



Regular Meeting of the Board of Control
 Date: Tuesday, October 6th, 2015
 Location: CESA 2 Conference Room 111 at 7 pm
 Minutes

Committee	Members
Audit	Tom Bush, Michelle Dunn, Jaye Tritz (chair) Jim Wahl
Personnel	Beverly Fergus, Nancy Thompson (chair), and Marian Viney
Policy	Jim Bousman, Ron Buchanan, Barbara Fischer (chair), and Evelyn Propp
AESA Annual Conference Attendees	Tom Bush, Barbara Fischer and Nancy Thompson
WASB Delegate and Alternate	
WASB CESA Board Members Breakfast	

#	Item	Minutes	Action
1.	Call to Order/Announcement of Compliance with Open Meeting Law	Ms. Thompson called the meeting to order at 7:05 pm. Dr. Albrecht confirmed that the meeting is in compliance with the Open Meeting Law.	Time: 7:05 pm
2.	Roll Call	<p>Present: Jim Bousman Ron Buchanan Tom Bush Barbara Fischer Nancy Thompson Jaye Tritz Marian Viney Jim Wahl</p> <p>Absent: Michelle Dunn Beverly Fergus Evelyn Propp</p> <p>Also present: Dr. Gary Albrecht Nicole Barlass Bill Barrow</p>	

		Tracy Elger	
3.	Review and Approve Agenda	Ms. Barlass noted that the contract for Deb Hall in the consent agenda should be a consultant contract. Ms. Thompson asked if there were any items anyone would like moved to the regular agenda. No requests were made. Ms. Fischer made a motion to approve the agenda with the revision to the type of contract with Deb Hall in the consent agenda. Mr. Bush seconded the motion. The motion carried 8:0.	Motion: Fischer Second: Bush Motion carried 8:0
4.	Consideration of Board Member resignation and replacement	Dr. Albrecht shared Ms. Dunn's letter of resignation from the Board and noted that there is likely a replacement member from Wisconsin Heights, who was unable to attend tonight. Mr. Buchanan made a motion to approve Ms. Dunn's resignation from the CESA 2 Board of Control. Ms. Tritz seconded the motion. The motion carried 8:0.	Motion: Buchanan Second: Tritz Motion carried 8:0
5.	Audit Committee Report and Payment of bills	Ms. Tritz read the audit report. She noted that the balance was \$1,544,345.20 as of August 31, 2015. There were cash receipts of \$944,395.07 and cash disbursements of \$1,147,280.46, leaving a balance of \$1,341,459.81 as of September 30, 2015. Ms. Tritz made a motion to approve the report and pay the bills. Ms. Viney seconded the motion. The motion carried 8:0.	Motion: Tritz Second: Viney Motion carried 8:0
6.	Approval of Minutes from the Regular Board of Control Meeting on September 15, 2015	Ms. Thompson noted that there were some who attended the meeting who were not listed in the minutes and that it should be noted that Ms. Wieland outlined the application for the 5 Year Continuation Grant. Ms. Barlass noted that she would make these corrections. Mr. Buchanan made a motion to approve the minutes with the corrections. Mr. Wahl seconded the motion. The	Motion: Buchanan Second: Wahl Motion carried 8:0

		motion carried 8:0.	
7.	Citizen Input	There was no citizen input.	
8.	Determination of WASB Delegate and Alternate	Ms. Fischer agreed to serve as the delegate and Mr. Bousman agreed to serve as the alternate. Mr. Wahl made a motion to approve Ms. Fischer as the WASB Delegate and Mr. Bousman as the WASB Alternate. Mr. Buchanan seconded the motion. The motion carried 8:0.	Motion: Wahl Second: Buchanan Motion carried 8:0
9.	Determination of attendance at WASB CESA Board Members Breakfast	Mr. Bousman, Mr. Bush, Ms. Fischer, Ms. Thompson and Ms. Viney indicated that they would attend the WASB/CESA Board Members Breakfast.	
10.	Reports Agency Administrator Financial Director Director of Programs & Services Director of Resources Jefferson County Head Start	Please see the attached reports from the Agency Administrator and Jefferson County Head Start. Financial Director: Mr. Barrow shared the thirty-one year fund balance history, with the amounts for 2014-2015 as of June 30, 2015. Mr. Buchanan asked what percentage Mr. Barrow tries to keep the fund balance at. Mr. Barrow noted that he's most comfortable with the fund balance percentage at 12-15%. He noted that the auditors will be back October 14, 2015 – October 16, 2015. Director of Programs & Services: Ms. Elger noted the work she's doing preparing new PDP reviewers. She will hold trainings at CESA 2, Whitewater Unified School District, Wilmot UHS School District and Waunakee School District. She noted that there is now a 5 year license for PDP reviewers, which replaces the previous lifetime license. Ms. Elger noted that she is pleased to report that DPI has been reaching out to CESA 2 staff to co-develop trainings and programs. She noted that she is working on the co-	

		<p>teaching workgroup at DPI and will be presenting at CESA 12 on co-teaching. She also noted that Sid Larson, one of CESA 2's literacy consultants, has a video on DPI's website on the topic of disciplinary literacy. This helps to give CESA 2 a statewide and nationwide presence. She noted that a focus for this year will be pricing our services.</p> <p>Director of Resources: Ms. Barlass noted that they were in the process of negotiating with the top candidate for the Title I Network Coordinator position and hoped to bring a recommendation for employment to the Board in November. She noted the support CESA 2 staff will provide to school districts in completing the Fall Staff Report (PI-1202). She noted that a hot button issue this year is the increased push by DPI for school districts to report all sub-contracted staff including bus drivers. Ms. Barlass discussed the work she, Ms. Elger, Cindy Derenne and Rachel Smith are doing to streamline the contract process for consultants to provide direct services to school districts, outside of the annual service contracts. She noted the work that AmeriCorps VISTA member Jena Schnabel is doing and that she'll plan to have Ms. Schnabel share her work at the November Board meeting. Ms. Barlass explained that they are in the process of creating cesa2.org email addresses in Google for Head Start staff. She also noted that she and Ms. Elger will be proposing the option of creating a Special Education consortium for Walworth County at the next regional meeting. Finally, she discussed the work done creating new workspaces, a new conference room and the new copiers that were installed.</p>	
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11.	Action items (consent agenda):	Mr. Buchanan made a motion to approve the items in the consent agenda. Ms. Viney seconded the motion. The motion carried 8:0.	Motion: Buchanan Second: Viney Motion carried 8:0
	Consultant contract	Deb Hall, Non-Violent Crisis Intervention presenter, for 10 NVCI sessions in 2015-2016	
	Increase in time	Sandy Cook, School Social Worker, Union Grove Special Education Consortium, increase from 80% FTE to 100% FTE, retroactive to the beginning of the 2015-2016 school year.	
	New hires	Erin Bode, School Social Worker, 80% FTE, Union Grove Special Education Consortium Deborah Kabler, Instructor, Driver Education Travis Ray, Construction Night Class Instructor, Wisconsin FAST Forward Grant II	
12.	Jefferson County Head Start – New Hire	Mr. Wahl made a motion to approve the hiring of Lacy Vosen, Teacher – full time. Mr. Bousman seconded the motion. The motion carried 8:0.	Motion: Wahl Second: Bousman Motion carried 8:0
13.	Jefferson County Head Start – New Hire	Ms. Tritz made a motion to approve the hiring of Amanda Jones, Assistant Teacher, Full Time, Limited Term Employee. Mr. Bush seconded the motion. The motion carried 8:0.	Motion: Tritz Second: Bush Motion carried 8:0
14.	Cracker Barrel	Ms. Fischer noted some issues involving sports teams in Elkhorn and the successful cultural exchange with some Chinese students. Ms. Viney noted that Belleville is pursuing some potential building options.	

15.	Adjourn	Mr. Buchanan made a motion to adjourn the meeting at 8:27 pm. Mr. Wahl seconded the motion. The motion carried 8:0.	Motion: Buchanan Second: Wahl Time: 8:27 pm Motion carried 8:0
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October 6th, 2015

CESA 2 BOARD OF CONTROL

Administrator's Report

Gary L. Albrecht, Agency Administrator

1. On October 20th-21st members of our CESA 2 leadership team will be traveling to Minneapolis to participate in Dr. Duncan Simester's Business Strategy Framework for ESAs. Dr. Simester is a professor at MIT. The purpose of the workshop is to have teams from ESAs work with Dr. Simester to learn the application of business principles to actual examples from the ESA organizations.

CESA 2 participants will include: Tracy Elger, Bill Barrow, Nicole Barlass, Gary Albrecht, Al Jaeger, Gail Anderson, Leslie Steinhaus, and Ed O'Connor. There will be follow-up support and technical assistance as ESAs return home to work on their plans. Bill and Tracy attended a Simester event last year and were impressed with his work. A team from CESA 6 (Oshkosh area) will also be participating.

2. Last Thursday, one-half of our CESA 2 districts were represented at the Legal Seminar presented by Strang and Associates. We held this meeting on our regular PAC meeting date so that superintendents did not have to be concerned about leaving their districts for an additional day.

In the afternoon, about a dozen districts were represented as Al Jaeger, Associated Financial Group provided an update on the Affordable Healthcare law and provisions that need to be considered now and in the future. It was the second of four such meetings that Mr. jaeger is holding in the CESA 2 region.

3. Please note that the CESA 2 Board of Control meeting in November will be held on November 10th.
4. Nicole Barlass and I traveled to Madison on Monday afternoon to meet with WCER leaders regarding continued work between the CESAs and WCER.
5. I have been working with Nancy Thompson to find a replacement for Michelle Dunn, Mount Horeb who is resigning from the Board of Control.

Jefferson County Head Start / CESA #2
Directors Report to the Board of Control and Head Start Policy Council
October 6th & 19th 2015

Director's Report - Mary Anne Wieland:

MONITORING REVIEW SCHEDULE

Based on our 5 year grant start date, the Comprehensive monitoring schedule for our program is indicated below. After the completion of each review event a report will be received of the results.

MONITORING REVIEW SCHEDULE FOR GRANT # 05CH8500
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Funding Year 2016	Environmental Health and Safety
Funding Year 2017	CLASS
Funding Year 2018	Fiscal Integrity, Leadership, Governance, Management Systems, Comprehensive Services and School Readiness.
Funding Year 2019	Evaluation & Determination

*The proposed schedule is subject to change at the discretion of the Office of Head Start.

On October 16th, 2015 a letter was drafted and sent to the Head Start Office inviting the Director to participate in a planning call so that we could be prepared for a on-site Environmental Health and Safety Monitoring Review.

The review is scheduled to take place on November 17th & 18th, 2015.

Attached with this report is the letter and the link to the FY 2016 Office of Head Start Environmental Health and Safety Monitoring Protocol for your review. (<http://orgs.wku.edu/ttas/docs/resources/protocols/envhs-fy2016.pdf>)

The program and its entire staff have been diligently working to prepare for the upcoming review. With that said it is critical that we are realistic in acknowledging that most Head Start centers are located in older buildings that may not be able to meet every requirement of the review team. To date, many upgrades are taking place, however, the turnaround time from receipt of the letter to the on-site review may not allocate sufficient time to make all updates. Some, of course, are cost prohibitive. It should be noted that all centers are State of Wisconsin Day Care licensed and in compliance with state regulations.

The program will continue to prepare above and beyond the normal work day/hours.

The December Directors report will update the Board of Control and Policy Council on any information shared from the review.

FEDERAL INFORMATION MEMORANDUMS

(2) Information Memorandums are included in this report.

The memorandums are entitled:

- 1) Key Words: Child Safety, Supervision; Active Supervisor; Transitions
- 2) Key Words: Child Abuse, Child Neglect, Mandated Reporting

Credit Card Purchases – September 9th to October 19th, 2015

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

(No Purchases)

KWIK Trip (Parent Reimbursement, Other)

09/09/2015:

\$74.44	(Account: 408 – Local grant beverages (snacks for parent activities))
\$200.00	(Gas cards / Parent Reimbursement for attending parent educational activities)
<u>\$59.29</u>	(Fuel / Head Start Transportation Activity)
\$333.73	

Program Specialist Report - Mary Degner:

CACFP

In September, children were in school for 17 days.

Total meals for September are:

Breakfast – 2,798

Lunch – 3,752

Snack – 2,657

Total meals served: 9,207

We received a reimbursement of \$19,286.30.

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.

**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	18,395.20
Claim Date:	09/01/2015	- Advance	0.00
Non-needy Category:	0	- Meal Overpayment Rec.	0.00
Reduced Category:	0	= Meal Reimb. bal. due.	18,395.20
Free Category:	270	+ Cash in Lieu (CIL)	891.10
Total Number of Enrolled Children:	270	- CIL Overpayment Rec.	0.00
Number of Days of Service:	17	= CIL Reimb. bal. due.	891.10
		Total	19,286.30
		Voucher No.	16620
		Date Submitted:	10/05/2015
		Date Processed:	10/07/2015
		Date Paid:	10/19/2015

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
2,798	0	3,752	2,657	0	0	0	0	9,207

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	17	52	558	0	874	0	623	0	0	0
9525	0	0	90	90	17	81	1,066	0	1,371	0	871	0	0	0
9526	0	0	50	50	17	45	362	0	758	0	362	0	0	0
9531	0	0	18	18	17	17	288	0	287	0	278	0	0	0

10301	0	0	18	18	17	18	292	0	0	0	290	0	0	0
11383	0	0	31	31	17	28	232	0	462	0	233	0	0	0

ERSEA Specialist Report – Lisa Stafford:

Enrollment:

As of September 30, 2015 there are **220** children on class lists and **13** openings for Jefferson County. There were **13** children who dropped due to moving and attending other programs we have 30 days to replace children and are still within the replacement time frame.

There are **3 income Eligible and 34 Over Income** on the waiting list.
9 requested applications.

Recruitment Activities

Junk Parade Labor Day Rome/Sullivan

Jefferson County Resource guide

Applications available at all open houses for Head Start classrooms

Grocery Bags decorated

Applications and brochures to Jefferson County Health Department and WIC

Presentation was given to the Women of the Moose organization. They will donate 1 -2 baskets of items each month at the family fun night for a drawing of those in attendance.

Center Directors Report (Westosha) – Julie Ouimet

September 1 Enrollment	60
Drops or no-show	10
Application/Contacts	9
Screenings	2
Children Placed	2
Income Eligible	53
Over Income	7
Eligible Wait	0
OI Wait	2

Recruitment Efforts:

- Door to Door Canvassing
- Flyers and applications at WIC
- Flyers given to area schools for children in grades 4K-4th grade
- A presentation was give to FAST, a parent involvement program at Wheatland.
- Two articles about Head Start were in Westofthel.com
- Multiple contacts were made to the local free paper asking for a picture, and or an article to run. Nothing has been in as of this date.
- A contact was made with a retired speech teacher who took our information to Wheatland Center School to promote our program.

Strategic Planning Goals:

Increase dental contracts in our service area.

Our family advocate has been successful in creating an addition partnership with an area dentist. This is form the purpose of exams for our children at a reduced rate and emergency dental care. Contacts have also been made with Kenosha Community Dental. They are the only dental provider in our county that accepts the state medical assistance insurance. They have agreed to come out to our center to do free dental exams. We have yet to get this in writing so we are still hopeful.

Increase parent involvement in recruitment:

We have decided to begin our parent recruitment committees earlier this year. We will start the first meetings in November with a follow-up in February. Our staff recruitment committees are beginning now. They will join with the parent committees later on.

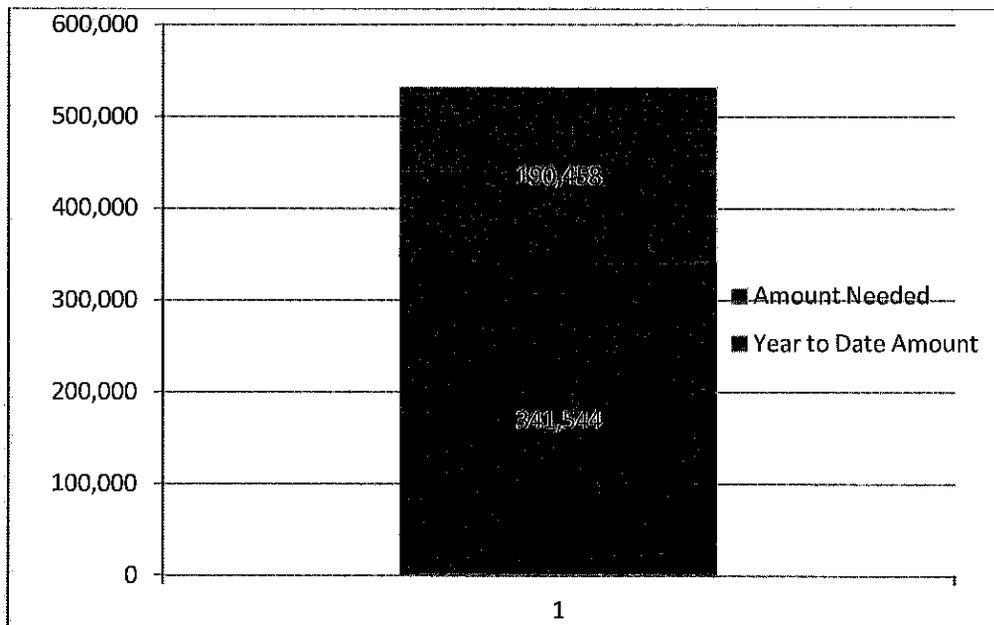
Parent Involvement:

Whitewater students have been trained	20
Parents have been trained	4
Parent Volunteers in September	32
Community Volunteers in September	4
Total Volunteer hours for September	186

IN-KIND REPORT

Total Needed	\$532,002
Amount Received Year-to-date	\$341,544
Amount Remaining	\$190,458

In-Kind Report
September 2015
\$532,002



Mary Anne Wieland

From: Jennifer Johnston [jjohnston@DANYA.com]
Sent: Friday, October 16, 2015 4:34 PM
To: mwieland1@sbcglobal.net
Subject: Cooperative Educational Service Agency #2?05CH8500 Environmental Health and Safety Monitoring Review Planning Call

To: Ms. Mary Anne Wieland
Cooperative Educational Service Agency #2/05CH8500
1541 Annex Road
Jefferson, WI 53549-9618

Dear Ms. Mary Anne Wieland,

I would like to formally introduce myself as the Content Area Lead (CAL) for your upcoming on-site Environmental Health and Safety Monitoring review, scheduled to occur **November 17-18, 2015**.

I would like to schedule a planning call with you within the next few days regarding the logistics for your program. I would like to propose **Thursday, October 22, 2015 at 2:00 pm CST**. Please let me know if this time will work with your schedule, and if not, please propose an alternate time to talk. Please allow approximately 45 minutes for the call.

Your input is critical and your knowledge about your program operations and services is valuable to the planning process. I am looking forward to establishing a successful partnership that will make this review experience a positive one.

For documents and support related to your monitoring visit you can visit the Virtual Expo at:-
<http://eclkc.ohs.acf.hhs.gov/hslc>

If you have any questions prior to our call, please feel free to contact me by phone or email at any time. I am looking forward to working with you and speaking with you soon.

Jennifer (Jen) Johnston
Content Area Lead Environmental Health & Safety (Offsite CST)

Danya International, Inc.
8737 Colesville Rd | Suite 1100 | Silver Spring, MD 20910
Phone: 301.717.1646
jjohnston@danya.com
www.danya.com



Mary Degner

From: Office of Head Start [no-reply@hsicc.org]
Sent: Friday, September 18, 2015 11:30 AM
To: mdegner1@sbcglobal.net
Subject: ACF-IM-HS-15-05 Supervision and Transitions

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U.S. Department of Health & Human Services Administration for Children & Families

OFFICE OF HEAD START

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-15-05	2. Issuance Date: 09/18/2015
	3. Originating Office: Office of Head Start	
	4. Key Words: Child Safety; Supervision; Active Supervision; Transitions	

INFORMATION MEMORANDUM

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

SUBJECT: Supervision and Transitions

INFORMATION:

The Office of Head Start (OHS) asks all Head Start and Early Head Start program leaders to remind staff to prioritize children's safety by providing continuous supervision. Governing bodies, Tribal Councils, Policy Councils, directors, and managers must create a culture of safety within their programs. Everyone shares responsibility for keeping children safe. Grantee staff must ensure that "no child will be left alone or unsupervised while under their care" (45 CFR1304.52 (i)(1)(iii)).

OHS has received reports about children being left unsupervised inside and outside of Head Start programs, as well as on playgrounds and buses. These incidents are a grave concern for programs, OHS, and the families who entrust their children to Head Start care. Leaving children unsupervised increases the risk of serious injuries and emotional distress. Children who leave the Head Start facility alone may be exposed to further danger.

At the regional level, OHS responds to these incidents by contacting the grantee to gather information regarding the context, circumstances, and follow-up actions, including whether the incident has been reported to the appropriate licensing entity. Regional Offices also request copies of relevant documentation, such as communication with the family of the child or children involved, licensing reports and investigations where applicable, written procedures and related training records, and actions taken by the program in response to the incident.

On the local level, OHS recommends that each grantee's governing body (the Tribal Council in Region XI) and Policy Council work with program management to develop and communicate an agency-wide child supervision plan. The plan should build a culture of safety by ensuring that each person understands his or her role in keeping all enrolled children safe, and that child-to-staff ratios are maintained at all times.

Active supervision is a set of strategies for supervising infants, toddlers, and preschool children in the following areas: grantee, delegate, and partner classrooms; field trips and socializations; family child care homes; and on

playgrounds and school buses. Grantees should include action steps to implement each active supervision strategy in their child supervision plans. These six strategies work together to create an effective approach to child supervision.

- Set up the environment to supervise children at all times. This may include developing and posting a daily classroom schedule for children, teachers, substitutes, and volunteers to follow that helps to keep the day predictable. The height and arrangement of classroom furniture and outdoor equipment should be considered to allow effective monitoring and supervision of children at all times.
- Position staff to see and reach children at all times. Plans can include staffing charts that identify the teacher responsible for each area or activity and his or her duties during transitions before and after an activity.
- Scan the environment, including assigned areas of the classroom or outdoor area, and count the children. Staff need to communicate with each other so everyone knows where each child is and what each one is doing. This is especially important in play areas and on the playground when children are constantly moving.
- Listen closely to children and the environment to identify signs of potential danger immediately. Listen to and talk with team members, especially when a staff person or a child has to leave the area, so that staff knows where other staff are located.
- Anticipate children's behavior to give children any needed additional support, especially at the start of the school year and during transitions. Children who wander off or lag behind are more likely to be left unsupervised.
- Engage and redirect when children are unable to solve problems on their own. Offer different levels of assistance according to each individual child's needs.

Transitions are often the most challenging times to supervise children. To prevent children from being left unsupervised, program plans should include specific strategies for managing transitions throughout the day, such as when children arrive, leave, or move from one location to another within a center. Some examples may include:

- Develop specific plans for regular routines, such as drop-off and pick-up times, including staff assignments (who will monitor the door, etc.).
- Ensure teachers, teachers' aides, and volunteers know when transitions will take place and are in position to provide constant supervision.
- Discuss how the team will adjust to maintain appropriate adult-to-child ratios at all times, including when a teacher needs to leave the room.
- Ensure parents understand their responsibilities during drop-off and pick-up of their child, and be alert to and communicate potential child wanderings as needed.
- Limit the amount of time children are waiting in line to transition.
- Reaffirm to children what adults expect during transitions.
- Include plans for irregular times, such as when a center closes early due to weather or an outside door is open to allow the delivery of supplies.

Programs should report incidents of unsupervised children to the Regional Office of Head Start within three days of the incident, including, where applicable, any reports made or information shared with child welfare agencies, state licensing bodies, and parents. Regional Offices will provide technical assistance, as appropriate.

Programs are busy, active places. Head Start grantees that develop and use child supervision plans include roles for everyone to create a culture of safety where children can learn and grow.

Please contact your Office of Head Start Regional Office for more information on child safety, active supervision, and transitions.

/ Blanca E. Enriquez /

Blanca E. Enriquez

Director
Office of Head Start

Resources:

For more information on these strategies, check out the **Active Supervision** page on the Early Childhood Learning and Knowledge Center (ECLKC).

Programs can also refer to **ACF-IM-HS-14-04 Bus Transportation and Safety** and **ACF-IM-HS-09-06 Safety of Children**.

Office of Head Start (OHS) | 1250 Maryland Avenue, SW | 8th Floor Portals Building | Washington, DC 20024
<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | [Contact Us](#)

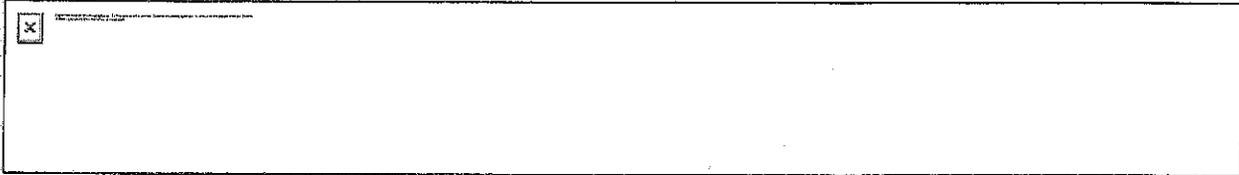
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Mary Degner

From: Office of Head Start [no-reply@hsicc.org]
Sent: Friday, September 18, 2015 11:00 AM
To: mdegner1@sbcglobal.net
Subject: ACF-IM-HS-15-04 Mandated Reporting of Child Abuse and Neglect

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ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-15-04	2. Issuance Date: 09/18/2015
	3. Originating Office: Office of Head Start	
	4. Key Words: Child Abuse; Child Neglect; Mandated Reporting	

INFORMATION MEMORANDUM

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

SUBJECT: Mandated Reporting of Child Abuse and Neglect

INFORMATION:

Reporting suspected abuse or neglect can protect a child—it can even save a child's life. Additionally, such reports can result in families benefiting from needed social services.

All Head Start and Early Head Start staff persons are "mandated reporters." As mandated reporters, staff members working for Head Start and Early Head Start programs are legally obligated to report suspected child abuse or neglect to the appropriate state child protection agency (see below for information about reporting requirements for Tribes*).

Staff persons are required to report incidents where there is a reasonable suspicion that abuse or neglect has occurred or there is a substantial risk that abuse or neglect may occur, either in the care of a Head Start agency or outside of the program. It is not the responsibility of the staff person or the program to investigate whether abuse or neglect actually occurred, but rather to report probable incidents. In fact, programs and individuals must not attempt to investigate; to do so can jeopardize the accuracy of the official investigation conducted by child protective services. Any employee who is the subject of a reported case of abuse or neglect must be removed from contact with children during the state investigation and until the charge is fully resolved.

To make a report, employees of non-tribal Head Start programs must first call the state's designated reporting hotline. Most states have toll-free numbers designated to receive and investigate reports of suspected child abuse and neglect. Tribal Head Start programs must identify the reporting agency for their jurisdiction.

Individuals reporting suspected child abuse or neglect will be asked for specific information, such as:

- The child's name and location
- The name and relationship (if known) of the person you believe may have abused or is abusing the child
- What you have seen or heard regarding the abuse or neglect

- The names of any other people who might know about the abuse
- Your name and phone number (voluntary)

Staff who need help identifying the correct agency to place the report can call the **National Child Abuse Hotline** at 1-800-4-A-CHILD (1-800-422-4453). It is important to note that calling the National Hotline does not substitute for mandated state reporting to the appropriate agency.

*American Indian Tribes must report child abuse to the local child protective services agency or the local law enforcement agency. Whether the local agencies are tribal, state, or federal depends on the local jurisdiction divisions in the area. There is also a Bureau of Indian Affairs (BIA) Indian Country Child Abuse Hotline, 1-800-633-5155, but this number does not replace calling the local child protective services agency or the local law enforcement agency.

All Head Start programs must have internal procedures in place for staff to report suspected cases of child abuse and neglect. Procedures should also include notification to the program's Regional Office immediately when a staff member or volunteer causes an incident or suspected incident. Agencies must provide training in methods for identifying and reporting suspected child abuse and neglect (45 CFR 1304.52(i)(3)(i)). Agencies may find it useful to provide employees and volunteers with an instruction sheet about the types of child abuse (physical, emotional, sexual, and neglect), signs of abuse, the agency's policy of reporting, as well as a summary of the state child abuse reporting statute. To see how your state addresses this issue, visit the **State Laws on Child Abuse and Neglect page** of the Child Welfare Information Gateway website.

Head Start programs are strongly reminded that staff, consultants, and volunteers are prohibited from engaging in corporal punishment, emotional or physical abuse, or humiliation of children at any time (45 CFR 1304.52(i)(1)(iv)). Head Start children should feel safe in the program setting at all times. Disciplinary action towards children cannot involve isolation, the use of food as punishment or reward, or the denial of basic needs (45 CFR 1304.52(i)(1)(iv)).

Early childhood development practices encourage staff to use prevention and redirection methods for disruptive behavior. In addition, Head Start Programs should determine the root cause of the behavior to ultimately resolve the matter. All Head Start and Early Head Start programs must have mental health consultants available who can assist them in identifying the causes of children's challenging behavior and implement appropriate strategies to ensure children and staff are safe.

Please contact your Office of Head Start Regional Office for more information on child abuse and neglect.

/ Blanca E. Enriquez /

Blanca E. Enriquez
Director
Office of Head Start

Resources:

- **National Organizations that Protect Children and Promote Healthy Families**
- **Preventing Abuse of Children with Cognitive, Intellectual, and Developmental Disabilities**
- **When Children Are at Risk: Promoting Healthy Families in Your Community**

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