



Regular Meeting of the Board of Control
 Date: Tuesday, February 17th, 2015
 Location: CESA 2 Conference Room 111
 Minutes

Committee	Members
Audit	Jerry Landmark, Tina Rossmiller (chair), Jaye Tritz, and Jim Wahl
Personnel	Ron Buchanan, Tom Bush, Jeff Hanna and Nancy Thompson (chair)
Policy	Jim Bousman, Barbara Fischer (chair), and Evelyn Propp
WASB Delegate and Alternate	Jeff Hanna and Barbara Fischer
WASB CESA Board Members Breakfast	Jim Bousman, Tom Bush, Barbara Fischer, and Nancy Thompson

#	Item	Minutes	Action
1.	Call to Order/Announcement of Compliance with Open Meeting Law	Ms. Thompson called the meeting to order at 7:10 pm. Dr. Albrecht confirmed that meeting is in compliance with the Open Meeting Law.	Time: 7:10 pm
2.	Roll Call	Ms. Barlass called the roll. Present: Jim Bousman Ron Buchanan Tom Bush Evelyn Propp Tina Rossmiller Nancy Thompson Jim Wahl Absent: Barbara Fischer Jeff Hanna Jerry Landmark Jaye Tritz Also present: Gary Albrecht	

		Nicole Barlass Bill Barrow	
3.	Review and Approve Agenda	Ms. Thompson asked if there were any items from the consent agenda anyone would like moved to the regular agenda. No requests were made. Mr. Buchanan made a motion to approve the agenda with the addition of the two addendum items. Mr. Wahl seconded the motion. The motion carried 7:0.	Motion: Buchanan Second: Wahl Motion carried 7:0
4.	Audit Committee Report and Payment of bills	Ms. Rossmiller read the audit committee report. She noted that the balance was \$1,523,494.63 as of December 31, 2014. There were cash receipts of \$1,141,775.30 and cash disbursements of \$1,217,510.11, leaving a balance of \$1,447,759.82 as of January 31, 2015. Ms. Rossmiller made a motion to approve the report and pay the bills. Mr. Buchanan seconded the motion. The motion carried 7:0.	Motion: Rossmiller Second: Buchanan Motion carried 7:0
5.	Head Start Governance & Leadership Capacity Screener Report	The CESA 2 Board of Control received and acknowledged the Head Start Governance & Leadership Capacity Screener Report.	
6.	Head Start Health and Safety Screener Report	The CESA 2 Board of Control received and acknowledged the Head Start Health and Safety Screener Report.	
7.	Approval of Minutes from the Regular Board of Control meeting on January 13, 2015	Mr. Bousman made a motion to approve the minutes from the January 13, 2015 meeting. Mr. Bush seconded the motion. The motion carried 4:0. Mr. Buchanan, Ms. Rossmiller and Mr. Wahl abstained.	Motion: Bousman Second: Bush Motion carried 4:0 Abstaining: Buchanan, Rossmiller and Wahl
8.	Citizen Input	There was no citizen input.	

9.	<p>Reports Agency Administrator Financial Director Director of Resources Jefferson County Head Start</p>	<p>Please see the attached reports from the Agency Administrator and Jefferson County Head Start.</p> <p>Financial Director: Mr. Barrow shared that he is attending the Wisconsin Federal Funding Conference and will be attending another conference regarding proposed changes to increase consistency across federal programs in terms of administrative requirements, cost principles and audit requirements. Mr. Barrow also attended the Head Start Policy Council to provide detailed financial information.</p> <p>Director of Resources: Ms. Barlass noted that she is working with MSA Professionals, an environmental consulting team, which has received a grant to provide training for teachers on teaching storm and waste water pollution prevention. They are looking to provide teachers with a CTE credit through UW-Whitewater and the training would be held at CESA 2. She also noted a possible partnership with former CESA 2 employee Laura Gleisner. Ms. Gleisner provided a well-received coaching professional development series. Ms. Barlass and Ms. Gleisner are looking at offering the series again, in addition to an Instructional Coaching Regional Network and a two-day Leadership Series that would be open to educators and others. Ms. Barlass has also begun work on the 2015-2016 Catalog of Services to accompany contracts.</p>	
10.	Action items (consent agenda):	Mr. Buchanan made a motion to approve the items in the consent agenda. Mr. Bousman seconded the motion. The motion carried 7:0.	Motion: Buchanan Second: Bousman
	FMLA	Carol Harry, Early Childhood Teacher,	

		<p>Union Grove Special Education Consortium, as needed beginning February 16, 2015</p> <p>Kellie Nelson, Teacher, Jefferson County Head Start, effective February 16, 2015</p>	
	New Hires	<p>Randy Freese, Regional Liaison – 12 days</p> <p>Jenna Schauf, Driver Education Instructor</p> <p>Greg Wescott, Regional Liaison – 12 days</p>	
	Additional days	Ron Dayton, 20 additional days to act as interim Outreach/Communication Platform Leader through June 30, 2015	
11.	Discussion/Action on Matter Disposition Instruction Letter from Legal Counsel	The Board of Control discussed the movement of Jim Ruhly from Melli Law to Boardman and Clark. The Board decided to continue working with Mr. Ruhly as its legal counsel and transfer its legal files to Boardman and Clark.	
12.	Discussion: CESA 2 Delegate Convention on May 19, 2015	Discussion of program, speakers and format.	
13.	First Reading – Employee Handbook 3420.01 – Medical/Dental Insurance	The Board recommended the policy be placed on the March agenda for a second reading.	
14.	Second Reading – Policy 3242 – Additional Compensation	Mr. Wahl made a motion to approve the changes to Policy 3242 – Additional Compensation. Mr. Buchanan seconded the motion. The motion carried 7:0.	<p>Motion: Wahl</p> <p>Second: Buchanan</p> <p>Motion carried 7:0</p>
15.	Jefferson County Head Start – New Hire	Mr. Bousman made a motion to approve the hiring of Sarah Rossi, Lead Teacher for the Westosha Center, Limited Term Employee. Mr. Buchanan seconded the motion. The	<p>Motion: Bousman</p> <p>Second: Buchanan</p>

		motion carried 7:0.	Motion carried 7:0
16.	Jefferson County Head Start – Job Description/Pay Rate	Mr. Wahl made a motion to approve the job description and pay rate for Teacher/ Teacher Learning and Collaborator (TLC) Facilitator rate: 17.25/hr. Full Time /46 weeks. Mr. Bush seconded the motion. The motion carried 7:0.	Motion: Wahl Second: Bush Motion carried 7:0
17.	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.	Ms. Thompson made a motion to adjourn to closed session at 8:16 pm to discuss the CESA 2 Agency Administrator Evaluation. Mr. Buchanan seconded the motion. The motion carried 7:0. <u>Roll Call</u> Jim Bousman Ron Buchanan Tom Bush Evelyn Propp Tina Rossmiller Nancy Thompson Jim Wahl	Motion: Thompson Second: Buchanan Time: 8:16 pm Motion carried 7:0
18.	Reconvene to open session	Mr. Buchanan made a motion reconvene in open session at 9 pm. Mr. Bousman seconded the motion. The motion carried 7:0.	Motion: Buchanan Second: Bousman Time: 9 pm Motion carried 7:0
19.	Action from closed session, if necessary	No action was taken.	
20.	Cracker Barrel		
21.	Adjourn	Mr. Buchanan made a motion to adjourn the meeting. Mr. Wahl seconded the motion. The motion carried 7:0. The meeting adjourned at 9:15 pm.	Motion: Buchanan Second: Wahl Time: 9:15 pm

February 17th, 2015

BOARD OF CONTROL

Administrator's Report

Gary L. Albrecht, Agency Administrator

1. Last Friday, I attended the Dane County Superintendents meeting in Verona. John Forester, School Administrators Alliance, was a guest speaker. I have attached notes from John's presentation regarding the Governor's budget.
2. I have appointed Ron Dayton to serve as interim leader of the Communications/Outreach Platform. This position was vacated by Norm Fjelstad who we hired part time last fall to get the liaison program up and running. I will be continuing to lead the liaisons through the remainder of this school year.
3. Due to conflicts with the state RtI Conference and the Big 3 Conference, I have postponed the March PAC meeting until April 2nd. At that meeting, superintendents will hear about the Student Loan Forgiveness Program that CESA 2 is making available to districts. Tim Schell, Waunakee Director of Curriculum and Instruction will share a WISEdash primer, and CESA 2 staff will provide an update on Educator Effectiveness.
4. David Voss met with members of our staff last week to review the marketing plan. Ron Dayton, in his new role, will be the point person for the plan.
5. All CESA 2 supervisors have been sent updated lists and a reminder to complete their staff evaluations before the end of the fiscal year.
6. I have Al Jaeger slated to come in to the March Board of Control meeting to provide a summary of the health insurance change that we made in January.
7. I have been working with Sharon Nelson, and the Platform Leaders (Bill, Tracy, and Nicole) to begin work on employee contracts for 2015-16.
8. I presented to the Union Grove High School and Brighton Elementary School Boards last week.

9. Jefferson County superintendents and board members have held their third meeting with legislators. Walworth superintendents met with two legislators last week; and the Green County superintendents are holding their first meeting with legislators on February 23rd.
10. I will be attending a CESA Statewide Network and a Collaborative Council meeting on Tuesday prior to the Board of Control meeting.
11. The Personnel and Audit Committees will meet at 6:30pm prior the BOC meeting.
12. With the support of Peggy Strong, I have worked with Driver Education Coordinator Kurt Schultz to develop a formal evaluation process for DE teachers.
13. The Delegate Convention will be held on May 19th. We will discuss this at the BOC meeting.

Directors Report – Mary Anne Wieland

Head Start Self-Assessment: Your Foundation for Building Program Excellence

Continuous quality improvement is a central tenet of the Head Start program, with the goal of meeting *Performance Standards* and moving toward program excellence for serving children and families throughout the country. As part of this process, the annual Self-Assessment provides programs with the means to regularly assess their own management systems and program operations in order to continually strengthen the program and the services delivered to children and families.

Head Start Performance Standards clearly state that at least once each program year, with the consultation and participation of the policy groups and, as appropriate, other community members, grantee and delegate agencies must conduct a Self-Assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations.

The objectives of Head Start are clear:

- Enhance children's growth and development
- Strengthen families as the primary nurturers of their children
- Provide children with educational, health and nutritional services
- Link children and families to needed community services
- Ensure well-managed programs that involve parents in decision-making

How can Head Start programs be sure that the services they provide meet these objectives as well as strive to continuously improve the quality of services?

By using the Self-Assessment process grantees can annually assess how specific aspects of their program's operations impact services delivered to children and families. Self-Assessment is not an isolated event, but along with ongoing monitoring, is an integral part of a program's planning cycle. Programs seeking continuous improvement should constantly ask the questions:

- Is the program meeting all national *Head Start Performance Standards*?
- Are our services responding effectively to the changing needs of children and families?
- Are we doing what we need to, or are we just doing it the way we have always done it?
- Can we refine our program design and management systems to further improve outcomes for children and families?

The Self-Assessment process involves the collection of information from a variety of sources to determine if systems and services have been implemented and are working effectively. In the Self-Assessment process programs are encouraged to analyze, review and incorporate information from multiple sources, such as ongoing monitoring reports, the *Program Information Report (PIR)*, child outcome data, *Community Assessment etc.* In total this information is used to identify program strengths, determine areas to strengthen, and plan appropriate strategies to effectively address the identified weaknesses of the program.

Time Frame:

Beginning in March; the Head Start Director will take steps to prepare for the Self-Assessment by convening a team to lead the process, determine how the program will use the self-assessment guide,

inform the Policy Council and governing body, select and recruit qualified participants to serve on the various Self-Assessment teams and will take steps to inform the others who will be affected. The Board of Control and Policy Council will be kept informed of Self-Assessment activities, findings and. Of necessary, the Corrective Action Plan to ensure that all areas of the program are brought into compliance.

The Board of Control and Policy Council have the responsibility of approving the Self-Assessment report prior to its submission to the Office of Head Start (OHS).

U.S. DEPARTMENT
OF HEALTH AND HUMAN SERVICES

ACF Administration for Children and Families	1. Log No. ACF-IM-HS-15-01	2. Issuance Date:01/27/2015
	3. Originating Office: Office of Head Start	
	4. Key Word: SF-429; Real Property; Inventory; Facilities; Reporting	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Grantees

SUBJECT: Real Property Reporting and Request Requirements

INFORMATION:

Effective for budget periods beginning on or after Dec. 26, 2014, all grantees, including those with no covered real property, are instructed to use and submit Standard Form (SF) 429. It includes the following real property reporting and request forms:

- **Instructions for 429** [PDF, 111KB]
- **SF-429-A** (General Reporting; includes the cover page) [PDF, 163KB]
- **SF-429-B** (Request to Acquire, Improve, or Furnish; includes the cover page) [PDF, 143KB]
- **SF-429-C** (Disposition or Encumbrance Request; includes the cover page) [PDF, 117KB]

The status of real property purchased, constructed, or subject to major renovations paid for in whole or in part with federal Head Start funds and real property claimed as match for a Head Start award must be reported annually on forms SF-429 and SF-429-A. Please carefully read the Instructions for SF-429 provided by the Office of Management and Budget to ensure that all required forms are complete and accurate. A description of each form follows.

SF-429 Required Forms

- **SF-429 Cover Page** must be submitted annually by all grantees and accompany all reports and requests.
 - It provides recipient (grantee) information and must accompany any submission of forms SF-429-A, SF-429-B, or SF-429-C.
 - Use the Comments section (Item 9) to indicate that there is no real property (as defined above) to report, identify real property with no change in status, and note parcels with changes. Additional attachments are required only for previously unreported real property and parcels with changes.

- **SF-429-A General Reporting** must be submitted annually on the same date the grantee's first SF-425 Final Federal Financial Report for the budget period is due.
 - A separate sheet is required to provide real property details for each parcel of real property being reported, including land, buildings, and modular units. Information for every parcel of real property that is purchased, constructed, or subject to major renovations with Head Start funds as defined in 45 CFR 1309.3 and real property claimed as match for a Head Start award must be included.
 - The term purchase includes outright purchase, down payment, and the use of Head Start funds to make mortgage payments (both principal and interest).
 - A federal interest created by the use of Head Start funds does not end until it is released by the Administration for Children and Families (ACF). In Item 13, grantees should note the funding period in which the federal interest began as the "From" date and enter "Until released by ACF" in the "To" space.

- **SF-429-B Request to Acquire, Improve, or Furnish** must be submitted along with the additional information required by 45 CFR Part 1309 whenever a grantee is seeking ACF approval to use Head Start funds to engage in purchase, construction, or major renovation of facilities covered by 45 CFR Part 1309.
 - Information included in SF-429-B can be cross-referenced in the Part 1309 application.
 - The appraised value (valuation) required in Item 14f must be provided by an independent real property appraiser licensed or certified by the state in which the property is located.

- **SF-429-C Disposition or Encumbrance Request** must be submitted at closeout and whenever a grantee is seeking ACF approval to sell, transfer, or encumber property subject to a federal interest, including the refinancing of existing indebtedness and subordination of a federal interest to the rights of a lender.
 - SF-429-C implements the requirements for grantees making requests for disposition of real property previously addressed at **45 CFR §74.32** and **45 CFR §92.31**. Interim final U.S. Department of Health and Human Services grants management regulations address disposition of property at 45 CFR §75.318.
 - Item 14a asks grantees to indicate a disposition preference; however, the final decision as to method of disposition of property subject to a federal interest resides with ACF and will be communicated to the grantee through written disposition instructions.
 - An independent real property appraiser licensed or certified by the state in which the property is located

must provide the appraised value required in Item 14e.

- Subordination requests are initiated through the use of form SF-429-C. Requests for subordination should be identified in Item 14i and accompanied by the proposed subordination agreement, which must meet the terms and conditions noted in 45 CFR §1309.21 and 45 CFR §1309.22.
- ACF-IM-HS-12-08 remains in effect and provides a simplified disposition process for older modular units as defined in the Information Memorandum (IM).
- SF-429-C is required whenever real property, subject to a federal interest, is pledged as collateral for a loan or mortgage. A pledge of collateral includes financing for ongoing purchase, such as a long-term mortgage, as well as any use of the property as collateral for future borrowing, such as lines of credit or refinancing of existing debt.

How to Submit Forms:

Head Start and Early Head Start grantees are directed to submit reports in paper form (original and two copies) to their respective regional grants management officer. A fillable PDF version of form SF-429, attachments, and instructions is available on the Early Childhood Learning and Knowledge Center (ECLKC) website. Further updates will be provided when electronic submission through the Grant Solutions system is available.

Further Guidance:

ACF-IM-HS-12-02 SF-428 Tangible Personal Property Report and SF-429 Real Property Status Report is superseded insofar as form SF-429 and its attachments are concerned. The Office of Head Start (OHS) will publish new guidance regarding form SF-428 and its attachments separately.

Please direct any questions to your OHS Regional Office.

Ann Linehan
Acting Director
Office of Head Start

2015 Poverty Guidelines

U.S. Federal Poverty Guidelines Used to Determine Financial Eligibility for Certain Federal Programs

The following figures are the 2015 HHS poverty guidelines which are scheduled to be published in the *Federal Register* on January 22, 2015. (Additional information will be posted after the guidelines are published.)

- [[Federal Register Notice, January 22, 2015](#) — Full text]
- [[Prior Poverty Guidelines and Federal Register References Since 1982](#)]
- [[Frequently Asked Questions \(FAQs\)](#)]
- [[Further Resources on Poverty Measurement, Poverty Lines, and Their History](#)]
- [[Computations for the 2015 Poverty Guidelines](#)]

2015 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA	
Persons in family/household	Poverty guideline
For families/households with more than 8 persons, add \$4,160 for each additional person.	
1	\$11,770
2	15,930
3	20,090
4	24,250
5	28,410
6	32,570
7	36,730
8	40,890

Credit Card Purchases (January 16th – February 6th, 2015)

Walmart (Groceries, Office & Classroom supplies, Parent Reimbursement, Parent Activities)

\$1,568.97	Groceries	
51.46	Adult Food (Classroom Cooking Experience)	
13.48	Adult Food (Family Fun Night)	
19.86	Maintenance	
500.99	Parent Reimbursement	
134.15	Classroom Supplies	
<u>1,240.76</u>	(Local Donations / Christmas Items for Children/Families)	
Total: \$3,529.67	TOTAL	

Exxon/Mobil (Fuel)
\$504.68

Family and Community Partnership Specialist Report – Lynn Smith

- Screenings began for families who have submitted applications for the fall session.
- PADA (People Against Domestic Abuse) presented their “Hands Are Not for Hitting” program in the classrooms.
- Family Advocates attended training on using Smart Boards.
- The dental hygienist completed the second applications of fluoride varnishes. She also did screenings for newly enrolled children.
- Two family service staff attended a three day training on Parent Engagement and will present information at an all staff meeting in the future.
- We have a UW-Whitewater student intern who started this month. She will be shadowing family service staff and contributing ideas for various projects. Background check was completed and confidentiality statement signed. She is graduating in May with a degree in social work.

703S-Child Goals Statistics Report

	Goal Category	New	In Progress	Ongoing	Complete	Not Accomplished	Declined	Total Goals
1	Approaches to Learning	18	6	2	7	0	0	33
2	Creative Arts	1	4	0	1	0	0	6
3	Language	13	7	9	3	0	0	32
4	Literacy	137	86	54	14	0	0	291
5	Math	99	36	27	13	0	0	175
6	Physical Health & Development	62	5	4	26	0	0	97
7	Science	0	0	0	0	0	0	0
8	Social/Emotional Development	41	35	37	180	0	0	293
	Total Goals:	371	179	133	244	0	0	927
	Total # of Unique Children:	211	107	100	188	0	0	262

1008S - Family Referral Statistics

Referral Reason	New	In Progress	Ongoing	Complete	Declined Services	Received Services	Total Referrals
Adult Education	0	0	0	0	0	0	0
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	1	1
Disabilities	0	0	0	0	0	0	0
Domestic Violence Services	0	0	0	0	0	0	0
Emergency / Crisis Intervention	28	1	0	0	1	41	71
Employment	0	0	0	0	0	0	0
ESL Training	0	0	0	0	0	0	0
Health Education (including Prenatal	17	3	0	0	0	13	33

Referral Reason	New	In Progress	Ongoing	Complete	Declined Services	Received Services	Total Referrals
Education)							
Housing Assistance	3	1	0	0	0	0	4
Job Training	0	0	0	0	0	0	0
Marriage Education	0	0	0	0	0	0	0
Mental Health Services	0	0	0	0	0	0	0
Parenting Education	0	1	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	0	0	0	0	0	4	4
Total Referrals	48	6	0	0	1	59	114
Total Unique Families	42	6	0	0	1	42	91

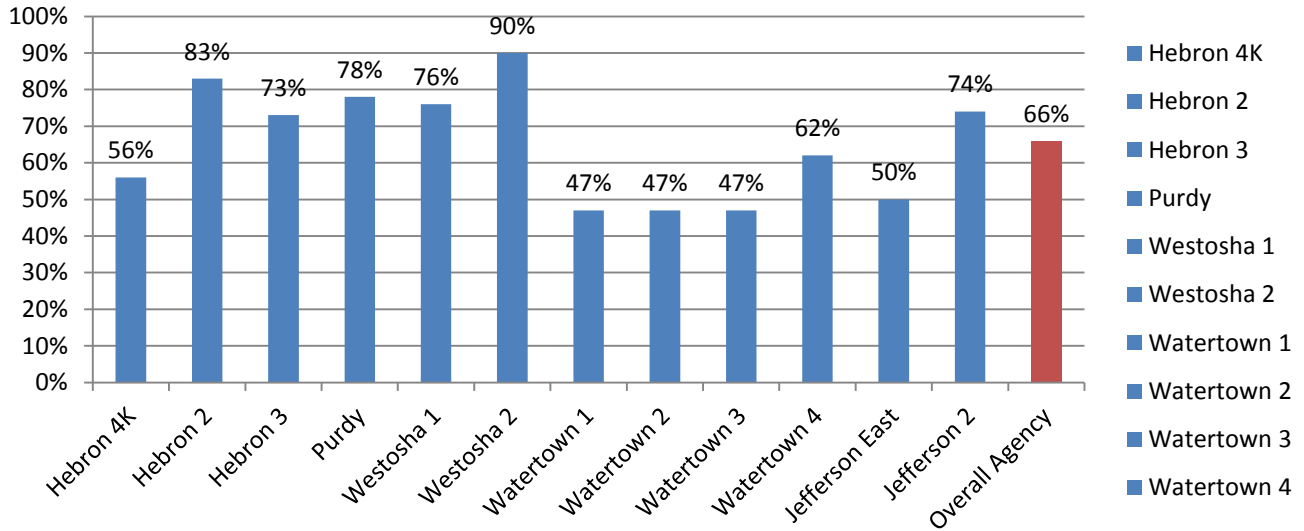
1009S - Family Goals Statistics Report

No.	Goal Category	Complete	Declined	Expected To Achieve	In Progress	New	Not Accomplished	On-going	TOTAL GOALS	UNIQUE # OF FAMILIES
1	Adult Education	0	0	0	0	0	0	0	0	0
2	Child Support Enforcement	0	0	0	0	0	0	0	0	0
3	Employment	0	0	0	0	0	0	0	0	0
4	Health	7	0	0	3	23	0	0	33	30
5	Housing	0	0	0	0	0	0	0	0	0
6	Kindergarten Readiness	0	0	0	0	128	0	1	129	119
7	Legal	0	0	0	0	0	0	0	0	0
8	Nutrition	0	0	0	0	0	0	0	0	0
9	Parent Involvement	1	0	0	1	7	0	0	9	9
10	NO Goal Category	0	0	0	0	0	0	0	0	0
	TOTAL GOALS	8	0	0	4	158	0	1	171	
	UNIQUE # OF FAMILIES	8	0	0	4	128	0	1		131

**Parent Participation Data 2014-2015
Classroom Events**

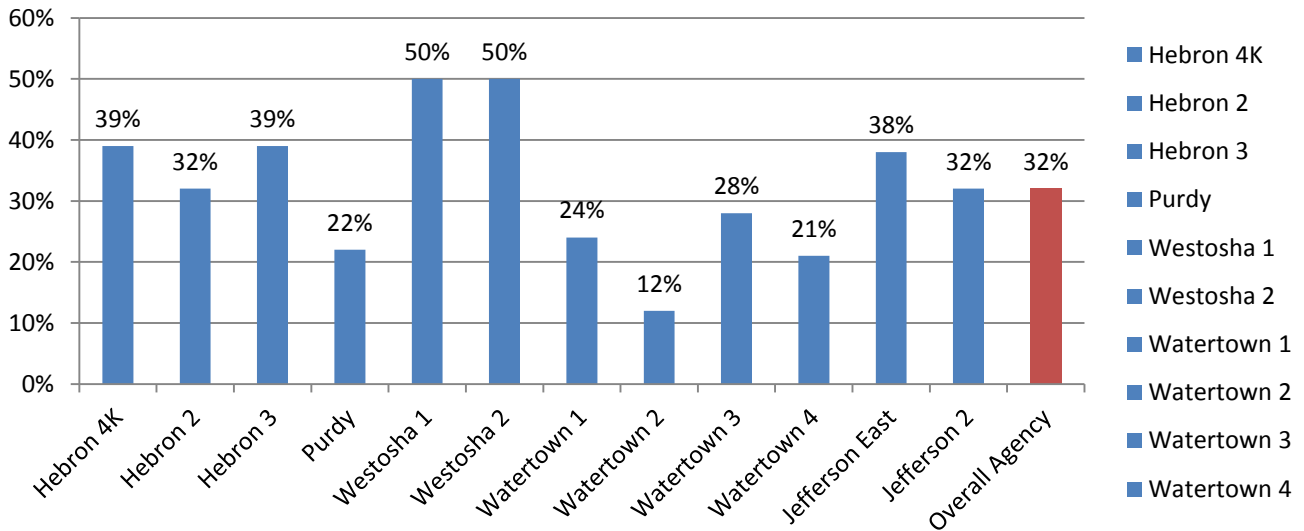
August – Open House Event

Families in Attendance

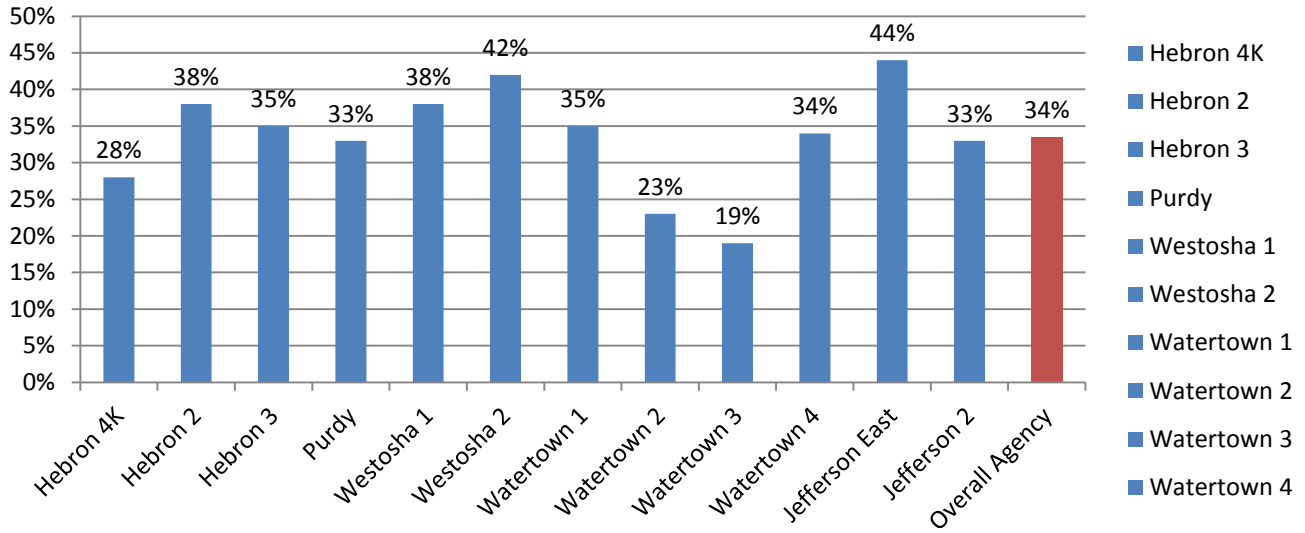


September – Family Fun Night

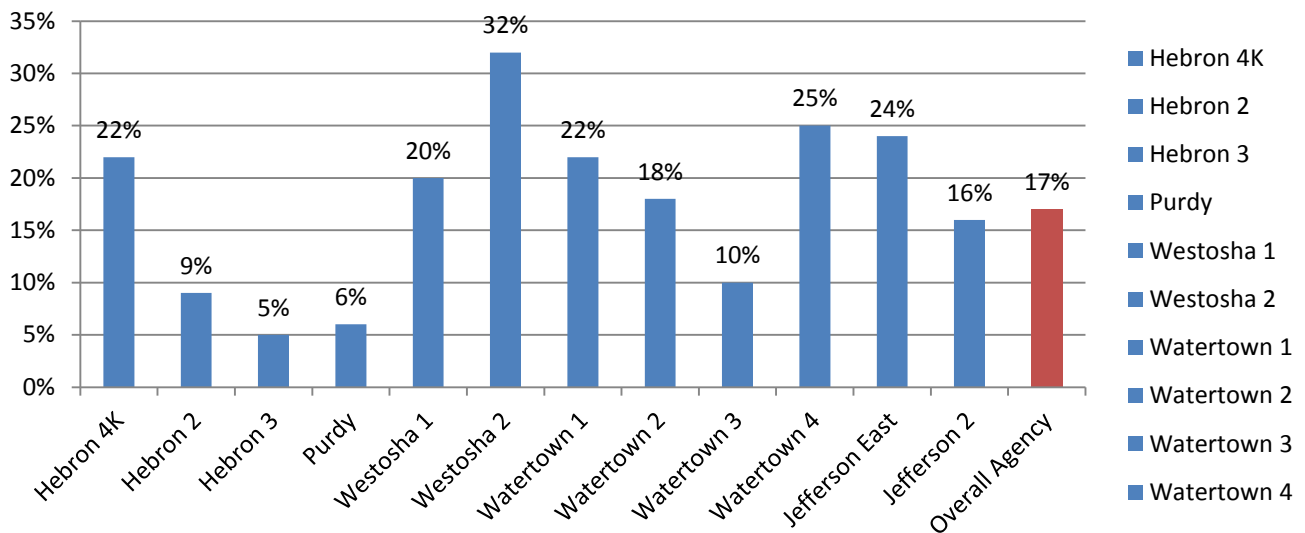
Families in Attendance



October – Family Fun Night
Families in Attendance

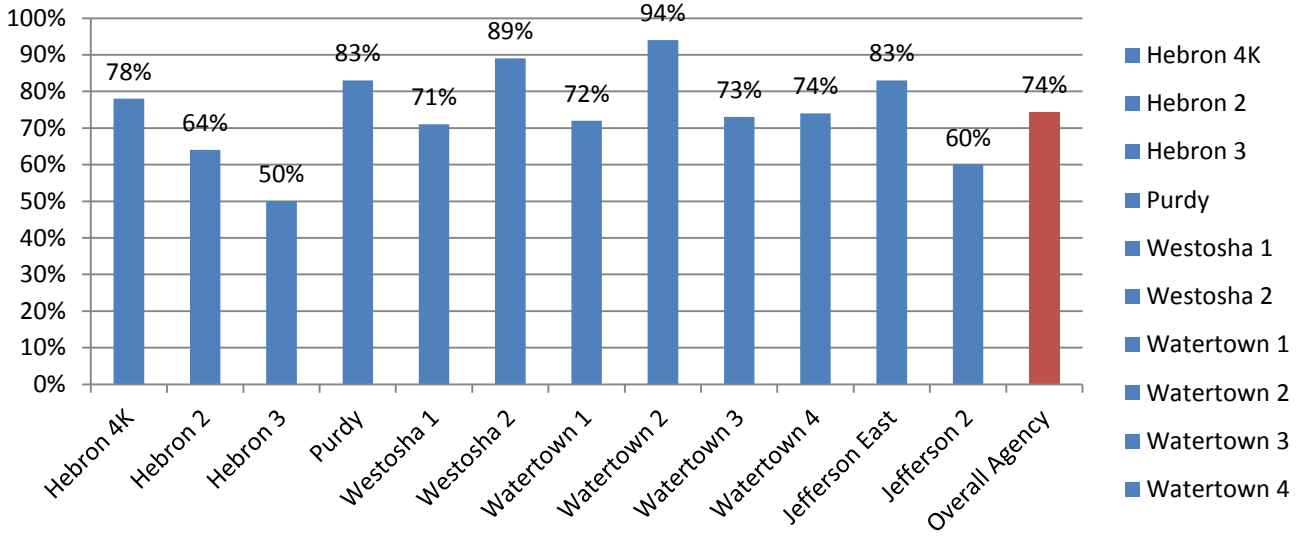


November – Family Fun Night
Families in Attendance



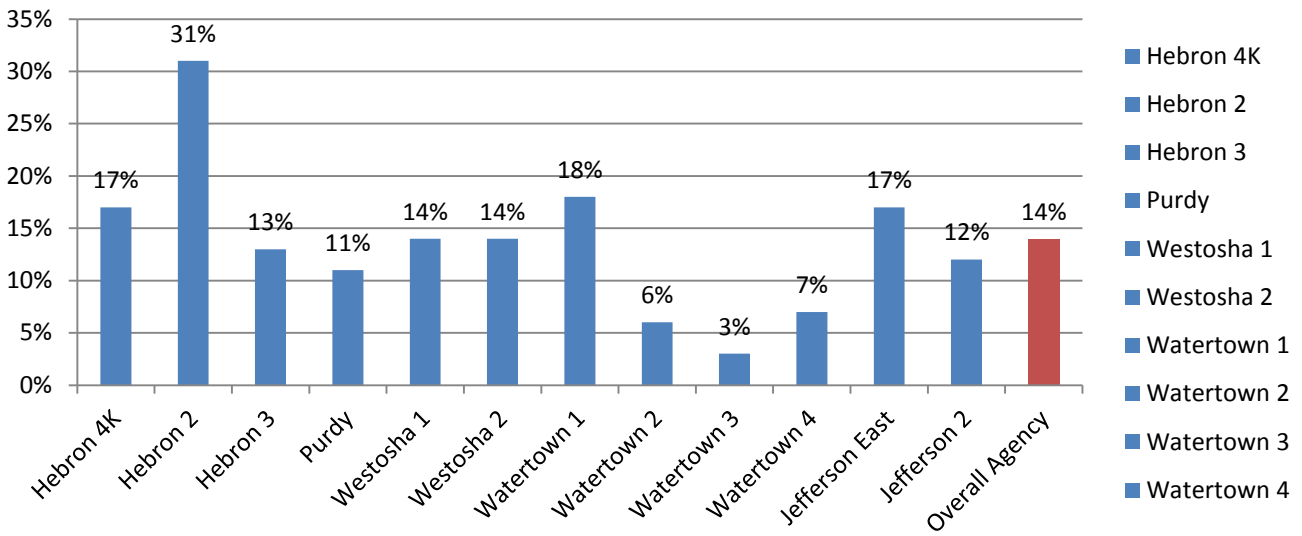
December – Family Fun Night

Families in Attendance



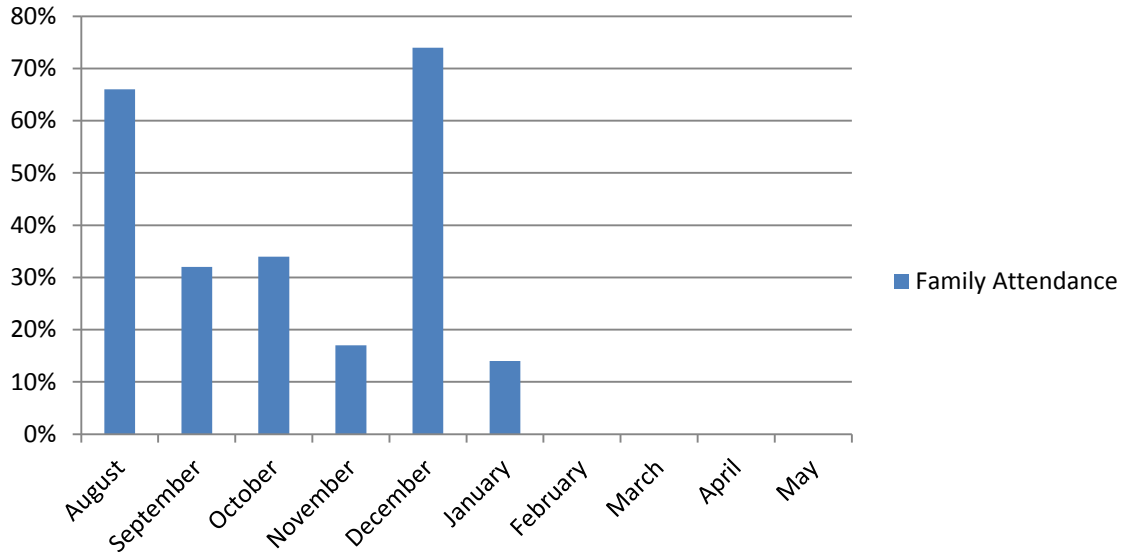
January – Family Fun Night

Families in Attendance



Monthly Overall Agency Comparisons

Family Attendance



August: Open House Event

September – Block Party

October – Fall Festival

November – Minute to Win It

December – Holiday Concerts

January – Literacy

ERSEA Specialist Report (Jefferson County) – Lisa Stafford

Enrollment: For December we are currently at full enrollment and within the 30 days allowed to replace dropped children. 10 new students were added, 2 transferred to another center/session and 5 children dropped. Transportation is a factor regarding enrollment as well as families remaining in the area. There are limited full time jobs available for making a living wage and as a result families are moving out of the community. Two applications were requested to be mailed out. Five applications were received directly to the office. Advocates also received some applications as well.

Recruitment Events:

Recruit Fort Atkinson: Mailer to a complex in Fort Atkinson with application and flyer, table at Pick N Save and handed out labeled hot chocolate packets. Had a table at “A Night of Promise” at St. Paul’s Lutheran Church.

Recruit Watertown: Staff went to local businesses to hang up flyers, mailer to apartment complexes in Watertown Lakeside Terrace, Clark Street, Franklin Street with an Application and Flyer, Rang bell for Salvation Army, decorated paper grocery bags for Piggly Wiggly in Watertown with ½ sheet flyer.

Recruit Jefferson: Staff participated in the holiday parade, mailer was sent to apartment complexes on Collins Road, Meadowood Lane and Plymouth Street with application and flyer. Staff attended “Read to your dog” at Jefferson Library. Staff attended breakfast with Santa.

Facebook page: Posts regarding the Holiday Program were done for Hebron, Jefferson and Watertown.

Center Directors Report (Kenosha County) – Julie Ouimet

Beginning Enrollment	60
Ending Enrollment	60
Income Eligible	57
Over Income	6
Eligible Wait	1
OI Wait	4
Applications Receive	4

Recruitment Efforts:

- Fliers to schools
- Arrangements for Health Fair at Wheatland
- Recruitment questioner sent and tally
- Recruitment committee scheduled for Feb. Info sent out
- Applications were given to current or past families with siblings now age-eligible.

Parent Involvement(Agency wide)

❖ **Strategic Plan Goal- Have parents involved in recruitment**

- Westosha sent out a questionnaire asking how families heard about Head Start and when they can attend a recruitment committee. See attached tally of questionnaire.
- Westosha has a recruitment committee scheduled for February 24th

❖ Our goal is to have 60 trained and active volunteers this year.

53 trained volunteers in the agency

For the month of January:

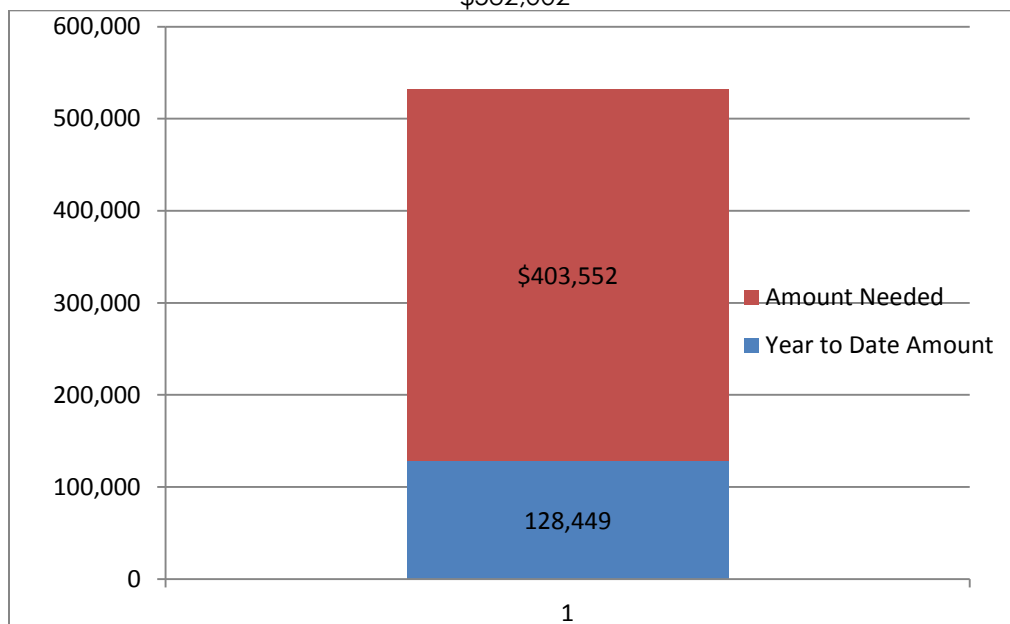
25 parent volunteers for 106 hours in January

12 Community Volunteers 91 hours in January

IN-KIND REPORT

Total Needed	\$532,002
Amount Received Year-to-date	\$128,449
Amount Remaining	\$ 403,552

In-kind Report / January 2015
\$532,002



Recruitment Questionnaire 2015 Westosha

How did you hear about Head Start?

- ❖ Family/Friends
- ❖ WIC office
- ❖ West of the I
- ❖ School
- ❖ Community/word of mouth

Ideas for recruitment?

- ❖ Flier in the mail
- ❖ Have an event for children
- ❖ Social media/Facebook
- ❖ Fliers at food pantries and other agencies that parents go to
- ❖ Story in the local newspaper
- ❖ Fliers at schools
- ❖ Parades
- ❖ West of the I advertisement

Early Childhood Education Specialist Report – Dana Busler

Number of Teachers: 10

Number of Assistant Teachers: 11

Number of Classrooms: 10

Classroom Concerns:

- Child with behaviors in a classroom. Support being provided and meeting set up with family.

Progress toward goals:

- Completed second round of CLASS evaluations

Center/staff issues:

- Continued support for new teacher
- Health and Safety checklists completed. Continuing to ensure all fixes made

Professional Development:

Parent Contacts:

- Attended 2 B-3 Meetings
- Attended 3 IEP Meetings
- Met with parent about child's behavior

Classroom Request for Support:

- Received 2 requests for support.

Referrals:

- 2 referrals for speech and language

Substitute Hours:

- Sub hours needed: 126

Successes: