



Regular Meeting of the Board of Control
 Date: Tuesday, March 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 7:22 pm. Dr. Albrecht confirmed that the meeting is in compliance with the Open Meeting Law.	Time: 7:22 pm
2.	Roll Call	Ms. Barlass called the role. Present: Bousman, Jim Bowles, Dean Draeger, Duane Fischer, Barbara Propp, Evelyn Rossmiller, Tina Thompson, Nancy Tritz, Jaye Wahl, Jim Welhouse, Brett Absent: Hanna, Jeff Also present: Albrecht, Gary Barlass, Nicole	

		Barrow, Bill Kotarak, Bridget	
3.	Review and Approve Agenda	Ms. Thompson noted that there was one additional item on the addendum to be added to the consent agenda. Mr. Wahl made a motion to approve the agenda as presented with the addition of the addendum item added to the consent agenda. Ms. Tritz seconded the motion. The motion carried 10:0.	Motion: Wahl Second: Tritz Motion carried 10:0
4.	Approval of Minutes from Regular Board of Control Meeting on February 18th, 2014.	Mr. Bousman made a motion to approve the minutes as presented. Ms. Fischer seconded the motion. The motion carried 10:0.	Motion: Bousman Second: Tritz Motion carried 10:0
5.	Audit Committee Report and Payment of bills	Ms. Rossmiller read the Audit Committee Report, noting that there was a balance of \$1,454,719.30 as of January 31 st , 2014. She further noted that there were cash receipts of \$1,707,261.08 and cash disbursements of \$1,545,334.99, leaving a balance of \$1,616,645.39 as of February 28, 2014. Ms. Rossmiller made a motion to accept the report and pay the bills. Mr. Draeger seconded the motion. The motion carried 10:0.	Motion: Rossmiller Second: Draeger Motion carried 10:0
6.	Citizen Input	There was no input from citizens.	
7.	Reports Agency Administrator Financial Director Director of Programs and Operations Jefferson County Head Start	Please see attached for the Agency Administrator and Jefferson County Head Start reports. Financial Director – Mr. Barrow noted that the business office is well underway preparing the 2014-2015 budgets. They were delayed somewhat because they were waiting until all of the benefits' numbers were in place. The Accounting Associates will have the costs for programs and	

		<p>services for 2014-2015 to Lori Alwin by April 15th, so that she can prepare contracts to be sent out on May 1st. Mr. Barrow noted that we had received three open records requests from a CRG, a citizens action group. The requests were complied with in a timely manner. The eleven other CESAs also received open records requests, but they were not exactly the same as the ones received by CESA 2.</p> <p>Ms. Barlass noted that she is in the process of completing the 2014-2015 Catalog of Services that will be sent out to all the school district administrative staff along with the CESA 2 service contracts for 2014-2015. The catalog will be reorganized to reflect the changes in internal organization that were a part of the Design Team's re-design. She is also in the process of creating an annual report to replace the delegate convention booklet, which will be distributed at the Annual Delegate Convention on May 20, 2014. She noted that the continued work on the re-design has been very exciting.</p> <p>Dr. Albrecht introduced Bridget Kotarak, who has been recommended to replace Sue Fell as Director of the Westosha Special Education Consortium after Ms. Fell retires in June 2014. Ms. Kotarak introduced herself to the Board and provided some background on her experiences in education and expressed her enthusiasm for taking on the position.</p>	
8.	<p>Discussion Bill Barrow, Financial Director</p>	<p>CESA #2 Salary Projections for 2014-2015 (action will be taken at the April Board of Control meeting).</p> <p>Mr. Barrow presented three possible</p>	

		<p>salary increase scenarios for the Board’s review including a 1% increase, a 1.46% increase (CPI) and a 2% increase. Ms. Fischer noted that Elkhorn School District is considering adding short-term disability insurance to its benefits offerings. Mr. Barrow noted that CESA 2 offers employees the ability to purchase short-term disability insurance through AFLAC. The question was raised whether the relationship between salary and benefits has been used in the past to determine increases. Mr. Barrow noted that it has not been. Mr. Barrow noted that the retirement benefits cost will be split between CESA 2 as employer and the employees with each contributing 7%. Mr. Barrow asked if the Board would like to see any other scenarios. No other scenarios were requested. It was noted that the CPI has only recently, after ACT 10, been used as a possible salary increase scenario.</p>	
<p>9.</p>	<p>Discussion</p>	<p>A discussion was held regarding the annual Delegate Convention to be held on May 20, 2014. Dr. Albrecht suggested that Dr. Kent Peterson would be an excellent speaker. He has presented to the PAC and would discuss the impact of ACT 10 on school culture. It was agreed that Dr. Albrecht should contact Dr. Peterson to schedule him to speak.</p> <p>It was noted that the following clusters will be electing representatives:</p> <p>Cluster C: Deerfield, Madison, McFarland, and Monona Grove (3 year term)</p> <p>Cluster F: Clinton, Delavan-Darien, Janesville, and Walworth (3 year term)</p>	

		<p>Cluster H: Cambridge, Jefferson, Johnson Creek, Lake Mills, and Watertown (3 year term)</p> <p>Cluster I: Edgerton, Evansville, Oregon, and Stoughton (3 year term)</p> <p>Immediately following the Delegate Convention, the reorganization and regular Board of Control meetings will be held.</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.</p>	<p>Mr. Wahl made a motion to 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. Mr. Bousman seconded the motion. The motion carried 10:0 and the Board entered into closed session at 8:31 pm.</p> <p>Ms. Barlass called the roll. The following members were present: Bousman, Jim Bowles, Dean Draeger, Duane Fischer, Barbara Propp, Evelyn Rossmiller, Tina Thompson, Nancy Tritz, Jaye Wahl, Jim Welhouse, Brett</p> <p>Closed session items: Agency Administrator Evaluation</p> <p>Promotion of Rock County Birth to Three Interim Coordinator to Coordinator</p> <p>Market adjustment increase for VOA</p>	<p>Motion: Wahl Second: Bousman Time: 8:31 pm</p> <p>Motion carried 10:0</p>

		<p>Job Coaches</p> <p>Market adjustment increase for Whitewater Office Accounting Associates</p> <p>Director of Programs and Operations salary increase 2014-15</p> <p>Regional Liaisons/Additional Contract time</p>	
11.	Reconvene to open session	<p>Mr. Bousman made a motion to reconvene in open session. Mr. Wahl seconded the motion. The motion carried 10:0 and the Board reconvened to open session at 10:00 pm.</p>	<p>Motion: Bousman Second: Wahl Time: 10:00 pm</p> <p>Motion carried 10:0</p>
12.	Rock County's Birth to Three Interim Coordinator	<p>Mr. Draeger made a motion to promote the Interim Coordinator of Rock County's Birth to Three Program to Coordinator at a salary of \$68,000.00 per year retroactive to January 1, 2014. The fiscal year for Rock County's Birth to Three Program is January 1st to December 31st. Ms. Tritz seconded the motion. The motion carried 10:0.</p>	<p>Motion: Draeger Second: Tritz</p> <p>Motion carried 10:0</p>
13.	Market adjustment increase for VOA Job Coaches	<p>Ms. Fischer made a motion to increase the hourly rate from \$10.00 per hour to \$10.50 per hour as the starting salary for new hires in the VOA Job Coach position and to increase the salary of the two current VOA Job Coaches from \$10.25 per hour to \$11.00 per hour effective immediately. Mr. Bousman seconded the motion. The motion carried 10:0.</p>	<p>Motion: Fischer Second: Bousman</p> <p>Motion carried 10:0</p>
14.	Market adjustment increase for Whitewater Office Accounting Associates	<p>Ms. Rossmiller made a motion to increase the salary of the Whitewater Office Accounting Associates by \$2.00 per hour effective immediately as recommended by Mr. Barrow. Mr.</p>	<p>Motion: Rossmiller Second: Bowles</p>

		Bowles seconded the motion. The motion carried 9:1.	Motion carried 9:1
15.	Director of Programs and Operations salary increase 2014-15	Mr. Wahl made a motion to increase the salary of the Director of Programs and Operations to \$50,000.00 for the 2014-2015 fiscal year effective July 1, 2014. Mr. Bousman seconded the motion. The motion carried 10:0.	Motion: Wahl Second: Bousman Motion carried 10:0
16.	Action items (consent agenda):	Mr. Draeger made a motion to approve the items in the consent agenda. Ms. Tritz seconded the motion. The motion carried 10:0.	Motion: Draeger Second: Tritz Motion carried 10:0
	New Hires	Miranda Olson, Job Coach/Aide, Vocational Opportunities and Assistance Heather Rhoades, LTE, Intake/Service Coordinator, Rock County's Birth to Three Program Lisa D. Smith, Teacher, JEDI Kathy Starostka, LTE, Job Coach, Vocational Opportunities and Assistance	
	Retirements	Patricia Haas, Special Education Aide, Westosha Special Education Consortium, effective June 13 th , 2014 Eldonna Koehnke, Special Education Aide, Westosha Special Education Consortium, effective June 13 th , 2014	
17.	Contract – Director of Special Education, Westosha Special Education Consortium	Mr. Wahl made a motion to approve the hiring of Bridget Kotarak to fill the position of Director of Special Education for the Westosha Special Education Consortium. Mr. Bowles seconded the motion. The motion carried 10:0.	Motion: Wahl Second: Bowles Motion carried 10:0
18.	Jefferson County Head Start – 2012-2013 Head Start Annual Report	Ms. Tritz made a motion to approve 2012-2013 Head Start Annual Report.	Motion: Tritz Second:

		Mr. Bousman seconded the motion. The motion carried 10:0.	Bousman Motion carried 10:0
16.	Jefferson County Head Start – Eligibility Criteria	Ms. Fischer made a motion to approve the changes made to the Eligibility Criteria. Mr. Draeger seconded the motion. The motion carried 10:0.	Motion: Fischer Second: Draeger Motion carried 10:0
17.	Jefferson County Head Start – New Hire	Mr. Wahl made a motion to approve the hiring of Jessica Pruess, Food Prep Assistant, LTE, Jefferson County Head Start. Mr. Draeger seconded the motion. The motion carried 10:0.	Motion: Wahl Second: Draeger Motion carried 10:0
18.	Discussion of proposed policy changes, including non-renewal of employees	A discussion was held regarding proposed policy changes and it was agreed that a special meeting should be scheduled to hold a first reading of the policies prior to the April 15 th , 2014 Board of Control meeting because of the time-sensitive nature of the potential changes. Ms. Barlass was instructed to send out a survey with dates to determine when to hold the special meeting based on the Board members availability.	
19.	Cracker Barrel	Ms. Rossmiller asked if other school boards were making changes to their handbooks in a piecemeal fashion or approving them as a whole. A discussion was held regarding changes made to handbooks and the number of people on school board committees.	
20.	Adjourn	Mr. Wahl made a motion to adjourn the meeting at 10:30 pm. Ms. Tritz seconded the motion. The motion carried 10:0.	Motion: Wahl Second: Tritz Time: 10:30 pm



CESA #2

INNOVATION. COLLABORATION. SERVICE.

Gary Albrecht, Ph.D.

CESA #2 Agency Administrator



March 18th, 2014

CESA #2 BOARD OF CONTROL:

Administrator's Report

Gary L. Albrecht, Ph.D.

1. CESA #2 continues to provide support on both educator effectiveness models – the DPI Educator Effectiveness Model, and the CESA #6 Educator Effectiveness Project. We have staff trained to assist with the delivery of both projects and with follow-up workshops/ seminars that are common to both. (E.g., coaching, assessment, curriculum support)
2. We continue to work on the redesign of services that we created under Susan Leddick's guidance. Susan will be here to work with us on March 17th-18th. All platform leaders and regional liaisons are in place.
3. Our staff has been working with David Voss, Voss Associates, to create and enhance marketing tools for our agency. There is a lot of enthusiasm among our staff for both the redesign and the marketing/branding of CESA #2.
4. This week I traveled to Stevens Point for a CESA Statewide Network (CSN) meeting. With all of the state initiatives, we have a lot on our plate to manage right now.
5. On Wednesday evening, I traveled to New Glarus to attend the Southwest Workforce Development Board meeting. I have been on the board for over eleven years. The executive director, Bob Borremans, is retiring after ten years, so we are beginning a search for the vacancy.
6. Friday, I will be attending the Dane County Superintendents meeting in Madison. I will update you at the Board of Control meeting.
7. We are working on materials/presentations for the upcoming CESA #2 Delegate Convention on Tuesday, May 20th. This is an agenda item as well.
8. We have scheduled employee-group meetings in May to further update staff on our anticipated January 1st, 2015 insurance changes.
9. I attended the 2014 Leadership Health Care Forum in Milwaukee last Wednesday. The panel included business leaders, providers, attorneys, and elected officials. I will give you a few more details at the BOC meeting as part of my report. I was invited because of our partnership with Associated Financial Group.
10. I initiated a state CESA Purchasing Advisory Council last year. We met last Wednesday to consider/approve applications of vendors to the program.
11. The CESA #2-#3 Herb Kohl Award Banquet will be held on Saturday, April 5th in Janesville.
12. Nicole and I have been working with **Ever-fi**, a vendor who provides supplemental programming to high schools on financial literacy. We plan to offer this through a state grant free to all CESA #2 high schools (45).



CESA #2

INNOVATION. COLLABORATION. SERVICE.

Gary Albrecht, Ph.D.

CESA #2 Agency Administrator



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13. Both spelling bees were held earlier in the month. Cudos to CESA program support person, Peggy Strong, for a job well done.
 14. I participated in two rounds of interviews with Westosha Area superintendents to search for a new special education director who will be replacing Sue Fell, as Sue is retiring after a long career with CESA #2. The new director, who I am recommending for employment to the BOC will be introduced at the March meeting, and Sue along with two other Westosha Consortium employees who are retiring will be recognized at the April BOC meeting.
 15. I have been involved in my annual battery of medical tests which will continue through the first part of April. So far, so good. Tammy and I will be taking a three-day vacation during her spring break, March 24th-26^h.

Jefferson County Head Start / CESA #2
Directors Report to the Board of Control
& Head Start Policy Council
March 10th & 18th, 2014

Directors Report – Mary Anne Wieland

Federal Update:

Administrative Requirements and Standards: Each Head Start Agency shall make available to the public a report published at least once in each fiscal year that discloses the following information from the most recent enclosed fiscal year, except that reporting such information shall not reveal personally identifiable information about an individual child or parent.

- a) The total amount of public and private funds received and the amount from each source.
- b) An explanation of budgetary expenditures and proposed budget for the fiscal year.
- c) The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served.
- d) The results of the most recent review by the Secretary and the financial audit.
- e) The percentage of enrolled children that received medical and dental exams.
- f) Information about parent involvement activities.
- g) The agency's efforts to prepare children for kindergarten.
- h) Any other information required by the Secretary.

At the March meeting; governing bodies are being asked to approve the Annual Report for school year September, 2012 – June 2013.

In June the governing bodies will be presented with an Annual Report reflective of the most current school year. (September, 2013 – June 2014). Following this cycle will ensure that agency statistics and funding will be related to a full school year with outcomes based on a consistent 9 months reporting period.

Office of Head Start:

Funding Year 2014 Funding Amounts available in Head Start Enterprise System.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 8th Floor Portals Building, 1250 Maryland Ave, SW, Washington DC 20447 | eclkc.ohs.acf.hhs.gov

Important Action Required:

Please click the link below to acknowledge receipt of this notification:
https://hses.ohs.acf.hhs.gov/hses_ack/48d363ef5566c06d4142cb71a39b7579

February 25, 2014

COOPERATIVE EDUCATIONAL SERVICES AGENCY #2
1541 Annex Road, n/a
Jefferson, WI 53549
Re: Grant No. 05CH5508

Dear Head Start Grantee:

Public Law 113-76, enacted January 17, 2014, increased the appropriation for the Head Start program for Fiscal Year (FY) 2014 by \$1.025 billion. The increase restores the 5.27 percent reduction in funds and provides all grantees with a 1.3 percent cost-of-living adjustment (COLA) effective with the start of your FY 2014 budget period. Please note that this increase does not apply to FY 2013 funds.

Your organization’s FY 2014 funding level is now available in HSES in the Financials section under a new tab titled “FY 2014 Funding Increase.”

- **Grantees that already submitted applications for FY 2014 funds are asked to submit an amended application by Friday, April 25, 2014.**
- **Grantees that have not yet applied for FY 2014 funds are requested to submit the continuation application at the restored levels.**

Effective April 2014, all grantees are required to submit electronic grant applications in the Head Start Enterprise System (HSES). Further instructions will be provided.

Please contact your Regional Office should you require an extension of the due date or have further questions.

The following contacts at your program received this email:

Authorizing Official: Ms. Nancy Thompson, CESA #2 BOC Chairperson

Executive Director: Dr. Gary Albrecht

HS and/or EHS Director(s): Ms. Mary Anne Wieland

At the April Policy Council and Board of Control meeting, governing bodies will be asked to approve an amended Application that acknowledges an increase in funding for the Head Start program. This amended application will detail a plan for the usage of restored funds (\$109,246. 5.27% sequestration reduction) as well as a plan to provide Head Start employees with a 1.3% cost of living adjustment. Increased funding in the amount of \$26,946. will be applied to COLA increases.

Credit Card Purchases:

(February 11th, - March 11th, 2014)

Exxon/Mobil (fuel)

\$744.20

Kwik Trip (gas cards, parent reimbursements)

\$210.00

Walmart (groceries, classroom & office supplies, parent activities, reimbursement, building maintenance)

\$2,537.00

509.00

50.34

24.98

195.86

117.82

286.20

467.80

17.88

61.95

\$4,268.83

Program Record Keeping Specialist Report – Mary Degner

In February, children were in school for 14-16 days. Head Start served the children a total of **8,782** meals:

- **Breakfast = 2,729**
- **Lunch = 3,525**
- **PM Snack = 2,528**

The Rate of Reimbursement for this year is:

- \$1.58 for Breakfast**
- \$2.93 for Lunch**
- \$.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 February is **\$17,482.03**.

AVERAGE DAILY ATTENDANCE BY CLASSROOM FOR FEBRUARY 2014

Watertown 1	89.47%	Hebron 2 am	91.35%
Watertown 2	88.82%	Hebron 2 pm	83.95%
Watertown 3 am	82.92%	Hebron 3 am	83.92%
Watertown 3 pm	84.42%	Hebron 3 pm	94.87%
Watertown 4 am	76.67%	Westosha 1am	88.78%
Watertown 4 pm	88.10%	Westosha 2 am	78.74%
Jefferson East	86.81%	Westosha 2 pm	80.63%
Jeff West am	90.55%	Westosha Ext. Day	85.21%
Jeff West pm	86.64%	Purdy	96.18%
Hebron 1	94.10%		

Over all the daily attendance was **87.41%** for the month of February. Jefferson County Head Start agency wide maintained an average daily attendance above 85% for the month of February.

**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	16,662.47
Claim Date:	02/01/2014	- Advance	0.00
Non-needy Category:	0	- Meal Overpayment Rec.	0.00
Reduced Category:	0	= Meal Reimb. bal. due.	16,662.47
Free Category:	291	+ Cash in Lieu (CIL)	819.56
Total Number of Enrolled Children:	291	- CIL Overpayment Rec.	0.00
Number of Days of Service:	16	= CIL Reimb. bal. due.	819.56
		Total	17,482.03
		Voucher No.	34612
		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
2,729	0	3,525	2,528	0	0	0	0	8,782

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	74	74	16	62	598	0	978	0	619	0	0	0
9525	0	0	90	90	16	75	888	0	1,185	0	845	0	0	0
9526	0	0	60	60	14	50	491	0	695	0	354	0	0	0
9531	0	0	18	18	16	16	250	0	250	0	250	0	0	0
10301	0	0	18	18	16	18	273	0	0	0	272	0	0	0
11383	0	0	31	31	16	27	229	0	417	0	188	0	0	0

Family and Community Partnership Specialist Report – Lynn Smith

Family Services Update:

- Screening days are scheduled to complete enrollment paper work for the Fall school year. These screens will continue throughout the summer.
- All family service staff evaluations have been completed and submitted.
- The agency annual report for 2012-2013 has been updated and completed.
- Head Start annual self assessment project has started; staff are beginning to contact policy council members and community partners to collect data. The report is due end of April.
- The family service staff is attending a training, Ethics and Boundaries Issues, for social workers, at UW-Whitewater.

Parental Status

Teen Parent	Single Parent	Disabled Parent	Foster Parent	Homeless	Guardian	Group Home	Two Parent	Dual Custody
29	134	7	8	13	5	0	144	1

1009S - Family Goals Statistics Report

No.	Goal Category	Complete	Expected To Achieve	In Progress	New	Not Accomplished	On-going	TOTAL GOALS	UNIQUE # OF FAMILIES
1	Adult Education	0	0	0	5	0	0	5	5
2	Child Support Enforcement	0	0	0	0	0	0	0	0
3	Employment	0	0	0	1	0	0	1	1
4	Health	77	0	18	108	0	3	206	163
5	Housing	0	0	0	4	0	0	4	4
6	Kindergarten Readiness	0	0	0	5	0	0	5	5
7	Parent Involvement	1	0	1	14	0	0	16	15
8	NO Goal Category	0	0	0	0	0	0	0	0
TOTAL GOALS		78	0	19	137	0	3	237	
UNIQUE # OF FAMILIES		56	0	18	127	0	3		173

1008S - Family Referral Statistics

Referral Reason	New	In Progress	Ongoing	Complete	Declined Services	Received Services	Total Referrals
Adult Education	2	0	0	0	0	0	2
Assistance to Families of Incarcerated Individuals	0	0	0	0	0	0	0
Child Abuse and Neglect Services	0	0	0	0	0	0	0
Child Support Assistance	0	0	0	0	0	0	0
Disabilities	1	0	0	0	0	1	2
Domestic Violence Services	0	0	0	0	0	0	0
Emergency / Crisis Intervention	29	1	0	1	0	9	40
Employment	1	0	0	0	0	0	1
ESL Training	0	0	0	0	0	0	0
Health Education (including Prenatal Education)	9	1	0	0	0	9	19
Housing Assistance	1	1	0	1	0	2	5
Job Training	0	0	0	0	0	0	0
Marriage Education	0	0	0	0	0	0	0
Mental Health Services	2	2	0	0	0	1	5
Parenting Education	1	0	0	0	0	0	1
Substance Abuse Services	0	0	0	0	0	0	0
Supplemental Nutrition (WIC)	0	0	0	0	0	0	0
Transportation Assistance	1	0	0	0	0	1	2
Total Referrals	47	5	0	2	0	23	77
Total Unique Families	30	5	0	2	0	17	54

Primary Caregiver		Secondary Caregiver	
Status	Total	Status	Total
Farmer	0	Farmer	0
Full-time & training	3	Full-time & training	0
Employed full-time	84	Employed full-time	60
Homemaker	63	Homemaker	27
Job training/school(part-time)	6	Job training/school(part-time)	0
Migrant Farm worker	0	Migrant Farm worker	1
Part-time & training	2	Part-time & training	2
Employed part-time	45	Employed part-time	12
Retired or disabled	5	Retired or disabled	2
Job training or in school	4	Job training or in school	2
Employed seasonal	1	Employed seasonal	1
Seasonal Farm worker	0	Seasonal Farm worker	0
Self Employed	2	Self Employed	3
Unemployed	63	Unemployed	24
Unknown	1	Unknown	0
No Data	0	No Data	34
Total	279	Total	168

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	14	Grade 12	11
Grade 9 or less	44	Grade 9 or less	24
H.S. Diploma	68	H.S. Diploma	42
No H.S.	2	No H.S.	3
Some College	86	Some College	31
Some H.S.	2	Some H.S.	1
Unknown	8	Unknown	34
No Data	0	No Data	0
Total	279	Total	168

Food Assistance		
WIC	Food Stamps	Surplus Food
172	175	0

Miscellaneous Data	
Receiving Services	279
Not Receiving Services	308
Pregnant (receiving services)	1
Receiving TANF	2
Receiving SSI	15
No Secondary Caregiver	111

ERSEA Specialist Report (Jefferson County) – Lisa Stafford

There were 4 applications mailed.

There were 25 applications received.

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

There were 5 students who dropped from the program.

There were 8 students that were placed in the program.

There was 1 student that transferred sessions.

There are 19 income eligible children and 45 over income eligible on the waiting list.

Screenings are currently being held for 2014 – 2015 school year and as of the end of February, there are 51 children that are in process for enrollment for the 2014-2015 school year.

Applications were sent home with each student to pass on to friends and family or to fill out for a younger sibling.

We received a donation of Drug Awareness coloring books, book markers, red ribbons and water bottles from the Elks Lodge in Watertown. We will once again partner with to support their mission of promoting drug and alcohol awareness in the communities.

We received a donation from Nasco for promotional items to be used during local fairs and recruitment events. These included Wikki Sticks, markers, liquid paint pens and rubber fish.

We received a donation from Silver Eagle Tavern for bead necklaces to be used for promotional items.

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	4	8
Jefferson 2 AM 14		16	+2	6	10	9	7	9	7	Hebron	1	5
Jefferson 2 PM 14		13	-1	4	9	5	8	9	4	Watertown	7	20
										Total	12	33
Total Jefferson 46		47	+1	17	30	32	15	27	20			
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	14	+1	6	8		14	10	4	Hebron	6	
Hebron 2 PM	13	14	+1		14	8	6	5	9	Watertown	12	
Hebron 3 AM	13	12	-1	4	8		12	7	5	Total	19	
Hebron 3 PM	13	13		7	6	5	8	8	5			
Total Hebron Center	70	71	+1	26	45	31	40	40	31			
										Early Apps	E	Sp
Watertown 1	18	19	+1		19	19		14	5	Jeff	9	5
Watertown 2	18	19	+1	5	14	19		12	7	Heb	11	5
Watertown 3 AM	15	15		2	13	12	3	6	9	Wttn	14	7
Watertown 3 PM	14	14		2	12	9	5	8	6	Total	34	17
Watertown 4 AM	13	12	-1	3	9		12	8	4			
Watertown 4 PM	13	12	-1	2	10		12	3	9			
Total Watertown Ctr	91	91		14	77	59	32	51	40			
Total Jeff. Cty. Enrolled –	225	227	+2	62	165	140	87	129	98			

Center Directors Report (Kenosha County) – Julie Ouimet

ERSEA/Parent Involvement/ Health/Facilities

Enrollment: As of February, 2014

Beginning Enrollment	62
Ending Enrollment	61
Income Eligible	57
Over Income	4
Eligible Wait	1
OI Wait	14

Applications Received 6

- 1 Child dropped in the month of February
- 2 Children started in February

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
<hr/>	
56	

Parent volunteers in the classroom or working at home	23
Community volunteers in the classroom or working at home	12
Total volunteer hours for the month of February	528

Recruitment: (Westosha)

We have been at WIC this month.
Fliers were given to all schools to hand out to grades 4K-4th grade.
PAC is working on the Memorial Day Parade
An application was given to every family. They were asked to give it to a family member, neighbor or friend with young children.

PAC: February 11 (Westosha) 5 Parents in attendance

Ideas for March FFN were for a St. Patrick's Day Theme.
Suggestions were: treasure hunt, 4 leaf clover a large motor activity. Carolyn talked about the Memorial Day Parade.

Family Fun Night Sledding 13 families attended

Thirteen families joined us for sledding and hot cocoa. It was a lot of fun

**Family Fun Day February 28 Happy Birthday to Dr. Seuss
30 Families Attended (41 adults)**

All families were invited to attend this day event.

The events included:

Race Car Game

Counting Fish

Hop Scotch Rhyming Pictures

Thing One and Thing Two Stick Puppets

Bucket Game

Pin the Green Yolk on the Egg

Ten Apples on Top

Fish Patterning Game

Stoplight Craft

Alphabet Game

Pom Pom Hats

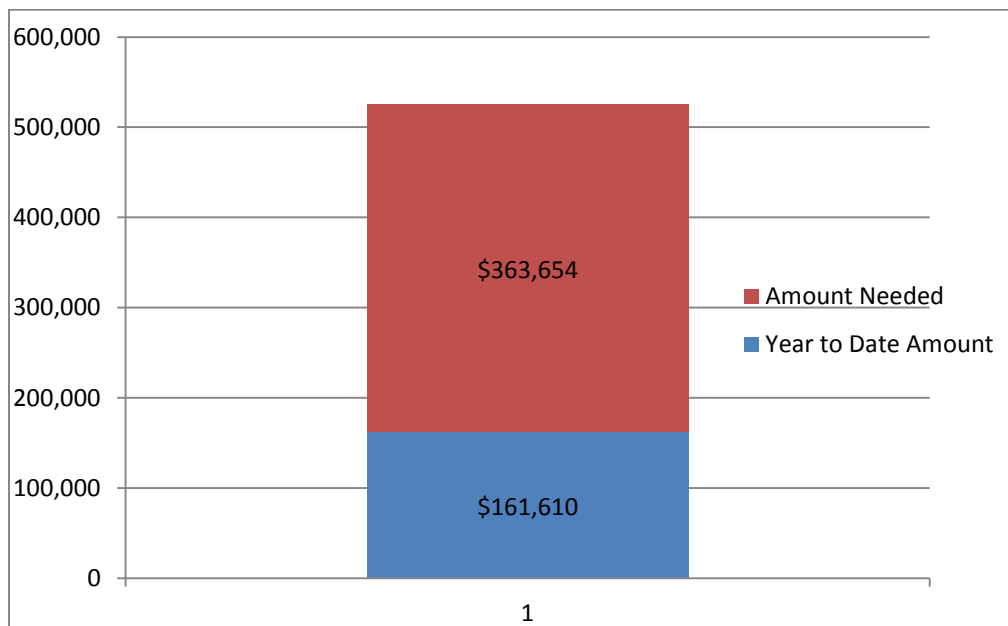
Reading Centers

Lunch was Green Eggs and Ham

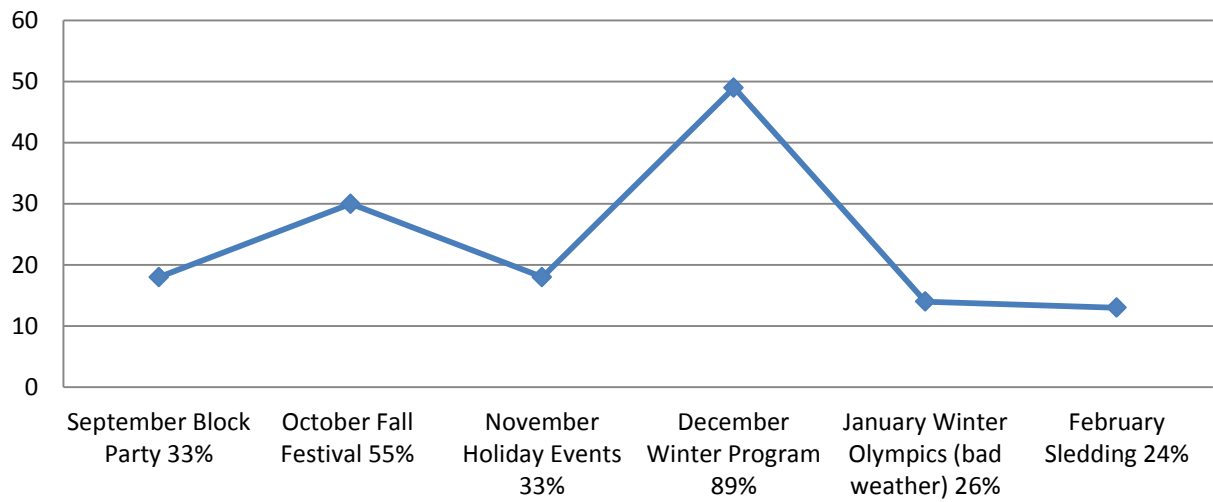
IN-KIND REPORT

Total Needed	\$525,264
Amount Received Year-to-date	\$161,610
Amount Needed	\$363,654

In-kind Report
February, 2014
\$525,264



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



Jefferson County Head Start/CESA #2			
2014 In-Kind Summary			
Non-Federal Share= \$525,264			
		January	February
*	Parent	\$1,030	\$3,469
	Community	\$1,045	\$5,639
	Home Calendar(Goals)	\$6,542	\$10,644
	Class Activities	\$5,275	\$8,126
	Misc. Activity		\$1,346
	Family Fun Night	\$364	\$649
**	Committees	\$743	
	Professionals	\$18,548	\$729
	Services		
	Goods		
	Space	\$2,829	
	Misc.	\$94,361	\$270
	Total	\$130,737	\$30,873
	Balance	\$394,527	\$363,654
*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		

Early Childhood Education Specialist Report - Jennifer Geissman

Number of Teachers: 7

Number of Assistant Teachers: 8

Number of Classrooms: 7

Classroom Concerns:

- Evaluations were done with classroom teachers and assistant teachers. New professional development goals were established.

Progress toward goals:

- Staff continue to learn more about the CLASS tool. Their individual classroom scores were given.

Center/staff issues:

- Assistant who was on medical leave for work injury is back.

Professional development:

- 3 teachers and 2 assistant teachers from Westosha and Hebron attended the WHSA conference at the Kalahari.
- Staff from Hebron classroom went to training with a child's outside OT in Lake Mills.

Parent Contacts:

- Attended IEP meeting with Wheatland School District for annual review of IEP.

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:

- Continue to work with one child who is having behavior issues within the classroom.

Referrals:

- Continue to wait on referral made to Palmyra School District

Substitute Hours:

- Subbed in classroom total 11 hours.
- Sub hours needed 36 hours.

Successes:

- Completed DIALS with applying families.
- Parent Teacher conferences held.
- Students from UW Whitewater started, hear very nice comments from teachers on the work they are doing within the classroom.

**Jefferson County / Western Kenosha County Head Start
CLASS Data**

2013 JCHS CLASS Results (averages)

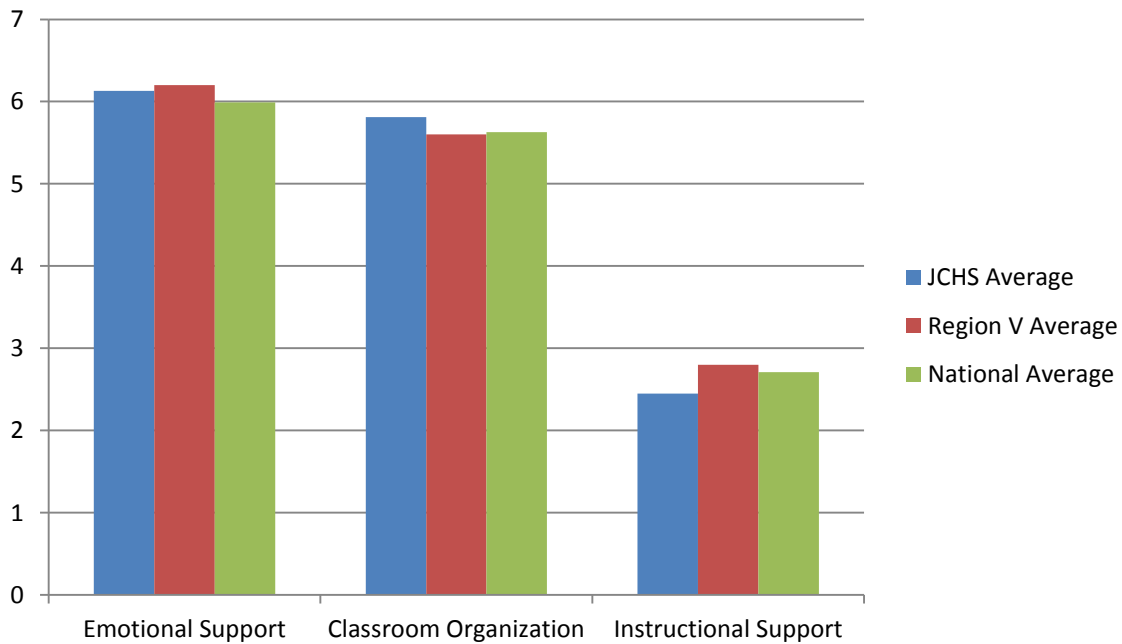
Emotional Support Domain = 6.13
Classroom Organization Domain = 5.81
Instructional Support Domain = 2.45

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

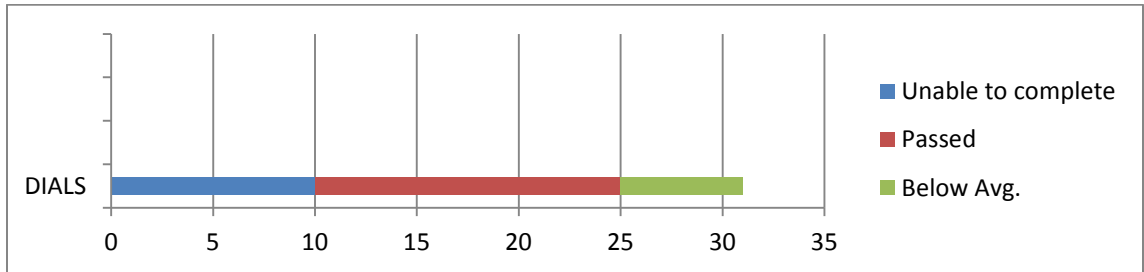
Number of Classrooms: 6

Classroom Concerns:

- a) Safety/center plan created for student with special needs

Progress toward goals:

- Met with EC teachers to discuss placement for children
- Attended 4K mtgs
- Conducted 31 Dials



Center/staff issues:

- One center having concerns about building maintenance.

Professional development:

- Conducted CLASS training for staff.
- 5 staff members attended literacy training at CESA.

Parent Contacts:

- Met with 2 parents to discuss referral process.
- Attended 6 IEP meetings.

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 2 requests for support.
- Met with Jo Christianson about referrals for children.

Referrals:

- Made 2 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.
- WWSA conference.