



CESA #2

INNOVATION. COLLABORATION. SERVICE.

Regular Meeting of the Board of Control
 Date: Tuesday, February 18th, 2014 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	Jim Bousman, Dean Bowles, Jim Wahl and Brett Welhouse
WASB Delegate and Alternate	Jeff Hanna and Barbara Fischer

#	Item	Minutes	Action
1.	Call to Order/Announcement of Compliance with Open Meeting Law	Ms. Thompson called the meeting to order at 7:15 pm. Dr. Albrecht confirmed that the meeting is in compliance with the Open Meeting Law.	Time: 7:15 pm
2.	Roll Call	<p>Ms. Barlass called the role.</p> <p>Present: Bowles, Dean Draeger, Duane Fischer, Barbara Propp, Evelyn Rossmiller, Tina Thompson, Nancy Wahl, Jim</p> <p>Absent: Bousman, Jim Hanna, Jeff Tritz, Jaye Welhouse, Brett</p> <p>Also present: Albrecht, Gary Barlass, Nicole</p>	

		Dayton, Ron Elger, Tracy Steinhaus, Leslie	
3.	Review and Approve Agenda	Ms. Thompson noted that the consent agenda item regarding a Head Start employee would need to be acted on separately and that there is one additional consent agenda item on the addendum. Mr. Wahl made a motion to approve the agenda with the agenda item regarding a Head Start employee to be acted on separately and the addition to the consent agenda. Mr. Draeger seconded the motion. The motion carried 7:0.	Motion: Wahl Second: Draeger Motion carried 7:0
4.	Approval of Minutes from the Regular Board of Control Meeting on November 12th, 2013 meeting.	Mr. Draeger made a motion to approve the minutes as presented. Ms. Fischer seconded the motion. The motion carried 5:0, with Mr. Bowles and Ms. Thompson abstaining.	Motion: Draeger Second: Fischer Motion carried 5:0 with 2 abstentions
5.	Approval of Minutes from the Regular Board of Control Meeting on December 17th, 2013.	Mr. Draeger made a motion to approve the minutes as presented. Ms. Propp seconded the motion. The motion carried 5:0, with Mr. Bowles and Ms. Rossmiller abstaining.	Motion: Draeger Second: Propp Motion carried 5:0 with 2 abstentions.
6.	Approval of Minutes from the Teleconference Board of Control Meeting on January 17th, 2014.	Mr. Wahl made a motion to approve the minutes as presented. Ms. Fischer seconded the motion. The motion carried 4:0, with Mr. Bowles, Mr. Draeger, and Ms. Rossmiller abstaining.	Motion: Wahl Second: Fischer Motion carried 4:0 with 3 abstentions.
7.	Audit Committee Report and Payment of bills	Ms. Rossmiller read the Audit Committee Report, noting that there was a balance of \$1,261,887.68 as of December 31, 2013. She further noted that there were cash receipts of \$1,440,650.30 and cash disbursements of \$1,247,818.68, leaving a balance of \$1,454,719.30 as	Motion: Rossmiller Second: Draeger Motion carried 7:0

		<p>of January 31, 2014. Ms. Rossmiller made a motion to accept the report and pay the bills. Mr. Draeger seconded the motion. The motion carried 7:0. Mr. Barrow noted the large dollar amount received from Dean on January 21, 2014 and then, returned to Dean on February 3, 2014. He explained that Dean had mistakenly issued the large ACH payment and he was contacted by the company to issue a check to return the funds. CESA #2 does receive money from Dean, but not in that great of an amount.</p>	
8.	Citizen Input		
9.	<p>Reports Agency Administrator Financial Director Director of Programs and Operations Jefferson County Head Start</p>	<p>Please see attached for the Agency Administrator and Jefferson County Head Start reports.</p> <p>Financial Director – Mr. Barrow shared the projected CPI number for July 1, 2014. He noted that he would prepare some three possible scenarios for salary increases to be presented at the next Board of Control meeting. He also shared an outline of the employer and employee percentage cost of the health insurance for employees working 30 to 40 hours per week. Mr. Barrow noted that if the Board of Control decides to make any changes to the eligibility requirements, for instance that an employee must work 30 hours or more per week to be eligible for health insurance, changes will need to be made to the agreement with the health insurance providers, the Board of Control policies and employee handbook will need to be updated and there may need to be changes to the Flex Plan document or the elimination of the Flex Plan. Ms. Fischer asked how</p>	

		<p>many employees would be affected by a change in eligibility. Mr. Barrow noted that we would need to determine how many employees would be affected. Ms. Rossmiller asked if there was a way to show employees that there may be a cost benefit and other potential benefits by the employee no longer being eligible for the health insurance. Dr. Albrecht noted that Associated Financial Group is exploring ways in can support employees in navigating the PPACA. Mr. Bowles suggested that hypothetical models could be used to explain the benefits to employees. Ms. Thompson asked if there would be any legal issues with maintaining the option plan under PPACA. Mr. Barrow noted we would need to check on that.</p> <p>Director of Programs and Operations – Ms. Barlass noted that she and Ms. Elger had attended the System Practitioners Meeting hosted by Dr. Susan Leddick in Montana and that both had found it very beneficial. CESA 6 attended, along with an ESA from Ohio and one from Montana. She noted that each agency presented a leadership challenge and received feedback from the other participants. She and Ms. Elger presented the new platforms and received feedback on potential ways to set up the centers and financial options. Ms. Barlass explained that she and Dr. Albrecht had a teleconference with Mr. Ruhly regarding some potential changes to policies related to personnel. She asked if the policy committee members would be available to meet at 6:15 pm before the March 18, 2014 Board of Control meeting to discuss the changes. Mr. Bowles and Mr.</p>	
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		<p>Wahl indicated that they would be available. Ms. Barlass noted that she would email all of the committee members a copy of the proposed changes prior to the meeting. Ms. Barlass mentioned that the College and Career Readiness Summit will be held on February 19, 2014 and that over 200 participants had signed up. Dr. Albrecht had served on the group which had made recommendations regarding what Wisconsin should do to ensure its students are college and career ready.</p>	
10.	<p>Educator Effectiveness Update</p>	<p>Mr. Dayton and Ms. Steinhaus provided an overview of the two Educator Effectiveness models – DPI and the CESA 6 Effectiveness Project. Mr. Dayton noted that currently 22 school districts are using the CESA 6 model and 40 school districts are using the DPI model. He also noted that there is no connection between Act 10 and Educator Effectiveness. Mr. Bowles asked if the models address the issue of inter-rater reliability. Ms. Steinhaus noted that evaluators must be certified and the certification lasts four years. The evaluators must also go through a calibration process to ensure inter-rater reliability and it is recommended they complete the calibration twice per year. One of the differences between the two models is that the DPI model uses 22 components for measurement and the CESA 6 model uses 6 standards. Dr. Albrecht asked how the models evaluate teachers’ content knowledge. He noted that he had found it helpful as a teacher to receive feedback from a university professor who specialized in music. Ms. Steinhaus noted that the models do not specifically address content</p>	

		knowledge, but a distinguished teacher could also provide feedback regarding a teacher’s content knowledge.	
11.	Next Generation of CESA #2 – Design Team Discussion	Dr. Albrecht presented an overview of the process and the conclusions of the Design Team. Ms. Barlass presented the five platforms, the platform leaders and the platform components. Ms. Elger presented the five bold steps to be taken. Mr. Barrow presented the six regional areas and the regional liaisons.	
12.	Discussion of Agency Administrator Evaluation	Ms. Thompson noted that the evaluation form had been sent to the Board and asked if there were any changes that needed to be made. She noted that the form would be made into a survey that would be emailed out to the Board. She also noted that previously when evaluating the Board members had provided comments if they marked an item as either below expectation or outstanding performance. It was agreed to continue this practice. She noted that a survey is also sent out to staff members. Ms. Barlass noted that she would provide data for the evaluation and the survey by Friday, February 21 st . It was agreed that survey responses would be submitted by March 8 th , so that Ms. Thompson can compile the results in time for the March 18 th meeting.	
13.	Action items (consent agenda):	Ms. Rossmiller made a motion to approve the consent agenda. Mr. Draeger seconded the motion. The motion carried 7:0.	Motion: Rossmiller Second: Draeger Motion carried 7:0
	FMLA	Sally Hagemann, Program Support Teacher, UGSEC, effective March 7, 2014 through May 2, 2014	

		<p>Carol Harry, Early Childhood Teacher, UGSEC, effective immediately and to be taken intermittently as needed</p> <p>Amy Langer, Intake/Service Coordinator, Birth to Three, tentatively effective March 17, 2014 through June 9, 2014</p>	
	New Hires	<p>Karlyn Blaha, Learning Coach, JEDI</p> <p>Mitchell George, Learning Coach, JEDI</p> <p>Sunshine Stephens, Learning Coach, JEDI</p>	
	Resignation	Susan Jardee, Educational Assistant, UGSEC	
	Termination of position	Jessaca Summers, intern, JEDI – intern position was terminated by the JEDI Governance Board on January 30, 2014	
14.	Change in Status	Mr. Bowles made a motion to approve the change in status for Jenny Adkins, Head Start, moving from full-time Family Advocate to full-time Family Engagement Coordinator. Ms. Fischer seconded the motion. The motion carried 7:0	<p>Motion: Bowles Second: Fischer Motion carried 7:0</p>
15.	Second Reading – revision to Policy 1008 – Fixed Asset Inventories	Mr. Draeger made a motion to approve the revision to Policy 1008 – Fixed Asset Inventories. Mr. Bowles seconded the motion. The motion carried 7:0.	<p>Motion: Draeger Second: Bowles Motion carried 7:0</p>
16.	Second Reading – revision to Policy 1012 – Sale or Disposal of Agency Equipment and Materials	Ms. Fischer made a motion to approve the revision to Policy 1012 – Sale or Disposal of Agency Equipment and Materials. Mr. Wahl seconded the motion. The motion carried 7:0.	<p>Motion: Fischer Second: Wahl Motion carried 7:0</p>
17.	Cracker Barrel	Ms. Rossmiller asked that if anyone had co-op policies for students	

		<p>working while in high school to please share them with her. She noted that she enjoyed the networking at the CSN Breakfast at the Education Convention and she was intrigued by the presentation on Policy Governance®. Ms. Thompson and Dr. Albrecht noted that Ms. Rossmiller may want to contact DeForest School District and Jon Bales, WASDA Executive Director, for more information. Mr. Bowles noted that three students and one teacher from Monona Grove will be going to Antarctica for a three week excursion. He also noted that he had been part of a committee to create a replacement for the steps and lanes salary schedule and that they had completed their work and would be sharing the proposal at the next school board meeting. Many were interested in seeing the proposal. Mr. Bowles stated he would share it once it's approved.</p>	
18.	Adjourn	<p>Mr. Draeger made a motion to adjourn the meeting at 10:28 pm. Mr. Wahl seconded the motion. The motion carried 7:0.</p>	<p>Motion: Draeger Second: Wahl Time: 10:28 pm Motion carried 7:0</p>

Jefferson County Head Start / CESA #2
Directors Report to the Board of Control
& Head Start Policy Council
February 17th & 18th, 2014

Directors Report – Mary Anne Wieland

Federal Update:

Funding, funding, funding – now that Sequestration cuts have been fully rolled back; we can expect an increase in our base funding in the amount of \$109,246. This increase represents the 5.2% reduction that occurred during program year 2013. Our goal is to utilize these resources for maximum impact in 2014. Please read the Program Instruction found below for more detailed information regarding increased funding.

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-14-01	2. Issuance Date: 02/10/2014
	3. Originating Office: Office of Head Start	
	4. Key Words: Fiscal Year 2014 Funding Increase; Appropriations; COLA; Sequestration	

PROGRAM INSTRUCTION

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: FY 2014 Head Start Funding Increase

INSTRUCTION:

President Obama signed the Consolidated Appropriations Act of 2014 on January 17, 2014. This Act includes \$8,598,095,000 for programs under the Head Start Act, representing an increase of approximately \$1.025 billion over the fiscal year (FY) 2013 funding level.

The approximately \$1.025 billion increase restores the 5.27 percent reduction from sequestration and provides all grantees with a 1.3 percent cost-of-living adjustment (COLA). The FY 2014 funding level also includes \$500 million for expansion through the Early Head Start-Child Care (EHS-CC) Partnership to support communities in expanding high-quality early learning and development opportunities for infants and toddlers.

This Program Instruction provides information about the additional funds that are available to Head Start and Early Head Start grantees in FY 2014 and describes the requirements for applying for the portion of these funds that are available for restoring operational funds reduced by sequestration and providing the COLA. The Administration for Children and Families (ACF) is developing a separate announcement about the EHS-CC Partnership funds and will be providing more information in the coming weeks about how to apply for these funds.

Grantees that already received partial funding for FY 2014 are eligible to receive a supplemental award to reflect the increased appropriation. Grantees that successfully competed for funds and received reduced awards due to sequestration are also eligible to receive these increases. All grantees are required to request these funds through

a grant application.

Restoring Sequestration

The FY 2014 appropriation restores the 5.27 percent reduction grantees received in FY 2013 due to sequestration. The expectation is that grantees will use these funds to restore the number of funded enrollment slots, the number of days or weeks in the program year, or the other cuts programs made to absorb the reduction. If there are any circumstances that make full restoration of services or slots challenging, grantees should work with their Regional Office.

FY 2014 Cost-of-Living Adjustment (COLA)

Each grantee may apply for a COLA increase of 1.3 percent of the FY 2012 base funding level. Base funding excludes training and technical assistance funds and any one-time funding grantees may have received in FY 2012. COLA funds are to be used to increase staff salaries and fringe benefits and to pay for higher operating costs.

Programs that use COLA funds to increase staff salaries should increase the hourly rate of pay and permanently increase the Head Start pay scale rather than only increase the salaries of current employees. Sections 653 and 640(j) of the Head Start Act provide further guidance on the uses and limitations of the COLA funds. Section 653 of the Act restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. Section 640(j) of the Act requires that the compensation of Head Start employees must be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services.

Each grantee, as specified in 45 CFR 1301.31, is required to have personnel policies that specify salary rates and fringe benefits. Any grantee proposing differential COLA increases to staff or delegates must justify its rationale in its budget narrative.

Application Requirements

Grantees must submit a grant application or application amendment in the Head Start Enterprise System (HSES) that includes the Grant Application Budget Instrument (GABI), SF-424 Application for Federal Assistance, board and Policy Council approvals, program narrative, and budget narrative. Information on the increased amount of funds available to your agency for the restoration of operational funds reduced by sequestration and for the COLA will be available in HSES. Due dates for amended applications will also be available in HSES. Grantees that may need an extension of the due date for their grant application should contact their Regional Office.

As always, grantees encountering one-time needs, especially related to health and safety concerns, should contact their Regional Office throughout the year.

Please direct any questions regarding this Program Instruction to your Regional Office.

Thank you for your work on behalf of children and families.

/ Ann Linehan /

Ann Linehan
Acting Director
Office of Head Start

Program Planning

Federal Themes that are coming up as common areas of interest for programs to push forward in this program year, include:

Family Engagement: Each program has a different approach to family services work, and from a policy perspective, the gradual push toward a more systematic and measurable process of tracking family services and family outcomes is clear.

Questions to consider when thinking about approach and implementation are the agency's ability to:

Understanding individual family needs, and matching them up with the appropriate areas of support?

Setting meaningful goals with families, and setting appropriate targets for progress and milestones for achievement over the course of the year?

Tracking your work with families in a way that is transparent and that allows everyone to be proactive in improving services and systems?

Early Education: Now that Head start programs have established School Readiness Goals and are working on ongoing assessments to gauge school readiness for their children, a growing number of programs are focusing on overall educational system design.

If program assessments indicate that children in the program are not on track to be ready for school; we must consider:

Teacher recruitment, selection and professional development, including improving CLASS scores and individualized instruction.

Child assessment strategies – what is the best way to get robust, reliable assessments in key school readiness domains? How can these strategies be better integrated with the ongoing program curriculum?

Program design and restructuring opportunities – particularly around the potential for: Early Head Start partnerships and expansion, program leaders are interested in finding the organizational structure that will allow them to run a high-quality birth-to-three program.

In late February; the Head Start program will begin its Annual Self Assessment process. Participants will include key staff members, parents, community partners, and governing body members. The completed Self-Assessment report will be presented to both the Head Start Policy Council and CESA #2 Board of Control for approval.

Credit Card Purchases: January 1st, 2014 – February 10th, 2014

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

<u>January 2nd, 2014</u>		<u>January 23rd, 2014</u>	
\$3,191.59	Groceries	\$1,465.06	Groceries
\$ 169.52	Parent Activity	\$ 33.91	Parent Activity
\$ 589.37	Building Maintenance	\$ 94.33	Classroom Supplies
\$ 135.97	Fatherhood Activity	\$ 114.52	Office Supplies
\$ 105.01	Classroom Supplies		
\$ 656.00	Office Supplies	\$1,707.82	Total
\$4,847.54	Total		

Exxon/Mobil

January

\$412.95
\$ 74.78
\$487.73

Rote Oil, Ltd. (Fuel)

January

\$340.39

February 10th, 2014

No Credit Card Purchases

Program Record Keeping Specialist Report – Mary Degner

January 2014 Report

CACFP

In January, children were in school for 13 days. Head Start served the children 7,122 meals: Breakfast –2,139, Lunch –2907, PM Snack – 1,076.

The Rate of Reimbursement for this year is \$1.58 for breakfast, \$2.93 for lunch, and \$.80 for snack. All children enrolled in Head Start are considered free, so we are able to receive the highest rate of reimbursement.

The total CACFP reimbursement for December was **\$14233.80**.

AVERAGE DAILY ATTENDANCE BY CLASSROOM FOR JANUARY 2014

Watertown 1	86.12%	Hebron 2 am	92.31%
Watertown 2	80.16%	Hebron 2 pm	92.86%
Watertown 3 am	84.95%	Hebron 3 am	83.92%
Watertown 3 pm	80.00%	Hebron 3 pm	90.19%
Watertown 4 am	86.54%	Westosha 1am	82.09%
Watertown 4 pm	83.66%	Westosha 2 am	62.13%
Jefferson East	85.04%	Westosha 2 pm	81.03%
Jeff West am	84.62%	Westosha Ext. Day	82.09%
Jeff West pm	90.26%	Purdy	85.04%
Hebron 1	91.45%		

Over all the daily attendance was **83.48%** for the month of January. Jefferson County Head Start did not maintain an average daily attendance of 85% for the month of January.

**Child and Adult Care Food Program (CACFP)
[Participation Reimbursement Information]**

749902 - JEFFERSON COUNTY CESA 2 HEAD START

General Information		Payment	Amount
Program	Child Care Food Program (CCI)	+ Meal Reimbursement	13,557.93
Claim Date:	01/01/2014	- Advance	0.00
Non-needy Category:	0	- Meal Overpayment Rec.	0.00
Reduced Category:	0	= Meal Reimb. bal. due.	13,557.93
Free Category:	289	+ Cash in Lieu (CIL)	675.87
Total Number of Enrolled Children:	289	- CIL Overpayment Rec.	0.00
Number of Days of Service:	13	= CIL Reimb. bal. due.	675.87
		Total	14,233.80
		Voucher No.	34379
		Processed On	

Total Reimbursable Meals Summary Based on Site(s) Participation Information

Total Breakfasts	Total AM Snack	Total Lunches	Total PM Snack	Total Suppers	Total Additional Snack	Total Lunches 2nd	Total Supper 2nd	Total Meals
2,139	0	2,907	2,076	0	0	0	0	7,122

Site Participation Information

Site No.	Non-Needy	Reduced Price	Free	Total Enrollment	Days Operating	ADA	Breakfasts	AM Snack	Lunches	Lunches 2nd	PM Snack	Suppers	Supper 2nd	Additional Snack
9524	0	0	69	69	13	63	490	0	808	0	529	0	0	0
9525	0	0	90	90	13	75	696	0	966	0	666	0	0	0
9526	0	0	63	63	13	48	386	0	614	0	320	0	0	0
9531	0	0	18	18	13	14	181	0	181	0	181	0	0	0
10301	0	0	18	18	13	17	215	0	0	0	212	0	0	0
11383	0	0	31	31	13	26	171	0	338	0	168	0	0	0

Family and Community Partnership Specialist Report – Lynn Smith

Three of the Family Advocates attended the WHSA training conference this month. They presented information to the family service group, and will offer this information at a full staff meeting in the future. Topics covered were: *motivational interviewing, working with families that have mental health issues, fatherhood initiative, and our values around money.* Our newest staff person attended a Head Start 101 session which was very helpful to her.

The clinics with our dental hygienist are completed for screenings and fluoride varnishes. The varnishes for our Westosha center are provided by the local health department. The hygienist saw 108 children at Jefferson, Hebron, and Fort Atkinson sites, 90 at Watertown, and 27 screenings at Westosha. Watertown had a significant improvement in decay rates compared to last year; Westosha's rate continues to be higher:

<u>2012-2013</u>	<u>2013-2014</u>
Fort/Jeff/Hebron: 117 children seen - 16 had decay (14%).	110 children seen - 15 had decay (14%).
Watertown: 81 children seen - 11 had decay (14%).	91 children seen - 7 had decay (8%).
Westosha: 10 children seen - 2 had decay (25%).	28 children seen - 7 had decay (25%).

The family service staff have received 24 early applied applications for next year. Of these, 13 are referrals from Birth-Three Program, which indicates a potential disability for these children. Appointments for completing enrollment paper work are scheduled.

There is a new resource in the Jefferson County community, for homeless families. It's called Family Promise, and in January they opened their services. A staff member met with their director to get service information, and it's been shared with family service.

Dental appointments are set for most children needing extensive work. Dr. Bitner in Oconomowoc and Madison Children's Dental have been exceptionally helpful in getting our children the help they need, as there are no other local dentists who can provide special services for children, including dental surgery.

Misc. Family Data	
Receiving Services	276
Not Receiving Services	307
Pregnant (receiving services)	1
Receiving TANF	2
Receiving SSI	14
No Secondary Caregiver	113

Education			
Primary Caregiver		Secondary Caregiver	
Level	Total	Level	Total
B.A. or Higher	4	B.A. or Higher	2
College degree or training school certificate	4	College degree or training school certificate	1
ESL	0	ESL	0
GED	10	GED	6
Grade 10	10	Grade 10	2
Grade 11	27	Grade 11	11

Grade 12	<u>15</u>	Grade 12	<u>11</u>
Grade 9 or less	<u>42</u>	Grade 9 or less	<u>23</u>
H.S. Diploma	<u>66</u>	H.S. Diploma	<u>41</u>
No H.S.	<u>2</u>	No H.S.	<u>3</u>
Some College	<u>87</u>	Some College	<u>31</u>
Some H.S.	<u>1</u>	Some H.S.	<u>1</u>
Unknown	<u>8</u>	Unknown	<u>31</u>
No Data	<u>0</u>	No Data	<u>0</u>
Total	276	Total	163

Employment			
Primary Caregiver		Secondary Caregiver	
Status	Total	Status	Total
Farmer	<u>0</u>	Farmer	<u>0</u>
Full-time & training	<u>3</u>	Full-time & training	<u>0</u>
Employed full-time	<u>83</u>	Employed full-time	<u>59</u>
Homemaker	<u>62</u>	Homemaker	<u>26</u>
Job training/school(part-time)	<u>7</u>	Job training/school(part-time)	<u>0</u>
Migrant Farm worker	<u>0</u>	Migrant Farm worker	<u>1</u>
Part-time & training	<u>2</u>	Part-time & training	<u>2</u>
Employed part-time	<u>44</u>	Employed part-time	<u>12</u>
Retired or disabled	<u>5</u>	Retired or disabled	<u>2</u>
Job training or in school	<u>4</u>	Job training or in school	<u>2</u>
Employed seasonal	<u>1</u>	Employed seasonal	<u>1</u>
Seasonal Farm worker	<u>0</u>	Seasonal Farm worker	<u>0</u>
Self Employed	<u>2</u>	Self Employed	<u>3</u>
Unemployed	<u>62</u>	Unemployed	<u>23</u>
Unknown	<u>1</u>	Unknown	<u>0</u>
No Data	<u>0</u>	No Data	<u>32</u>
Total	276	Total	163

Food Assistance		
WIC	Food Stamps	Surplus Food
<u>171</u>	<u>170</u>	<u>0</u>

Parental Status								
Teen Parent	Single Parent	Disabled Parent	Foster Parent	Homeless	Guardian	Group Home	Two Parent	Dual Custody
<u>29</u>	<u>131</u>	<u>6</u>	<u>10</u>	<u>12</u>	<u>5</u>	<u>0</u>	<u>141</u>	<u>1</u>

ERSEA Specialist Report (Jefferson County) – Lisa Stafford

4-K registrations have taken place for Jefferson and Watertown. Children in Fort Atkinson have received 4-K registration packets. Johnson Creek has their registration on February 21. Other local school districts do not collaborate with us due to various factors including session times or transportation.

There were 5 applications mailed.

There were 15 applications received.

The program was fully enrolled and within our 30 day vacancy guidelines.

There were 3 students who dropped from the program.

There were 3 students that were placed in the program .

There were 2 students that transferred sessions.

There are 19 income eligible children and 47 over income eligible on the waiting list.

Eligibility Criteria Updates for 2014 – 2015

1. Changes were made in the Disabilities Section with the removal of Traumatic Brain Injury, Changed wording from Emotional Disturbance to Emotional/ Behavioral, combined hearing and vision into one and added box Suspected delay to incorporate the /Dial scores for both the parent and child as well as a place to indicate parent or staff concerns.

2. Family Risks section added Mental Health Concerns: Parent/Child and changes other significant risks to give points for all that may apply using the Blue Enrollment Information Form that is completed during the screening process for a snap shot of the family.

3. Date for re-verifying income if applicable

These changes were made to reflect the concerns or issues that had occurred from our previous school year to more accurately represent the situations occurring within the families we serve.

<u>ENROLLMENT REPORT</u>				
<u>Enrollment – January 2014</u>				
<u>Total Report Enrollment</u>	<u>Funded Enrollment</u>			<u>Status</u>
288	288			Fully Enrolled
	<u>Operated this month</u>	<u>Last day of services provided</u>	<u>All classes/options in session</u>	<u>Reported Enrollment</u>
<u>HS</u>	Yes	January 30 th , 2014	Yes	288
<u>HS Comments:</u>	January 31 st was a Friday and our program does not have any sessions scheduled on Fridays.			

Jefferson County Classroom Enrollment and Wait List

Center	Children	Difference	Sp	Eng	4's	3's	M	F	WL Center	130	OI	
Jefferson East 4-K	18	18	7	11	18		9	9	Jefferson	5	8	
Jefferson 2 AM	14	16	+2	5	11	9	7	8	8	Hebron	1	4
Jefferson 2 PM	14	15	+1	4	11	5	10	11	4	Watertown	8	21
										Total	14	33
Total Jefferson –	46	49	+3	16	33	32	17	28	21			
Purdy 4-K	18	18	5	13	18		11	7				
Total Purdy –	18	18		5	13	18		11	7			
										WL Center	IE	
Hebron 4-K	18	18	9	9	18		10	8	Jefferson	1		
Hebron 2 AM	13	13	5	8		13	10	3	Hebron	7		
Hebron 2 PM	13	14	+1		14	8	6	5	9	Watertown	11	
Hebron 3 AM	13	11	-2	3	8		11	6	5	Total	19	
Hebron 3 PM	13	13	7	6	5	8	8	5				
Total Hebron Center –	70	69	-1	24	45	31	38	39	30			
Watertown 1	18	19	+1		19	19		14	5			
Watertown 2	18	19	+1	5	14	19		12	7			
Watertown 3 AM	15	15	2	13	12	3	6	9				
Watertown 3 PM	14	13	-1	2	11	8	5	7	6			
Watertown 4 AM	13	12	-1	3	9		12	8	4			
Watertown 4 PM	13	12	-1	2	10		12	3	9			
Total Watertown Center –	91	90	-1	14	76	58	32	50	40			
Total Jeff. Cty. Enrolled –	225	226	+1	59	167	139	87	128	98			

Center Directors Report (Kenosha County) – Julie Ouimet

**Monthly Report for Julie Ouimet
January 2014
ERSEA/Parent Involvement/ Health/Facilities**

Enrollment: As of January 31, 2014

Beginning Enrollment	62
Ending Enrollment	61
Income Eligible	658
Over Income	4
Eligible Wait	0
OI Wait	14
Applications Receive	4

2 Child dropped in the month of January
2 Children started in January

Parent Involvement (Agency wide)

Our goal is to have 50 trained and active volunteers this year.

25	Parent Volunteers were trained
31	Community Volunteers were trained

56

16 Whitewater students were trained this month and will be starting in the classrooms.

Parent volunteers in the classroom or working at home	12
Community volunteers in the classroom or working at home	<u>8</u>
Total volunteer hours for the month of October	131

Recruitment:(Westosha)

I have had conversations with The Sharing Center to see about getting a list of families with age eligible children for the purpose of sending Head Start information and applications. They do not feel that they can share this information.

I have been in contact with the WIC program. I will be attending the next WIC pick-up date in order to talk to the clients that live in our service area.

We are looking into participating in the Memorial Day Parade in Silver Lake. We will be bringing it up at the next PAC meeting.

PAC: January 20 (Westosha) 7 Parents in attendance

If sledding is not feasible due to weather, we will be planning "Winter Olympics" on January 30th. The month of February will be either the sledding, weather permitting, or a dance party in the gym.

Family Fun Night "Winter Olympics" 14 Families attended

See attached Family Fun Night Graff.

Fourteen families braved the bad roads and lousy weather to attend the family Fun Night

The events were:

Slalom Skiing: A child or adult sits on a scooter while some else pushes them around cones.

Hockey: Played with a ball and pool noodles

Winter Relay: Children race to a box to put on a winter clothing item, race back, then back to the box.

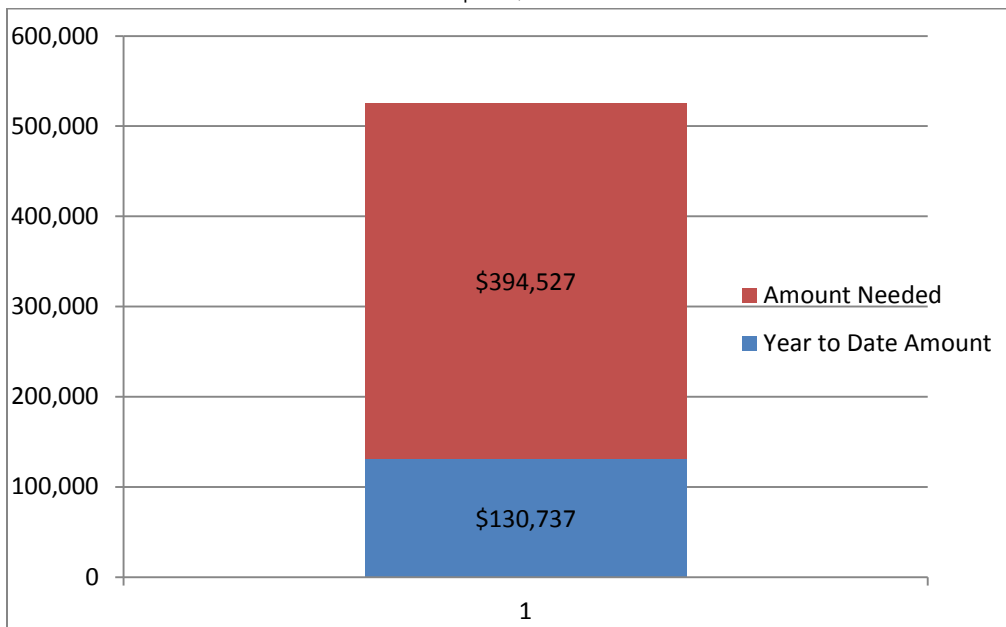
Family Flag: Each family made a family flag.

Yogurt Snow: Children and families mixed plain yogurt with colored jello mix.

IN-KIND REPORT

Total Needed	\$525,264
Amount Received Year-to-date	\$130,737
Amount Needed	\$394,527

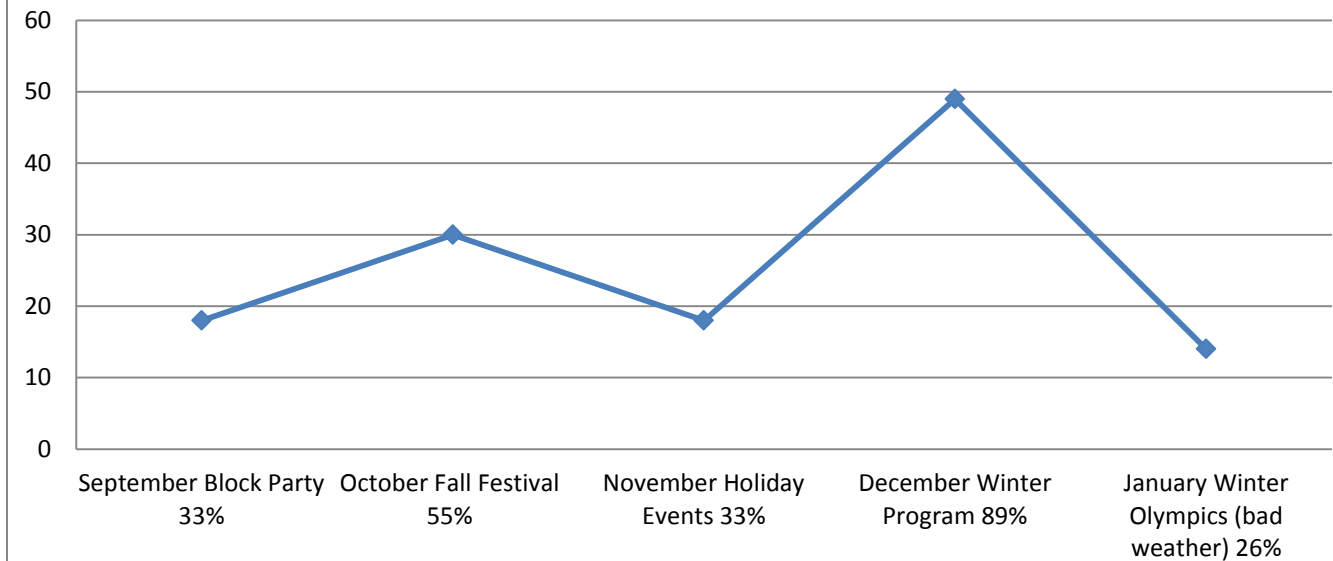
In-Kind Report
January, 2014
\$525,264



Included this month was:

4K grants from Watertown and Fort Atkinson	\$93,151
Katie Traut Dental Exams	\$17,333

Westosha Family Fun Night Participation 2013-14 Percentage of 55 families, 63 children



JEFFERSON COUNTY HEAD START/CESA #2

2013 IN-KIND SUMMARY

NON FEDERAL SHARE - \$525,264.

	<u>January</u>	<u>February</u>
* Parent	\$1,030	
Community Home Calendar(Goals)	\$1,045	
Class Activities	\$6,542	
Misc. Activity	\$5,275	
Family Fun Night	\$364	
** Committees	\$743	
Professionals	\$18,548	
Services		
Goods		
Space	\$2,829	
Misc.	\$94,361	
Total	\$130,737	\$0
Balance	\$394,527	

*Note: Cash Value Rate+
\$15.84/hr. for Volunteers

**Note: Cash Value Rate=
\$41.49/hr. for Health Adv. & Policy
Council
\$27.66/hr. For Education
\$13.83 for PAC, Fatherhood,

Early Childhood Education Specialist Report - Jennifer Geissman

Number of Teachers: 7

Number of Assistant Teachers: 8

Number of Classrooms: 7

Classroom Concerns:

- Reviewed CLASS scores with 3 classrooms

Progress toward goals:

- In-Services Suites done with staff to work towards CLASS goals.

Center/staff issues:

- An assistant continues to be out due to medical leave. The sub from the center was placed in room to keep consistency.

Professional development:

- Westosha Staff completed First Aid/CPR recertification

Parent Contacts:

- Attended IEP meeting with Salem School District to continue placement for one of our children.
- Attended IEP meeting with Riverview School District to talk about qualification and develop initial IEP for one child.

Concerns based on classroom observation

- Discussed concerns with absences with classrooms. Many classrooms have very low attendance. This has been due to the cold weather, as well as many illnesses. Reiteration of classroom sanitation and disinfecting importance was done.

Classroom Request for Support:

- Received requests for support.

Referrals:

- Made 1 referral for district evaluation (Early Childhood)

Substitute Hours:

- Subbed in classroom total 3 hours.
- Sub hours needed 84 hours.

Successes:

- Completed DIALS with applying families.

Jefferson County / Western Kenosha County Head Start CLASS Data

2013 JCHS CLASS Results (averages)

Emotional Support Domain = 6.13

Classroom Organization Domain = 5.81

Instructional Support Domain = 2.45

Region V CLASS Results (averages)

Emotional Support Domain = 6.2

Classroom Organization Domain = 5.6

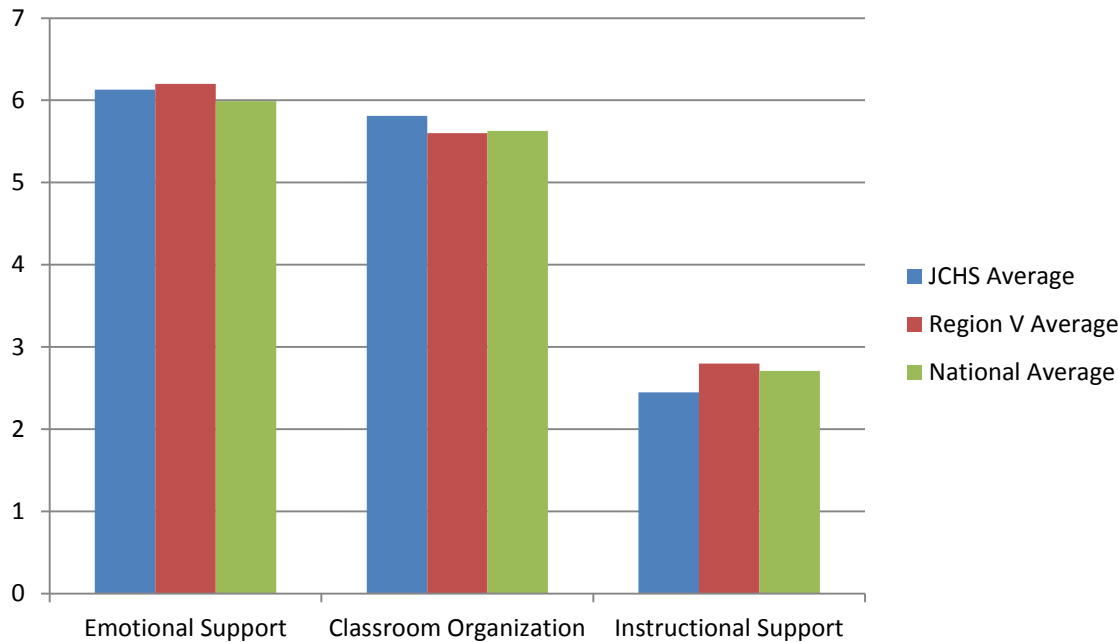
Instructional Support Domain = 2.8

National Median for CLASS Results

Emotional Support Domain = 5.99

Classroom Organization Domain = 5.63

Instructional Support Domain = 2.71



Emotional Support includes:

Positive Climate, Negative Climate, Teacher Sensitivity, & Regard for Student Perspective.

Classroom Organization includes:

Behavior Management, Productivity, & Instructional Learning Formats.

Instructional Support includes:

Concept Development, Quality of Feedback, & Language Modeling.

Early Childhood Education Specialist Report – Dana Busler

Number of Teachers: 6

Number of Assistant Teachers: 7

Number of Classrooms: 6

Classroom Concerns:

- One classroom needing additional support with coming up with teacher plan.

Progress toward goals:

- Trained new 4K teacher
- Assisted with WHSA conference
- Compiled data from CLASS scores working on power point presentation for staff and board members.

Center/staff issues:

- One staff member out on medical leave/substitute in place until return
- Individual classroom plan was created for a staff member.

Professional development:

- Attended WHSA conference
- Watched webinar on CLASS

Parent Contacts:

- Met with 4 parents to discuss referral process
- Attended 3 IEP meetings
- Attended 14 parent teacher conferences
- Attended mtg. for foster child to determine proper classroom placement.

Concerns based on classroom observation

- One classroom has several speech/social emotional and developmental delay concerns. Working with teachers to incorporate effective strategies for classroom instruction.

Classroom Request for Support:

- Received 3 requests for support.

Referrals:

- Made 1 referral for district evaluation (Early Childhood)
- Made 2 referrals for speech

Substitute Hours:

- Subbed in classroom total hours.
- Sub hours needed 156 hrs

Successes:

- Parent Teacher Conferences
- WHSA conference



February 18th, 2014

CESA #2 BOARD OF CONTROL

Administrator's Report

Gary L. Albrecht, Ph.D. Agency Administrator

1. We are moving ahead with the implementation of Susan Leddick's plan – *A New Generation of CESA #2 Services*. We have determined our regional liaisons and have contracted with a former CESA #2 superintendent to head up the Outreach platform of the Leadership Council.

The Leadership Team will share more detail about the plan at the Board meeting. The presentation/discussion is listed as an agenda item.

2. Earlier in the week, Nicole, Bill, and I met with representatives from eight school districts to discuss a possible CESA #2 substitute consortium. We have been investigating this for several months and will move forward if we get a commitment from 3-4 districts.
3. I will be traveling to the Central Westosha High School Board meeting on Tuesday and to Silver Lake/Riverview on February 24th.
4. I asked to organize a meeting with the Department of Public Instruction Ag Representative, Jeff Hicken and the Southern Wisconsin Agriculture Group (SWAG). We had a productive meeting and discussed the progress of SWAG – an Ag education and discovery center that should be opening in 2016. SWAG is centered in Evansville and led by Ag leaders and business people. Sometime I will have them in to our BOC meeting to share their plan.
5. I am beginning to plan for a joint presentation with Associated Financial Group (Al Jaeger) to our various employment groups in preparation for CESA #2's anticipated health insurance change in January 2015.
6. We have begun the interviewing process to fill the directorship of CESA #2's Westosha Special Education Alliance. Recall that the director is retiring after thirty-four years as a CESA employee.
7. The March BOC meeting will take place on Tuesday, March 18th.
8. Join me in bringing this winter to a peaceful conclusion....