



Regular Meeting of the Board of Control
 Date: Tuesday, October 21st, 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
WASB Delegate and Alternate	Jeff Hanna and Barbara Fischer

#	Item	Minutes	Action
1.	Call to Order/Announcement of Compliance with Open Meeting Law	Ms. Thompson called the meeting to order. Dr. Albrecht confirmed that the meeting is in compliance with the Open Meeting Law.	Time: 6:58 pm
2.	Roll Call	<p>Present: Jim Bousman Ron Buchanan Tom Bush Barbara Fischer Evelyn Propp Tina Rossmiller Nancy Thompson</p> <p>Absent: Jeff Hanna Jerry Landmark Jaye Tritz Jim Wahl</p> <p>Also present: Dr. Gary Albrecht Gail Anderson Kevin Anderson Nicole Barlass Bill Barrow Tracy Elger</p>	

		Ed O'Connor	
3.	Review and Approve Agenda	Ms. Thompson noted the addition of two new hires to the consent agenda from the addendum. She asked if anyone wished to move items out of the consent agenda. No one asked to move items. Ms. Fischer made a motion to approve the agenda with the addition of the addendum items. Mr. Buchanan seconded the motion. The motion carried 7:0.	Motion: Fischer Second: Buchanan Motion carried 7:0
4.	Approval of Minutes from the Regular Board of Control meeting on September 16th, 2014 meeting	Ms. Thompson noted that the minutes should be amended to clarify the amount of the new insurance deductibles and the amounts that will be funded in the HSAs for employees. Ms. Barlass stated she would make the correction. Ms. Rossmiller made a motion to approve the minutes with the corrections. Mr. Bousman seconded the motion. The motion carried 7:0.	Motion: Rossmiller Second: Bousman Motion carried 7:0
5.	CESA 2 Leadership Council review of roles and responsibilities	Ms. Elger, Ms. Barlass, Mr. Barrow, Ms. Anderson, Mr. Anderson and Mr. O'Connor reviewed their new roles and responsibilities under the redesign.	
6.	Audit Committee Report and Payment of bills	Ms. Rossmiller read the audit committee report. She noted the balance as of August 31, 2014 was \$2,356,233.64. There were cash receipts of \$1,078,270.14 and cash disbursements of \$1,106,329.34, leaving a balance of \$2,328,174.44. Ms. Rossmiller made a motion to approve the report and pay the bills. Mr. Bousman seconded the motion. The motion carried 7:0.	Motion: Rossmiller Second: Bousman Motion carried 7:0
7.	Citizen Input	There was no citizen input.	
8.	Reports Agency Administrator Financial Director Director of Resources	Please see the attached reports from the Agency Administrator and the Director of Head Start.	

	Jefferson County Head Start	<p>Financial Director: Mr. Barrow shared a number of financial documents with the Board, including an overview of the CESA 2 fund balance for the past 30 years, some articles regarding fund balances, an outline of the past five years in terms of revenue and expenses and a chart depicting revenues over the past 30 years.</p> <p>Director of Resources: Ms. Barlass shared some more information regarding the College and Career Readiness events that were held on the campuses of UW-Stout, UW-Fond du Lac, UW-Whitewater and UW-Platteville last week. She noted that the Board will be approving the hiring of an Orientation and Mobility Specialist which will enable CESA 2 to ensure coverage of services for all districts and noted that she will be accompanying the Itinerant Services Coordinator to shadow the other Orientation and Mobility Specialist next week. Dr. Albrecht noted that there has been some difficulty filling the Itinerant positions.</p>	
9.	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.	<p>Motion: Buchanan Second: Bousman</p> <p>Motion carried 7:0</p>
	FMLA	<p>Diane Degen, Office Manager, Westosha Special Education Alliance, tentatively effective September 22, 2014 through December 22, 2014</p> <p>Candy Vanderlip, Accounts Payable, Whitewater Office, to be taken as needed</p>	
	New Hires	Melissa Anderson, Special Education Paraprofessional, Union Grove Special	

		<p>Education Consortium, 100% FTE</p> <p>Jenny Baierl, Learning Coach, JEDI</p> <p>Chen Dong, Teacher of Record, JEDI</p> <p>Daniel Klecker, Construction Project Coordinator, Wisconsin FAST Forward Grant, part-time</p> <p>Nicole Lyons, Administrative Assistant, Birth to Three – Rock County, 80% FTE</p> <p>Hope Murra, Speech/Language Pathologist, Westosha Special Education Alliance, 80% FTE</p> <p>Gary Press, Instructor, Driver Education</p> <p>Anne Ritchie, Instructor, Driver Education</p> <p>Katherine Scheuerell, Instructor, Driver Education</p> <p>Cheryl Williams, Orientation and Mobility Specialist, Whitewater Office, 20% FTE</p>	
10.	Westosha Special Education Alliance – Dousman Transportation Contract for 2014-2015	<p>Ms. Fischer made a motion to approve the contract for Westosha Special Education Alliance with Dousman Transport Co., Inc for 2014-2015 at a rate of \$1.47 per mile and \$25.27 per hour per route for transportation to and from school and \$13.78 per physically handicapped student per day unless an aide is available which will reduce the cost to \$6.89 per physically handicapped student per day. This represents a 1.95% increase over 2013-2014. Mr. Bush seconded the motion. The motion carried 7:0.</p>	<p>Motion: Fischer Second: Bush</p> <p>Motion carried 7:0</p>
11.	Jefferson County Head Start – 2014-	<p>Mr. Buchanan made a motion to</p>	<p>Motion:</p>

	2015 School Readiness Educational Goals	approve the 2014-2015 School Readiness Educational Goals. Mr. Bousman seconded the motion. The motion carried 7:0.	Buchanan Second: Bousman Motion carried 7:0
12.	Jefferson County Head Start – Teacher/Practice Based Coaching Job Description	Ms. Fischer made a motion to approve the Teacher/Practice Based Coaching job description, full-time, pay rate of \$18.00/hour for 46 weeks. Mr. Buchanan seconded the motion. The motion carried 7:0.	Motion: Fischer Second: Buchanan Motion carried 7:0
13.	Jefferson County Head Start - Change in Status	Ms. Fischer made a motion to approve the change in status for Lori Palmer from substitute teacher to one year contract. Mr. Buchanan seconded the motion. The motion carried 7:0.	Motion: Fischer Second: Buchanan Motion carried 7:0
14.	Cracker Barrel	Ms. Rossmiller asked that the other Board members share any policies they have around EpiPens, training for all staff on Non-Violent Crisis Intervention and the ability of board members to change committee assignments. Ms. Fischer noted that Elkhorn will be sending out a survey regarding the referendum that will likely occur in April.	
15.	Adjourn	Mr. Buchanan made a motion to adjourn the meeting. Mr. Bousman seconded the motion. The motion carried 7:0. The meeting adjourned at 8:55 pm.	Motion: Buchanan Second: Bousman Time: 8:55 pm Motion carried 7:0

October 21st, 2014

CESA2 BOARD OF CONTROL

Administrator's Report

Gary L. Albrecht, Agency Administrator

1. The next PAC meeting will take place on November 6th from 8:30am – 11:00am. In addition to reports and networking, this will be the first in a series of presentations/discussions with Attorney Kirk Strang. This legal series in response to several CESA2 superintendents who made this request at the end of last year.
2. Last Monday evening, I traveled to Belleville to present to the school board. In the past year and one-half, I have visited 42 school boards. I have several more scheduled before the end of December.
3. The information for fuel cards was emailed to superintendents about two weeks ago.
4. Tuesday morning I attended the first session of a regional College Readiness Partnership workshop in Fond du Lac. There were about 50 participants, a mix of k-12 and college instructors. There are four such meetings happening the state. I have served on the state CRP Committee since its inception three years ago. Nicole Barlass has worked hard to organize CRP events.
5. I am encountering some challenges hiring itinerant staff. I will provide more details at the Board meeting.
6. Planning for the conversion of our health insurance plan to an HSA continues. Our staff has been in regular contact with Al Jaeger at Associated Financial. I have visited Birth-3 staff in Janesville, and Headstart staff in Hebron. Additionally, we have an optional November 5th meeting at the CESA2 office at 4:30pm for anyone interested. Finally, an informational letter and sign-up sheet (for health insurance) is being sent out this week that was written with support from AFG. So. The transition is proceeding.
7. CESA2 is currently exploring the development of a Customer Relationship Management tool which would help us manage and report data related to the services/programs that we provide to individual districts and other clients. We are in the RFP process at this time and hope to make some decisions in the near future. This effort is a part of our new redesign.

Jefferson County Head Start / CESA #2
Directors Report to the Board of Control and Head Start Policy Council
October 20th & 21st, 2014

Directors Report – Mary Anne Wieland

Citizen Complaint:

During the week of September 29th, 2014; the Head Start Director received a call from Regional Office Program Specialist Ellen Chavez. Ms. Chavez stated that a complaint had been filed by a non-family member of an enrolled child. The complaint noted “unsafe” pick-up (at dismissal) procedures and maintenance concerns at that same location. Ms. Chavez asked that the Director work to address the complaint.

As is protocol; all concerns are immediately addressed and in regards to this incident calls were made to the person making the complaint, as well as, to the parent of the enrolled child. All issues were addressed with a positive outcome. A detailed report was sent to Ms. Chavez. To date, no further issues have been documented.

Federal Update:

The baseline application to obtain a grant for a five year project period was developed and submitted (prior to October 1st, 2014), in an electronic format to the Head Start Enterprise System (HSES). The application submitted provided a comprehensive description of the organizations plans to deliver quality Head Start services and a detailed budget to support the planned delivery of services. Detailed information was requested for the criteria outlined in five sub-sections:

- A. Long Range Goals, Objectives and Program Impacts
- B. Service Delivery
- C. Approach to School Readiness
- D. Parent, Family and Community Engagement (PFCE) and,
- E. Governance, Organizational and Management Structure, and Ongoing Oversight

Section II. Budget and Budget Justification, identified and described the resources needed to implement the project plans and approaches described in the five sub-sections noted above.

In an effort to better understand the working of the Head Start program; the following portions of the grant are being shared:

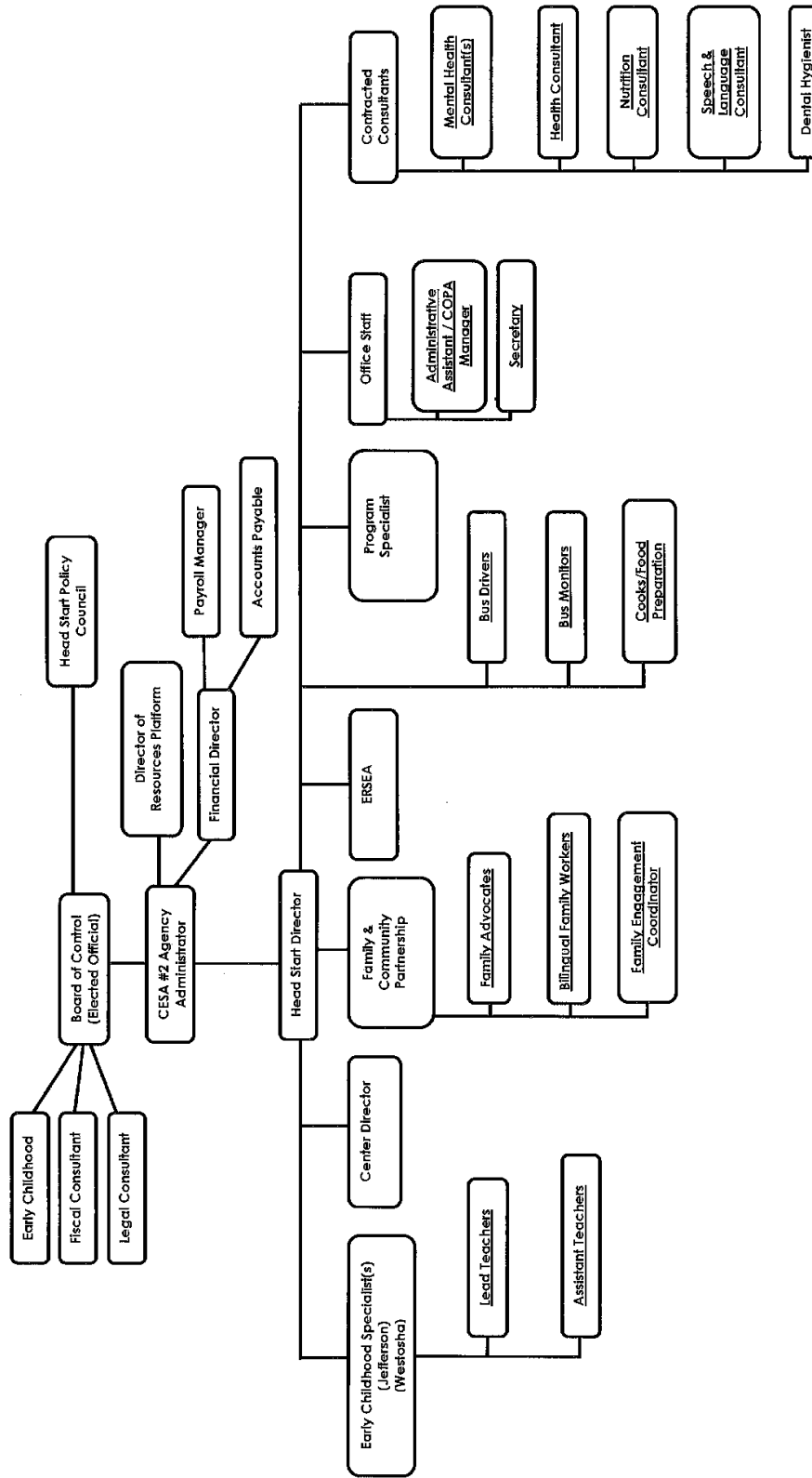
- Organizational Chart (A)
- Program Design (B)
- Head Start Summary (Line Item Budget) (C)
- Non-Federal Share (In-Kind Contributions) (D) and,
- Training & Technical Assistance Plan for staff (E)

In the upcoming months, other sections of the grant will be shared, to include: Long Range Goals, Objectives and Program Impacts (previously approved as part of the Strategic Plan) and School Readiness Goals for 2014 – 2015. Additionally; a Board of Control and Head Start Policy Council Governing bodies Trainings will be presented in November.

Lastly, an Informational Memorandum was received from the Office of Head Start to be shared with Governing Body members.

A. Organizational Chart

Jefferson County Head Start / CESA #2 (2014 – 2015)



Created: 01/23/2012scw
Revised: 09/10/2014sw

Center	Type of Class	Class Size	Hours	Teacher	Assistant Teacher	Family Advocate	Cook/Food Prep	Driver
FORT ATKINSON	4K-HS	18	8:00 – 3:00	RUTH SHUDA	CHRIS CARNES	BETSY YUNKER ALICIA AGUILERA	SCHOOL DISTRICT	PARENTS TRANSPORT
HEBRON 1	4K-HS	18	8:15 - 3:15	LAURA MADSEN	RHONDA LOOMIS		GINA COX DONNA WHITE	BD: LYANN REICHERT BM: SHELLY RHODES NELSONS BUS
HEBRON 2	BK to BK	28	8:15 - 11:45 11:45 – 3:15	REBECCA BROWN	NINFA MAYANS			
HEBRON 3	BK to BK	27	8:15 - 11:45 11:45 – 3:15	LORI PALMER	CHERYL GARTLAND MELISSA VILLANUEVA			
JEFFERSON EAST	4K-HS	18	8:00 – 3:00	KELSEY UHLMAN	ANGIE LUCHT	ALICIA AGUILERA	SCHOOL DISTRICT	PARENTS TRANSPORT
JEFFERSON WEST	BK to BK	30	8:30 – 12:00 12:00 – 3:30	KELLIE NELSON	LINDA QUANDT	NORA HERNANDEZ	JESSICA PREUSS	JEFFERSON BUS PARENTS TRANSPORT
WATERTOWN 1	4K-HS	17	8:15 – 3:15	DANIELLE NELSEN	LESLIE MOLLESON	JENNY ADKINS NORA HERNANDEZ CRISTINA BECKER	MICHELLE PLAISANCE	PARENTS TRANSPORT
WATERTOWN 2	4K-HS	17	8:15 – 3:15	KATIE DAHMS	CARRIE EGGERT			
WATERTOWN 3	BK to BK	30	8:00 – 11:30 11:45 – 3:15	TRAVIS RICE	DANICA RUPNOW			BD: LYANN REICHERT BM: SHELLY RHODES WATERTOWN BUS
WATERTOWN 4	BK to BK	30	8:00 – 11:30 11:45 – 3:15	MARIA SCHMIDT	APRIL HEINE			
WESTOSHA1	BK to BK	32	8:15 – 11:45 11:45 – 3:15	ANN BEAM	ARIANNE GARCIA	QUALITY CATERING STAR HIGH	DOUSMAN BUS CO. (MID-DAY)	
WESTOSHA 2	BK to BK	31	8:15 – 11:45 11:45 – 3:15	CAROLYN ECKERT	STACEY INTHASOROT CRYSTAL JASTRAB			

SUPPORT STAFF

<p>Early Childhood Services Specialist: DANA BUSLER Early Childhood Specialist: JENNIFER GEISSMAN ERSEA Specialist: LISA STAFFORD Family & Community Partnership Specialist: LYNN SMITH Record Keeping Specialist: MARY DEGNER Westosha Center Director: JULIE OUMET</p>	<p>Federally Funded: 286 State Funded: 10</p>	<p>Office Secretary: DAWN JANKOWSKI Administrative Assistant / COPA Manager: SUE WESSELS</p>
<p>Rev. 09/10/2014 - scw</p>		

B. Program Design / Options

C. Head Start Summary / Total Line Item Costs (pages 1 - 4)



Office of Head Start

05CH5508 - Jefferson County Head Start / CESA 2
 FY2015 - 01/01/2015-12/31/2015 - Non-Competing Continuation

Head Start - Summary

Line Item Budget Total	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
	\$2,099,933	\$28,072	\$532,001	48

Personnel Total	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
	\$907,687	\$0	\$226,924	48

Personnel: Child Health and Development Personnel

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Program Managers and Content Area Experts	\$79,135	\$0	\$19,704	2
Teachers / Infant Toddler Teachers	\$219,605	\$0	\$54,901	12
Teacher Aides and Other Education Personnel	\$176,296	\$0	\$44,185	14
Health / Mental Health Services Personnel	\$14,515	\$0	\$3,629	0.5
Nutrition Services Personnel	\$50,285	\$0	\$12,571	5
Other Child Services Personnel - ERSEA Specialist	\$49,278	\$0	\$12,319	1.5
Total	\$589,114	\$0	\$147,309	35

Personnel: Family and Community Partnership Personnel

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Program Managers and Content Area Experts	\$40,831	\$0	\$10,207	1
Other Family and Community Partnerships Personnel - Family Advocates	\$37,629	\$0	\$9,407	2
Other Family and Community Partnerships Personnel - Bilingual Extended Service Worker	\$31,732	\$0	\$7,933	2
Other Family and Community Partnerships Personnel - Family Engagement Coordinator	\$28,367	\$0	\$7,092	1
Total	\$138,559	\$0	\$34,639	6

Personnel: Program Design and Management Personnel

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Head Start / Early Head Start Director	\$78,266	\$0	\$19,566	1
Clerical Personnel	\$16,830	\$0	\$4,207	1
Other Administrative Personnel - Center Director	\$16,172	\$0	\$4,043	0.5
Other Administrative Personnel - COPA Manager	\$14,515	\$0	\$3,603	0.5
Total	\$125,783	\$0	\$31,419	3

Personnel: Other Personnel

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Transportation Personnel	\$34,848	\$0	\$8,712	3
Other Personnel - Specialist	\$19,383	\$0	\$4,845	1
Total	\$54,231	\$0	\$13,557	4

Fringe Benefits

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$81,209	\$0	\$20,302	
Health / Dental / Life Insurance	\$342,029	\$0	\$85,507	
Retirement	\$88,725	\$0	\$22,181	
Other Fringe - Option Plan	\$52,650	\$0	\$13,162	
Total	\$564,613	\$0	\$141,152	

Travel

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Staff Out-Of-Town Travel	\$0	\$7,576	\$0	

Supplies

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Office Supplies	\$10,600	\$0	\$2,650	
Child and Family Services Supplies	\$15,300	\$0	\$3,825	

05CH5508

01/01/2015-12/31/2015

Non-Competing Continuation

Page 2

Delegat(e)s displayed in "Contractual - Delegate Agency Costs"

Submitted to Regional Office

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Food Services Supplies	\$2,600	\$0	\$650	
Other Supplies - Janitorial Supplies	\$9,500	\$0	\$2,375	
Other Supplies - transportation safety restrains	\$7,635	\$0	\$1,909	
Total	\$45,635	\$0	\$11,409	

Contractual

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Administrative Services (e.g., Legal, Accounting)	\$101,334	\$0	\$25,333	
Health / Disabilities Services	\$8,212	\$0	\$2,053	
Food Service	\$2,470	\$0	\$618	
Child Transportation Services	\$160,360	\$0	\$40,090	
Training and Technical Assistance	\$2,400	\$0	\$600	
Other Contracts - copy machines	\$15,061	\$0	\$3,765	
Total	\$289,837	\$0	\$72,459	

Other

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Rent	\$103,128	\$0	\$25,782	
Utilities, Telephone	\$21,360	\$0	\$5,340	
Building and Child Liability Insurance	\$4,320	\$0	\$1,080	
Building Maintenance / Repair and Other Occupancy	\$52,406	\$0	\$13,101	
Incidental Alterations / Renovations	\$3,500	\$0	\$875	
Local Travel	\$65,429	\$0	\$16,358	
Nutrition Services	\$400	\$0	\$100	
Child Services Consultants	\$8,820	\$0	\$2,205	
Volunteers	\$1,775	\$0	\$443	
Substitutes (if not paid benefits)	\$6,175	\$0	\$1,543	
Parent Services	\$8,280	\$0	\$2,070	
Publications / Advertising / Printing	\$4,000	\$0	\$1,000	
Training or Staff Development	\$0	\$20,496	\$7,018	
Other - Technology	\$12,568	\$0	\$3,142	
Total	\$292,161	\$20,496	\$80,057	

Direct Costs

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Direct Costs Total	\$2,099,933	\$28,072	\$532,001	48

05CH5508 01/01/2015-12/31/2015

Non-Competing Continuation

Page 4

Delegate(s) displayed in "Contractual - Delegate Agency Costs"

Submitted to Regional Office

D. Non-Federal Share / In-kind

Jefferson County Head Start Budget Justification
 Head Start Award \$2,128,005
 Non-Federal Share \$532,001

Budget Categories	Non-Federal Share Projection	Justification
Volunteers	<p style="text-align: center;">\$101,110</p> <p style="text-align: center;">\$832</p> <p style="text-align: center;">\$30,766</p> <p style="text-align: center;">\$10,976</p>	<p>Volunteer rate is calculated annually to represent position plus benefits.</p> <p>Volunteers (\$16.63) Parents or Community members who volunteer in the classroom, centers or at home working with groups or individual child to on school readiness or individual goals.</p> <p>Parent Committees(\$16.63) Parent Activity Committee, trainings, Fatherhood Committee.</p> <p>Community Volunteers(16.63) Librarians, University Students, Service Groups, Boy Scouts. In classrooms and special projects.</p> <p>Policy Council, Health Advisory, Education Committees(\$31.36)These committees advise and approve the programs policies and procedures including many aspects of the Federal Performance Standards.</p>
Community Provided In-Kind	<p style="text-align: center;">\$43,039</p> <p style="text-align: center;">\$1,323</p> <p style="text-align: center;">\$10,000</p> <p style="text-align: center;">\$16,334</p>	<p>Rent Reduction/Room Usage: rents are waived for 3 months, Rent Reduction based on the appraisal performed on the center locations. Additional classroom spaced provide within the center.</p> <p>Bookworms(\$1,323) Books provided monthly to children and monthly readers.</p> <p>Agency Donations: Kiwanis, United Way ext....</p> <p>General Donations: furniture, books, classroom supplies, ext...</p>
Professional Services	<p style="text-align: center;">\$15,000</p> <p style="text-align: center;">\$5,000</p> <p style="text-align: center;">\$15,000</p> <p style="text-align: center;">\$9,450</p>	<p>Dental Services: Dental exams are given to 120 students @ \$50 per student. Dental varnishes are provided to 150 students @\$60 per student. This included that dentist and hygienists fee.</p> <p>OT/PT/Speech: OT, PT , Speech and Early Childhood services provide to children with IEP's @\$27 per hour.</p> <p>Technology Services: All technology services are donated @ \$75 per hour for 200 hours per year.</p> <p>Bussing: Ten students receive bussing from a school district @ \$105 per child times 9 months.</p>
4K/State Collaborations	\$273,171	<p>4K Programs: Head Start provides a full day program in 3 school districts for 4K students. This money provides teacher salary, benefits and classroom supplies.</p>
Non- Federal Share	\$532,001	

E. T/TA Plan

Jefferson County Head Start/CESA #2 Training & Technical Assistance Fiscal Year 2015 Budget \$28,072

Jefferson County Head Start strives to ensure that all staff, parents, volunteers, and Governing bodies are well-trained and qualified for the jobs they perform. This T/TA plan addresses the goals set forth in the most recent Strategic Planning process, supports areas found needing improvement from the most recent Self-Assessment process and supports new initiatives that will ensure quality service delivery to the children and families served.

Contractual: \$10,875

- 1 Family Engagement Coordinator and 5 Family Advocates/Bilingual Family Workers will participate in PFCE trainings. = **\$1150.00**
- Wellness Trainings for all staff over 9 months = **\$1500.00**
- Conscious Discipline workshop for all staff = **\$1950.00**
- Conscious Discipline Parent Workshop = **\$700.00**
- Trauma Informed Care on-site training for all staff = **\$525.00**
- Family Service Credential Training for new staff = **\$800.00**
- Teaching Strategies GOLD Training for new staff = **\$600.00**
- Practice-Based Coaching Team (5 members) will attend PBC & TLC Training = **\$1500.00**
- Child Outcome Planning Administration Training for COPA Manager, Specialist & Center Director = **\$750.00**
- WIPFLI CPA's & Consultants Governing Bodies Training = **\$1000.00**
- Early Childhood Development/Disabilities training for staff and families = **\$400.00**

Travel: \$7,576

- In-state, 2 staff will attend the Family Service Credential Training (hotel/mileage) = **\$350.00**
- In-state, 2 staff will attend Teaching Strategies GOLD Training (hotel/mileage) = **\$250.00**
- Throughout the state, 18 staff will attend WHSA Quarterly Meetings (hotel/mileage) = **\$900.00**
- In-state, 18 staff will attend WHSA Annual Training Conference (hotel/mileage) = **\$1522.00**
- Out of state, 4 staff will attend Region V Conference in Chicago (hotel/mileage) = **\$1374.00**
- Out of state, 4 staff will attend PBC Training in Chicago (hotel/mileage) = **\$1650.00**
- Out of state, 3 staff will attend COPA Training (hotel/mileage) = **\$1200.00**
- In-state, 2 parents will attend WHSA Training Conference (hotel/mileage) = **\$350.00**

Other: \$9,621

- 2 Early Childhood Specialist, 1 Parent Engagement Coordinator, and 6 Family Advocates & Bilingual Family Workers will participate in Live Webinar Trainings presented by Shine Early Learning = **\$1150.00**
- Director, COPA Manager, Record Keeping Specialist, Education Staff, Health & Nutrition, Transportation, Family & Community Partnership staff, Parent & Staff Affiliate Representatives will attend 4 quarterly meetings/trainings presented by the Wisconsin Head Start Association. Trainings are held throughout the state. = **\$1080.00**
- Staff from various component areas of the program will attend the 2015 Wisconsin Head Start Association Annual Training Conference for an estimated 2-3 days = **\$5281.00**
- 4 Program Specialists will attend the Region V Training Conference in October = **\$1000.00**
- 2 Wisconsin Head Start Association Parent Affiliate Representatives will attend 4 quarterly meetings that are held throughout the state = **\$480.00**
- 2 Wisconsin Head Start Association Parent Affiliate Representatives will attend the 2015 Annual Training Conference for 3 days = **\$630.00**

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-14-05	2. Issuance Date: 10/07/2014
	3. Originating Office: Office of Head Start	
	4. Key Word/Phrase: Audit; Audit Supplement; Single Audit Act; OMB A-133; Annual Audit; Compliance Supplement; Five Year Grant NoA Condition	

INFORMATION MEMORANDUM

TO: Head Start and Early Head Start Grantees and Sub recipients

SUBJECT: 2014 Head Start Audit Compliance Supplement

INFORMATION:

Grantees are encouraged to share this Information Memorandum with their governing body and auditors to make sure that selected auditors are familiar with all applicable audit requirements.

Office of Management and Budget (OMB) Circular A-133 requires annual audits of states, local governments, and nonprofit organizations that expend \$500,000 or more from federal awards in a fiscal year. OMB Circular A-133 describes the non-federal entity's responsibilities for managing federal assistance programs and the auditor's responsibility with respect to the scope of audit. The grantee is also responsible to ensure that sub recipients (including delegate agencies) obtain an annual audit if they expend \$500,000 or more from federal awards in their fiscal year.ⁱⁱ Auditors are required to follow the provisions of OMB Circular A-133 and program-specific guidance found in the 2014 Compliance Supplement (Supplement). The 2014 Supplement applies to audits of fiscal years beginning after June 30, 2013. A link to the Supplement available in both Word and PDF follows:

http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2014

General Information for all Head Start Grantees and Sub recipients

All audited Head Start and Early Head Start grantees, including Early Head Start - Child Care Partnerships (EHS-CCP) (collectively "Head Start grantees"), their sub recipients, and their auditors should be familiar with general information applicable to all Head Start grantees contained in Part 1 – Background, Purpose, and Applicability; Part 2 – Matrix of Compliance Requirements; and Part 3 – Compliance Requirements. Part 4 – Agency Program Requirements and Part 4 – Department of Health and Human Services include audit guidance for program objectives, program procedures, information about compliance requirements specific to a program, and other useful information that does not fit in the other noted sections.

Audit Guidance for all Head Start Grantees and Sub recipients

Audit guidance for all Head Start grantees (CFDA 93.600) is found in the Supplement at pages 4-93.600-1 through 4-93.600-11. This guidance applies to all audited non-federal entities providing Head Start, Early Head Start, and/or EHS-CCP services.

Additional Guidance for Hurricane Sandy Head Start Disaster Relief Grantees and Sub recipients

In addition to guidance applicable to all Head Start grantees, recipients of Hurricane Sandy Disaster Relief funds (CFDA 93.095 and CFDA 93.096) must also comply with audit guidance found at pages 4-93.095-1 through 4-93.095-4.

Additional Guidance for EHS-CCP Grantees and Sub recipients

In addition to guidance applicable to all Head Start grantees, non-federal entities and sub recipients receiving EHS-CCP grants (CFDA 93.575) must comply with additional audit guidance found at pages 4-93.575-1 through 4-93.575-12. Recipients of new Early Head Start expansion grants that do not involve child care partnerships are not required to comply with the additional guidance found at pages 4-93.575-1 through 4-93.575-12.

Five Year Grant NoA Condition

All grantees receiving initial five year project period awards must participate in an Office of Head Start (OHS)-sponsored single audit webinar within six months of the start of the project period. Please see **IM 13-02: Five Year Head Start Project Periods** and the associated **A-133 Audit Training Webcast**.

Governing Body Involvement

The Head Start Act designates the governing body as the responsible entity for selection of the financial auditorⁱⁱⁱ and requires that all critical accounting policies be reported to the governing body.^{iv} The governing body must be allowed to review and approve the annual financial audit.^v Additional governing body audit responsibilities include monitoring the agency's actions to correct any audit findings and any other actions necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices.^{vi}

Grantees are required to provide accurate and regular information to the governing body about the financial audit^{vii} and appropriate training and technical assistance. Grantees must ensure that the members of the governing body understand the information they receive and effectively participate in oversight of the Head Start agency responsible for Head Start services.^{viii}

Grantees must effectively educate their governing bodies and fully involve them in the audit selection and the audit process as required by the Head Start Act. In addition to those previously mentioned, a number of resources exist to support grantees in meeting this requirement. Please see **IM 12-01: Choosing an External Auditor** and the webinar titled "**Auditing the Head Start Program as Part of Your Single Audit**" available on the American Institute of CPAs (AICPA) website: www.aicpa.org.

OHS encourages grantees to understand Head Start audit requirements, choose a qualified auditor, and fully involve the governing body to obtain high quality audit reports supporting effective fiscal and program operations.

Please direct any questions on this Information Memorandum to your OHS Regional Office. Thank you for all you do on behalf of Head Start children and families.

/ Ann Linehan /

Ann Linehan
Acting Director
Office of Head Start

Credit Card Purchases (August 12th, thru October 7th, 2014)

October 7th, 2014:

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

\$2,224.90	Groceries
354.76	Parent Reimbursement
281.01	Classroom Materials
167.99	Office Supplies
349.00	Technology
<u>446.54</u>	Local Donations/Supplies

Total: **\$3,824.20**

August 22nd, 2014:

\$ 36.89	Maintenance
33.14	Adult Food/Mtg.
<u>195.46</u>	Office Supplies

Total: **\$265.49**

Grand Total: \$4,089.69

Exxon/Mobil

\$300.48

Technology (Tierney Brothers)

Smart Board Purchases for Non-4K Classrooms

\$ 7,980.16 8 Smart Board 680

\$4,656.00 8 Epson Power Lite Projectors / 8 Mounts for Projectors

\$12,636.16

Family and Community Partnership Specialist Report – Lynn Smith

Preparations for the start of the new school year were completed in the month of August. The following activities were accomplished:

- 8 parent orientations were offered throughout the month. In addition, orientations were also offered during classroom open house the last week of August. Parents who could not attend these scheduled events were given the opportunity to meet individually with a staff member for the information.
- Enrollment screenings for new families continue on as needed basis individually.
- The agency hired a new part time family advocate for the Watertown center. She was previously employed as an advocate; she's very familiar with the program and is well respected by staff. The transition should happen without concerns.
- Caseloads for Family Advocates were determined: Full time are 63, 58, 41. Part time are 30, 31, 45. These will be changing as children are added or dropped.
- All staff attended the 2 day strategic planning meeting. The executive director of WHSA presented a thorough training, and all staff contributed to the current plan.
- All staff received training on Self-Reflective Practice, presented also by the WHSA executive director.
- Management staff started the 5 year grant application process.
- Final details for the FACES Project were put in place. The Head Start family services supervisor will be the contact person for the study.

September Updates:

- Six new parent orientations were offered across centers.
- Job postings were placed for the Westosha Family Advocate position.
- Katie Traut held 2 clinics for fluoride varnishes and dental screenings. Her 3rd clinic for screenings will be in October at the Westosha center. Her report will be included in the October update. The Kenosha health department will provide fluoride varnishes to children in Westosha.

- Shoes That Fit program was offered again this year from the First Congregational Church in Fort Atkinson. They will provide 36 children with new shoes and boots; the family advocates have completed the forms for children to participate.
- FACES enrollment specialist prepared our Hebron and Purdy staff for the upcoming children's assessment. Children were randomly selected to participate, parent consent was acquired, staff was instructed about the procedure. The FACES team will be at those centers the week of October 13th to do assessments.
- Watertown Public Health offered 2 days for physical exams. The family advocates helped parents access those appointments. A Spanish speaking advocate attended one of the days for translations.
- Family Demographics:

143: 2-Parent Families	144: Receive WIC
120: Single Families	184: Receive Food Stamps
10: Foster Parent	5: Receive SSI Benefits
4: Guardians	3: Receive Unemployment
11: Homeless	
39: Were Teen Parent with their first child	

ERSEA Specialist Report (Jefferson County) – Lisa Stafford

Enrollment: We are currently at full enrollment and within the 30 days allowed to replace dropped children. Although the total enrolled appears low, many children were placed at the beginning of October. We are challenged this year to obtain children in all locations. We have a waiting list of eligible children in Watertown and a large number of children on the waiting list in all locations, who are over the income guidelines.

Four applications were mailed, however many calls requesting applications were forwarded to Family Advocates who scheduled appointments and the families completed the application at the time of screening. Screenings continue to take place regularly, packets scored and children placed as quickly as possible.

Children are much more transient this year than in previous years. The most common reason is due to moving out of the service area, with attending another program (EC, 4K or full day child care) as a close second, we have also had several families with family/custody issues.

Recruitment Events:

- Recruit effort conducted in Jefferson business district – September 19th & 26th.
- Recruit effort conducted in Fort Atkinson residential and business areas by all staff – September 19
- Recruit effort conducted in Palmyra residential areas – September 19
- Area Grocery Stores Piggly Wiggly – Jefferson flyers and applications were made available at the checkout counters – September 19
- Gemuetlichkeit Days Parade – Sunday, September 14th, 2014 – Entered and participated in parade.

Contact was made with Alden Estates – Jefferson, Golden Living of Watertown and Ft. Atkinson. Labeled items will be provided for residents to hand out during upcoming trick or treat events at the end of October on either Sunday October 26 or Friday October 31st depending on the site. Materials were purchased for the Holiday parades in Jefferson, Watertown and Ft. Atkinson. Flags were purchased for the 4th of July parade in Watertown.

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

Enrollment: As of September 30, 2014

Beginning Enrollment	60
Ending Enrollment	63
Income Eligible	57
Over Income	6
Eligible Wait	0
OI Wait	4
Applications Receive	7

Recruitment Efforts:

See attached: **Recruitment Efforts**

Parent Involvement (Agency wide):

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

11 Community Volunteers were trained

Family Fun Night:

A goal of the agency is to increase attendance at Family Fun Nights. September's Family Fun Night for the agency was "Block Party".

Center Attendance

Westosha-50%

45 Day Report:

As of October 10, 2014

Physicals

- New children-7 children with no physicals, of the 7- 4 have had them and we are waiting results.
- Returning families- 4 children have expired physicals. Two have them and will bring in, two will schedule appointments.
- All families have been notified in writing and in person of their child's outstanding medical needs.

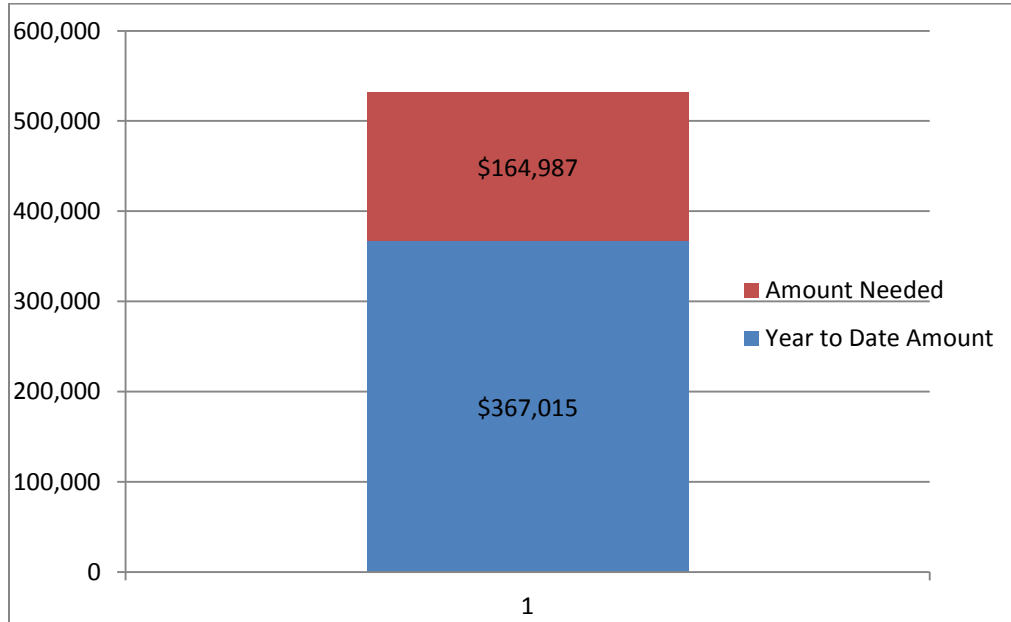
Lead or Hemoglobin

- There are 11 outstanding lead or hemoglobin results.
- 6 of these are pending or will be given or faxed.
- The remaining five have been notified and say they will comply.
- All families have been notified in writing, by the classroom teachers and by the center director of their child's outstanding medical needs.

IN-KIND REPORT

Total Needed	\$532,002
Amount Received Year-to-date	\$367,015
Amount Needed	\$164,987

In-Kind Report
October, 2014
\$532,002



Recruitment Efforts

Summer:

- door-to-door(ongoing all summer)
- Information at WIC with staff(Every 1st, 2nd and 3rd Thursday all summer)
- Silver Lake Parade(Memorial Day)
- Recruitment info in Westofthel and The Reporter(ongoing all summer)
- The Sharing Center Facebook Page(every couple weeks)
- Our Facebook Page(every couple of weeks updated)
- Grocery Store Fliers(July)
- Health Department(new info and contact may in May and August)
- Family Night Out(Twin Lakes in August)
- Information and tri-boards at all schools registrations(August)
- Mailings to 4K students at Trevor and Wheatland.(This generated many calls)
- Info given and updated at area gas stations, libraries and dollar stores.

September

- Fliers given to Salem Grade School for 4K-4th grade and Bristol.
- Luisa's and Tenuta's fliers to put on their pizza boxes.
- WIC

Fliers posted at:

- Wilmot Gas Station
- Wilmot Post Office
- Cowmark Café
- Grumpy's Pup
- Trevor Gas Station

- Kelly's Wash Tub
- Pizza Time
- The Sharing Center
- Subway
- Twin Lakes Post Office
- Local Folks
- St.Vincent's De Paul
- Touch of Class
- Wheatland Post Office
- Foxy's Bar

Early Childhood Education Specialist Report - Jennifer Geissman

CLASS observations were started in classrooms, and will be completed by October 24th.

Teaching Strategies GOLD observations – During the month of September 2,358 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.

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.

Westosha Specific Information:

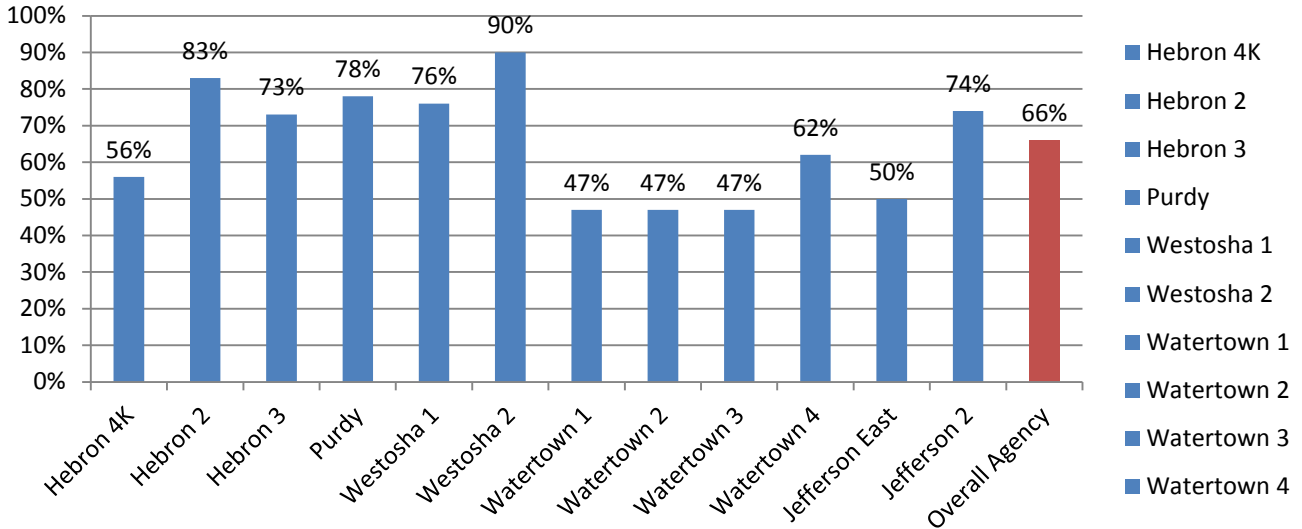
Starting the school year, two parents expressed concerns on two students whose parents have Mental Health concerns. Five children entered the program with IEPs in place. Primary is speech/language delays and one child has a primary diagnosis of speech/language, and was recently diagnosed with Autism.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

Parent Participation Data 2014-2015

Classroom Events

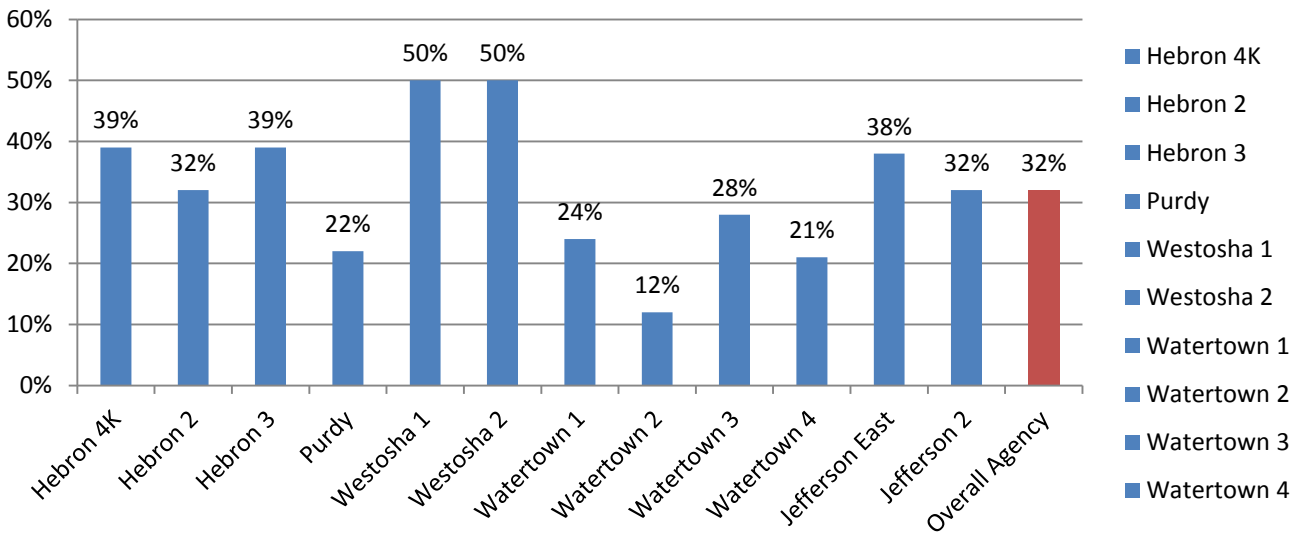
August – Open House Event

Families in Attendance



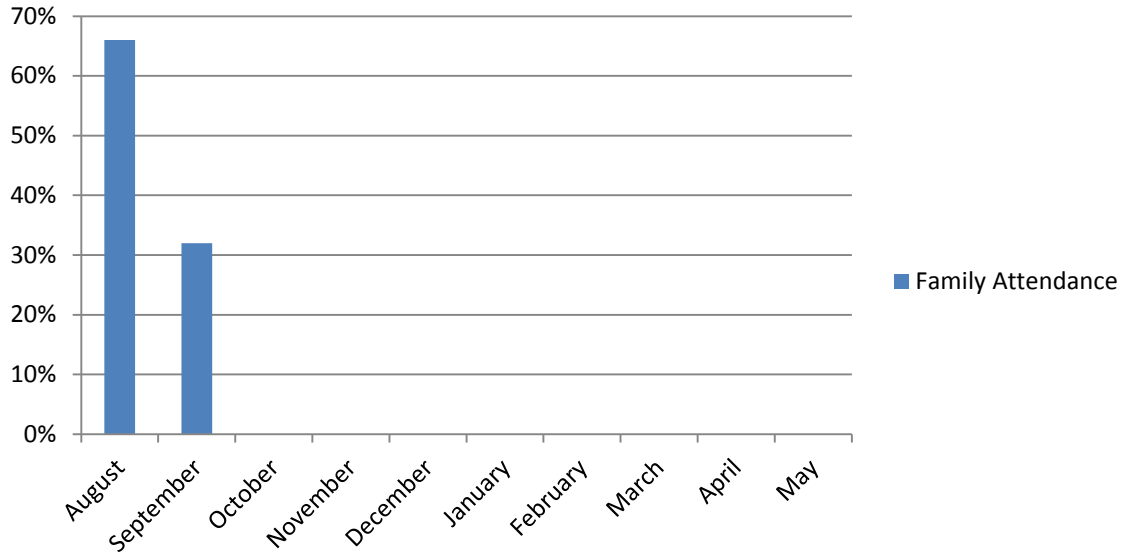
September – Family Fun Night

Families in Attendance



Monthly Overall Agency Comparisons

Family Attendance



August: **Open House Event**

September: **Block Party**

October: **Fall Festival**

Early Childhood Education Specialist Report – Dana Busler

Number of Teachers: 10

Number of Assistant Teachers: 11

Number of Classrooms: 10

Classroom Concerns:

- Transportation coming to and from school.

Progress toward goals:

- Started a new school year with staff and children in place.

Center/Staff Issues:

Professional development:

- Completed PBC coaching training.
- Introduced TLC groups and PBC coaching to all teachers.

Parent Contacts:

- Phone conversation with parent concerned about child's attention and developmental needs.
- Attended B-3 transition meeting.

Concerns based on classroom observation

- Completed initial classroom checklist for all classrooms.

Classroom Request for Support:

- Received 0 requests for support.

Referrals:

- One referral made for an incoming student after completing his DIAL.

Substitute Hours:

- Sub hours needed: 4.

Successes:

- Completing DIALS for incoming children.