



Regular Meeting of the Board of Control
 Date: Tuesday, September 17, 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
WASB Delegate and Alternate	Jeff Hanna and Barbara Fischer

#	Item	Minutes	Action
1.	Call to Order/Announcement of Compliance with Open Meeting Law	Ms. Thomson called the meeting to order. Dr. Albrecht confirmed that the meeting is in compliance with the Open Meeting Law.	Time: 7:04 pm
2.	Roll Call	<p>Present: Draeger, Duane Fischer, Barbara Propp, Evelyn Thompson, Nancy Tritz, Jaye Welhouse, Brett</p> <p>Absent: Bousman, Jim Hanna, Jeff Rossmiller, Tina Wahl, Jim</p> <p>Also present: Albrecht, Gary Barlass, Nicole Barrow, Bill Fox, Susan Stahl, Lisa</p>	
3.	Review and Approve Agenda	Ms. Thompson suggested moving the closed	Motion:

		session, item #11, after item #28. She asked if there were any items anyone wanted moved from the consent agenda 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 #11 to after item #28. Mr. Draeger seconded the motion. The motion carried 6:0.	Tritz Second: Draeger Motion carried 6:0
4.	Consideration of Susan Fox as substitute BOC member from Monona Grove for Cluster C/Oath of Office	Due to Mr. Dean Bowles absence from the Board while he teaches a class at the University of Wisconsin- Madison, Susan Fox has agreed to fill the seat for Cluster C. Dr. Albrecht administered the Oath of Office, which Ms. Fox recited and signed.	
5.	Approval of Minutes from Regular Board of Control Meeting on August 20th, 2013 meeting	Ms. Thompson asked if any corrections needed to be made to the minutes. None were noted. Ms. Fischer made a motion to approve the minutes as submitted. Mr. Draeger seconded the motion. The motion carried 6:0 with Ms. Fox abstaining.	Motion: Fischer Second: Draeger Motion carried 6:0
6.	Audit Committee Report and Payment of bills	Ms. Tritz noted that CESA #2 had a balance of \$2,014,808.51 as of July 31, 2013, there were cash receipts of \$972,637.41, there were cash disbursements of \$847,807.70, leaving a balance of \$2,139,638.22 as of August 31, 2013. Ms. Tritz made a motion to accept the audit report and pay the bills. Ms. Fischer seconded the motion. The motion carried 7:0.	Motion: Tritz Second: Fischer Motion carried 6:0
7.	Citizen Input	There was no citizen input.	
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 noted that he would present later in the meeting. Ms. Barlass noted she had attended a training session on accessing WISEDash and had emailed all the new superintendents to make sure they have access to the data and reports in WISEDash. One superintendent	

		<p>contacted Ms. Barlass and she was able to help him become the District Security Administrator so he can access WISEDash. Ms. Barlass offered to show the Board WISEDash at the next meeting. She also noted the Wisconsin Center for the Blind and Visually Impaired requested assistance filling a position for a school psychologist. The position has been posted and any applicants will be shared with the WCBVI. CESA #2 has also posted a 60 day position for a WSPEI (Wisconsin Statewide Parent-Educator Initiative) Family Engagement Coordinator through the WSPEI grant with the idea of grooming someone to eventually take over for Deb Hall. Ms. Barlass noted that she very much enjoyed the work begun on designing the next generation of CESA #2 with Dr. Susan Leddick. She also noted the upcoming communication seminars David Voss will be presenting October 14-16, including a new seminar on messaging around Common Core State Standards and Educator Effectiveness. Ms. Fox noted that she found the previous communication seminars to be helpful. Ms. Barlass discussed some work being done to improve internal processes for requests for services and requests to attend conferences.</p> <p>Ms. Thompson reviewed the Jefferson County Head Start report. She noted that the grant application for the Refunding Grant in the amount of \$1,991,810.00 is due October 1, 2013. She noted all of the information about the grant is on page one of the report including all the data that must be submitted. She also noted that the state supplemental funding enables the program to serve 12 additional income eligible children. Ms. Thompson stated that 25% of the families served are homeless. She also explained that 85.7% of the classroom teachers have a Bachelor's degree or higher, demonstrating that they are highly qualified. She noted the recruitment efforts taken and the fact that 38 children receive busing services. The Watertown campus is now fully</p>	
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		enrolled. The Director will find out next month if the program will need to recompute for their funds.	
9.	<p>AESA National Convention – December 4 – 7, 2013 in San Antonio, Texas</p> <p>Discussion and determination of possible Board of Control member attendees</p>	Dr. Albrecht reviewed the AESA National Conference and the benefit of hearing the perspectives of other service agencies throughout the country. Ms. Thompson asked if anyone was interested in attending. Ms. Fischer noted that she was interested, but would wait a year. Ms. Thompson expressed interest in attending if no one else wished to go. It was decided to check the dates for early registration and send an email to determine interest.	
10.	<p>Presentation/Board Development</p> <p>Bill Barrow, Financial Director Lisa Stahl, Director of CESA Purchasing Cynthia Holt, Coordinator of CESA Purchasing</p>	<p>Ms. Stahl presented the history of CESA Purchasing and the current status. She shared the current financial information and the current website and noted the amount of savings school districts who participate in the program receive. A question was raised regarding membership fees. Ms. Stahl explained that any educational entity or non-profit can participate in the program for free. The nutrition program has a \$300 per year fee at the request of the participants. The Board of Control wanted to ensure that everyone was aware of the program. Ms. Stahl noted that she and Ms. Holt are working with David Voss to better market the program and will be creating a more robust website for the program. She also discussed the nutrition program, which has over 65 school district members and meets on a bi-monthly basis.</p> <p>Mr. Barrow reviewed a number of financial documents including a history of the fund balance of CESA #2, a comparison of fund balances for the school districts who comprise the Board of Control, a history of the revenues of CESA #2, the total financial picture and a breakdown of the cost of the benefits offered to employees.</p>	
11.	Action items (consent agenda):	Ms. Fischer made a motion to approve the	Motion:

		items in the consent agenda. Mr. Draeger seconded the motion. The motion carried 7:0.	Fischer Second: Draeger Motion carried 7:0
	Decrease in Time	Kristin Grender, Orientation and Mobility Specialist/Transition Consultant/Teacher of the Blind and Visually Impaired from 100% FTE to 90% FTE (40% Orientation and Mobility, 40% Transition and 10% Teacher of the Blind and Visually Impaired) for the 2013-2014 school year	
	Increase in Time	Kim Anderson, Student Services Consultant, JEDI, from 50% FTE to 74% FTE for 2013-2014 Deb Bilau, Teacher for the Blind and Visually Impaired, Whitewater Office, from 49% FTE to 80% FTE for the 2013-2014 school year Julie Puro, Special Education Aide, Westosha Special Education Alliance, from 10.5 hours per week to 14 hours per week for the 2013-2014 school year Lisa Scholzen, Occupational Therapist, Westosha Special Education Alliance, from 50% FTE to 60% FTE for the 2013-2014 school year Teresa Smith, Student Services Consultant, JEDI, from 50% FTE to 74% FTE for 2013-2014	
	New Hire	Holly Miller, Specially Designed Physical Education Teacher, Westosha Special Education Alliance	
	Resignations	Pat Foley, Student Services Consultant, JEDI, effective September 13, 2013 Michael Lauritsen, Specially Designed Physical Education Teacher, Westosha Special Education Alliance, effective August 29, 2013 Brenda Nelson, Educational Assistant, Union	

		Grove Special Education Consortium, effective September 15, 2013 Nancy Sterling, Teacher of the Blind and Visually Impaired, effective August 23, 2013	
12.	Special Consideration Salary Increase for Lisa Stahl, Director of CESA Purchasing	Ms. Stahl had requested a 6.96% salary increase prior to the Board's approval of a 2.07% increase for all staff. Dr. Albrecht recommended a 5.1% increase for a total salary of \$64,397.44 at 90% FTE, which was discussed with and approved by the personnel committee. Ms. Fox made a motion to approve a 5.1% increase for Ms. Stahl for a total salary of \$64,397.44 at 90% FTE retroactive to July 1, 2013. Mr. Draeger seconded the motion. The motion carried 7:0.	Motion: Fox Second: Draeger Motion carried 7:0
16.	Special Consideration Salary Increase for Cynthia Tomich, Director of Special Education, Union Grove Special Education Consortium, as recommended by the Union Grove Area Superintendents	Dr. Albrecht explained the superintendents who are a part of the Union Grove Special Education Consortium had recommended a \$2,000.00 salary increase for Ms. Tomich. Mr. Draeger made a motion to approve the \$2,000.00 salary increase for Ms. Tomich for 2013-2014. Ms. Tritz seconded the motion. The motion carried 7:0.	Motion: Draeger Second: Tritz Motion carried 7:0
17.	Approve Goals for 2013-2014 as presented by Dr. Albrecht at the August 20th, 2013 meeting.	Dr. Albrecht reviewed the goals shared at the August 20 th , 2013 meeting and noted that his evaluation will be based on these goals. Ms. Fischer made a motion to approve the goals as submitted. Ms. Tritz seconded the motion. The motion carried 7:0.	Motion: Fischer Second: Tritz Motion carried 7:0
18.	Hiring of Nancy Smith as Teacher of the Blind and Visually Impaired at 30% FTE (\$170 per day for 57 days = \$9,690) and 48 hours of mentoring for current staff member September - December 2013 (\$30/hour x 48 hours = \$1,440)	Ms. Barlass noted that the other Teacher of the Blind and Visually Impaired had taken a position with Milwaukee Public Schools and that Deb Bilau's percentage had therefore been increased to 80%. Carol Schweitzer, Coordinator of Itinerant Services, had recommended hiring Nancy Smith to provide services to students and mentor Ms. Bilau as she takes on the additional caseload. Ms. Barlass noted that Ms. Smith is an excellent teacher and very well respected in the field. Mr. Welhouse made a motion to approve the	Motion: Welhouse Second: Draeger Motion carried 7:0

		hiring of Nancy Smith at 30% FTE and to provide 48 hours of mentoring to Ms. Bilau from September to December 2013. Mr. Draeger seconded the motion. The motion carried 7:0.	
19.	Amendment to contract for Karen Connell	Ms. Fischer made a motion to approve an amendment to Karen Connell's contract to remove the Driver Education Online Coordinator position on the recommendation of Kurt Schultz, Director of Driver Education, effective as of September 6, 2013. Ms. Connell will continue to act an online and classroom instructor. Ms. Fox seconded the motion. The motion carried 7:0.	Motion: Fischer Second: Fox Motion carried 7:0
20.	Additional duties	Mr. Draeger made a motion to approve the addition of Driver Education Online Coordinator position for Stacie Nelson on the recommendation of Kurt Schultz, Director of Driver Education, effective as of September 6, 2013. Ms. Fischer seconded the motion. The motion carried 7:0.	Motion: Draeger Second: Fischer Motion carried 7:0
21.	Resignation – Jefferson County Head Start	Mr. Draeger made a motion to approve the resignation of Cristina Becker, Bilingual Family Worker, effective August 21, 2013. Ms. Fischer seconded the motion. The motion carried 7:0.	Motion: Draeger Second: Fischer Motion carried 7:0
22.	Resignation – Jefferson County Head Start	Ms. Fischer made a motion to approve the resignation of Tina Guido, Family Advocate, effective August 14, 2013. Mr. Draeger seconded the motion. The motion carried 7:0.	Motion: Fischer Second: Draeger Motion carried 7:0
23.	Resignation – Jefferson County Head Start	Ms. Fischer made a motion to approve the resignation of Alyssa Berger, Teacher, LTE, effective August 20, 2013 (verbal resignation). Ms. Tritz seconded the motion. The motion carried 7:0.	Motion: Fischer Second: Tritz Motion carried 7:0

24.	Termination – Jefferson County Head Start	It was noted that Ms. Kramer-Britt never began work with Jefferson County Head Start but her hiring was approved. Ms. Barlass noted that it would be helpful to have some record of what occurred in the personnel file. To ensure that any future employers have the correct information, it will be noted in her personnel file that she never began work and was not terminated for wrongdoing. Ms. Fischer made a motion to approve the termination of Karleigh Kramer-Britt, Substitute Teacher, effective August 20, 2013 (never began work with Head Start). Mr. Draeger seconded the motion. The motion carried 7:0.	Motion: Fischer Second: Draeger Motion carried 7:0
25.	Head Start State Supplement Grant – Jefferson County Head Start	Mr. Draeger made a motion to approve acceptance of the Head Start Supplement grant in the amount of \$69,300.00 for the period of July 1, 2013 through June 30, 2014. Ms. Tritz seconded the motion. The motion carried 7:0.	Motion: Draeger Second: Tritz Motion carried 7:0
26.	Lease Agreement – Between Jefferson County Head Start and the School District of Jefferson	Mr. Draeger made a motion to approve the lease agreement between Jefferson County Head Start and the School District of Jefferson for the Head Start program to use space at East Elementary from September 1, 2013 to August 31, 2014 at the cost of \$245.00 per month, for a total of \$2,940.00. This represents an increase of 2% over the cost for 2012-2013. Ms. Fox seconded the motion. The motion carried 7:0.	Motion: Draeger Second: Fox Motion carried 7:0
27.	Refunding Grant – Jefferson County Head Start	Ms. Tritz made a motion to approve submission of the Head Start Refunding Grant application for program year 2014 in the amount of \$1,991,810.00. Ms. Fischer seconded the motion. The motion carried 7:0.	Motion: Tritz Second: Fischer Motion carried 7:0
28.	4K Contracts – Jefferson County Head Start	Mr. Draeger made a motion to approve the following 4K contracts for the 2013-2014 school year: Fort Atkinson School District, \$88,344.00 Jefferson School District, \$42,400.00	Motion: Draeger Second: Tritz

		Watertown School District, \$92,887.00 Ms. Tritz seconded the motion. The motion carried 7:0.	Motion carried 7:0
29.	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.	A motion was made by Ms. Tritz to move into closed session to consider a salary increase for the CESA #2 Agency Administrator at 9:20 pm. Mr. Draeger seconded the motion. The motion carried 7:0. Roll Call: Draeger, Duane Fischer, Barbara Propp, Evelyn Thompson, Nancy Tritz, Jaye Welhouse, Brett	Motion: Tritz Second: Draeger Time: 9:20 pm
	Reconvene to open session	A motion was made by Ms. Tritz to reconvene to open session at 10:14 pm. Mr. Draeger seconded the motion. The motion carried 7:0.	Motion: Tritz Second: Draeger Time: 10:14 pm
	Action from closed session, if necessary	Ms. Fox made a motion to approve the 2013-2014 salary increase of \$5,000.00, \$3,000.00 in salary and \$2,000 in an annuity, for the CESA # 2 Agency Administrator as presented in closed session. Ms. Tritz seconded the motion. The motion carried 7:0.	Motion: Fox Second: Tritz Motion carried 7:0
29.	Cracker Barrel	Due to the lateness of the hour, nothing was shared during the Cracker Barrel.	
30.	Adjourn	Ms. Fischer made a motion to adjourn the meeting. Mr. Draeger seconded the motion. The motion carried 7:0. The meeting adjourned at 10:15 pm.	Motion: Fischer Second: Draeger Time: 10:15 pm

September 17th, 2013

(The Personnel Committee will NOT be meeting prior to the BOC meeting!)

CESA #2 BOARD OF CONTROL

Administrator's Report

Gary L. Albrecht, Ph.D.

Agency Administrator

1. Our first PAC meeting of the year occurred on Thursday. Our guest speakers were David Voss who spoke about the work we are doing in communication/branding/marketing, and Attorneys Kirk Strang and Shana Lewis (Davis & Kuelthau) who provided a legal update.

For your information, Davis & Kuelthau will be presenting a legal update for school districts in Lake Geneva (location to be determined) on October 8th. I will forward the announcement to you when I receive it from them.

The next PAC meeting is scheduled for Thursday, October 3rd, 8:30 am – 11:30 am. Associated Financial Group will be providing us the latest information regarding implementation of the Affordable Health Care Act.

We also heard from members of our CESA #2 team who are working on the Educator Effectiveness (DPI) and Effectiveness Project (CESA #6) models.

2. At this BOC meeting, we will be welcoming Susan Fox, Monona Grove, who will be substituting a few months for Dean Bowles. Professor Bowles is teaching a class at UW Madison this fall on Tuesday evenings.
3. At the Southwest Workforce Development meeting in New Glarus last Tuesday evening, we heard a presentation on Inspire Rock County. The mission of Inspire Wisconsin appears below.

Inspire Wisconsin's mission is to develop and disseminate an organized, integrated community-development platform for life-long career planning and learning which creates bridges between employers, educators and students and connects students and adult job seekers with work-based learning experiences and job opportunities. Inspire Wisconsin is opening up the life possibilities for middle, high school and post-secondary students across Wisconsin.

It's also giving recruiters from companies of all sizes the opportunity to reach out further into their communities to cultivate future talent, while tapping into today's best talent now.

Inspire Wisconsin's office is located in Madison, WI and is supported by regional organizations throughout the state.



CESA #2

INNOVATION. COLLABORATION. SERVICE.

Gary Albrecht, Ph.D.

CESA #2 Agency Administrator



(BOC September Admin Report Continued)

I encouraged the SWWDB to look beyond their boundaries to lead this effort in all counties in the southern part of the state. I do realize that many individual school districts are developing their own programs on career pathways, but this looked exceptional. You may find more on the following website: www.inspirewisconsin.org

4. Susan Leddick will begin her work with our CESA #2 Redesign Committee on Monday/Tuesday of this week. We will have more to report at the time of the BOC meeting.
5. The CESA #2 Health Insurance Committee will meet at 4:15 pm on Wednesday.
6. I will be attending the State Superintendents Conference in Madison, September 25th-27th
7. Have an enjoyable weekend!

Jefferson County Head Start/ CESA #2
Director Report to the CESA #2 Board of Control
And Head Start Policy Council
September 12th & 17th, 2013

Directors Report: Mary Anne Wieland

Federal Funding:

An application for continued refunding for the budget period 1/1/2014 – 12/31/2014 is due 10/01/2013 and is brought before both the Policy Council and Board of Control for approval.

The application reflects the following enrollment and funding levels:

Program Account	Projected Funding	Funded Enrollment
Program Account (PA-22) Head Start Operations	\$1,963,738.	288
Program Account (PA-22) Head Start Training and Technical Assistance	\$28072	
Total	\$1,991,810.	288

As noted in the letter from the Administration for Children and Families, funding is contingent upon the availability of Federal funds and satisfactory performance by the Head Start program.

The application for continued refunding must include the following:

- budget information/narratives
- a description of the progress the agency is making toward their community needs and objectives.
- an explanation of significant changes to the program.

The application must also contain:

- Long Range Goals and Objectives, describing the following:
- The program's long range goals and shorter term program objectives;
- The program's school readiness goals and progress in aligning the goals with the Head Start Child Development and Early Learning Framework, State early learning guidelines, and the requirements and expectations of the schools;
- The child assessment system used to collect information about children's development in combination with parents and families and how the program uses or plans to use that information to individualize instruction and learning.
- The key findings from aggregating the child assessment data, how that information helped identify patterns of progress and areas where improvement is required, and how progress toward meeting school readiness goals is shared with parents and the community; and
- Any proposed program improvements or changes to the program design based on the aggregation and analysis of individual child-level assessment data, the community assessment and the results of the self-assessment.

And –

- A budget for necessary Training and Technical Assistance (T/TA).

Approvals:

Governing body approval is required on the application for continuation funding.

Lastly, it should be noted that the Head Start Policy Council and the Board of Control have previously approved the following critical documents that build the foundation for the continuation refunding grant application.

Those documents include:

- Community Assessment
- School Readiness Goals (presented at the August meeting)
- Strategic Plan (presented at this meeting)

The ongoing presentations to the Council and Board of Control were in an effort to provide education to governing bodies on a continuous basis.

State Funding:

The agency received notification from the Wisconsin Department of Public Instruction that head Start Supplemental Funding was approved and that \$69,300 will be received by the program to provide comprehensive Head Start services to 12 additional income eligible children. The grant period is July 1st, 2013 to June 30th, 2014.

Program Information Report (PIR):

On August 31st, 2012 the program submitted its annual Program Information Report to the Office of Head Start.

The PIR is an important source of comprehensive data on Head Start programs on the national, regional, and program level. It provides information on the number of children served, staffing, program services and activities, and other areas of importance to national policy making. PIR information is also used by the Administration of Children and Families to respond to congressional and public inquiries about the program.

PIR Information is essential in compiling the Biennial Report to Congress on the status of children in Head Start programs, a report required under the Head Start Act. (A copy of PIR Program Indicators is included with this report.) The indicators report highlights areas of frequent interest but is not intended to serve as a full summary of the programs performance.

Professional Development Update:

On August 28th, 2013, as part of the Pre-Service Training Week; Paul Gasser, MS/LMFT presented Calming the Chaos and Creating High Academic Achieving students.

Paul Gasser will continue to provide professional development throughout the 2013-2014 school year.

FYI – Folks New Position based in Chicago. (Region V is the office which provides oversight to the Head Start Program).

Falk's new position based in Chicago

Former Dane County Executive Kathleen Falk has been appointed as Region V Director of the U.S. Department of Health & Human Services and will be based in Chicago. Health and Human Services Secretary Kathleen Sebelius announced the appointment Wednesday. Falk said she begins Monday and is moving to Chicago this weekend. She is keeping her Madison residence, too, she said. As a regional director, Falk will serve as a key representative of Sebelius, working with federal,

state, local and tribal officials on health and social service issues, like the Affordable Care Act's implementation. Region V is comprised of Illinois, Indiana, Ohio, Wisconsin, Michigan and Minnesota. U.S. Rep. Mark Pocan, D-Madison, along with his colleagues U.S. Sen. Tammy Baldwin and Reps. Ron Kind, D-La Crosse, and Gwen Moore, D-Milwaukee, sent a letter to Sebelius in May recommending Falk for the position, according to Pocan's office.

Credit Card Purchases (August –

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

\$37.00	(Building Maintenance)
\$306.29	(Classroom Supplies)
\$200.00	(Parent Reimbursement)
\$33.88	(Office Supplies)
Total: \$517.17	

Kwik Trip (Parent Reimbursement)

\$81.27	(Gas Cards)
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Exxon/Mobil (Fuel)

\$239.89	(Child Transportation)
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Office of Head Start

05CH5508 Jefferson County Head Start / CESA 2

2012-2013 PIR PERFORMANCE INDICATOR REPORT - HEAD START

Report based on the 1 program(s) that have started or completed the PIR out of the 1 total Head Start program(s) for this Grantee.

The PIR Performance Indicators highlight annual program PIR data in areas of frequent interest and are not intended to serve as a full summary of programs' performance.

The PIR Performance Indicator Formulas document provides the question numbers used for indicator calculations and is available at <http://eclkc.ohs.acf.hhs.gov/pir>.

Numerators and denominators are included in the report to supply context for percentages.

Enrollment - Performance Indicators

Context		Number	
Cumulative Enrolled Children		324	
2013 #	PIR Performance Indicator	Number	Percentage
101	Percentage (%) of children enrolled for multiple years	112	34.6%
102	Percentage (%) of children enrolled less than 45 days	5	1.5%
103	Percentage (%) of children and pregnant women (if EHS) who left the program and did not re-enroll	36	11.1%

Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment) - Performance Indicators

Context		Number			
Cumulative Enrolled Children		324			
Children Enrolled less than 45 Days		5		1.5%	
2013 #	PIR Performance Indicator	Number at Beginning of Enrollment Year	Percentage at Beginning of Enrollment Year	Number at End of Enrollment Year	Percentage at End of Enrollment Year
111	Percentage (%) of children with health insurance	302	93.2%	298	92%
112	Percentage (%) of children with a medical home	287	88.6%	302	93.2%
113	Percentage (%) of children with up-to-date immunizations, all possible immunizations to date, or exempt	268	82.7%	323	99.7%
114	Percentage (%) of children with a dental home	81	25%	103	31.8%

Services to All Children (based on Cumulative Enrollment) - Performance Indicators

Context		Number	
Cumulative Enrolled Children		324	
2013 #	PIR Performance Indicator	Number	Percentage
121	Percentage (%) of children with an IFSP or IEP	53	16.4%
122	Percentage (%) of children up-to-date on a schedule of preventive and primary health care per the state's EPSDT schedule at the end of enrollment year	309	95.4%
123	Of the children up-to-date on health screenings, the percentage (%) of children diagnosed with a chronic condition needing medical treatment	9	2.9%
124	Of the children diagnosed with a chronic condition needing medical treatment, the percentage (%) of children who received medical treatment	9	100%

Services to Preschool Children (based on Cumulative Enrollment) - Performance Indicators

Context		Number	
Cumulative Enrolled Preschool Children		324	
Cumulative Enrolled Preschool Children with an IEP for one of the Primary Disabilities Reported in the PIR		51	
2013 #	PIR Performance Indicator	Number	Percentage
131	Percentage (%) of preschool children that received special education or related services for one of the primary disabilities reported in the PIR	51	100%
132	Percentage (%) of preschool children completing professional dental exams	320	98.8%
133	Of the preschool children receiving professional dental exams, the percentage (%) of preschool children needing professional dental treatment	58	18.1%
134	Of the preschool children needing dental treatment, the percentage (%) of preschool children who received dental treatment	47	81%

Family Services - Performance Indicators

Context		Number	
Total Number of Families		303	
2013 #	PIR Performance Indicator	Number	Percentage
141	Percentage (%) of families who received at least one of the family services reported in the PIR	275	90.8%
Context		Number	
Total Number of Families Experiencing Homelessness that were Served During the Enrollment Year		12	
2013 #	PIR Performance Indicator	Number	Percentage
142 <i>(new)</i>	Percentage (%) of families experiencing homelessness during the enrollment year that acquired housing during the enrollment year	3	25%

Preschool Staff and Classes (Head Start and Migrant/Seasonal preschool staff only) - Performance Indicators

Context		Number	
Preschool Classroom Teachers		14	
Preschool Classes		19	
Preschool Classroom Assistant Teachers		14	
2013 #	PIR Performance Indicator	Number	Percentage
151	Percentage (%) of preschool classroom teachers that meet the degree/credential requirements of Section 648A.(2)(A) (BA or higher - ECE/related) that will become effective September, 2013	12	85.7%
152	Percentage (%) of preschool classes in which at least one teacher meets the teacher degree/credential requirements of Section 648A.(3)(B) (AA or higher - ECE/related) that became effective October, 2011	19	100%
153	Percentage (%) of preschool classroom assistant teachers with a CDA/equivalent or higher, or are enrolled in a CDA or ECE degree program	14	100%

Summer Family Services Report – Lynn Smith

Our Family Advocates do not work at the agency for the summer, as they are employed at other businesses until Head Start begins.

The supervisor for the advocates participated in recruitment activities for the summer. She completed enrollment paperwork for new applicants.

Two of our advocates obtained other employment and no longer work for our agency. There are ads in place for a full time Family Advocate in our Westosha center, and a full time Bilingual Family Advocate for our Hebron/Fort Atkinson centers.

Orientations for new and returning families were conducted this summer.

Dental follow up was a continuing task throughout the summer.

Arrangements for trainings and other events for the upcoming school year were set, including dental trips to local dentists, fluoride varnishes and screenings in the classrooms, PADA presentations on protective behaviors for children, Shoes That Fit Program.

NOTIFICATION OF GRANT AWARD

PI-1136 (Rev. 04-12)

Recipient Cesa # 02 - Jefferson County Head Start 1541 Annex Road Jefferson, WI 53549	Grant Number			13-9902-HS
	Grant Award Amount			
	Original Grant	1 st Amendment	2 nd Amendment	Total Grant
	\$69,300			\$69,300
DUNS Number* 167639095	Grant Period			
	Beginning Date	Ending Date		
	July 1, 2013	June 30, 2014		

Project Title
 Head Start State Supplement

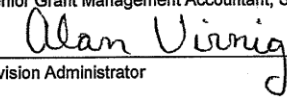


Terms and Conditions of Award

The grantee shall perform the work and services described in its grant proposal including any amendments submitted to meet specific conditions.
 The grantee shall conduct the project in accordance with "grant assurances."
 All requests to amend the grant budget must be submitted in writing to Jill Haglund, early childhood consultant (608-267-9625; jill.haglund@dpi.wi.gov), Division for Academic Excellence, for approval.
 Budget revisions should be made in the column designated for budget revisions on page 3 of form PI 1833.
 Budget revisions must be made before May 15, 2014. Please use your project number on all correspondence.
 Funds will be released on a quarterly basis upon receipt of required program fiscal reports.
 A final program fiscal report for the period ending June 30, 2014, must be submitted no later than September 30, 2014.

NOTE: The recipient is the employer of staff funded under this project for purposes of unemployment compensation.

Grant Authority	Source Code	Project Code	State ID or Federal CFDA No.
Head Start Supplement, s. 115.361	630	399	255.327

APPROVED

Senior Grant Management Accountant, School Management Services Team > 	Date Signed 8-27-13
Division Administrator > 	Date Signed 08/22/2013
State Superintendent > 	Date Signed 08/22/2013

*Required for federal grants: Data Universal Numbering System (DUNS).

ERSEA SPECIALIST REPORT (KENOSHA COUNTY) – JULIE OUIMET

Enrollment: As of August 30 2013

Beginning Enrollment	63
Income Eligible	60
Over Income	3
Eligible Wait	2
OI Wait	13
Applications Receive	10

Parent Involvement

Parents were given a volunteer interest letter to fill out at orientation and again at the start of school. From these we will begin our volunteer trainings.

Bert Griffin will be assisting in the recruitment and training of volunteers in the Hebron and Jefferson areas. A big thank- you to Bert Griffin. We hope, with Bert's help to have many more excited volunteers this year.

Recruitment:

Summer recruitment included:

- Door to door canvassing
- Information at the County Fair
- A Head Start Staff sitting at the WIC distribution site
- Flyers and information give to all of the local school districts
- Flyers and bags were given to the Sharing Center and resale shops
- Advertisement was placed in the local newspaper and on-line.
- Flyers were given to all of the area grocery stores

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.

Building and Maintenance:

Room 1 has received a new floor to prevent the repeated broken tiles.
All of the rooms have been waxed and look great.
Sand has been added to our sandbox.
The child walkway has been repainted.

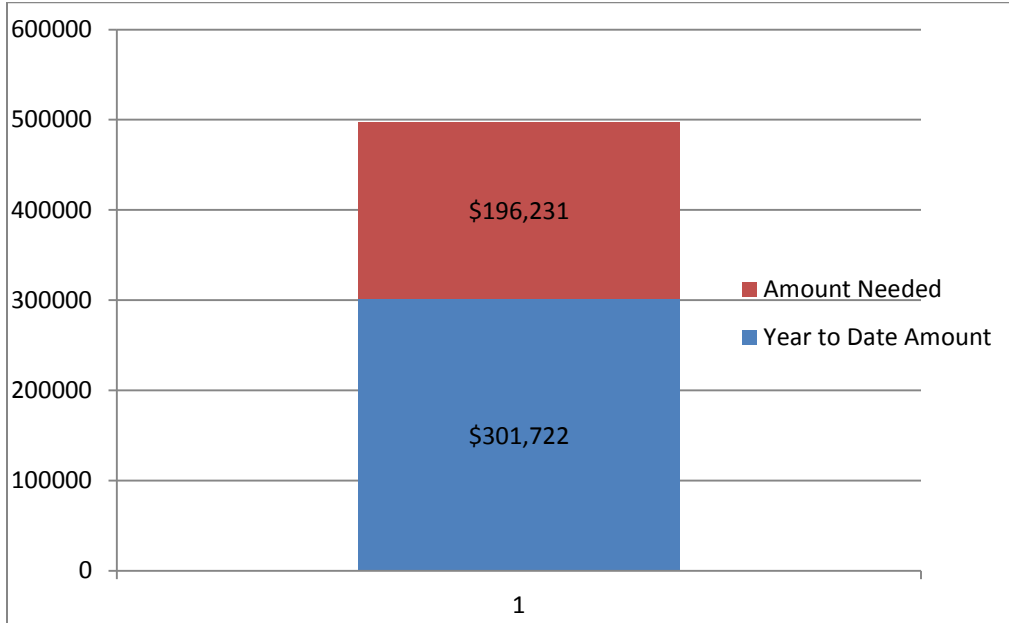
IN-KIND REPORT

Total Needed	\$497,953
Amount Received Year-to-date	\$301,722
Amount Remaining	\$196,231

In-Kind Report

June 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

Balance of in-kind from volunteers and donations

\$77,231

Early Childhood Education Manager - Dana Busler

Progress Toward Goals:

- Completed the beginning of year checklists for all classrooms.
- Hired and trained new staff.
- Meeting about connecting School Readiness Goals and Family Engagement Framework.
- New classroom in Jefferson location.

Center/Staff Issues:

Training and supporting new staff at all locations.

Parent Contacts:

- Attended Open House Watertown Center.
- 3 Parent Meetings.

Concerns Based On Classroom Observation

Classroom Request for Support:

- Supporting one classroom with significant development and behavior concerns. Safety and classroom plans have been written.

Referrals:

- One EC referral completed.

Substitute Hours:

Successes:

- All class room set up and excited for a new school year.

Early Childhood Education Manager – Jennifer Geissman

Early Childhood Specialist Report - Westosha/Hebron/Purdy September 2013

This summer, Dana and I spent time reviewing school readiness goals, and deciding on placements for the classrooms. There were quite a few new hires both permanent and limited term positions that needed to be filled.

We have decided to implement more of a coaching approach this year, with Dana coaching the Westosha, Hebron and Purdy staff, and Jenny coaching the Jefferson and Watertown staff. We are excited about this approach.

Both of us are also going to be going through CLASS training during the middle of September to become reliable CLASS observers.

ERSEA SPECIALIST REPORT (JEFFERSON COUNTY) – LISA STAFFORD

There were 17 requests for applications to be mailed over the summer that were logged. 56 applications were received and forwarded to the Family Advocate's Supervisor. As well as additional applications that we completed at the screening appointment.

Recruitment for local residences in Ft. Atkinson, Jefferson, Watertown, Lake Mills, Johnson Creek, Waterloo, Whitewater and Palmyra were conducted by various staff including myself.

Recruitment of local businesses was done by staff and myself.

Watertown East complex on Boughton Street – Watertown and the complexes at Clark/Lakeside Terrace – Watertown and the Jefferson County Housing Authority – Jefferson allowed us to leave information or hand out information about our program. Watertown East sent the information to all families that had a child between 3 – 5 years old.

Some of the recruitment events we participated in this summer were the following:

- Jefferson County Fair on Children's Day
- Lights and Sirens in Watertown
- Johnson Creek Safety Fair
- Open House for School Districts
- A Lemonade Social was held at Watertown East
- A duck game was played at each event and children were able to win a prize
- Participated by walking in the 4th of July Parade in Watertown
- Watertown Aquatic Center handing out information
- Picnics in the Park in Watertown at 3 different parks
- Food Pantry bags with books
- Back pack/School Supplies events one in Jefferson and one in Watertown
- Advertising in the Watertown Daily Times and Jefferson County Living newspapers in various sections and a press release in the Waterloo Courier newspaper

The program was fully enrolled as of Aug. 30, 2013 for the 2013 – 2014 school year. A statistical report will be included in the October ERSEA report for enrollment and waiting list.