



# CESA#2

INNOVATION. COLLABORATION. SERVICE.

Regular Meeting of the Board of Control  
 Date: Tuesday, October 15, 2013 at 7 pm  
 Location: CESA #2 Conference Room  
 Minutes

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

#	Item	Briefs	Action/Minutes
1.	<b>Call to Order/Announcement of Compliance with Open Meeting Law</b>	Ms. Thompson called the meeting to order. Dr. Albrecht confirmed that the meeting is in compliance with the Open Meeting Law.	<b>Time:</b> 7:07 pm
2.	<b>Roll Call</b>	<p><b>Present:</b>            Bousman, Jim            Draeger, Duane            Fischer, Barbara            Fox, Susan            Propp, Evelyn            Thompson, Nancy            Tritz, Jaye            Wahl, Jim            Welhouse, Brett</p> <p><b>Absent:</b>            Hanna, Jeff            Rossmiller, Tina</p> <p><b>Also present:</b>            Albrecht, Gary            Barlass, Nicole            Barrow, Bill            Elger, Tracy            Leddick, Susan</p>	

		Voss, David	
3.	<b>Review and Approve Agenda</b>	Ms. Thompson suggested moving the presentations by Dr. Susan Leddick and David Voss to item #7, after Citizen Input. She noted the one additional agenda item on the addendum. Ms. Thompson asked if there were any items from the consent agenda that anyone wanted moved to the regular agenda. There were no requests to move items. Ms. Tritz made a motion to approve the agenda with the change moving item #9 to after item #6 and the addition of the addendum item. Mr. Wahl seconded the motion. The motion carried 9:0.	<b>Motion:</b> Tritz <b>Second:</b> Wahl  Motion carried 9:0
4.	<b>Approval of Minutes from Regular Board of Control Meeting on September 17<sup>th</sup>, 2013 meeting</b>	Ms. Thompson inquired as to whether there were any changes that needed to be made to the minutes. No changes were noted. Ms. Fischer made a motion to approve the minutes as submitted. Mr. Draeger seconded the motion. The motion carried 9:0.	<b>Motion:</b> Fischer <b>Second:</b> Draeger  Motion carried 9:0
5.	<b>Audit Committee Report and Payment of bills</b>	Ms. Fischer read the Audit Committee Report, noting that CESA #2 had a balance of \$2,139,638.22 as of August 31, 2013, there were cash receipts of \$739,533.52, there were cash disbursements of \$977,437.59, leaving a balance of \$1,901,734.15 as of September 30, 2013. Ms. Tritz made a motion to accept the report and pay the bills. Mr. Bousman seconded the motion. The motion carried 9:0.	<b>Motion:</b> Tritz <b>Second:</b> Bousman  Motion carried 9:0
6.	<b>Citizen Input</b>	There was no citizen input.	
7.	<b>Presentation/Board Development</b> Dr. Susan Leddick, Profound Knowledge Resources, Inc. David Voss, Voss & Associates	Mr. Voss thanked Dr. Albrecht and the staff for the support he's received. He explained that the communications toolkit he has created for Common Core State Standards and Educator Effectiveness focuses on translating the information to different audiences. He noted the October series of communication seminars and that these seminars can also be presented in district. There is a special price on communication audits of \$2,500 if a district signs up before Thanksgiving. In the audit, Mr. Voss typically finds that there is a gap between people's perceptions of the district and reality. He then develops a strategic communications plan to bridge that gap.	

		<p>He noted that CESA Purchasing is going through a re-branding process and will have a new website. All of the communications services will be available for purchase through the new website. He also discussed the Be There campaign, a multi-media campaign to increase family involvement. It's a national campaign that looks local because it can be personalized with the district's logo and branding. Milwaukee Public Schools has recently signed up. Mr. Voss will also be working on the branding and marketing of CESA #2 once Dr. Leddick and the Design Team have determined what the next generation of CESA #2 will look like. Mr. Bousman noted he had attended one of the August communication seminars and had brought back information to work with Superintendent Peter Smet to review their communication issues. Ms. Fox noted that she thought the seminars were excellent and had realized the importance of social media and the need for the district to develop a strategic communications plan. She also agreed with the importance of translating the message about Common Core and Educator Effectiveness for different audiences.</p> <p>Dr. Susan Leddick asked the Board to describe what the current generation of CESA #2 looks like. Mr. Wahl noted that it seems to consist mostly of interactions with superintendents and that information does not get down to the local board level. Mr. Bousman noted that the agency supplements school districts in work that they can't afford to do. Dr. Leddick noted that educational service agencies are often seen as the silent partner of school districts and raised the question of whether we want to be out in the open or continue supporting from the shadows. Ms. Fox noted that she knew the district purchased supplies from CESA #2 and that they offered training, but that she thought the services were more for smaller districts. Dr. Leddick used the metaphor for designing a kitchen to explain the work the Design Team is doing. She noted that when designing a kitchen we imagine what we want and have a picture of what we're working towards. It may take some time to phase in all of the aspects. Dr. Leddick and members of the</p>	
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		<p>Design Team who were present then reviewed some other educational service agencies and their services. The Board was then asked the question about CESA #2 "What would you have if you could have what you want." Dr. Leddick recorded the Board's responses.</p>	
<p>8.</p>	<p><b>Reports</b>  Agency Administrator  Financial Director  Director of Special Education  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>Ms. Elger noted that 75% of her position is as the RSN Director. This year her work in that position is focused on providing in district support for districts that need to lower the reading achievement gap for students with disabilities. 15 districts were identified and three schools have signed up for support, with potential for two more. She is working with the Parent Liaison, Early Childhood Consultant, and PBIS/RtI Consultants. Districts will receive money which can be used to bring in reading support or to pay for subs. These are schools that are not Title I Focus schools or those that receive money through the SPDG grant. She will also be working as a co-teaching coach with Delavan-Darien in partnership with a professor from UW-Whitewater. She will also act as the Special Education Director for one of the small K-8 schools. 98 people are scheduled to attend the workshop on behavior on Friday, October 18<sup>th</sup>. Workshops on co-teaching will be held this month. Ms. Thompson asked if any public relations were done on the workshops like press releases. Ms. Elger stated there had not been, but the information was emailed out to contacts in the districts.</p> <p>Mr. Barrow shared financial information on the leased cars. It appears CESA #2 did save money by using the leased cars instead of reimbursing for mileage, particularly for two staff members. He noted that there is a minimum number of miles that must be met for savings to be realized. The program will continue for this year.</p> <p>Ms. Barlass noted that she has been working on the communication seminars and is very excited by the work being done with Dr. Leddick. She</p>	

		noted that WCBVI has asked to re-hire their previous school psychologist because there were not any applicants from the recently posted position they were interested in. It is a difficult position to fill because the person needs to have experience working with blind and visually impaired students.	
9.	<b>AESA National Convention – December 4 – 7, 2013 in San Antonio, Texas</b>	Dr. Albrecht noted that he, Bill Barrow, Tina Rossmiller and Nancy Thompson will attend. They will provide a report to the Board at the January meeting.	
10.	<b>Action items (consent agenda):</b>	Ms. Fischer made a motion to approve the items in the consent agenda. Ms. Tritz seconded the motion. The motion carried 9:0.	<b>Motion:</b> Fischer <b>Second:</b> Tritz  Motion carried 9:0
	FMLA	Jeanne Luedtke, Occupational Therapist, Walworth County Birth to Three, tentatively from October 9 <sup>th</sup> , 2013 to November 6 <sup>th</sup> , 2013.	
	New Hires	Jason Burch, Teacher, JEDI  Amy Hermanson, Teacher on Record, JEDI  Jessaca Summers, Tech Support, JEDI	
	Retirement	Ron Schwarz, Instructor, Driver Ed	
11.	<b>Lay Off – Jefferson County Head Start</b>	A question was raised by Mr. Welhouse regarding why a bus monitor was being hired if we were laying one off. Ms. Thompson stated she would check with the Director of the Jefferson County Head Start program. It was suggested that it may be because they are working in different locations. Mr. Draeger made a motion to approve the lay-off of Donna White, Bus Monitor. Mr. Bousman seconded the motion. The motion carried 9:0.	<b>Motion:</b> Draeger <b>Second:</b> Bousman  Motion carried 9:0
12.	<b>New Hire – Jefferson County Head Start</b>	Mr. Bousman made a motion to approve the hiring of Lori Palmer, Substitute Teacher. Mr. Wahl seconded the motion. The motion carried 9:0.	<b>Motion:</b> Bousman <b>Second:</b> Wahl  Motion carried 9:0

13.	<b>New Hire – Jefferson County Head Start</b>	Ms. Fischer made a motion to approve the hiring of Michelle Rhodes, Bus Monitor. Mr. Welhouse seconded the motion. The motion carried 9:0.	<b>Motion:</b> Fischer <b>Second:</b> Welhouse  Motion carried 9:0
14.	<b>Re-hire – Jefferson County Head Start</b>	Mr. Draeger made a motion to approve the re-hiring of Mary Degner, Program Recordkeeping/Monitoring System Specialist. Ms. Tritz seconded the motion. The motion carried 9:0.	<b>Motion:</b> Draeger <b>Second:</b> Tritz  Motion carried 9:0
15.	<b>Re-hire – Jefferson County Head Start</b>	Ms. Thompson explained that Ms. Guido had taken another position but did not enjoy it as much as her work at the Head Start program and had contacted Ms. Wieland to request her old job back. Mr. Bousman made a motion to approve the re-hiring Tina Guido, Family Advocate. Mr. Draeger seconded the motion. The motion carried 9:0.	<b>Motion:</b> Bousman <b>Second:</b> Draeger  Motion carried 9:0
16.	<b>Resignation – Jefferson County Head Start</b>	Mr. Draeger made a motion to accept the resignation of Lori Messier, Bus Driver. Mr. Bousman seconded the motion. The motion carried 9:0.	<b>Motion:</b> Draeger <b>Second:</b> Bousman  Motion carried 9:0
17.	<b>Resignation – Jefferson County Head Start</b>	Mr. Bousman made a motion to accept the resignation of Sandra Petersen, Teacher. Mr. Draeger seconded the motion. The motion carried 9:0.	<b>Motion:</b> Bousman <b>Second:</b> Draeger  Motion carried 9:0
18.	<b>Community Needs Assessment 2013 – Jefferson County Head Start</b>	Ms. Fischer made a motion to approve the Community Needs Assessment for 2013. Mr. Bousman seconded the motion. The motion carried 9:0.	<b>Motion:</b> Fischer <b>Second:</b> Bousman  Motion carried 9:0
19.	<b>First Reading – revision to Policy 3142 Non-Renewal</b>	Dr. Albrecht reviewed the suggested changes to the policy based on a review by the policy	

	<p><b>of Contracted Employees</b></p>	<p>committee members and Attorney Jim Ruhly. A suggestion was made to change the word teachers in the third paragraph to “certified employees.”</p> <p>Mr. Wahl asked when annual reviews of CESA #2 employees are performed. It was noted that it is based on the employees hire date and in sync with the fiscal year, but Dr. Albrecht encourages them to be done before March of each year.</p> <p>Ms. Thompson asked if the Board wanted to be appraised when someone is placed on an improvement plan. It was decided that the Board felt that would be micromanaging. They would want to be informed if there is a trend emerging and if the employee was at risk of being non-renewed.</p> <p>A discussion was held regarding the need for the policy committee to meet before a first reading occurs. It was noted that the protocol will be for the policy committee to meet at 6:15 before Board meetings when a policy needs to be reviewed before a first reading. The Board agreed that policy 3142 could move on to a second reading at the November Board meeting.</p>	
<p>20.</p>	<p><b>Salary Recommendation from JEDI Board for Director of JEDI</b></p>	<p>Dr. Albrecht noted that in 2011 the Director of JEDI had taken a \$20,000 pay cut because of a negative fund balance and financial issues. Based on an improved financial picture and increase in the number of students in the program, the JEDI Board is recommending a \$10,000 increase to the Director of JEDI’s salary. The JEDI Board has also laid out criteria that must be met for increases in the future. Mr. Welhouse made a motion to approve a \$10,000.00 increase to the salary of the JEDI Director as recommended by the JEDI Board. Mr. Bousman seconded the motion. The motion carried 9:0.</p>	<p><b>Motion:</b> Welhouse <b>Second:</b> Bousman</p> <p>Motion carried 9:0</p>
<p>21.</p>	<p><b>Cracker Barrel</b></p>	<p>Ms. Thompson asked if all of the districts are on board with the Common Core State Standards. Mr. Welhouse noted that parents have some concerns and didn’t realize that it had already been implemented. Parents appeared to be particularly concerned about possible data</p>	

		collection of students' personal information. They also wondered about the process with national tests and what will happen if students don't perform well on the tests. Ms. Fox noted that in the past they didn't match the content taught to the WKCE but focused on teaching skills. She noted that the CCSS are more rigorous standards and that she has also heard concerns regarding data collection.	
22.	<b>Adjourn</b>	Mr. Wahl made a motion to adjourn the meeting. Ms. Tritz seconded the motion. The motion carried 9:0. The meeting adjourned at 9:41 pm.	<b>Motion:</b> Wahl <b>Second:</b> Tritz <b>Time:</b> 9:41 pm





# CESA #2

INNOVATION. COLLABORATION. SERVICE.

Gary Albrecht, Ph.D.

CESA #2 Agency Administrator



October 15<sup>th</sup>, 2013

## **CESA #2 BOARD OF CONTROL**

Administrator's Report

Gary L. Albrecht, Ph.D.

1. The Personnel and Audit Committees will meet prior to the BOC meeting. The committees will meet at 6:30 pm in my and Bill's office respectively.
2. I will be visiting the Waterloo and Waunakee School Boards on Monday, October 14<sup>th</sup>.
3. You will notice on the agenda that I have reserved time for Susan Leddick and David Voss. Recall that Dr. Leddick is the facilitator we have contacted with to help us come up with a redesign plan for CESA #2. Mr. Voss, Voss Associates, is working with our districts and with CESA #2 on communications strategies and marketing. He is offering workshops next week here at CESA #2.
4. Nicole and I are working on a proposal to see if it is feasible for CESA #2 to organize and run a cooperative for substitute teachers. Several school district superintendents have expressed interest.
5. I will be attending a CESA Statewide Network meeting in Stevens Point on October 22<sup>nd</sup>.
6. The next PAC meeting will take place on Thursday morning, November 7<sup>th</sup>. I have invited Evansville Municipal Judge Tom Alisankus as a featured speaker along with Kristin Swanson, *Brightbytes*. *Brightbytes* conducts technology audits in school districts to assess the effects on local technology and programs in districts and then facilitates the development of a plan.
7. The CESA #2 Insurance Committee will meet with Al Jaeger on Thursday, October 24<sup>th</sup>.

Jefferson County Head Start/ CESA #2  
Director Report to the CESA #2 Board of Control  
And Head Start Policy Council  
October 15<sup>th</sup> and 21<sup>st</sup>, 2013

**Directors Report: Mary Anne Wieland**

Federal Update:

As the Shutdown continues to cause great frustration for everyone; I wanted to share the following letter from the National Head Start Association Executive Director Yasmine Vinci:

*Dear Colleagues,*

*Many of you were here with us at the NHSA Fall Leadership Institute last week as the unnecessary, irrational government shutdown occurred. With all federal employees (including OHS staff) barred from working, our team scurried and scrambled to, at a day's notice, create a conference program as good and better as the one we had planned for months. And from your comments, we are pleased to know that we met and far exceeded all expectations!*

*The high point was the Stop the Cuts Rally in front of the US Capitol. It was the culmination of all your good local work over the last months—and the empty chairs made it to the nation's capital! The rally's extensive media exposure was a great testament to the huge national interest that together so many of you and our team in Washington have created.*

*Since then, the NHSA team has been working 24/7 to make sure that you can protect your children and families from being further battered by the impact of the shutdown. We are focused on two important pieces right now:*

- 1. Your ability to withdraw the funds you need to pay your bills from the PMS. For a number of reasons, there were some glitches, most of them caused by the lack of personnel (due to shutdown and furloughs) who could resolve issues that the system's algorithms produced causing some of you to receive unsympathetic and sometimes alarming messages. The Administration, from OHS to the White House, was most responsive to our information about your plight and you should have heard from OHS by now. A big part of why we could effectively work with them is that you kept communicating with us valuable information about the issues that were coming up. Please, be sure to keep the communication going! Keeping your programs open, your children attending, your families happy, your staff working is our first priority.*
- 2. The 23 grantees whose grant year was starting on October 1st were in the worst possible squeeze – while some had bigger entities who could support them in the meantime, a number of them had no money to keep going and were going to have to shut down inflicting further pain on the children, families, and staff. And then a miracle happened: an angel couple who heard about the pain of the children and families, stepped up and are providing resources to keep those programs open that had no other way out - for at least a month. [Read the NHSA statement about the funding here.](#) It is truly heartwarming to find that there are people who care about our children and families, and about your unselfish, irreplaceable work.*

*Going forward, we have no idea when the shutdown will end, but we know that together we will continue to support our children and families.*

*Keep up the good work and stay connected – we are strongest when we are together.*

*With warm regards,*

### Everyday Math Curriculum Update

On Friday, October 11<sup>th</sup>, 2013, the Head Start program welcomed Karyl Zahorik, to train the teaching staff and 4K staff from local school districts on the Everyday Math Curriculum that is being implemented this school year.

In Everyday Mathematics, children develop a broad background by learning concepts and skills in all these six content strands. The Pre-K program emphasizes the following content:

- Number and Numeration
- Operations and Computations
- Data & Chance
- Measurement and Reference Frames
- Geometry
- Patterns, Junctions, and Algebra

Karyl provided the staff with a pacing guide, sample activities and assessment information. Head Start chose to implement the curriculum so that our students could be in line with the local school districts. Currently, a number of districts that our children will transition into next fall are implementing this curriculum. For more information go to: <http://everydaymath.uchicago.edu/teachers/pre-kgoals>.

### **Credit Card Expenditures (September/October 9<sup>th</sup>, 2013):**

**Exxon/Mobil (fuel)**

**\$424.54**







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

**\$122.33**

# THE FUTURE OF HEALTH INSURANCE IN WISCONSIN

## WHAT WILL INSURANCE LOOK LIKE IN WISCONSIN STARTING IN JANUARY 2014?

The future of insurance in Wisconsin for individuals and families who DO NOT have access to qualifying employer-sponsored insurance:

Income (% of Federal poverty level)	Pregnant Women 	Children 	Parents & Caretakers 	Childless Adults 	15 or older Family Planning Only Services 	Elderly or Disabled 
0-100% FPL	BadgerCare No premium				Basically No Changes  (Some small tweaks that should make <u>more</u> people eligible)	NO CHANGES
100-200% FPL	BadgerCare No premium (up to 300%)	BadgerCare No premium	Marketplace with tax credit & cost-sharing subsidy  (up to 250% FPL)			
200-250% FPL		BadgerCare With premium (up to 300%)	Marketplace with tax credit			
250-300% FPL			Marketplace with tax credit			
300-400% FPL	Marketplace with tax credit (up to 400% FPL)					
400% + FPL	Marketplace with no tax credit					

2013 Federal Poverty Levels (annual income)

Group Size	100%	138%	200%	250%	300%	400%
One	\$11,490	\$15,856	\$22,980	\$28,725	\$34,470	\$45,960
Two	15,510	21,404	31,020	38,775	46,530	62,040
Three	19,530	26,951	39,060	48,825	58,590	78,120
Four	23,550	32,499	47,100	58,875	70,650	94,200
Five	27,570	38,047	55,140	68,925	82,710	110,280

For each additional person, add \$4,020/yr. (\$335/mo.) for families at 100% of poverty.

# The Future of Health Insurance in Wisconsin: Top **10** Things to Know

## **1** Most Wisconsinites will keep their current insurance!

Most Wisconsinites who already have health insurance will keep their current form of coverage in 2014. The majority of people who get insurance through their employer will continue to benefit from that coverage. Also, there are no significant changes to Medicare, BadgerCare coverage for children or pregnant women, or to Medicaid coverage for the elderly and people with disabilities.

## **2** Most people who already have insurance will see improvements.

Nearly everyone will benefit from insurance improvements included in the Affordable Care Act (ACA), such as receiving most preventative care for free and not being able to be turned away or charged more because of a person's gender or a pre-existing condition like diabetes.

## **3** You might get financial assistance paying for health insurance.

The law creates a Health Insurance Marketplace, which is a new way to shop for health coverage. Most individuals and families who buy private coverage through the Marketplace will qualify for tax credits to lower their monthly premiums or reduce their copayments and deductibles. The lower your income, the higher the tax credit, and you can get the discount at the time you enroll.

## **4** The new Marketplace includes many insurance plan options.

The Marketplace helps people to get information about their health coverage options and to compare benefits, quality, and price. The Marketplace makes comparing plans easy by grouping them into four categories ("metal tiers") based on the amount of cost-sharing (such as co-pays and deductibles). There will also be catastrophic plans available for those under 30 years old and some stand-alone dental plans may also be an option. The Marketplace also enables people to enroll in BadgerCare or Medicaid and can tell someone buying private coverage if they are eligible for financial assistance. (People below 250% of the poverty level will get larger tax subsidies if they choose a "silver" plan.)

## **5** Many parents will lose their BadgerCare coverage.

State lawmakers decided to reduce the eligibility ceiling for parents to the poverty level (\$23,550 for a family of 4), which means that about 90,000 current BadgerCare participants are expected to lose their coverage. These individuals will either need to access insurance through an employer or sign up for subsidized private insurance through the new Marketplace. Nearly all of these individuals losing BadgerCare coverage will be eligible for financial assistance when choosing an insurance plan on the Marketplace.

## **6** More adults without dependent children will be eligible for BadgerCare coverage.

BadgerCare coverage will be expanded to cover about 80,000 more adults without dependent children (sometimes called childless adults) with income below the federal poverty level (\$11,490 for a single person or \$15,510 for a couple). This policy shift will allow for many of the lowest income childless adults to get the coverage they need at little to no cost.

## **7** There are improvements to the existing individual insurance market.

Individual plans will improve because they will cover more services, provide better access to preventive care, and must cover preexisting conditions. The premiums will be higher for some people, but the co-pays and deductibles will generally be lower, and federal subsidies will reduce the premiums and co-pays for many people.

## **8** Everyone needs insurance: Individual mandate.

There is a new "individual mandate" that requires most individuals to have health insurance. There are a number of exceptions.

## **9** Enroll for Marketplace coverage between Oct 1<sup>st</sup> & March 31<sup>st</sup>.

The Health Insurance Marketplace open enrollment period began on October 1, 2013, and ends on March 31, 2014. To have coverage begin January 1<sup>st</sup>, individuals who purchase insurance through the Marketplace will need to sign up and pay their first monthly premium by December 15<sup>th</sup>, 2013.

**10 HOW DO I APPLY for BadgerCare or private coverage through the Marketplace?**

Go to [www.healthcare.gov](http://www.healthcare.gov) for more information or to sign up for BadgerCare or private health insurance. You can also call the Health Insurance Marketplace Call Center if you have questions: 1-800-318-2596

**Program Record Keeping Specialist Report – Mary Degner**

**CACFP**

In September, children were in school for 16 days. Head Start served the children 8,914 meals: Breakfast –3,032, Lunch –3,883, Snack – 1,999.

The total CACFP reimbursement for September was **\$18,669.74**.

**AVERAGE DAILY ATTENDANCE BY CLASSROOM FOR SEPTEMBER 2013**

Watertown 1	94.02%	Hebron 2 am	90.86%
Watertown 2	95.44%	Hebron 2 pm	90.86%
Watertown 3 am	87.90%	Hebron 3 am	86.59%
Watertown 3 pm	92.53%	Hebron 3 pm	91.35%
Watertown 4 am	93.63%	Westosha 1am	95.85%
Watertown 4 pm	97.71%	Westosha 2 am	88.63%
Jefferson East	92.43%	Westosha 2 pm	83.55%
Jeff West am	96.14%	Westosha Ext. Day	83.55%
Jeff West pm	82.49%	Purdy	92.43%
Hebron 1	92.36%		

Over all the daily attendance was **91.75%** for the month of September. Head Start needs to maintain and average daily attendance of 85%.

**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	17,766.95
Claim Date:	09/01/2013	- Advance	0.00
Non-needy Category:	0	- Meal Overpayment Rec.	0.00
Reduced Category:	0	= Meal Reimb. bal. due.	17,766.95
Free Category:	291	+ Cash in Lieu (CIL)	902.79
Total Number of Enrolled Children:	291	- CIL Overpayment Rec.	0.00
Number of Days of Service:	16	= CIL Reimb. bal. due.	902.79
		<b>Total</b>	<b>18,669.74</b>
		Voucher No.	33703
		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
<b>3,032</b>	<b>0</b>	<b>3,883</b>	<b>1,999</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,914</b>







**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	70	70	16	62	603	0	988	0	849	0	0	0
9525	0	0	92	92	16	84	1,001	0	1,339	0	0	0	0	0
9526	0	0	63	63	16	56	652	0	882	0	445	0	0	0
9531	0	0	19	19	16	18	280	0	278	0	274	0	0	0
10301	0	0	18	18	16	18	273	0	0	0	272	0	0	0
11383	0	0	29	29	16	25	223	0	396	0	159	0	0	0

**Early Childhood Services Report (Western Kenosha) - Jennifer Geissman**

**Progress Towards Goals:**

- Began initial training of staff on meeting and connecting School Readiness Goals and Family Engagement Framework

**Center/Staff Issues:**

- Training and supporting new staff at all locations.
- Observing and monitoring implementation of Second Steps Curriculum.

**Parent Contacts:**

- Family Fun Night held. Nice turn out and very positive comments made by staff.

**Concerns Based on Classroom Observations:**

- One child in classroom has extreme behavior concerns. Plans have been developed with teaching staff for plan for referral and consistency plan for this child.
- Two children in classroom have shown behavior concerns, and plans are in place.

**Classroom Request for Support:**

- One classroom has two children with speech concerns in Hebron.
- One concern from both the teacher and family doctor for speech concerns, in Westosha.

**Referrals:**

**One referral to school district completed.**

**Substitute Hours:**

- Many staff have been out due to appointments and sickness.

**Successes:**

- Family Fun Night in September was a positive experience for families.

**Early Childhood Services Report (Jefferson County) – Dana Busler**

**Classroom Concerns:**

- Bridge on playground broken at one center.
- Conducted 1 meal time observation per classroom

**Progress Towards Goals:**

- Training of new staff in classrooms.
- Training teachers on proper head start procedures and completion of paper work.
- Teaching Strategies Gold teacher orientation training

**Center/Staff Issues:**

- An assistant in classroom has had to be on extended medical leave 3 weeks. A floater from another center was put in that classroom to keep consistency.

- An assistant will be out for the rest of school year on extended medical leave. An interview was conducted for a long term sub.

**Professional Development:**

- Attended CLASS training to become a certified CLASS observer.
- Sent staff member to PALS training
- Met with Lillian (Head Start T/TA) to discuss goals for year

**Parent Contacts:**

- Attended 1 meeting with Watertown School District to discuss referral for child.
- Conducted volunteer training with two parents in Watertown.

**Concerns Based on Classroom Observations:**

- Attended 1 meeting with Fort School District to discuss a change of placement for a child.

**Classroom Request for Support:**

- Received 1 request for support.

**Referrals:**

- Made 1 referral for district evaluation (Early Childhood)

**Substitute Hours:**

- Subbed in classroom total 6 hours.
- Sub hours needed 16.

**Successes:**

- Assisted in PFCE presentation for staff with Lynn and Jenny.
- Attended CLASS training to become a certified CLASS observer.
- Training of students at UW-Whitewater to come into classrooms weekly and volunteer.
- Completed DIALS with students.

**ERSEA/Parent Involvement/ Health/Facilities Report - Julie Ouimet**

**Enrollment: As of August 30 2013**

Beginning Enrollment- 63  
 Income Eligible- 9  
 Over Income- 4  
 Eligible Wait- 1  
 OI Wait- 14  
 Applications Receive 3

Two children never attended the beginning of the year and were replaced.

**Parent Involvement**

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

7	Parent Volunteers were trained
11	Community Volunteers were trained
<hr/>	
18	

Most centers are still doing their volunteer trainings.

**304 Volunteer hours were recorded for the month of September.**

**Recruitment:**

Recruitment remains on-going. WIC and the Health Department were visited to remind them that we enroll year round. The Sharing Center attended our Family Fun Night and took additional materials with to hand out to clients.

We worked with UW Extension's Nutrition Program to set up a series of Nutrition trainings. These trainings will be held at the Sharing Center. A representative from UW Extension came 2 days to promote this series and was well received.

**Bussing:**

Thirty eight of our sixty three children will be receiving a bus ride this year. This is the most children we have had on our bus routes.

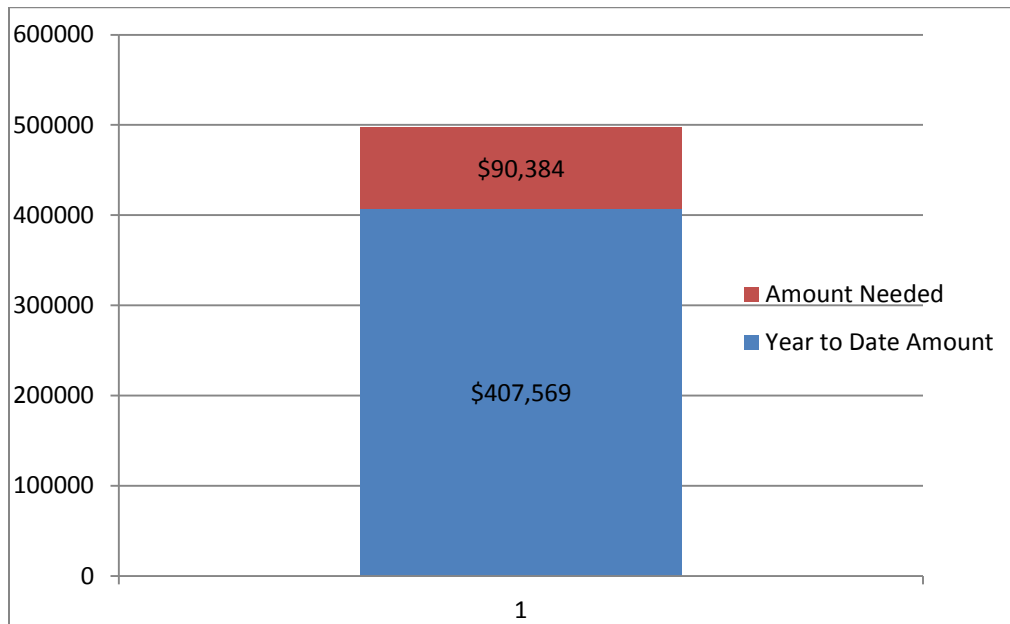
**Family Fun Night      Block Party      9/26/13**  
26 Adults  
47 Children

Seven different block stations were set. Families worked together at each station. Parents learned about the benefits of playing with their children through posters at each station and handouts were given. Parents were informed about math, gross motor, fine motor and social skills that are developed through play.

**IN-KIND REPORT**

Total Needed	\$497,953
Amount Received Year-to-date	\$407,569
Amount remaining	\$90,384

IN-KIND Report  
September 2013  
\$497,953



**Projected Sources of In-Kind Need until Dec. \$196,231**

Katie-Dental Exams and Varnishes	\$10,000
4K collaborations for Fort Atkinson, Watertown and Jefferson	\$109,000
	\$77,231
Balance of In-Kind from Volunteers and Donations	
September Volunteer	- \$56,862
	Needed \$20,369

**ERSEA/Parent Involvement/Health/Facilities Report – Lisa Stafford**

There were 5 requests for applications to be mailed in September.

26 applications were received during the month of September.

Presentation given to Birth – 3 program on September 4, 2013 about how our program works and what the criteria is for enrollment.

The program remains fully enrolled. We had 7 children who were placed that never attended and we have 9 children who dropped from the program for various reasons including transportation, moving, separation issues or parent issues. The children have been replaced and 2 slots are pending.

Jefferson County School Districts have all been contacted and applications and flyers are being sent to all the schools for the month of October

**ENROLLMENT REPORT**

**ENROLLMENT – SEPTEMBER 2013**

<i>Total Reported Enrollment</i>	<i>Funded Enrollment</i>	<i>Status</i>
288	288	Fully Enrolled

	<i>Operated this Month</i>	<i>Last Day of Services Provided</i>	<i>All Classes/Options in Session</i>	<i>Reported Enrollment</i>
HS	Yes	September 30 <sup>th</sup> , 2013	Yes	288

Center	Children	Difference	Sp	Eng	4's	3's	M	F	WL Center	130	OI
Jefferson East 4-K	18	19	+1	8	11	19	11	8	Jefferson	4	8
Jefferson 2 AM	14	15	+1	5	10	6	9	8	Hebron	1	3
Jefferson 2 PM	14	13	-1	4	9	6	7	9	Watertown	8	20
									<b>Total</b>	<b>13</b>	<b>31</b>
Total Jefferson –	46	<b>47</b>	<b>+1</b>	<b>17</b>	<b>30</b>	<b>31</b>	<b>16</b>	<b>28</b>	<b>19</b>		
Purdy 4-K	18	18		5	13	18	11	7			

Total Purdy –	18	<b>18</b>		<b>5</b>	<b>13</b>	<b>18</b>		<b>11</b>	<b>7</b>		
										<b>WL Center</b>	<b>IE</b>
Hebron 4-K	18	18		9	9	18		10	8	Jefferson	
Hebron 2 AM	13	12	-1	5	7		12	9	3	Hebron	3
Hebron 2 PM	13	13			13	7	6	5	8	Watertown	6
Hebron 3 AM	13	11	-2	3	8		11	6	5	<b>Total</b>	<b>9</b>
Hebron 3 PM	13	13		7	6	7	6	8	5		
Total Hebron Center –	70	<b>67</b>	<b>-3</b>	<b>24</b>	<b>43</b>	<b>32</b>	<b>35</b>	<b>38</b>	<b>29</b>		
Watertown 1	18	19	+1		19	19		14	5		
Watertown 2	18	19	+1	5	14	19		12	7		
Watertown 3 AM	15	16	+1	2	14	13	3	7	9		
Watertown 3 PM	14	13	-1	3	10	10	3	9	4		
Watertown 4 AM	13	13		2	11		13	8	5		
Watertown 4 PM	13	10	-3		10		10	4	6		
Total Watertown Center –	91	<b>90</b>	<b>-2</b>	<b>12</b>	<b>78</b>	<b>61</b>	<b>29</b>	<b>54</b>	<b>36</b>		
Total Jeff. Cty. Enrolled –	<b>225</b>	<b>222</b>	<b>-3</b>	<b>58</b>	<b>164</b>	<b>142</b>	<b>80</b>	<b>131</b>	<b>91</b>		

**Family and Community Partnership Specialist Report – Lynn Smith**

There is a potential candidate for the position of Bilingual Family Advocate. The interview team screened 3 candidates out of 6 applicants. We are currently waiting for references, and then paper work will be submitted to Policy Council and Board of Control.

Current caseload per advocate:

3 full time staff—76, 63, 57

2 part time staff—29, 25

1 open position—38.

These caseloads can vary from month to month, as children are added or dropped.

The 45 day requirement is October 17<sup>th</sup> for all children who started school on September 3<sup>rd</sup>. The information that is due: physicals, hearing and vision, DIALS.

A dental hygienist provided her first round of fluoride varnishes and screenings. She visited 3 centers. The first she saw 77 children, second 85 children, third 25 for a total of 187. At the Jefferson, Hebron, and Purdy sites there were 7 referrals for a 10% decay rate, at Watertown 4 referrals for 5%, and 6 referrals at Westosha for 27%. The hygienist will be back on November 14<sup>th</sup> to continue with screenings for new children or those who were absent. Dentals are due by November 29<sup>th</sup> for the 90 day requirement.

PADA is presenting “Hands Are Not for Hitting”, a protective behaviors program, beginning October 14<sup>th</sup> and going to all the centers that week. It is offered in English and Spanish.

9 enrollment screenings were completed and 3 more are scheduled for the week of October 14<sup>th</sup>. There are currently no other new applications at this time.

Orientations for new families will be presented the week of October 14<sup>th</sup>.

A nutrition education program was offered by United Healthcare and Meade Clinic in Watertown. Families received nutrition education, information about providing nutritious meals on a budget, and received a free bag of groceries. 22 Watertown families attended.

Parental Status								
Teen Parent	Single Parent	Disabled Parent	Foster Parent	Homeless	Guardian	Group Home	Two Parent	Dual Custody
<u>32</u>	<u>131</u>	<u>5</u>	<u>9</u>	<u>11</u>	<u>6</u>	<u>0</u>	<u>139</u>	<u>1</u>

Food Assistance		
WIC	Food Stamps	Surplus Food
<u>79</u>	<u>113</u>	<u>0</u>

Misc. Family Data	
Receiving Services	<u>265</u>
Not Receiving Services	<u>284</u>
Pregnant (receiving services)	<u>1</u>
Receiving TANF	<u>2</u>
Receiving SSI	<u>12</u>
No Secondary Caregiver	<u>106</u>

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>78</u>	Employed full-time	<u>59</u>
Homemaker	<u>56</u>	Homemaker	<u>25</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>3</u>	Part-time & training	<u>2</u>
Employed part-time	<u>40</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>65</u>	Unemployed	<u>22</u>
Unknown	<u>1</u>	Unknown	<u>0</u>
<b>No Data</b>	<u>0</u>	<b>No Data</b>	<u>30</u>
<b>Total</b>	<b>265</b>	<b>Total</b>	<b>159</b>

Education			
Primary Caregiver		Secondary Caregiver	
Level	Total	Level	Total
B.A. or Higher	<u>4</u>	B.A. or Higher	<u>2</u>
College degree or training school certificate	<u>4</u>	College degree or training school certificate	<u>1</u>
ESL	<u>0</u>	ESL	<u>0</u>
GED	<u>9</u>	GED	<u>6</u>
Grade 10	<u>10</u>	Grade 10	<u>3</u>
Grade 11	<u>27</u>	Grade 11	<u>10</u>
Grade 12	<u>14</u>	Grade 12	<u>12</u>
Grade 9 or less	<u>40</u>	Grade 9 or less	<u>22</u>
H.S. Diploma	<u>62</u>	H.S. Diploma	<u>41</u>

No H.S.	<u>2</u>	No H.S.	<u>3</u>
Some College	<u>85</u>	Some College	<u>29</u>
Some H.S.	<u>1</u>	Some H.S.	<u>1</u>
Unknown	<u>7</u>	Unknown	<u>29</u>
<b>No Data</b>	<u>0</u>	<b>No Data</b>	<u>0</u>
<b>Total</b>	<b>265</b>	<b>Total</b>	<b>159</b>

<b>Insurance</b>			
<b>Primary Caregiver</b>		<b>Secondary Caregiver</b>	
<b>Insurance Name</b>	<b>Total</b>	<b>Insurance Name</b>	<b>Total</b>
Aetna	<u>0</u>	Aetna	<u>0</u>
Anthem	<u>0</u>	Anthem	<u>0</u>
Aurora Medical	<u>0</u>	Aurora Medical	<u>0</u>
Auxiant	<u>1</u>	Auxiant	<u>0</u>
Badger Care	<u>69</u>	Badger Care	<u>13</u>
BadgerCare Plus	<u>17</u>	BadgerCare Plus	<u>3</u>
Blue Cross & Blue Shield	<u>2</u>	Blue Cross & Blue Shield	<u>2</u>
CIGNA Insurance	<u>0</u>	CIGNA Insurance	<u>0</u>
Cypress Benefit Administrators	<u>0</u>	Cypress Benefit Administrators	<u>0</u>
Dean Care	<u>2</u>	Dean Care	<u>0</u>
Delta	<u>0</u>	Delta	<u>0</u>
Delta Dental Insurance	<u>0</u>	Delta Dental Insurance	<u>0</u>
Great West Healthcare	<u>0</u>	Great West Healthcare	<u>0</u>
Group Health Cooperative	<u>0</u>	Group Health Cooperative	<u>0</u>
Health Plus	<u>0</u>	Health Plus	<u>0</u>
Healthmart	<u>0</u>	Healthmart	<u>0</u>
Humana	<u>1</u>	Humana	<u>0</u>
Medicaid	<u>88</u>	Medicaid	<u>21</u>
MercyCare HMO	<u>0</u>	MercyCare HMO	<u>0</u>
Network Health	<u>0</u>	Network Health	<u>0</u>
Physicians Plus	<u>0</u>	Physicians Plus	<u>0</u>
PRIVATE	<u>4</u>	PRIVATE	<u>3</u>
Sentury Insurance	<u>0</u>	Sentury Insurance	<u>0</u>
TRICARE Insurance	<u>0</u>	TRICARE Insurance	<u>0</u>
umr	<u>0</u>	umr	<u>0</u>
United Healthcare	<u>3</u>	United Healthcare	<u>1</u>
Unity	<u>1</u>	Unity	<u>0</u>
<b>Total</b>	<b>188</b>	<b>Total</b>	<b>43</b>
Total with insurance	<u>208</u>	Total with insurance	<u>53</u>
Total without insurance	<u>57</u>	Total without insurance	<u>30</u>
Total with no data	<u>0</u>	Total with no data	<u>76</u>

<b>Misc. Family Data</b>		<b>Recruitment Activities</b>	
Receiving Services	<u>265</u>	Community Event	<u>1</u>
Not Receiving Services	<u>284</u>	Door Hanger	<u>1</u>
Pregnant (receiving services)	<u>1</u>	Family/Friend	<u>96</u>
Receiving TANF	<u>2</u>	Flyers/Posters	<u>12</u>
Receiving SSI	<u>12</u>	Former Parent	<u>14</u>
No Secondary Caregiver	<u>106</u>	Health Department/Doctor Referral	<u>6</u>
		JCHS Website	<u>0</u>
		Local Community Agency Referral	<u>3</u>
		Mailings	<u>0</u>
		Other (Specify)	<u>36</u>
		Other Head Start	<u>1</u>
		Public Ads	<u>2</u>

	Public Service Announcements (TV/Radio)	<u>0</u>
	School District	<u>34</u>
	WIC Referral	<u>26</u>
	Workforce Development Center	<u>1</u>
	<b>Total</b>	<b>233</b>