



Regular Meeting of the Board of Control  
 Date: Tuesday, November 11<sup>th</sup>, 2014  
 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
<b>WASB Delegate and Alternate</b>	Jeff Hanna and Barbara Fischer
<b>WASB CESA Board Members Breakfast</b>	Jim Bousman, Tom Bush, Barbara Fischer and Tina Rossmiller

#	Item	Minutes	Action
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: 7:03 pm</b>
2.	<b>Roll Call</b>	<p>Ms. Barlass called the roll.</p> <p><b>Present:</b>            Jim Bousman            Ron Buchanan            Tom Bush            Jerry Landmark            Evelyn Propp            Nancy Thompson            Jim Wahl</p> <p><b>Absent:</b>            Barbara Fischer            Jeff Hanna            Tina Rossmiller            Jaye Tritz</p> <p><b>Also present:</b>            Dr. Gary Albrecht            Nicole Barlass</p>	

3.	<b>Review and Approve Agenda</b>	Ms. Thompson noted the items on the addendum, including two Head Start items to be acted on separately and one addition to the consent agenda. Ms. Thompson asked if there were any items anyone wanted to move from the consent agenda to the regular agenda. No requests were made. Mr. Wahl made a motion to approve the agenda with the addition of the items from the addendum. Mr. Buchanan seconded the motion. The motion carried 7:0.	<b>Motion:</b> Wahl <b>Second:</b> Buchanan  Motion carried 7:0
4.	<b>Approval of Minutes from the Regular Board of Control meeting on October 21<sup>st</sup>, 2014 meeting</b>	Ms. Thompson asked if there were any changes needed to the minutes. No changes were noted. Mr. Buchanan made a motion to approve the minutes as presented. Mr. Bousman seconded the motion. The motion carried 6:0, with Mr. Landmark abstaining.	<b>Motion:</b> Buchanan <b>Second:</b> Bousman  Motion carried 6:0, with Landmark abstaining
5.	<b>Audit Committee Report and Payment of bills</b>	Ms. Barlass read the audit committee report. She noted that the balance was \$2,328,174.44 as of September 30, 2014. There were cash receipts of \$1,105,951.94 and cash disbursements of \$1,438,605.26, leaving a balance of \$1,995,521.12 as of October 31, 2014. Mr. Bousman made a motion to approve the report and pay the bills. Mr. Landmark seconded the motion. The motion carried 7:0.	<b>Motion:</b> Bousman <b>Second:</b> Landmark  Motion carried 7:0
6.	<b>Citizen Input</b>	There was no citizen input.	
7.	<b>Reports</b> Agency Administrator Financial Director Director of Resources Jefferson County Head Start	Please see the attached reports from the Agency Administrator and Jefferson County Head Start.  There was no report from the Financial Director.  <b>Director of Resources:</b> Ms. Barlass noted that employees had been given the opportunity to submit questions	

		<p>prior to the health insurance information session on November 5, 2014. These questions were then covered during the session. The session was recorded and several employees watched the live presentation via Adobe Connect. The recording and PowerPoint were emailed out to staff and posted on the internal employee website. CESA 2 will be using Solve360 as its customer relationship management solution. Solve360 integrates with Google, which CESA 2 already uses extensively. Ms. Barlass has been uploading contact information to the system and will have a few employees begin trying to use it. Training will then be provided to other staff. Ms. Barlass noted that staff are also exploring the possibility of providing districts with a technology audit at the suggestion of one of the superintendents.</p>	
8.	<b>Action items (consent agenda):</b>	<p>Mr. Buchanan made a motion to approve the items in the consent agenda. Mr. Wahl seconded the motion. The motion carried 7:0.</p>	<p><b>Motion:</b> Buchanan <b>Second:</b> Wahl</p> <p>Motion carried 7:0</p>
	FMLA	<p>Carolyn Heifner, School Social Worker, Union Grove Special Education Consortium, tentatively effective April 13, 2015 through June 12, 2015</p> <p>Kathy Holman, Employment Training Specialist, VOA, tentatively effective November 24, 2014 through January 5, 2015</p>	
	New Hires	<p>Ingrid Rodenbeck, Instructor, Driver Education</p> <p>Rick Breuning, Behind the Wheel Instructor, Driver Education</p>	

		Kathryn Ortiz, Paraprofessional, Union Grove Special Education Consortium  Jena Winder, Teacher of Record, JEDI	
	Resignation	Kevin Anderson, School Improvement Consultant, effective December 2, 2014	
9.	<b>JEDI Director</b>	Mr. Bousman made a motion to approve an increase of 20 days for a total of 150 days per year and a salary increase from \$55,065 to \$75,000 for Leslie Steinhaus, JEDI Director. Mr. Buchanan seconded the motion. The motion carried 7:0.	<b>Motion:</b> Bousman <b>Second:</b> Buchanan  Motion carried 7:0
10.	<b>Jefferson County Head Start – New Hire</b>	Mr. Bush made a motion to approve the hiring of Lindsey Bowen, Substitute Teacher, \$13.26/hour, effective November 18 <sup>th</sup> , 2014. Mr. Landmark seconded the motion. The motion carried 7:0.	<b>Motion:</b> Bush <b>Second:</b> Landmark  Motion carried 7:0
11.	<b>Jefferson County Head Start – Position Change</b>	Mr. Wahl made a motion to approve the position change for Ann Beam, who is moving from Head Start Teacher to Family Advocate, full-time, \$15.20/hour, effective November 18 <sup>th</sup> , 2014. Mr. Bousman seconded the motion.	<b>Motion:</b> Wahl <b>Second:</b> Bousman  Motion carried 7:0
12.	<b>Head Start Governance Board Annual Training/Board of Control and Head Start Policy Council Members</b>	Denes L. Tobie, CPA, of WIPFLi, presented a training to the Board regarding Head Start Governance.	
11.	<b>Cracker Barrel</b>	Ms. Thompson asked if any other districts were planning referendums. She noted that Waterloo is considering a referendum in April for security.	
12.	<b>Adjourn</b>	Mr. Buchanan made a motion to adjourn the meeting. Mr. Wahl seconded the motion. The motion carried 7:0. The meeting was adjourned at 9:16 pm.	<b>Motion:</b> Buchanan <b>Second:</b> Wahl <b>Time:</b> 9:16 pm

November 11<sup>th</sup>, 2014

## **CESA 2 BOARD OF CONTROL**

Administrator's Report

Gary L. Albrecht, Agency Administrator

1. The transition to the new health care plan appears to be progressing well. Last week about 45 CESA 2 employees attended a meeting at CESA 2 and heard representatives from Associated Financial Group, the Wisconsin Counties Association, Delta Dental, and HSA Bank. This meeting provided a good overview of the transition status and what lies ahead as the plan is implemented January 1<sup>st</sup>, 2015. Enrollment forms have been in the hands of employees for several weeks and are being returned to our office.
2. Last Friday, I attended a student career fair at Burlington High School. Almost all of the 1300 students attended. I spoke with many students about their careers and passed out hundreds of CESA brochures.
3. Last Thursday was our third PAC meeting of the year. Over 50 superintendents have attended at least one of the first three PAC meetings this fall.

Kirk Strang provided a legal update that focused on individual employee contracts post-Act 10. We also heard a presentation from the superintendents of the Juda, Monticello, and Albany school districts who have partnered the past few years on a telepresence (video) system for class offerings that is very successful for their students.

4. I am sad to report that Pam Knorr, longtime Walworth Elementary School Superintendent passed away at age 58 following a two-year illness.
5. I will be on vacation beginning Friday, November 14<sup>th</sup> through the Thanksgiving weekend in search of the Turdy Point Buck. I will appoint one of our staff directors in charge during my absence.
6. Monday evening, I will be attending the Williams Bay School District Board meeting.
7. I have contacted CESA 6 about registering our board reps for the CESA Board Breakfast at the WASB Convention in January.
8. Please note that the December Board of Control meeting will be on Tuesday, December 16<sup>th</sup>. We will have a short meeting followed by dinner at a local restaurant.

Jefferson County Head Start / CESA #2  
Directors Report to the Board of Control and Head Start Policy Council  
November 11<sup>th</sup>, & 17<sup>th</sup>, 2014

**Directors Report – Mary Anne Wieland**

During the month of November both the CESA #2 Board of Control and Head Start Policy Council will participate in Governance Trainings. Denes L Tobie, CPA, Partner at WIPFLI will provide on-site training to the Board of Control. Policy Council members, because not all Representatives have been elected, will receive training via the use of the WIPFLI Board Governance Training DVD series as well as, from written materials provided by Denes Tobies. A formal training will be provided when all representatives are in place.

With that said, Information Memorandum ACF-IM-HS-13-02 Five Year Head Start project periods has been included for the Board and Councils review. Special emphasis should be placed on reviewing additional Post-Award requirements. As a reminder; notification of our eligibility to be awarded a 5 Year Grant status will be received prior to January 1<sup>st</sup>, 2015.

Also included in this report is a 2<sup>nd</sup> Information Memorandum addressing the seriousness of Domestic Violence; Intimate Partner Violence.

U.S. DEPARTMENT  
OF HEALTH AND HUMAN SERVICES  
ACF  
Administration for Children and Families

1. Log No. ACF-IM-HS-13-02
2. Issuance Date: 07/01/2013
3. Originating Office: Office of Head Start
4. Key Words: Designation Renewal; 45 CFR § 1307.7(a)(1); Project Periods; Funding

INFORMATION MEMORANDUM

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

**SUBJECT:** Five Year Head Start Project Periods

**INFORMATION**

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

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

**Funding Guidance**

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

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

### **Additional Post-Award Requirements**

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

#### Governance

- The grantee governing body must conduct a governance and leadership capacity screening within 60 calendar days of the start of the project period.
- The governing body must certify that the governance and leadership capacity screening was conducted and a training plan was developed. The certification must be submitted to OHS in the Head Start Enterprise System (HSES) within 75 calendar days of the start of the project period.

#### Health and Safety

- Each grantee must complete a screening of the health and safety environment of each center and/or family child care home where services are provided within 45 calendar days of the start of the program/school year, or within 45 calendar days of the start of the five year project period when the five year project period begins during the program/school year.
- The grantee governing body must submit to OHS the signed certification of compliance with all applicable health and safety requirements within 75 calendar days of the start of the program or school year, or within 75 calendar days of the start of the five year project period when the five year project period begins during the program or school year. The form must be submitted to OHS in HSES immediately thereafter.

#### School Readiness

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

#### Audit Webinar

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

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

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

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

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

Yvette Sanchez Fuentes, Director  
Office of Head Start

U.S. DEPARTMENT  
OF HEALTH AND HUMAN SERVICES  
ACF  
Administration for Children and Families

1. Log No. ACF-IM-HS-14-06
2. Issuance Date: 10/27/2014
3. Originating Office: Office of Head Start; Office of Child Care; Deputy Assistant Secretary's Office on Early Childhood Development, Family and Youth Services Bureau, Division of Family Violence Prevention and Services
4. Key Word/Phrase: Domestic Violence; Intimate Partner Violence

INFORMATION MEMORANDUM

**TO:** Head Start and Early Head Start Grantees; Child Care and Development Fund (CCDF) Administrators

**SUBJECT:** Helping Children and Families Experiencing Domestic/Intimate Partner Violence

**INFORMATION:**

**Introduction**

October is National Domestic Violence Awareness Month. To emphasize the importance of programs and services focusing on domestic violence, the Administration for Children and Families (ACF) dedicates this month to updating previous Information Memoranda (IM) and other policy issuances related to domestic violence to ensure that health and human services providers supported by ACF have the capacity to recognize the impact of domestic violence, to respond effectively with information and informed strategies, and to safely link families to domestic violence services.

This IM provides Head Start programs and CCDF grantees with updated information about the effects of intimate partner violence on families with very young children and how early childhood education programs, state and local child care agencies, and related systems can help.

**Background**

Given the magnitude of the problem of children's exposure to violence, including the co-occurrence of domestic violence and child maltreatment, the Office of Child Care and the Office of Head Start are undoubtedly serving children and families impacted by violence. Here are some key facts about domestic violence and intimate partner violence:



1. Intimate partner violence describes physical, sexual, or psychological harm by a current or former partner or spouse. This type of violence can occur among heterosexual or same-sex couples and does not require sexual intimacy. Intimate partner violence can vary in frequency and severity. It occurs on a continuum ranging from one hit that may or may not impact the victim to chronic, severe beating.<sup>1</sup>
2. Domestic violence is the second leading cause of death for pregnant women, and some 25 to 50 percent of adolescent mothers experience partner violence before, during, or just after their pregnancy.<sup>2</sup>
3. Witnessing family assault is among the most common victimizations experienced by toddlers (ages 2 to 5). Other common forms of victimization are assault by a sibling and physical bullying.<sup>3</sup>
4. In 30 to 60 percent of families where either child abuse or domestic violence is present, child abuse and domestic violence co-occur.<sup>4</sup>

Children may very well experience the violence themselves; however, even when they are not directly injured, exposure to traumatic events can cause social, emotional, and behavioral difficulties.<sup>5</sup> Children exposed to domestic violence have often been found to develop a wide range of problems, including externalizing behavior problems, interpersonal skill deficits, and psychological and emotional problems such as depression and post-traumatic stress disorder (PTSD).<sup>6</sup> In addition, a Michigan study of low-income, preschool-aged children found that those exposed to domestic violence at home are more likely to have health problems, including allergies, asthma, frequent headaches and stomach-aches, and generalized lethargy.<sup>7</sup>

### **What Early Childhood Education (ECE) Programs and Providers Should Do to Help**

It is critical that child care workers and Head Start staff be prepared to work with and guide these children and families to needed services. Child care providers and administrators can support the child and family during times of stress by making hotline and other domestic violence information available to parents. Head Start and child care staff can refer to ACF's website for [State and Territorial Domestic Violence Coalitions](#) to identify contact information and links to domestic violence coalitions in each state and territory. Every coalition provides comprehensive training and technical assistance on the multitude of issues that affect victim safety and well-being. <http://www.acf.hhs.gov/programs/fysb/resource/dvcoalitions>

The early childhood workforce is currently comprised of about 1 million center-based teachers and caregivers, 1 million home-based teachers and caregivers, and an additional 2.7 million unpaid home-based teachers and caregivers.<sup>8</sup> This workforce consists largely of women, and women are disproportionately affected by domestic violence. Therefore, information about appropriate services and programs should be made available for both staff and families. For example:

- Head Start and Early Head Start programs should share state and local hotline information or numbers for local domestic violence intervention programs, directly or in public spaces where staff and families frequent.
- CCDF state administrators are encouraged to share this information with child care providers and early childhood programs, for example, by distributing to child care resource and referral and agencies so they may share with their child care provider networks.
- CCDF administrators also could incorporate domestic violence awareness into technical assistance and training activities with child care providers.

We encourage key program and administrative staff to establish partnerships with the coalitions and other related human services agencies and organizations to inform local Head Start and child care staff about what they can do to help children and families affected by domestic

violence. Head Start, child care administrators, networks, and programs can partner with organizations such as state domestic violence coalitions, local domestic violence and sexual assault service providers, legal advocates, health care providers, shelter programs, transitional and long-term housing assistance providers, mental health services, and/or batterers' intervention programs. These providers may offer direct services to families and children or important in-service trainings that could be tailored to the specific professional roles of Head Start and child care staff. Partnerships with domestic violence programs, in particular, could provide opportunities for joint training, problem-solving challenges, domestic violence assessment, and establishing referral protocols with local domestic violence programs.

**Credit Card Purchases (October 8<sup>th</sup> - November 2014)**

Walmart (Groceries, Office & Classroom supplies, Parent Reimbursement, Parent Activities)  
(10/7/2014)

	\$2224.90	Groceries
	349.00	Technology
	354.76	Parent Reimbursement
	17.05	Training Supplies/Local
	<u>281.01</u>	Classroom Materials
Total:	<b>\$3824.20</b>	

Walmart (10/24/2014)

	\$2782.72	Groceries
	42.76	Parent Activity
	258.13	Parent Reimbursement
	54.92	Adult Food
	302.61	Classroom Supplies
	38.36	Office Supplies
	<u>81.76</u>	Food Cooking experience/classroom
Total:	<b>\$3561.26</b>	

Exxon/Mobil (Fuel)  
\$899.86

Kwik Trip (Fuel/Gas Cards)  
\$22.45

**CACFP Report – Mary Degner**

**September 2014 Report  
CACFP**

In September, children were in school for 17 days.

Head Start served the children meals 9,319:

Breakfast = 2,738. Lunch = 3,871, and PM Snack = 2,710.

The Rate of Reimbursement for this year is \$1.62 for breakfast, \$2.98 for lunch, and \$0.82 for snack. All children enrolled in Head Start are considered free, so we are able to receive the highest rate of reimbursement.

The total CACFP reimbursement for September was **\$19,151.41**.

**AVERAGE DAILY ATTENDANCE BY CLASSROOM FOR September 2014**

Watertown 1	95.96%	Hebron 2 am	82.39%
Watertown 2	97.43%	Hebron 2 pm	95.10%
Watertown 3 am	79.48%	Hebron 3 am	72.95%
Watertown 3 pm	80.99%	Hebron 3 pm	96.33%
Watertown 4 am	90.53%	Westosha 1am	93.07%
Watertown 4 pm	90.34%	Westosha 1pm	91.06%
Jefferson East	90.43%	Westosha 2 am	90.30%
Jeff West am	92.49%	Westosha 2 pm	88.48%
Jeff West pm	90.66%	Purdy	96.08%
Hebron 1	96.08%		

Over all the daily attendance was **90.67%** for the month of September. Jefferson County Head Start agency wide maintained an average daily attendance above 85% for the month of September.

**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	19,364.16
Claim Date:	10/01/2014	- Advance	0.00
Non-needy Category:	0	- Meal Overpayment Rec.	0.00
Reduced Category:	0	= Meal Reimb. bal. due.	19,364.16
Free Category:	284	+ Cash in Lieu (CIL)	1,024.40
Total Number of Enrolled Children:	284	- CIL Overpayment Rec.	0.00
Number of Days of Service:	18	= CIL Reimb. bal. due.	1,024.40
		<b>Total</b>	<b>20,388.56</b>
		Voucher No.	36003
		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>2,866</b>	<b>0</b>	<b>4,139</b>	<b>2,911</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,916</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	63	63	18	56	554	0	1,005	0	743	0	0	0



Referral Reason	New	In Progress	Ongoing	Complete	Declined Services	Received Services	Total Referrals
<b>Total Referrals</b>	<b>30</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27</b>	<b>61</b>
<b>Total Unique Families</b>	<b>28</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26</b>	<b>58</b>

1009S - Family Goals Statistics Report										HELP?
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	0	0	0	1	37	0	0	38	37
5	Housing	0	0	0	0	0	0	0	0	0
6	Kindergarten Readiness	0	0	0	0	68	0	0	68	64
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	0	5	0	0	6	6
10	<b>NO Goal Category</b>	0	0	0	0	0	0	0	0	0
	<b>TOTAL GOALS</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>110</b>	<b>0</b>	<b>0</b>	<b>112</b>	
	<b>UNIQUE # OF FAMILIES</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>84</b>	<b>0</b>	<b>0</b>		<b>84</b>

### Early Childhood Education Specialist Report - Jennifer Geissman

CLASS observations were conducted in most classrooms.

Teaching Strategies GOLD observations – During the month of October 4,405 observations were documented on the children. The requirement is for teachers to enter 2 observations per child per week in our back to back classrooms and 3 observations per child per week in our full day classrooms. We are working to ensure high quality observations are taking place, and monitor observations and the entering of observations on a weekly basis.

Inter-rater Reliability is a process teachers go through in GOLD to ensure correct placement of children on the developmental continuum. Teachers will now obtain Reliability yearly, instead of every two years, when certification expires. This reliability, along with checks from Early Childhood Specialists will ensure reliability of the tool used for assessments on our children. Teachers will complete this Reliability in October. To date, 11 of 12 Lead Teachers have successfully completed Interrater Reliability. Early Childhood Specialists are working with the new teacher to successfully complete this process.

As part of our school readiness goal data analysis, we will be doing a correlation to family involvement in activities, to success in school readiness goals. On the following pages, you will find data from our first two family events, the August Open House and September Family Fun Night. In August, 66% of our families attended open house. In September, 32% of our families attended the “Block Party” Family Fun Night. In October, 34% of our families attended the “Fall Festival” Event.

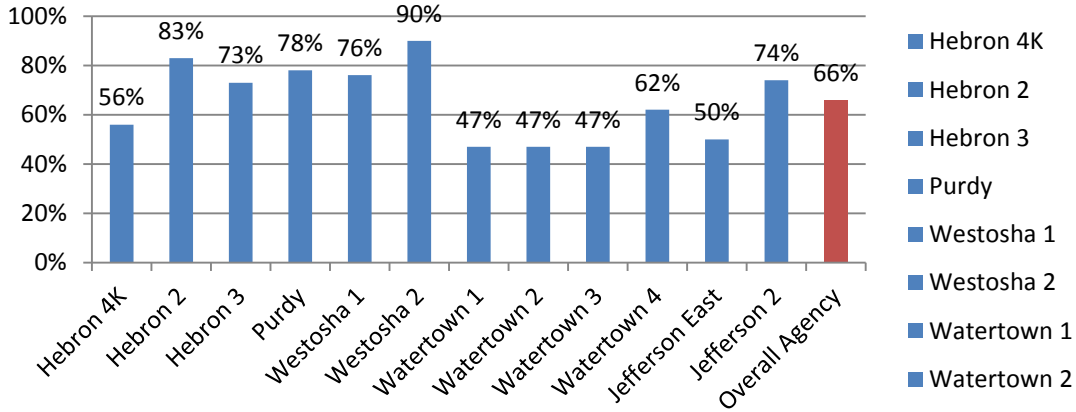
### **Westosha Specific Information:**

Starting the school year, two parents expressed concerns on two students whose parents have Mental Health concerns. Five children entered the program with IEPs in place. Primary is speech/language delays and one child has a primary diagnosis of speech/language, and was recently diagnosed with Autism. Teachers are working to ensure that IEP goals are being worked on within the classroom, and are documented on lesson plans.

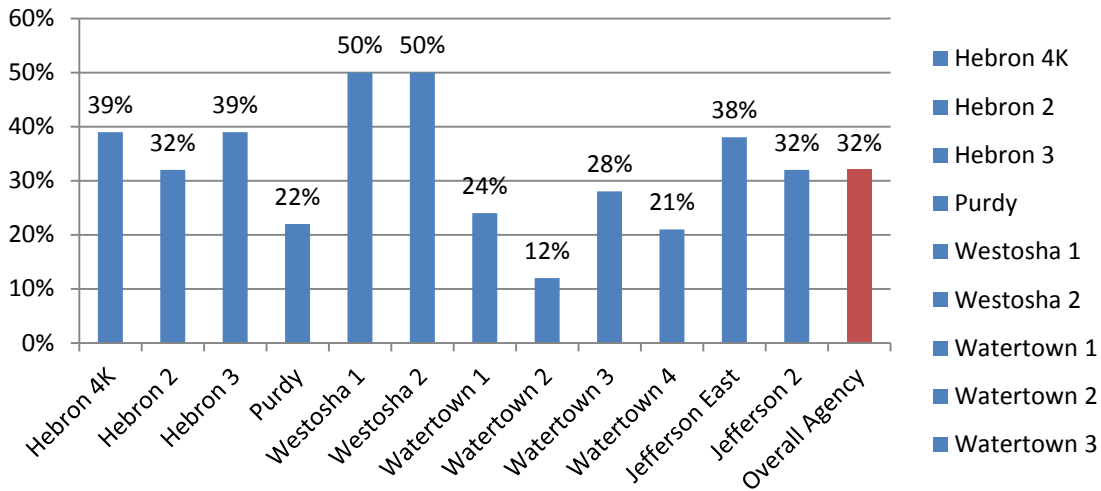
ABA completed classroom observations on each of our sessions. I am working to develop an easy chart to document progress made in the classrooms.

## Parent Participation Data 2014-2015 Classroom Events

### August – Open House Event Families in Attendance

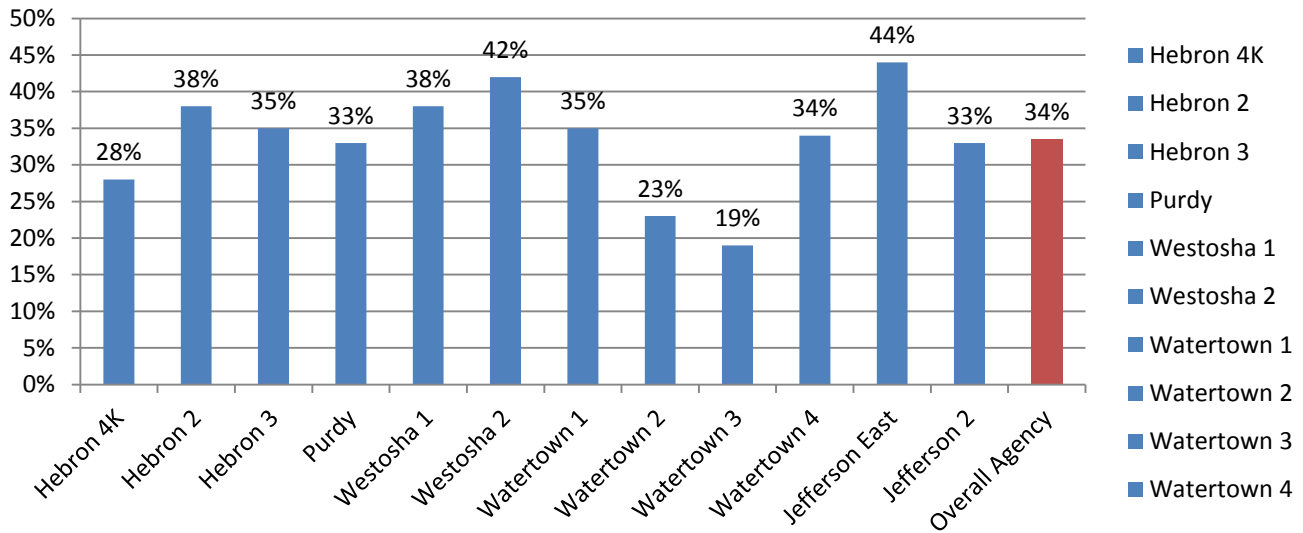


### September – Family Fun Night Families in Attendance



# October – Family Fun Night

## Families in Attendance



### ERSEA Specialist Report (Jefferson County) – Lisa Stafford

**Enrollment:** For October we are currently at full enrollment and within the 30 days allowed to replace dropped children. 19 new students were added and 12 children dropped. Children continue to be more transient this year than in previous years, which is evident in our Watertown location. The most common reason still continues to be moving out of the service area and now a loss of housing/eviction has increased as well. We have also had several families who agreed to placement and then changed their mind due to child care or transportation.

### Recruitment Events:

**Recruit in Jefferson** Alden Estates received labeled crayons to hand out to “trick or treaters” and some staff handed out ½ sheet flyers to the children trick or treating at their homes. Labeled coloring books and crayons were taken to 2 local restaurants.

**Recruit in Fort Atkinson** Labeled coloring books and crayons were taken to 2 area restaurants. Golden Living of Ft. Atkinson was provided labeled crayons for residents to hand out to “trick or treaters”. Several staff handed out ½ sheet flyers to the children trick or treating at their home. A mailer was sent out to the Spry Ave Apts. as these buildings are locked and door to door recruitment cannot take place any other way. Two staff went door to door in a residential area using door hangers/flyers.

**Recruit Palmyra** Labeled coloring books and crayons were taken to an area restaurant.

**Recruit Watertown** Several staff handed out flyers for trick or treat. Greater Things Resource Fair was held at the River Valley Alliance Church. Applications and Flyers were available at a resource table and as stuffers in participant's bags.

**Area Grocery Stores** Festival Foods in Ft Atkinson was provided flyers for customers and the staff indicated this would be on going. Staff had 2 tables set up at Wal Mart in Watertown handing out labeled crayons and program information, Staff had a table at Pick n Save in Watertown as well.

**Area Public Schools** in Palmyra, Jefferson, Sullivan, and Ft. Atkinson all received flyers with applications attached.

**Facebook page** was encouraged to like for parents and a drawing will be held from each center of the parents that liked out page. We will be working to give access to one person in each center to upload center information and at some point a permission form will be sent to all children for pictures to be added.

**Holiday Parades** Hot chocolate envelopes were ordered and labeled for upcoming events in: Ft. Atkinson Nov. 8, Watertown Nov. 29 and Ft. Atkinson Dec. 6.

**Center Directors Report (Kenosha County) – Julie Ouimet**  
**ERSEA/Parent Involvement/ Health/Facilities**

Jefferson County Head Start / CESA #2  
 2014 In-Kind Summary

**Non-Federal Share = \$532,002**

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>
*Parent	\$1,030	\$3,469	\$1,315	\$982	\$2,740	\$697			\$1,600	\$4,245
Community Home	\$1,045	\$5,639	\$6,542	\$2,487	\$2,899	\$111				\$2,487
Calendar (Goals)	\$6,542	\$10,644	\$1,167	\$840	\$6,019	\$1,109				\$1,663
Class Activities	\$5,275	\$8,126	\$6,273	\$1,394	\$4,514	\$158			\$1,774	\$9,140
Misc. Activity		\$1,346	\$729		\$301				\$475	
Family Fun Night	\$364	\$649	\$2,297	\$1,172					\$2,780	\$3,200
** Committees	\$743		\$190	\$2,013	\$617				\$352	
Professionals	\$18,548	\$729	\$1,215	\$10,231	\$446			\$8,925	\$41,635	\$5,601
Services									1050	
Goods						\$2375	\$2,375			
Space	\$2,829	\$2,830	\$4,300		\$1,200		\$2,105		\$2,830	
Misc.	\$94,361	\$270	\$6,554	\$2,709	\$3,148	\$20,700	\$1,250	\$2,2417	\$3,564	\$298
<b>Total</b>	<b>\$130,737</b>	<b>\$33,703</b>	<b>\$40,581</b>	<b>\$20,655</b>	<b>\$23,057</b>	<b>\$25,150</b>	<b>\$5,730</b>	<b>\$31,342</b>	<b>\$56,060</b>	<b>\$26,633</b>
<b>Balance</b>	<b>\$401,265</b>	<b>\$367,562</b>	<b>\$326,981</b>	<b>\$306,325</b>	<b>\$283,269</b>	<b>\$258,119</b>	<b>\$252,389</b>	<b>\$221,047</b>	<b>\$164,987</b>	<b>\$138,354</b>

\*Note: Value Rates \$15.84/hr. for Volunteers  
 \$53.67/hr. for Health Adv. & Policy Council, Education Committee.  
 \$15.84 for PAC, Fatherhood, Vol. Adv.

Dental Screenings and Varnishes by Katie Traut

**Early Childhood Education Specialist Report – Dana Busler**

Number of Teachers: 10  
 Number of Assistant Teachers: 11  
 Number of Classrooms: 10

**Classroom Concerns:**

- Teachers needing support on Teaching Strategies GOLD
- Classroom reflecting and monitoring activities weekly through video

**Progress toward goals:**

- Finished up DIAL screenings on all children that needed to be rescreened or did not complete prior to start of school.
- PALS testing completed in 4K classrooms

**Center/staff issues:**

- 1 staff member under correction plan

**Professional development:**

- Attended WSHA fall quarterly



**Parent Contacts:**

- Attended 2 Birth to 3 transition meetings
- Met with one parent to discuss concerns regarding classroom
- Met with one parent to discuss process for referring to school district
- Met with parent to discuss behavior concerns for student. Referred to ABA

**Concerns based on classroom observation**

- Completed monthly checklist for classrooms
- Meal time observations
- One classroom needing extra monitoring and support

**Classroom Request for Support:**

- Received 6 requests for support.

**Referrals:**

- Two referrals made for an incoming student after completing her DIAL, child is not yet in the program on the waiting list.

**Substitute Hours:**

- Sub hours needed: 68

**Successes:**

- Family Fun Nights Completed