



Regular Meeting of the Board of Control
 Date: Tuesday, July 16, 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

#	Item	Minutes	Action
1.	Call to Order/Announcement of Compliance with Open Meeting Law	Ms. Tritz called the meeting to order. Dr. Albrecht confirmed that the meeting is in compliance with the Open Meeting Law.	Time: 7:30 pm
2.	Roll Call	<p>Present: Bousman, Jim Draeger, Duane Fischer, Barbara Tritz, Jaye Wahl, Jim Welhouse, Brett</p> <p>Absent: Bowles, Dean Hanna, Jeff Rossmiller, Tina Thompson, Nancy</p> <p>Also present: Albrecht, Gary Barlass, Nicole Barrow, Bill Wieland, Mary Anne</p>	
3.	Review and Approve Agenda	Ms. Tritz reviewed the agenda addendum and noted the two additions to the consent agenda: the	Motion: Wahl Second:

		<p>hiring of Kirsten Mortimer and Teresa Smith and the addition to the regular agenda of approval to pay the dues for WASB. Ms. Tritz asked if anyone wished to have items moved from the consent agenda to the regular agenda. There were no requests to move items. Mr. Wahl made a motion to approve the agenda with the additional items as submitted. Mr. Draeger seconded the motion. The motion carried 6:0.</p>	<p>Draeger Motion carried 6:0</p>
4.	<p>Approval of Minutes from Regular Board of Control Meeting on June 18th, 2013 meeting</p>	<p>Ms. Tritz asked if there were any corrections needed to be made to the minutes. There were none noted. Mr. Draeger made a motion to approve the minutes as submitted. Mr. Bousman seconded the motion. The motion carried 6:0.</p>	<p>Motion: Draeger Second: Bousman Motion carried 6:0</p>
5.	<p>Audit Committee Report and Payment of bills</p>	<p>Ms. Fischer noted that CESA #2 had a balance of \$1,244,212.75 as of May 31, 2013, there were cash receipts of \$2,593,985.71, there were cash disbursements of \$2,170,452.63, leaving a balance of \$1,667,745.83 as of June 30, 2013. Ms. Fischer made a motion to accept the report and pay the bills. Mr. Draeger seconded the motion. The motion carried 6:0.</p> <p>Mr. Barrow reviewed the reports for the benefit of the new Board of Control members. He noted that he provides the Cash Flow Analysis to the Board quarterly and that it helps him to identify trends. He also noted that on the rare occasion that CESA #2 receives cash, he buys the cash so that a check can be used to deposit the money in our bank account. All cash buying transactions are clearly documented and witnessed. Ms. Fischer questioned whether this practice might be a concern for the auditors. Mr. Barrow indicated that it was not a concern</p>	<p>Motion: Fischer Second: Draeger Motion carried 6:0</p>

		because of the clear documentation done.	
6.	Citizen Input	There was no citizen input.	
7.	Selection of WASB Delegate and Alternate for 2013-2014	It was noted that Jeff Hanna has served as the WASB Delegate in the past and that Randy Gracyalny was the alternate for last year. Barbara Fischer volunteered to act as the alternate. Mr. Bousman made a motion to select Jeff Hanna as the WASB Delegate and Barbara Fischer as the WASB Alternate. Mr. Wahl seconded the motion. The motion carried 6:0.	Motion: Bousman Second: Wahl Motion carried 6:0
8.	Reports Agency Administrator Financial Director Director of Special Education Director of Programs and Operations Jefferson County Head Start	See attached for the Agency Administrator and Jefferson County Head Start reports. Mr. Barrow indicated that he had no further information he needed to report. Ms. Barlass distributed hard copies of the CESA #2 Board of Control policies. She noted that they are current, but that there will always be the need to monitor and modify the policies as circumstances arise, such as the Patient Protection and Affordable Care Act. Ms. Barlass stated that if any Board members notice anything that needs to be reviewed or corrected, they should feel free to contact her. She also noted that she and other members of staff had interviewed candidates for the School Improvement Consultant – English Language Arts position and that they had chosen Trisha Spende, a Reading Specialist from Lake Geneva, with extensive experience. Sid Larson, CESA #2's current Reading Specialist focused on grades 6-12. Ms. Spende will focus on grades K-5. The position is particularly important with the passage of the Wisconsin State budget which	

		<p>includes an expansion of the PALS (Phonological Awareness Literacy Screening) to 4 year old kindergarten, 1st and 2nd grades.</p>	
<p>9.</p>	<p>Board of Control Orientation Jefferson County Head Start – Mary Anne Wieland, Director</p>	<p>Ms. Wieland provided documents regarding the Jefferson County Head Start program, including an informational brochure, a snapshot of the program and information on program design, governance and funding. She noted the work the program does preparing students in all aspects to be well enough to start school and detailed the many services provided to students and their families. She noted the important role the members of the Board of Control play because CESA #2 is the fiscal agent for the program and is therefore responsible for making many funding and program decisions. She noted that there are two components to the oversight of the program – the Policy Council and the CESA #2 Board of Control. Ms. Wieland explained that the same information is presented to both groups and that Ms. Thompson also sits on the Policy Council and is therefore able to provide detailed information to the Board of Control in that capacity. She also noted that a social media class at the University of Wisconsin-Whitewater has taken on the project of re-marketing Jefferson County Head Start. Ms. Fischer noted that Elkhorn provides services to children birth to five years old with Early Head Start dollars. A discussion was held regarding the many different types of grantees and Early Head Start money. A discussion was held regarding the number of students on the wait list. Ms. Wieland noted that the program generally has a wait list of 80 students and that the number on the list is reported monthly. The</p>	

		<p>program has rolling enrollment so if a student moves out of the region or leaves the program, a student on the wait list can then be served. She noted that parents are responsible for transporting their children to the 4K programs, but there are transportation services for some of the other programs.</p>	
10.	<p>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 (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.</p>	<p>Mr. Draeger made a motion to adjourn to closed session to discuss the topics listed below. Mr. Welhouse seconded the motion. The motion carried 6:0.</p> <p>SLUE salary agreements 2013-2014</p> <p>Non-union employees salary increase proposal for 2013-2014</p> <p>Increase for employees who received doctoral degrees</p> <p>Roll Call: Bousman, Jim Draeger, Duane Fischer, Barbara Tritz, Jaye Wahl, Jim Welhouse, Brett</p>	<p>Motion: Draeger Second: Welhouse Time: 8:00 pm</p> <p>Motion carried 6:0.</p>
11.	<p>Reconvene to open session</p>	<p>A motion was made by Ms. Fischer to reconvene to open session. Mr. Wahl seconded the motion. The motion carried 6:0.</p> <p>Roll Call: Bousman, Jim Draeger, Duane Fischer, Barbara Tritz, Jaye Wahl, Jim Welhouse, Brett</p>	<p>Motion: Fischer Second: Wahl Time: 8:12 pm</p> <p>Motion carried 6:0.</p>
12.	<p>Action from closed session – SLUE salary agreements for 2013-2014</p>	<p>Mr. Wahl made a motion to approve a 2.07% increase for all union staff effective July 1, 2013 for 2013-2014</p>	<p>Motion: Wahl Second:</p>

		and approve the CEEO and SEPA Collective Bargaining Agreements for 2013-2014. Mr. Draeger seconded the motion. The motion carried 6:0.	Draeger Motion carried 6:0.
13.	Action from closed session – Non-union employees salary increase for 2013-2014	Mr. Bousman made a motion to approve a salary increase for all non-union employees of 2.07%, effective July 1, 2013, for 2013-2014. Mr. Draeger seconded the motion. The motion carried 6:0.	Motion: Bousman Second: Draeger Motion carried 6:0.
14.	Action from closed session – Increase in salary for Elizabeth Larimer and Patricia Utech Smith	Mr. Wahl made a motion to provide an additional \$2,000.00 to the 2013-2014 contract salary amounts of Elizabeth Larimer and Patricia Utech Smith in recognition of the receipt of their doctorates in Audiology. Mr. Bousman seconded the motion. The motion carried 6:0.	Motion: Wahl Second: Bousman Motion carried 6:0.
15.	Action items (consent agenda):	Mr. Bousman made a motion to approve the items in the consent agenda. Mr. Draeger seconded the motion. The motion carried 6:0.	Motion: Bousman Second: Draeger Motion carried 6:0.
	2013-2014 Employment Contracts	Toni Bergeron, Sign Language Interpreter, 100% FTE, UGSEC Nancy Booth, Title I Consultant, 60% FTE, Whitewater Office Susan Donahoe, Early Childhood Consultant, 100% FTE, Whitewater Office Kristin Grender, Orientation and Mobility Specialist, 60% FTE, Whitewater Office Deborah Hall, NVCI & Parent Education Consultant, 46% FTE, Whitewater Office Marcy Kersten, Orientation and	

		<p>Mobility Specialist, 80% FTE, Whitewater Office</p> <p>Elizabeth Larimer, Educational Audiologist, 75% FTE, Whitewater Office</p> <p>Sid Larson, Reading Specialist, 40% FTE, Whitewater Office</p> <p>Dawn Shelbourn, PRC & ATLC Consultant, 80% FTE, Whitewater Office</p> <p>Patricia Utech Smith, Educational Audiologist, 72% FTE – Whitewater Office and 8% - 13% FTE – Westosha Special Education Alliance</p>	
	Additional days	Kevin Anderson, School Improvement Consultant – STEM, add 20 additional days to 2013-2014 contract for a total of 210 days	
	Decrease in Time	<p>Nancy Booth, Title I Consultant, from 80% FTE to 60% FTE for 2013-2014, effective July 1, 2013</p> <p>Peggy Strong, Administrative Assistant, Whitewater Office, from 100% FTE to 90% FTE for 2013-2014, effective July 1, 2013</p>	
	FMLA	Christina Cook, Personal Aide/Job Coach, VOA, from July 1, 2013 through tentatively August 26, 2013	
	Increase in Time	<p>Toni Bergeron, Interpreter, Union Grove Special Education Consortium, from 75% FTE to 100% FTE for 2013-2014</p> <p>Heather Kozlowski, School Psychologist, Union Grove Special Education Consortium and Westosha Special Education Alliance, increase to 100% FTE from 80% FTE, with 20% at Paris Consolidated School District for 2013-2014</p>	
	New Hires	David Lawson, Driver Education, Instructor	

		<p>Kirsten Mortimer, Learning Coach, JEDI</p> <p>Roger Peterson, Driver Education, Instructor</p> <p>Teresa Smith, Student Service, JEDI</p> <p>Trisha Spende, School Improvement Consultant – English Language Arts</p>	
	Partial Lay-Off	<p>Patricia Haas, Educational Assistant, Westosha Special Education Alliance, from 16 hours to 14 hours per week for 2013-2014</p> <p>Carol Lake, Educational Assistant, Westosha Special Education Alliance, from 40 hours to 35.5 hours per week for 2013-2014</p> <p>Julie Puro, Educational Assistant, Westosha Special Education Alliance, from 16 hours to 10.5 hours per week from 2013-2014</p> <p>Bonnie Volbrecht, Educational Assistant, Westosha Special Education Alliance, from 80% FTE to 40% FTE for 2013-2014 (reassignment to Early Childhood Program at Wheatland 4 days per week for a total of 16 hours per week)</p>	
	Resignations	<p>Laura Gleisner, Regional Technical Assistance Coordinator, Wisconsin Rtl Center, effective June 30, 2013</p> <p>Christine M. Gunderson, Special Education Teacher Assistant, Waterford Union High School</p>	
	Summer School Agreements	<p>Agreements with Connie Ellsworth, Donna Howell and Jessica Meristil to provide services as Special Education Teachers, with Carol Lake to provide service as a Special Education Program</p>	

		Aide, and with Meghan Riehle and Jill Sundquist to provide services as Speech/Language Pathologists during summer school beginning Monday, June 17, 2013 and ending Thursday, July 18, 2013 for the Westosha Special Education Alliance.	
16.	Jefferson County Head Start – Change in Status	Mr. Wahl made a motion to approve the change in status for Alyssa Berger, Teacher, from LTE to Full-time Teacher. Mr. Bousman seconded the motion. The motion carried 6:0.	Motion: Wahl Second: Bousman Motion carried 6:0
17.	Jefferson County Head Start – New Hire	Mr. Draeger made a motion to approve the hiring of Karleigh Kramer-Britt, Substitute. Ms. Fischer seconded the motion. The motion carried 6:0.	Motion: Draeger Second: Fischer Motion carried 6:0
18.	Jefferson County Head Start – Resignations	Mr. Wahl made a motion to accept the resignations of Diane L. Stuebs, Bus Monitor, effective June 30, 2013 and Katie Trefftzs, Teacher, effective June 6, 2013. Mr. Draeger seconded the motion. The motion carried 6:0.	Motion: Wahl Second: Draeger Motion carried 6:0
19.	Additional 10 days of pay for work on PTP and preparation for Transition Improvement Grant for Pam Jenson.	Dr. Albrecht explained that occasionally with grant work additional days are required to complete the work. CESA #2 then works with the appropriate fiscal agent to ensure that there are funds available to pay for the additional work, determine what work needs to be done and ensure that our staff complete the work. There was a question regarding what PTP stood for. Ms. Barlass researched the acronym and noted that PTP stands for Post-Transition Plan and that students with	Motion: Fischer Second: Bousman Motion carried 6:0

		<p>special needs have a PTP to help them transition into life after school. Ms. Fischer made a motion to approve an additional 10 days of pay for Pam Jenson through the IDEA funded contract between CESA #2 and CESA #11. The new total amount of contract with the additional 10 days is \$37,589.00. Mr. Bousman seconded the motion. The motion carried 6:0.</p>	
20.	Westosha Special Education Alliance Housing Contracts for 2013-2014	<p>Mr. Wahl made a motion to approve the housing contracts for the Westosha Special Education Alliance with Salem School District and Wheatland Joint #1 School District (amounts are for the year and there was no increase from 2012-2013) for the following amounts: Salem – EC Special Ed classroom - \$4,500.00 Salem - WSEA office - \$18,000.00 Wheatland - EC Special Ed classroom - \$4,500.00 Wheatland - OHI classroom - \$4,500.00 Wheatland - OT/PT classroom - \$4,500.00</p> <p>Ms. Fischer seconded the motion. The motion carried 6:0.</p>	<p>Motion: Wahl Second: Fischer</p> <p>Motion carried 6:0</p>
21.	Dr. Susan Leddick, Profound Knowledge Resources, Inc.	<p>Dr. Albrecht distributed the scope and deliverables from Dr. Susan Leddick outlining her proposed work with CESA #2 and discussed them. It was noted that the budget for the work is \$37,450.00. Mr. Wahl made a motion to approve the scope of work and deliverables. Mr. Bousman seconded the motion. The motion carried 6:0.</p>	<p>Motion: Wahl Second: Bousman</p> <p>Motion carried 6:0</p>
20.	Cracker Barrel	<p>A brief discussion of the history of CESAs in Wisconsin and comparisons between the CESAs was held.</p>	
21.	Adjourn	<p>Ms. Fischer made a motion to adjourn the meeting. Mr. Bousman seconded the motion. The meeting was adjourned at 8:45 pm.</p>	<p>Motion: Fischer Second: Bousman</p>

			Time: 8:45 pm
--	--	--	-------------------------



July 16th, 2013

BOARD OF CONTROL:

Administrator's Report

Gary L. Albrecht, Ph.D.

CESA #2 Agency Administrator

1. The Audit and Personnel Committees will meet in Bill and my office respectively at 6:30 pm on July 16th, just prior to the Board of Control meeting that begins at 7:00 pm.
2. For a second time, I have contacted the superintendents of the cluster (Walworth County & Rock County schools) where we still have an open seat on our board. I will let you know if I have success in finding an interested board member from this cluster.
3. We have been working to promote the upcoming communication workshops that will be presented by David Voss. I will forward you the email that I have sent to superintendents, business managers, and principals. The email contains an attachment featuring an informational brochure and a link to register. I would like to see if you could arrange through your superintendent to bring a team from your district! This a series of ½ day workshops in August (8th, 9th, 12th, and 13th). Please take a look at the attached brochure and recruit members from your district to attend!
4. Following the closed session discussion at our last CESA #2 Board meeting, Bill and I met with union representatives (support staff & professional staff primarily from the Westosha/Union Grove area) and we reached a tentative agreement. The contract is being prepared and will be ready for your consideration at the Tuesday's BOC meeting.
5. We continue to work with our CESA Purchasing team to plan marketing strategies, vetting procedures for vendors, and policy revisions as we ramp up the program for the upcoming year.
6. Last month I met with Dean Bowles (CESA #2 Board member from Monona Grove) and Kerry Hill, Madison, to talk about a Wisconsin Global Education Achievement Certificate that they have initiated in partnership with DPI. I indicated that CESA #2 will be interested in a role in this project. This looks like a great idea and excellent opportunity for students. We will have Dean provide more details at an upcoming BOC meeting!
7. Congratulations to Nancy Thompson and her family as Nancy's daughter will be married this weekend. Also, congratulations to Headstart Director Mary Anne Wieland. Her daughter will be married in two weeks.
8. As part of continued board orientation and development, at the August Board meeting Bill Barrow will provide information regarding CESA #2 financials and business processes/procedures at CESA #2. We will also hear from Lisa Stahl * Cynthia Holt, CESA Purchasing.
9. I attended the second Wisconsin Discipline Task Force Committee meeting in Madison on Tuesday, July 10th. We will have recommendations prepared for Dr. Evers on July 31st. I will share them with you.

Jefferson County Head Start / CESA #2
Directors Report to the Board of Control and Head Start Policy Council
July 11th & 16th, 2013

Directors Report: Mary Anne Wieland

Federal Update:

5 Year Grant Awards

The Office of Head Start (OHS) is moving from indefinite project periods to five-year project periods for all Head Start grantees.

All 5-year awards, including programs that are getting their grants without having to compete as well as new grantees and incumbents (grantees who competed and won back their grants), at Secretary Sebelius' request, will include the following additional requirement:

1. Governance:
Complete within 90 days of grant receipt of a screening of governance/leadership capacity.
2. Health and Safety:
Within 45 calendar days of the start of the 1st year of the project period, complete a health and safety assessment of each center. The governing body will submit signed certification within 15 days of the completion of the assessment. (The suggested assessment tools will be available on ECLCK)
3. School Readiness:
Participate in School Readiness Progress meetings with the Regional Office.
4. Single Audit:
Within one year of the start of the project period, participate in OHS-sponsored webinar on single audits. In addition to the recent webinar on the topic, a second webinar is scheduled for July 30th. It will also be online and questions and answers will be developed based on your questions.

The Office of Head Start believes that the 5-year awards and the conditions, oversight and training and technical assistance will strengthen the quality of services.

Information Memorandum entitled ACF-IM-HS-13-02 Five Year Head Start Project Periods is attached with this report.

Head Start Risk Management Process

Annually, the Office of Head Start conducts a Risk Management Meeting (RMM) with grantee's to recognize the grantees' strengths, identify areas that need improvements and develop plans to address such needs. Key grantee staff are encouraged to participate.

The Risk Management process will serve together the Funding, Monitoring, and Technical Assistance processes to serve the following purposes:

- Prevent or reduce risks
- Focus on early intervention and build on strengths
- Improve communication and information sharing
- Create corporate knowledge

The Risk Management Process is repeated each year and begins approximately, seven months in advance of each grantees continuation funding date.

On June 9th, the program participated in the RMM and No Action Steps were developed as a result of the Risk Management Meeting. This means that no areas of improvement were identified and that the program is considered Low Risk.

A copy of the letter received after the meeting is found below.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region V | 233 North Michigan Avenue, Suite 400, Chicago, IL 60601 | eclkc.ohs.acf.hhs.gov

July 5, 2013

Nancy Thompson, Board Chair
COOPERATIVE EDUCATIONAL SERVICES AGENCY #2
1541 Annex Road
Jefferson, WI 53549

Re: Grant No. 05CH5508

Dear Ms. Thompson:

Thank you for participating in the Office of Head Start Risk Management Meeting. The staff involved in these discussions appreciated the opportunity to increase communication and collaboration with your organization. The Risk Management Process assists the Regional Office in making more informed plans and decisions and in better understanding the strengths and challenges in your program and community. Together we had the opportunity to identify potential risks to your Head Start program as well as initiatives you may like to more fully develop. No Action Steps were developed as a result of the Risk Management Meeting.

We look forward to strengthening our understanding of your program through our ongoing communication with your program. Should you have questions or concerns, please contact Barbara Christmas, your Program Specialist, at (312) 886-9541. Thank you for your cooperation.

Sincerely,

Kay Willmoth
Regional Program Manager
Office of Head Start

cc: Gary Albrecht, Administrator
Bill Barrow, Chief Financial Officer
Mary Anne Wieland, Head Start Director
Carol Vollmer, Policy Council Chair

Head Start Refunding Grant Application

Over the next month or two the program will continue to develop the refunding grant application for the budget period 1/1/2014 – 12/31/2014.

The due date for the grant is October 1st, 2013, ninety days prior to the start of the budget period.

At the August Board of Control meeting; the board will be updated on the ongoing program goals and objectives as well as the school readiness goals that are being developed for the 2013-2014 school year. Also, by the September meeting, the Training and Technical Assistance calendar and budget will be shared with the governing bodies.

The completed grant will be presented to the Board of Control and Head Start Policy Council at the September meetings.

Kohls Department Store and Project Linus support the Head Start programs Early Literacy effort.



Kohls Department Store in Johnson Creek donated over \$7,000.00 in books and stuffed animals to the program so that age appropriate books could be put into the hands of our youngest learners. Books and quilts, made by Project Linus were distributed to the children as part of their end of the school year activity.

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-13-02	2. Issuance Date: 07/01/2013
	3. Originating Office: Office of Head Start	
	4. Key Words: Designation Renewal; 45 CFR § 1307.7(a)(1); Project Periods; Funding	

INFORMATION MEMORANDUM

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

SUBJECT: Five-Year Head Start Project Periods

INFORMATION

The Office of Head Start (OHS) is moving from indefinite project periods to five-year project periods for all Head Start grantees. This requires changes in OHS funding practices and oversight of Head Start programs. Changes in oversight will include improved communication between federal staff and grantees, as well as ongoing analysis of data to determine the type of support needed by grantees. The main purpose of improved oversight is to demonstrate the quality of program services, the effectiveness of management systems, and the achievement of outcomes for children, families, and communities.

Key elements of the five-year Head Start project periods are described below.

Funding Guidance

Grantees who are eligible for a non-competitive five-year grant will receive a detailed funding guidance letter issued by their Regional Office six months prior to their refunding date. The funding guidance letter serves as notice of eligibility for a non-competitive five-year grant. Grant applications will be due to the Regional Office three months prior to the start of the new project period. Grantees will be required to describe the program approach, define anticipated outcomes, and include measures of program progress throughout the five-year period. Proposed changes in scope (i.e., program approach, service options, funded enrollment) should be discussed in advance with your assigned program specialist to ensure your application is complete.

Application criteria in years two through five of the project period will focus on grantee progress toward the goals and outcomes defined in either the year one or the competitive application. Grantees will be expected to use program data to analyze and report on their progress. Grantee requests to change or update their program approach must be supported by program data. Throughout the five-year project period and at the end of a five-year project period, grantees will be expected to provide evidence of the program’s cumulative impact on the children, families, and communities served.

Additional Post-Award Requirements

The following requirements will be conditions for all five-year grants on the Notice of Award (NoA). Each grantee will complete the activities outlined below and, where required, submit the results to their Regional Office within the identified timeframes. Regional Office staff will discuss and validate these conditions/certifications during annual site visits.

Governance

- Grantee governing body must complete a governance and leadership capacity screening within 90 days of the start of the project period.

Health and Safety

- Grantee must complete a health and safety assessment of each center and/or family child care home where services are provided within 45 calendar days of the start of the program/school year, or within 45 calendar days of the start of the five-year project period when the five-year project period begins during the program/school year.
- The grantee governing body must submit to OHS the signed certification of compliance with all applicable health and safety requirements within 15 calendar days of completion of the health and safety assessment.

School Readiness

- Grantee must participate in individual school readiness progress meetings with the OHS Regional Office.

Audit Webinar

- Grantee must participate in an OHS-sponsored single audit webinar within one year of the start of the project period.

OHS expects grantees to provide high-quality, comprehensive services to children and families. The OHS training and technical assistance (T/TA) network is available to help programs succeed in achieving these outcomes.

Grantees are reminded that OHS retains the authority to determine whether Head Start agencies meet standards with respect to program, administrative, financial management, and other requirements. Serious violations by any grantee of these requirements can result in a suspension or termination of a grant.

OHS believes that the five-year awards and the conditions, oversight, and training and technical assistance described above will strengthen the quality of services. OHS fully expects grantees to achieve the greatest outcomes through the provision of high quality, comprehensive services to children and families. High quality begins with assuring that every child receives services in an environment that is healthy and safe. It is incumbent on the governing body to assure that systems are in place and ongoing monitoring occurs so that the health and safety of children are never compromised.

Please direct any questions on this Information Memorandum to your Office of Head Start Regional Office.

/ Yvette Sanchez Fuentes /

Yvette Sanchez Fuentes
Director
Office of Head Start