWARDING OFFICE:</b> OA/OGM/Region V		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant	<b>3. AWARD NO.:</b> 05CH5508/23	<b>4. AMEND. NO.:</b> 1
<b>5. TYPE OF AWARD:</b> SERVICE		<b>6. TYPE OF ACTION:</b> Supplement	<b>7. AWARD AUTHORITY:</b> 42 USC 9801 ET SEQ.	
<b>8. BUDGET PERIOD:</b> 01/01/2013 THRU 12/31/2013		<b>9. PROJECT PERIOD:</b> INDEFINITE		<b>10. CAT NO./CFDA:</b> 93.600 ...
<b>11. RECIPIENT ORGANIZATION:</b> COOPERATIVE EDUCATIONAL SERVICES AGENCY #2 1541 Annex Road Jefferson WI 53549 9618 Nancy Thompson, Board Chairperson			<b>12. PROJECT / PROGRAM TITLE:</b> HEAD START: FULL YEAR PART DAY HANDICAPPED TRAINING AND TECHNICAL ASSISTANCE	
<b>13. COUNTY:</b> JEFFERSON		<b>14. CONGR. DIST.:</b> 01, 05	<b>15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR:</b> DR Gary Albrecht , Administrator	
<b>16. APPROVED BUDGET:</b>			<b>17. AWARD COMPUTATION:</b>	
Personnel..... \$ 873,945			A. NON-FEDERAL SHARE..... \$ 497,953 20.00 %	
Fringe Benefits..... \$ 547,288			B. FEDERAL SHARE..... \$ 1,991,810 80.00 %	
Travel..... \$ 4,311			<b>18. FEDERAL SHARE COMPUTATION:</b>	
Equipment..... \$ 0				
Supplies..... \$ 25,767			A. TOTAL FEDERAL SHARE..... \$ 1,991,810	
Contractual..... \$ 240,931			B. UNOBLIGATED BALANCE FEDERAL SHARE.....\$	
Facilities/Construction..... \$ 0			C. FED. SHARE AWARDED THIS BUDGET PERIOD.\$ 1,991,810	
Other..... \$ 299,568			<b>19. AMOUNT AWARDED THIS ACTION:</b> \$ 310,965	
Direct Costs..... \$ 1,991,810			<b>20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:</b> \$	
Indirect Costs..... \$ 0			<b>21. AUTHORIZED TREATMENT OF PROGRAM INCOME:</b>	
At % of \$			<b>22. APPLICANT EIN:</b> 1-391487148-A1	
In Kind Contributions..... \$ 0			<b>23. PAYEE EIN:</b> 1-391487148-A1	
Total Approved Budget(**).. \$ 1,991,810			<b>24. OBJECT CLASS:</b> 41.51	




**25. FINANCIAL INFORMATION:**

DUNS: 167639095

ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
OGM	05CH550823	75-3-1536	2013 G054120	\$5,614		
OGM	05CH550823	75-3-1536	2013 G054122	\$305,351		

**26. REMARKS:** (Continued on separate sheets)

Client Population: 288.  
 Number of Delegates: 0.  
 Paid by DHHS Payment Management System (PMS), see attached for payment information.  
 This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104).  
 For the full text of the award term, go to <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.  
 This grant is subject to the requirements as set forth in 45 CFR Part 87.  
 (\*\*\*) Reflects only federal share of approved budget.

<b>27. SIGNATURE - ACF GRANTS OFFICER</b>		<b>DATE:</b>	<b>28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY</b>	
Eric P. Staples 		7/18/2013	William M. Sullivan 	
<b>29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)</b>		<b>DATE:</b>		
Kay Willmoth  Regional Program Manager		7/17/13		

**Department of Health and Human Services  
Administration for Children and Families  
Notice of Award (NOA)**

SAI NUMBER:

PMS DOCUMENT NUMBER:  
05CH550823

<b>1. AWARDING OFFICE:</b> OA/OGM/Region V		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant	<b>3. AWARD NO.:</b> 05CH5508/23	<b>4. AMEND. NO.</b> 1
<b>5. TYPE OF AWARD:</b> SERVICE	<b>6. TYPE OF ACTION:</b> Supplement		<b>7. AWARD AUTHORITY:</b> 42 USC 9801 ET SEQ.	
<b>8. BUDGET PERIOD:</b> 01/01/2013 THRU 12/31/2013		<b>9. PROJECT PERIOD:</b> 01/01/2010 THRU 12/31/2013		<b>10. CAT NO./CFDA:</b> 93.600
<b>11. RECIPIENT ORGANIZATION:</b> COOPERATIVE EDUCATIONAL SERVICES AGENCY #2				

**26. REMARKS:** (Continued from previous page)

This grant action awards the balance of funds under Common Accounting Numbers (CAN) G054120 and G054122 for the Fiscal Year (FY) 2013 budget period. Based on the final appropriation for the Head Start program in FY 2013, the revised, annual base funding level for Head Start operations is \$1,963,738, and the training and technical assistance allocation remains at \$28,072.

This action approves a reduction in the funded enrollment level for the Head Start program. The revised funded enrollment level for Head Start is:

Federal Head Start population: 276 children.  
State Head Start population: 12 children.