



Regular Meeting of the Board of Control  
 Date: Tuesday, March 21<sup>st</sup>, 2017  
 Location: CESA 2 Conference Room 111 at 7:00 pm  
 Minutes

Committee	Members
Audit	Tom Bush, Jaye Tritz (chair), and Jim Wahl
Personnel	Bev Fergus, Barb Fischer, Nancy Thompson (chair) and Marian Viney
Policy	Cindy Beuthin, Jim Bousman, Ron Buchanan and Evelyn Propp
WASB Delegate and Alternate	Barb Fischer (delegate), Marian Viney (alternate)
WASB CESA Board Members Breakfast	Tom Bush and Marian Viney

#	Item	Minutes	Action
1.	<b>Call to Order/Announcement of Compliance with Open Meeting Law</b>	Ms. Thompson called the meeting to order at 7:07 pm. Dr. Albrecht confirmed that the meeting is in compliance with the Open Meeting Law.	<b>Time: 7:07 pm</b>
2.	<b>Roll Call</b>	<p><b>Present:</b>            Cindy Beuthin            Jim Bousman            Ron Buchanan            Tom Bush            Barb Fischer            Nancy Thompson            Marian Viney            Jim Wahl</p> <p><b>Absent:</b>            Bev Fergus            Evelyn Propp            Jaye Tritz</p> <p><b>Also present:</b>            Dr. Gary Albrecht            Nicole Barlass            Tracy Elger            Dan Hanrahan            Sarah Heck</p>	

3.	<b>Review and Approve Agenda</b>	Ms. Thompson noted that items 17 and 18 would be moved to follow item 8. Mr. Buchanan made a motion to approve the agenda with the movement of items 17 and 18 to follow item 8. Ms. Viney seconded the motion. The motion carried 8:0.	<b>Motion:</b> Buchanan <b>Second:</b> Viney  Motion carried 8:0
4.	<b>Approval of Minutes from the Regular Board of Control meeting on February 22, 2017; the Special Meeting on February 22, 2017; and the Special Meeting on February 23, 2017</b>	Mr. Wahl made a motion to approve the minutes as presented for the Regular Board of Control meeting on February 22, 2017. Ms. Viney seconded the motion. The motion carried 5:0, with Beuthin, Bousman and Buchanan abstaining.  Ms. Viney made a motion to approve the minutes as presented for the Special Meeting on February 22, 2017 and the Special Meeting on February 23, 2017. Mr. Wahl seconded the motion. The motion carried 5:0, with Beuthin, Bousman and Buchanan abstaining.	<b>Motion:</b> Wahl <b>Second:</b> Viney  Motion carried 5:0:3  <b>Motion:</b> Viney <b>Second:</b> Wahl  Motion carried 5:0:3
5.	<b>Audit Committee Report and Payment of bills</b>	Mr. Bush read the Audit Committee Report. He noted that the balance was \$674,048.39 as of January 31, 2017. There were cash receipts of \$1,438,072.10 and cash disbursements of \$996,173.50, leaving a reconciled balance of \$1,115,946.99. Mr. Bush made a motion to approve the report and authorize payment of the bills. Mr. Buchanan seconded the motion. The motion carried 8:0.	<b>Motion:</b> Bush <b>Second:</b> Buchanan  Motion carried 8:0
6.	<b>Jefferson County Head Start Policy and Procedure Refresher</b>	Mary Anne Wieland, Director of Head Start, provided a refresher on the policies and procedures applicable to Head Start. Ms. Wieland also discussed the request for carryover funding for the Duration in Services Grant and the grant proposal to the Greater Watertown Community Health Foundation.	
7.	<b>Presentation of 2015-2016 Financial</b>	Dr. Albrecht noted that a	

	<b>Audit and possible approval of the Financial Audit. The audit was performed by Baker Tilly.</b>	representative from Baker Tilly would come to present the 2015-2016 Financial Audit at the April meeting.	
8.	<b>Budget update report</b>	Dr. Albrecht shared an update on the budget status as of February 28, 2017. He noted that the Platform Leaders are continuing to dig into the budget details in order to analyze and make sound financial decisions. There was a discussion around increasing the administrative fee charged to local programs from 4.5% to 5% for 2017-2018. Dr. Albrecht noted that it had been many years since there had been an increase to the administrative fees and that there has been some guidance from the federal government that administrative charges should be the same across the board. A discussion was held on changing the membership fee structure as the previous method is antiquated. Two scenarios were presented – districts would be charged a flat rate of \$1,000.00 and either \$0.50 per student or \$1.00 per student.	
9.	<b>Proposed changes to administrative fees</b>	Mr. Buchanan made a motion to charge all grants and programs a 5% administrative fee for 2017-2018. Mr. Bousman seconded the motion. The motion carried 8:0.  Mr. Bush made a motion to charge school districts a flat fee of \$1,000.00 per district plus a fee of \$0.50 per student as the administrative fee for 2017-2018. Mr. Bousman seconded the motion. The motion carried 6:2, with Buchanan and Thompson voting no.	<b>Motion:</b> Buchanan <b>Second:</b> Bousman  Motion carried 8:0  <b>Motion:</b> Bush <b>Second:</b> Bousman  Motion carried 6:2
10.	<b>Citizen Input</b>	There was no citizen input.	
11.	<b>Reports</b> Agency Administrator Financial Director	Please see the attached reports from the Agency Administrator and the Director of Head Start.	

	<p>Director of Programs &amp; Services Director of Internal Systems &amp; Administrative Resources Director of Marketing, Communications, &amp; Resource Development Jefferson County Head Start</p>	<p><b>Financial Director:</b> Mr. Barrow was not present for the meeting and did not provide a report.</p> <p><b>Programs &amp; Services:</b> Ms. Elger thanked the Board for their support as she went through the interview process for the Agency Administrator position. Ms. Elger discussed the upcoming Summer Institute that CESA 2 will be offering for the first time this August. She also noted that she would be writing a grant proposal for the Peer Mentoring Grant around supporting new teachers.</p> <p><b>Internal Systems &amp; Administrative Resources:</b> Ms. Barlass noted that an offer letter has been signed by a Teacher of the Deaf and Hard of Hearing and that approval for that hiring will be placed with the other contracts for 2017-2018 in June. She also noted that CESA 2 now has a Z space demo unit in the conference room that workshop participants will be able to try out. She will provide a demo to the Board at the April meeting and also at the May Delegate Convention. She also noted that she is working with Ms. Heck and Mr. Lilly on the annual contracts for 2017-2018 and the Catalog of Services for 2017-2018, and anticipates that they will go out to districts in early April.</p> <p><b>Marketing, Communications &amp; Resource Development:</b> Ms. Heck shared the work that she and Mr. Lilly are doing around social media and marketing. She also noted the first annual Career Fair that will be held at Cambridge High School on April 19<sup>th</sup>. Over twenty districts have signed up to participate and information has been sent out to universities and colleges in the region with education programs. The Career Fair was put</p>	
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		<p>into place in response to the concerns about teacher shortages that were brought to the attention of the Regional Liaisons. Ms. Heck discussed the continuation of the partnership to provide access for districts to purchase PALS (a literacy screener) through CESA Purchasing. She also noted that interviews are being held this week for the CESA Purchasing Administrator position and that she hopes to have someone in place by mid-April. She also discussed plans to put out an RFP to vendors to make the CESA 2 conference room a showcase for technology items for districts to trial.</p>	
12.	<p><b>Executive Closed Session</b></p>	<p>Mr. Bush made a motion to adjourn to closed session pursuant to Wisconsin Statutes secs. 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and (f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations to discuss the contract for the Agency Administrator and to discuss a personnel issue. Ms. Viney seconded the motion. The motion carried 8:0 and closed session was entered into at 9:31 pm.</p> <p>Ms. Barlass called the roll.</p>	<p><b>Motion:</b> Bush  <b>Second:</b> Viney  <b>Time:</b> 9:31 pm</p> <p>Motion carried 8:0</p>

		<p><b>Present:</b>  Cindy Beuthin  Jim Bousman  Ron Buchanan  Tom Bush  Barb Fischer  Nancy Thompson  Marian Viney  Jim Wahl</p>	
13.	<b>Reconvene to Open Session</b>	Mr. Buchanan made a motion to reconvene in open session. Ms. Fischer seconded the motion. The motion carried 8:0 and the Board reconvened in open session at 10:40 pm.	<p><b>Motion:</b> Buchanan  <b>Second:</b> Fischer  <b>Time:</b> 10:40 pm</p>
14.	<b>Approval of the contract for the Agency Administrator position</b>	Mr. Bush made a motion to approve the contract with Dan Hanrahan for the Agency Administrator position. Ms. Viney seconded the motion. The motion carried 8:0.	<p><b>Motion:</b> Bush  <b>Second:</b> Viney  Motion carried 8:0</p>
15.	<b>Action item (consent agenda):</b>	Ms. Fischer made a motion to approve the consent agenda. Mr. Buchanan seconded the motion. The motion carried 8:0.	<p><b>Motion:</b> Fischer  <b>Second:</b> Buchanan  Motion carried 8:0</p>
	<b>FMLA</b>	Bill Barrow, Financial Director, up to twelve weeks commencing on March 20, 2017.	
16.	<b>Discussion and Consideration of Salary Increase for CESA 2 Employees</b>	A discussion was held regarding a possible salary increase for CESA 2 employees.	
17.	<b>Discussion and possible approval of authorization to access a line of credit</b>	The Board directed Dr. Albrecht to check on lines of credit with other banks besides First Citizens in Whitewater.	
18.	<b>Employment of Amy Lehman, Teacher of the Visually Impaired, for Extended School Year services for the summer of 2017</b>	Mr. Buchanan made a motion to approve the employment of Amy Lehman, Teacher of the Visually Impaired, for Extended School Year services for the summer of 2017. Mr.	<p><b>Motion:</b> Buchanan  <b>Second:</b> Wahl  Motion carried</p>

		Wahl seconded the motion. The motion carried 8:0.	8:0
20.	<b>Proposed change to platform for online Drivers Education</b>	<p>Proposal from Kurt Schultz, Drivers Education Director, to move from Wisconsin Virtual School platform to D2L platform for online Drivers Education. Pricing for D2L as follows: \$28,900.00 – March 2017 – March 2018; \$10,500.00 – March 2018 – March 2019, \$11,025.00 – March 2019 – February 2020.</p> <p>The Board tabled this item and directed Dr. Albrecht to direct Mr. Schultz to review other possible options. Mr. Hanrahan recommended Canvas as an option.</p>	
21.	<b>Jefferson County Head Start – Age Policy for Enrollment</b>	Mr. Bousman made a motion to approve the Jefferson County Head Start Age Policy for Enrollment. Mr. Wahl seconded the motion. The motion carried 8:0.	<p><b>Motion:</b> Bousman <b>Second:</b> Wahl</p> <p>Motion carried 8:0</p>
22.	<b>Jefferson County Head Start - Request for Carryover Funding (Duration in Services Grant)</b>	Ms. Fischer made a motion to approve the submission of a Request for Carryover Funding (Duration in Services Grant) in the amount of \$170,399.00. Ms. Viney seconded the motion. The motion carried 8:0.	<p><b>Motion:</b> Fischer <b>Second:</b> Viney</p> <p>Motion carried 8:0</p>
23.	<b>Jefferson County Head Start - Greater Watertown Community Health Foundation – Change Maker Grant</b>	Mr. Buchanan made a motion to approve the submission of a grant proposal for the Greater Watertown Community Health Foundation – Change Maker Grant in an amount up to \$100,000.00. Ms. Viney seconded the motion. The motion carried 8:0.	<p><b>Motion:</b> Buchanan <b>Second:</b> Viney</p> <p>Motion carried 8:0</p>
24.	<b>Cracker Barrel</b>	Mr. Buchanan discussed efforts going on in Watertown to support students who need access to food, clothing and personal items. Mr. Bousman noted that Burlington will be going to referendum. Ms. Beuthin noted that Wisconsin Heights will also be going to referendum.	

25.	<b>Adjourn</b>	Mr. Wahl made a motion to adjourn the meeting. Ms. Fischer seconded the motion. The motion carried 8:0 and the meeting was adjourned at 10:52 pm.	<b>Motion:</b> Wahl <b>Second:</b> Fischer <b>Time:</b> 10:52 pm  Motion carried 8:0
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## **CESA 2 BOARD OF CONTROL:**

### Administrator's Report

March 20<sup>th</sup>, 2017

1. I will be returning from a CSN meeting prior to the Board meeting on Tuesday. I will be inviting the new CESA Administrator to join me for the CSN meeting in May and the CSN retreat at the end of June.
2. Attached you will find a "thank you" letter to key leaders in Rock County who contributed to making the 2016 Birth-3 budget whole and supporting our efforts to enhance the budget for the 2017 year.
3. You will notice on the agenda that Bill Barrow is requesting a leave that he is expecting to continue through the end of the fiscal year. The Platform leaders (Tracy, Sarah, Nicole, GA) met last week and will be continuing to meet to plan for the leadership transition and for wrapping up the current year. I have also been in contact with Mary Anne Wieland a few times since last week to be sure that Bill's reporting obligations for Headstart will be met.
4. I will be contacting Baker Tilly to see if they could send a representative to the April BOC meeting to give us a little more thorough summary of the 2016 audit report.
5. If it meets with your approval, I will be asking the new CESA administrator to be our speaker at the upcoming CESA 2 Delegate Convention in May.
6. Last week, Nicole, Ron Dayton and I hand-delivered letters of invitation to the April CESA 2 PAC meeting to 35+ state legislators who represent the school districts in our region. I have also invited John Ashley to attend the April meeting.
7. Last week, Bill forwarded a message from Nate Parrish, First Citizens State Bank (Whitewater), that he (Nate) would be on vacation until March 23<sup>rd</sup>. I called back and left a message that I would like to meet and talk about short-term borrowing with him upon his return.
8. FYI. The Personnel Committee will meet at 6:30pm on Tuesday evening prior to the BOC meeting. The Audit Committee will not meet.

Jefferson County Head Start / CESA #2  
 Directors Report to the Board of Control and Head Start Policy Council  
 March 20<sup>th</sup>, & 21<sup>st</sup>, 2017

**Directors Report – Mary Anne Wieland**

1302.1 Determining community strengths, needs and resources.

(b) Community wide strategic planning and needs assessment (community assessment).

(1) To design a program that meets community needs, and builds on strengths and resources, a program must conduct a community assessment at least once over the five-year grant period. The community assessment must use data that describes community strengths, needs, and resources.

(2) A program must annually review and update the community assessment to reflect any significant changes including increased availability of publicly-funded pre-kindergarten (including an assessment of how the pre-kindergarten available in the community meets the needs of the parents and children served by the program, and whether it is offered for a full school day), rates of family and child homelessness, and significant shifts in community demographics and resources.

(3) A program must consider whether the characteristics of the community allow it to include children from diverse economic backgrounds that would be supported by other funding sources, including private pay, in addition to the program's eligible funded enrollment. A program must not enroll children from diverse economic backgrounds if it would result in a program serving less than its eligible funded enrollment.

On February 5<sup>th</sup>, 2017, a contract was signed to have Spiridis Consulting complete a community strengths and needs assessment for both Jefferson & Western Kenosha Counties. This completed project will ensure that Head Start remains in compliance with Head Start Performance Standard regulation 1302.11 and will provide updated demographic information that will be utilized as the program works to provide program options that meet the needs found in the communities served. The Community Assessment should be completed by April 7<sup>th</sup>, 2017.

**Credit Card Purchases: (February 21<sup>st</sup>, 2017 – March 20<sup>th</sup>, 2017)**

<u>Walmart (Groceries, Office &amp; Classroom Supplies, Parent Reimbursement, Technology, Maintenance)</u>	
2.90	Office Supplies
2,985.24	Groceries
28.97	Building Maintenance
125.00	Parent Reimbursement
79.56	Parent Activity
192.49	Classroom Supplies
136.23	Full Staff Meeting Supplies
3,560.39	

**Program Specialist Report submitted by Mary Degner**

General Information		Payment	Amount
Program	Child Care Food Program (CCI)	+ Meal Reimbursement	16,569.04
Claim Date:	02/01/2017	- Advance	0.00
Non-needy Category:	0	- Meal Overpayment Rec.	0.00
Reduced Category:	0	= Meal Reimb. bal. due.	16,569.04
Free Category:	264	+ Cash in Lieu (CIL)	738.07
Total Number of Enrolled Children:	264	- CIL Overpayment Rec.	0.00
Number of Days of Service:	16	= CIL Reimb. bal. due.	738.07
		<b>Total</b>	<b>17,307.11</b>
		Voucher No.	19525
		Date Submitted:	03/14/2017
		Date Processed:	
		Date Paid:	

**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>2,570</b>	<b>0</b>	<b>3,209</b>	<b>2,365</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,144</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	59	59	16	50	637	0	789	0	596	0	0	0
9525	0	0	93	93	16	76	917	0	1,212	0	792	0	0	0
9526	0	0	49	49	15	43	390	0	632	0	400	0	0	0
10301	0	0	16	16	16	14	221	0	0	0	210	0	0	0
11383	0	0	29	29	14	26	192	0	363	0	173	0	0	0
13389	0	0	18	18	16	14	213	0	213	0	194	0	0	0

**CACFP**

In February, children were in school for 14-16 days.

Meals for February are Breakfast – 2,570, Lunch – 3,209, Snack – 2,365, total meals served is 8,144.

Head Start received **\$17,307.11**.

The Rate of Reimbursement for this year is **\$1.71** for breakfast, **\$3.16** for lunch, and **\$0.86** for snack.

All children enrolled in Head Start are considered free, so we are able to receive the highest rate of reimbursement.

**AVERAGE DAILY ATTENDANCE - (ADA) February**

Watertown 1	91.12%	Hebron 1	91.67%
Watertown 2	84.54%	Hebron 2 am	86.00%
Watertown 3am	86.22%	Hebron 2 pm	92.00%
Watertown 3pm	85.00%	Hebron 3	88.59%
Watertown 4am	93.33%	Purdy	88.19%
Watertown 4pm	79.12%	Westosha 1	86.22%
Sullivan	86.46%	Westosha 2am	85.49%
Jefferson am	85.78%	Westosha 2pm	89.50%
Jefferson pm	88.72%		

**The overall ADA for February was 87.72%.**

## **ERSEA Specialist Report submitted by Lisa Stafford**

### **Enrollment:**

As of February 28, 2017 there were 217 children enrolled out of the **219** needed for Jefferson County **within 30 days** vacancy rate: **99% of enrollment**. 2 children were placed however they were not able to start until March.

- **2** children dropped during the month: One parent stated the day was too long and too many transitions during the day, the other child is going to extend Early Childhood services from 2 days to 4 days per week
- **0** children transferred .
- **3** requested applications/information for 2016-2017 school year.
- **20** requested applications/information for 2017-2018 school year interviews are taking place for enrollment.
- **6** children started in February.

### **Recruitment Activities:**

- **All staff members:** Staff members continue to monitor the businesses they chose to post flyers on a monthly basis and send in their results.
- Yard signs are being ordered for placement around the county.
- Applications went home at parent teacher conferences.
- Recruitment survey was sent to all Jefferson County families – awaiting results.
- Re-enrollment forms were sent home and are being tallied.
- 4K registration packets were sent out to Jefferson, Ft. Atkinson families and Watertown came to a Pre-Registration event in Watertown – they're registration will take place online (parents may choose to do online independently at home or come to the Watertown Center for assistance).

## **Early Childhood Specialists Report submitted by Jennifer Geissman and Danielle Nelsen**

**Month of:** February 2017

**Locations:** Westosha, Hebron, Purdy (Jennifer); Watertown, Sullivan, Jefferson (Danielle)

### **Subs needed for the month:**

Teaching staff were out for 228.5 hours during the month of February. This did include a Lead Teacher needing to be hired for Sullivan and hours staff needed covered to attend the Wisconsin Head Start Association website.

**Classroom Safety concerns:** Active Supervision continues to be monitored on an ongoing basis. With the number of subs needed, as well as newer staff in the classrooms, this is something that will be a concern and important to keep track of. Also being monitored is the number of elevated behaviors exhibited by some children in some classrooms. Sarah from ABA has come in to do some focused observations on these children, and based upon her recommendations, staff continue to implement the recommendations and monitor progress made on increasing the positive behaviors of the children.

**Progress towards School Readiness Goals:** Teachers completed the second round of checkpoints at the end of January. Early Childhood Specialists will be entering the scores and giving classrooms a breakdown of how the children in the classrooms are improving and what areas continue to be an area of focus. The agency breakdown of how children are progressing between Fall and Winter checkpoints is below.

Based upon the data collected, it appears that teachers are more accurate with their reporting of children's developmental levels, as the increase between below age appropriate expectations and at/above age level expectations was a realistic rate.

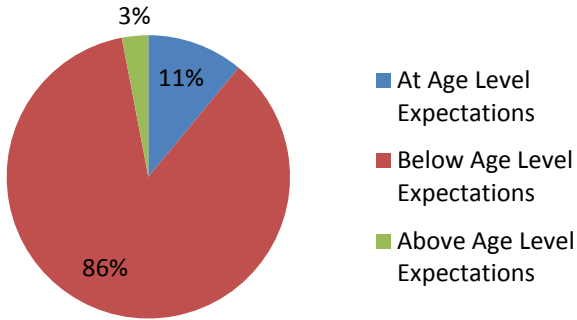
**Center/Staff Issues for the month:** Staff issues continue to be the number of hours that staff are out, with subs being needed.

**Concerns based upon classroom observations:** CLASS trainings are being scheduled based upon the needs of classrooms after the CLASS observation was conducted. The second round of CLASS observations are

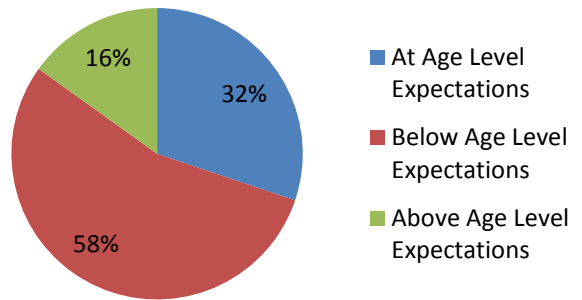
scheduled for March. Early Childhood Specialists continue to observe classrooms, giving CLASS based suggestions. Signs/posters have been created for classrooms to post around the room, giving the "questions" to ask children while interacting with them in those centers.

**School Readiness Objectives  
Agency Overall Results**

**Social Emotional  
Development - Fall**

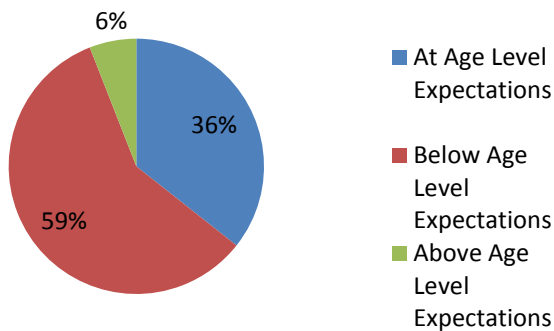


**Social Emotional  
Development - Winter**

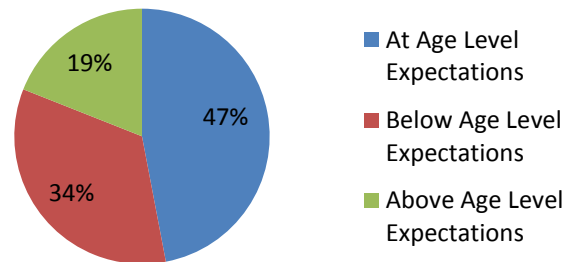


Social/Emotional Development						
Objective	Below		At		Above	
	Fall	Winter	Fall	Winter	Fall	Winter
1	92%	71%	7%	19%	1%	7%
2	83%	46%	12%	39%	5%	37%
3	83%	58%	15%	37%	2%	5%
<b>AVERAGE</b>	<b>86%</b>	<b>58%</b>	<b>11%</b>	<b>32%</b>	<b>3%</b>	<b>16%</b>

**Physical Health &  
Development - Fall**

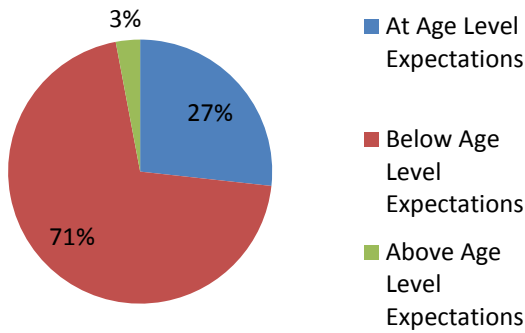


**Physical Health &  
Development - Winter**

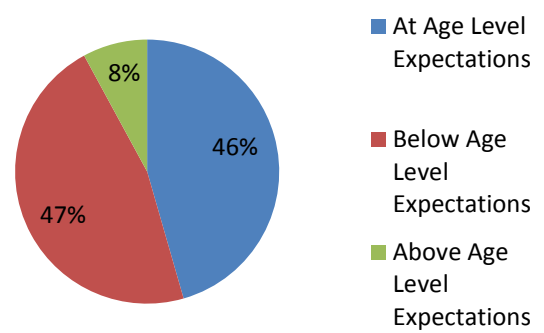


Physical Health and Development						
Objective	Below		At		Above	
	Fall	Winter	Fall	Winter	Fall	Winter
4	67%	49%	33%	39%	>1%	11%
5	46%	19%	41%	53%	13%	28%
6	48%	25%	46%	51%	6%	24%
7	73%	44%	24%	44%	3%	12%
<b>AVERAGE</b>	<b>59%</b>	<b>34%</b>	<b>36%</b>	<b>47%</b>	<b>6%</b>	<b>19%</b>

## Approaches to Learning - Fall

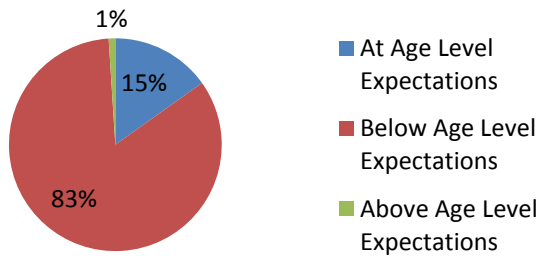


## Approaches to Learning - Winter

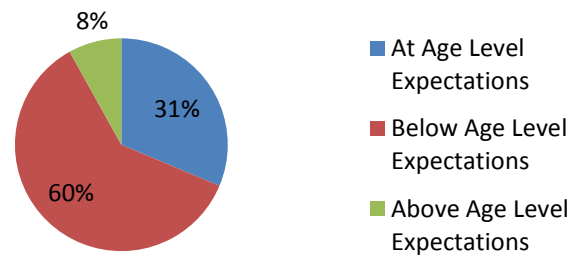


Approaches to Learning						
Objective	Below		At		Above	
	Fall	Winter	Fall	Winter	Fall	Winter
11	91%	69%	8%	27%	1%	3%
14	24%	24%	45%	64%	4%	12%
<b>AVERAGE</b>	<b>71%</b>	<b>47%</b>	<b>27%</b>	<b>46%</b>	<b>3%</b>	<b>8%</b>

## Language Development and Literacy Knowledge - Fall

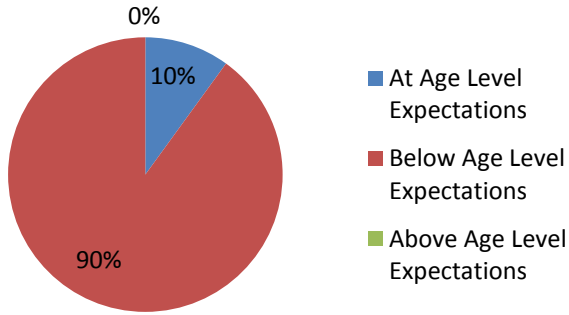


## Language Development and Literacy Knowledge - Winter

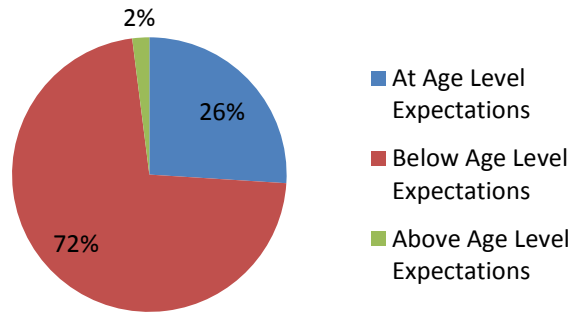


Language Development and Literacy Knowledge						
Objective	Below		At		Above	
	Fall	Winter	Fall	Winter	Fall	Winter
9	69%	38%	31%	45%	0%	17%
10	95%	79%	4%	17%	1%	4%
15	92%	71%	6%	22%	1%	2%
16	76%	52%	17%	39%	2%	9%
<b>AVERAGE</b>	<b>83%</b>	<b>60%</b>	<b>15%</b>	<b>31%</b>	<b>1%</b>	<b>8%</b>

## Mathematics Development - Fall



## Mathematics Development - Winter



Mathematics Development						
Objective	Below		At		Above	
	Fall	Winter	Fall	Winter	Fall	Winter
20	91%	70%	8%	29%	0%	1%
21	90%	72%	10%	26%	0%	2%
22	96%	86%	4%	13%	0%	1%
23	83%	60%	16%	36%	0%	3%
<b>AVERAGE</b>	<b>90%</b>	<b>72%</b>	<b>10%</b>	<b>26%</b>	<b>0%</b>	<b>2%</b>

**Center Director Report submitted by Julie Ouimet**

**Enrollment for 2016-17 School Year: Total Enrollment for Westosha: 102% Enrolled**

Enrollment on February 1	49
Enrollment on February 28	4
Over Income Wait List	12
Contacts for new applications (for 2017-18)	9
Siblings of current or past students (for 1017-18)	12
Screenings completed (for 2017-18)	8

**Strategic Plan Updates:**

**Increase Dental Partnership Agreements in Westosha: Complete**

**Volunteers:**

**Percentage of parents volunteering in the classroom in February: 12%**

Number of Parent Volunteers	31
Number of Community Volunteers	8
Hours of Parent Volunteers	125
Hours of Community Volunteers	183

**Percentage of parents working on goals with their children at home: 57%**

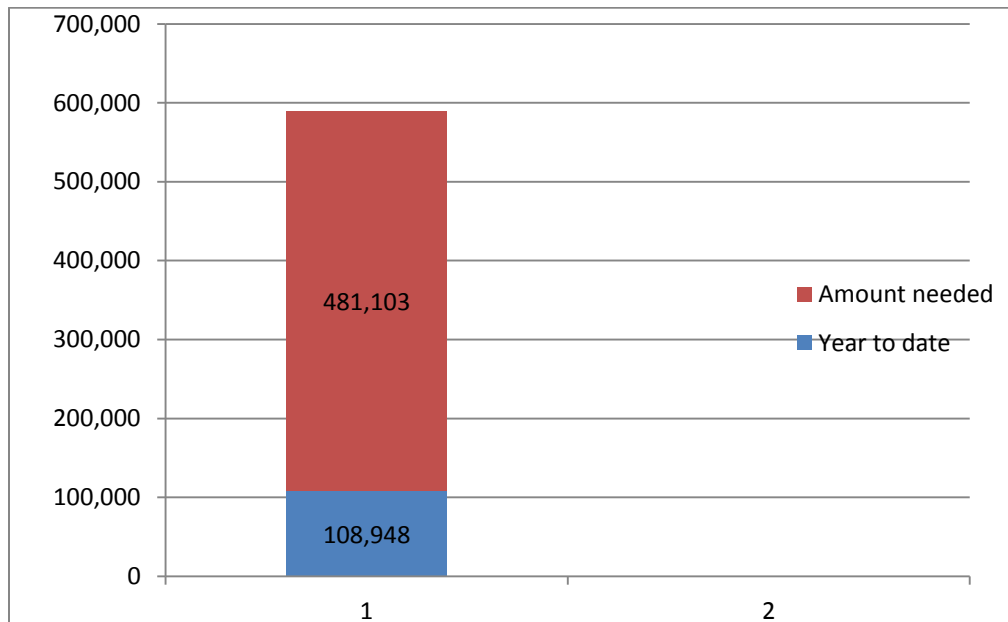
154 families were counted. Two classrooms did not report on time.

**Recruitment Activates:**

- Yard Signs were purchased.
- Recruitment information was updated at WIC, Health Department and local business.
- An article with photos was submitted to the local newspaper.
- An add was put in the Hi-Liter in the Preschool section.

**IN-KIND REPORT: 19% Met**

Total Needed	\$584,051
Amount Received Year-to-date	\$108,948





## Directors Report – Mary Anne Wieland

Yasmina Vinci, Contributor Executive Director, National Head Start Association

# Head Start: Keeping It Real

02/22/2017 10:29 am ET | Updated Feb 22, 2017

While the Head Start community welcomes efforts to highlight the critical need for high-quality, early learning programs, including the need for more resources, longer duration, and increased access to quality early learning opportunities, too often these assertions are fraught with misleading information that confuses the debate and waters down the argument.

Take, for example, Katharine R. Stevens' chapter in Robert Doar's recently-released book, *A Safety Net that Works: Improving Federal Programs for Low-Income Americans*. While we agree with Dr. Stevens' argument on the importance of high-quality early education existing needs in the field, Dr. Stevens fails to effectively highlight current challenges or adequately address them. In fact, the pilot program suggested in the chapter would likely hinder, rather than support, continuing improvement in the early childhood field, and would leave our nation's most vulnerable children and their families behind.

The Head Start community's concerns with this chapter range from the questionably-presented historical context to omission of relevant policy actions and research to a proposed solution that does not address the challenges identified. Specific concerns include:

- **Mischaracterizing the History of Federal Social, Economic, and Early Learning Policies**

Several points throughout the chapter present an inaccurate portrayal of the history of welfare and social and economic policies in the United States. This flawed summary and selective presentation of current policies, practices, and research greatly diminishes the credibility of the chapter. With regard to Head Start in particular, there are several mischaracterizations of Head Start's past, present, and future. Head Start is the original two-generation model, focusing on providing comprehensive services to support both children and families mentally, physically, and emotionally. With everything from nutrition services, screenings, medical care, and job training for parents, Head Start is anything but an "emphasis on schooling" alone, as Dr. Stevens suggests, and has never had such a narrow focus in its more than 50-year history.

- **Learning from Current Approaches and Making Evidence-Based Improvements**

The argument that Head Start's "implementation quality is uneven across the country" and that the program is "burdened by half a century of accumulated federal rules and regulations" is simply incorrect. Facts prove that Head Start provides consistently high-quality programming and continues to improve over time. This misconception of uneven quality comes from a report with a narrow and incorrect characterization of the data. Further, the new Head Start Program Performance Standards, effective as of November 2016, are a comprehensive revision of Head Start rules and regulations. The new Standards substantially reduce administrative burden, encourage collaboration, align with other federal requirements, and build upon the earlier standards' success to ensure quality practices and increased duration of services. Failing to acknowledge these new Standards does not negate their existence. Similarly, the chapter also fails to acknowledge many other ongoing efforts. States, local governments, and programs have made significant progress in the area of coordination and federal policymakers are participating in the solution through the Early Head Start-Child Care Partnerships and the Early Learning Challenge grants under Race to the Top. Before embarking on a new restructuring of federal laws and funding, it's imperative that we learn from these initiatives to thoughtfully inform any future action. In fact, recent federal reauthorizations, including the 2007 Head Start Act, the 2014 Child Care and Development Block Grant Act, and the 2015 Every Student Succeeds Act (ESSA), as well as the revised Standards, have focused on coordination of early learning programs. Combined, these current strategies represent a strong future for program improvements and local and state systems collaboration. Finally, the contention that early childhood policy is "shaped by outdated science,"

ignores the multitude of studies that show positive outcomes from high-quality comprehensive early learning programs. Research on early childhood is constantly enhanced and refined; changes to the Standards were guided by such research, much of which is based on data from programs in place much more recently than the 1972-1985 Abecedarian study cited in the chapter.

• **Limited Effectiveness of State-Level Control and Vouchers**

The recommendation that the federal government give states more control over early childhood funding negates the author's repeated argument that the states generally do a poor job running the K-12 school system. Further, the evidence from studies of school choice is far from conclusive, which makes the argument to align federal early childhood funding streams through a voucherized-school-choice program shaky at best. This proposal also ignores the fact that the desired alignment is already happening through [local- and program-level coordination of funding streams](#) throughout the country. The merging of funds at the federal level is, therefore, unnecessary and redundant.

• **Serving our Neediest Children and Families**

The proposed pilot program threatens the status of our nation's neediest children and families. Without an influx of additional resources, there is very little capacity to increase affordable access without decreasing quality or duration. The fact that Head Start does not yet reach all eligible children, nor do all programs meet the schedules of working parents, is largely due to a significant limitation of federal resources for Head Start and CCDBG, not a fundamental flaw in the program design, differing regulations, or anything else. In an effort to more closely match full-day care, in fact, the federal government recently put a down payment on a duration investment in Head Start and the new Standards codify the requirement for extended duration over the next five years - a fact expediently excluded from the chapter.

While the Head Start community absolutely agrees with efforts to expand access, increase quality and extend duration, achieving these goals cannot occur in a silo of narrowly reported information. Instead of advocating for a new federal system, a careful review of existing innovative coordination activities in communities across the country is merited to ensure systemic improvements are made in the effective delivery of quality early learning to young children. Every vulnerable child deserves at least that.

**Credit Card Purchases: (January 17<sup>th</sup>, 2017 – February 20<sup>th</sup>, 2017)**

Exxon / Mobil (Fuel)

\$1060.19

Kwik-Trip (Parent Reimbursement, Adult food, Fuel)

\$3.18 (Child Food)

\$25.56 (Adult Food)

\$45.00 (Parent Reimbursement)

Total:             
\$73.74

<u>Walmart (Groceries, Office &amp; Classroom Supplies, Parent Reimbursement, Technology, Maintenance)</u>	
95.56	(Kitchen Supplies)
2080.73	(Groceries)
18.84	(Building Maintenance (405))
90.60	(Building Maintenance (409))
481.36	(Local Donations/Christmas)
57.41	(Parent Activity)
11.92	(Parent Activity)
36.87	(Technology)
123.10	(Classroom Supplies (409))
19.97	(Classroom Supplies (405))
3,016.37	

**Program Specialist Report submitted by Mary Degner**

**CACFP**

In January, children were in school for 15 days. Meals for January are Breakfast – 2,453, Lunch – 3,229, Snack – 2,467, total meals served is 8,149. Head Start received **\$17,262.56**.

The Rate of Reimbursement for this year is **\$1.71** for breakfast, **\$3.16** for lunch, and **\$0.86** for snack.

All children enrolled in Head Start are considered free, so we are able to receive the highest rate of reimbursement.

**AVERAGE DAILY ATTENDANCE - (ADA) January**

Watertown 1 –	91.84%	Hebron 1 –	92.80%
Watertown 2 –	88.77%	Hebron 2 am –	92.73%
Watertown 3am –	85.33%	Hebron 2 pm –	92.67%
Watertown 3pm –	84.57%	Hebron 3 –	90.27%
Watertown 4am –	93.12%	Purdy -	95.26%
Watertown 4pm –	80.31%	Westosha 1–	90.07%
Sullivan –	90.74%	Westosha 2am –	82.50%
Jefferson am –	81.65%	Westosha 2pm –	90.07%
Jefferson pm –	84.11%		

**The overall ADA for January was 88.82%.**

**Child and Adult Care Food Program (CACFP)  
[Participation Reimbursement Information]**

**749902 - CESA 2**

General Information		Payment	Amount
Program	Child Care Food Program (CCI)	+ Meal Reimbursement	16,519.89
Claim Date:	01/01/2017	- Advance	0.00
Non-needy Category:	0	- Meal Overpayment Rec.	0.00
Reduced Category:	0	= Meal Reimb. bal. due.	16,519.89
Free Category:	263	+ Cash in Lieu (CIL)	742.67
Total Number of Enrolled Children:	263	- CIL Overpayment Rec.	0.00
Number of Days of Service:	16	= CIL Reimb. bal. due.	742.67
		<b>Total</b>	<b>17,262.56</b>
		Voucher No.	19359
		Date Submitted:	02/14/2017
		Date Processed:	02/21/2017
		Date Paid:	03/06/2017

**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>2,453</b>	<b>0</b>	<b>3,229</b>	<b>2,467</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,149</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	58	58	15	51	602	0	764	0	602	0	0	0
9525	0	0	94	94	15	80	883	0	1,195	0	809	0	0	0
9526	0	0	49	49	16	43	326	0	676	0	424	0	0	0
10301	0	0	16	16	16	15	220	0	0	0	218	0	0	0
11383	0	0	28	28	15	24	178	0	351	0	173	0	0	0
13389	0	0	18	18	15	17	244	0	243	0	241	0	0	0

## **ERSEA Specialist Report submitted by Lisa Stafford**

### **Enrollment:**

As of January 31, 2017 there were 219 children enrolled out of the **219** needed for Jefferson County **within 30 days** vacancy rate. **100% of enrollment.**

**8** children dropped during the month: Family moved out of state to be with family, divorced, family moved out of the service are for personal reasons, new job – conflict with child care

**3** children transferred

**8** requested applications/information for 2016-2017 school year

**11** requested applications/information for enrollment for 2017 - 2018

**2** children started in December

### **Recruitment Activities:**

**All staff members:** Staff members continue to monitor the businesses they chose to post flyers on a monthly basis and send in their results

### **Jefferson:**

Pictures in the Daily Union with Katie Traut doing dental exams

Electronic Marquis Board near the Jefferson Public Library had enrollment information.

Jump for Wellness Fair, January 21<sup>st</sup>, 2017 at Jefferson High School

## **Early Childhood Specialists Report submitted by Jennifer Geissman and Danielle Nelsen**

**Month of:** January 2017

**Locations:** Westosha, Hebron, Purdy (Jennifer); Watertown, Sullivan, Jefferson (Danielle)

### **Subs needed for the month:**

Teaching staff were out for 112 hours during the month of January. It did go down since the first half of the school year, but continues to be alarming to say the least.

**Classroom Safety concerns:** Active Supervision continues to be monitored on an ongoing basis. With the number of subs needed, as well as newer staff in the classrooms, this is something that will be a concern and important to keep track of.

**Progress towards School Readiness Goals:** Teachers completed the second round of checkpoints at the end of January. Early Childhood Specialists will be entering the scores and giving classrooms a breakdown of how the children in the classrooms are improving and what areas continue to be an area of focus.

**Center/Staff Issues for the month:** Staff issues continue to be the number of hours that staff are out, with subs being needed.

**Concerns based upon classroom observations:** CLASS trainings are being scheduled based upon the needs of classrooms after the CLASS observation was conducted. The first one happened on January 20<sup>th</sup> after the full staff meeting. Teachers were broken up into groups based upon lead teachers, assistant teachers, and new staff, cooks and bus drivers. CLASS is a tool that can monitor staff/child interactions during all parts of the day. Based upon feedback, staff liked this format of round robin, teacher led discussion groups. Early Childhood Specialists observed an increase in interactions and higher level thinking questions asked after this training. We will continue this format for future staff trainings.

**Center Director Report submitted by Julie Quimet**  
**January 2017 / ERSEA/Parent Involvement/ Health/Facilities**

**Enrollment for 2016-17 School Year: Total Enrollment for Westosha 102% + enrolled.**

Enrollment on January 1	49
Enrollment on January 31	4
Over Income Wait List	12

**Strategic Plan Updates:**

**Increase Dental Partnership Agreements in Westosha: Complete**

**Volunteers:**

**Percentage of parents volunteering in the classroom in January 9%**

Parent Volunteers in January: 23  
 Community Volunteers: 13 newly volunteers trained  
 Total Volunteer Hours: 132

**Percentage of parents working on goals with their children at home 61%**

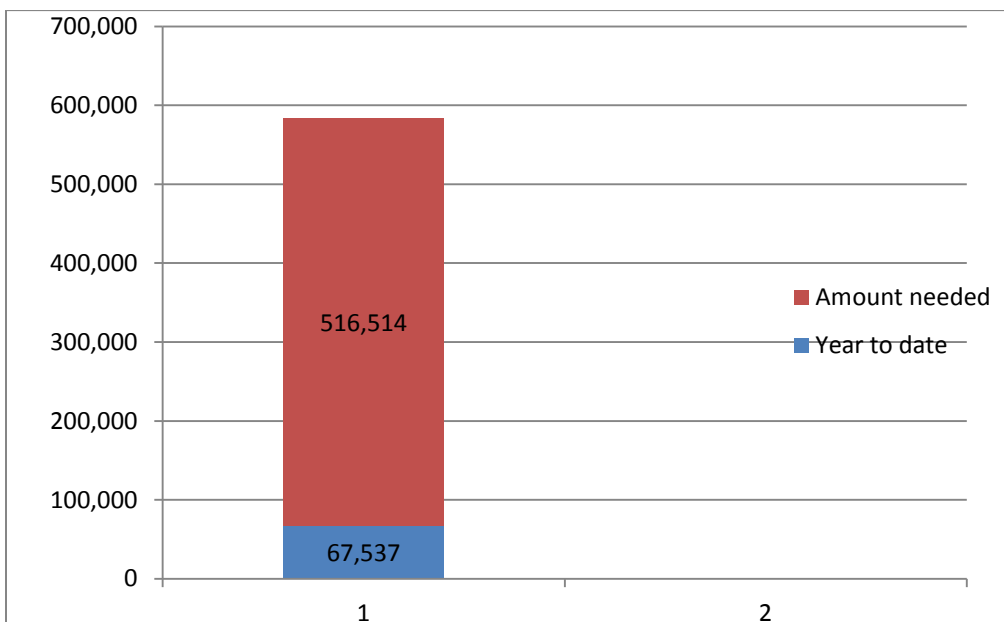
164 families were counted. Two classrooms did not report on time.

**Recruitment Activates:**

- We are still working on the yard signs. We have been approved to purchase them, we are now working on the design.
- The teachers have been given a Returning Student Form to have parents fill out at conferences. This will let me know which children will be returning and which 4K program they will be going to.
- Parents who have younger sibling that will be age eligible next year were given an application to fill out for screening.
- All parents were given, at conferences, an application to give to a friend, family member or neighbor.
- I contacted all 9 school districts in our service area and asked for their help with our early enrollment for next year. They were asked to include a Head Start 4K brochure in all of the enrollment packets that go out to the prospective 4K students. I also included a flier to go to all children in the school with information about Head Start. I heard back from 7 of the schools who said that they would distribute the information. I will make contact with the other two schools.

**IN-KIND REPORT: 11% Met**

Total Needed	\$584,051
Amount Received Year-to-date	\$ 61,537



Jefferson County Head Start / CESA #2  
Directors Report to the Board of Control and Head Start Policy Council  
January 16<sup>th</sup> & 17<sup>th</sup>, 2017

**Directors Report – Mary Anne Wieland**

**Federal Update:**

On November 25<sup>th</sup>, 2016 the Department of Health and Human Services Administration for Children and Families provided CESA #2 with a Notice of Award (NOA) in the amount of \$1,082,902.00. This grant action awards partial funds for the 01/01/2017 – 12/31/2017 budget period. The projected annual funding level for Head start operations in Fiscal Year (FY) 2017 is \$2,137,732 and the projected training and technical assistance allocation is \$28,072. The balance of the funds will be awarded when available, subject to the final appropriation for the Head Start program for FY2017.

Federal Head Start population: 258 children.

State Head Start population: 10 children.

Designated Head Start service area: Jefferson County and Kenosha County, west of Interstate 94.

Approved program options: Center-based.

This grant is subject to the requirements for contribution of the non-federal match and approval of key staff, the limitations on development and administrative costs and employee compensation, and prior written approval for the purchase of equipment and other capital expenditures and the purchase, construction and major renovation of facilities.

This grant action approves the use of state funds in the amount of \$54,663 as non-federal match and increases the federal approved Head Start enrollment level by 10 children. The 10 additional children must be identified, tracked and reported in the same manner as federal Head Start children.

**Head Start Family and Child Experiences Survey (FACES) 2014 – 2018**

Since its founding more than four decades ago, Head Start has served as the nation's premier federally funded early childhood intervention. Focusing on children – often from families engendering multiple risks – before they begin formal schooling. Head Start has served as a natural national laboratory for a wide range of basic, prevention and early intervention research. The Head Start Family and Child Experiences Survey (FACES), first launched in 1997 as a periodic, longitudinal study of program performance, remains Head Start's flagship research initiative. FACES is designed to be a reliable source of data for describing the experiences of Head Start children and their families. This national study is sponsored by the Administration for Children and Families.

**Site Data Collection Activities**

FACES involves collecting data at three points in time: fall 2014, spring 2015, and spring 2017.

The Jefferson County Head Start Program has been working with Mathematica Policy Research since May, 2014. On April 17<sup>th</sup> – 19<sup>th</sup>, 2017; the FACES Research Team will finish its collection of data. The team will work specifically with the Hebron Head Start Center and Purdy 4K/Head Start.

# Head Start works — Congress should keep it moving forward

BY YASMINA VINCI, CONTRIBUTOR - 01/06/17 12:20 PM EST



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As the newest Members of Congress join their colleagues in the nation's capital to legislate a path toward a productive, prosperous and peaceful future, I am hopeful every member of the 115th Congress is reflecting on America's core values and how those values contribute to the American dream.

As a member of the Head Start community, I find myself reflecting on the more than 33 million vulnerable children whose lives have been transformed by the Head Start advantage.

Last year was marked by tremendous support and energy for Head Start's proven, two-generation approach to delivering quality early learning services to our nation's most at-risk children. At the same time, foes of this national commitment to start America early continued making reckless justifications for disinvestment.

Fortunately, a rich body of new research and streamlined, de-bureaucratized, performance standards discredited Head Start critics' assertions.

Among last year's Head Start hallmarks were new studies that bolstered the case for investing in high-quality, early childhood interventions that target very young disadvantaged children, engage parents, and teach a full range of skills.

Of particular note was the groundbreaking study, *The Lifecycle Benefits of an Influential Early Childhood Program*, released just last month by Nobel Laureate economist James Heckman that found comprehensive, birth-to-age-5 early childhood programs like Head Start can deliver better outcomes in education, health, social behaviors, and employment.

Previous research by Dr. Heckman found a 7 percent to 10 percent return on investment per child, per year for early childhood education in the U.S. This new research shows a significant rise in the return on investment — 13 percent per child, per year — due to increased long-term benefits. According to the report, this return on investment will reduce taxpayer costs in the long-term and prepare our workforce for future success.

Other studies released last year reinforced the power and promise of Head Start. The Brookings Institution's Hamilton Project, *The Long-term Impact of the Head Start Program*; the Georgetown University Center for Research on Children in the United States, *The Effects of Tulsa's CAP Head Start Program on Middle School Academic Outcomes and Progress*; and The Institute for Research Labor and Employment at Berkeley, *Revisiting the Impact of Head Start*, all underscored the effectiveness of the Head Start advantage. The Hamilton Project study analyzed data from the National Longitudinal Survey of Youth and found increasing evidence of the long-term effects of Head Start. Tulsa's CAP program is a case study in how local design and

flexibility allows communities to tailor programs and maximize long-term effects. The Berkeley policy brief pulled together the findings from multiple papers using data from the Head Start Impact Study. These new studies add to a robust body of research affirming the significant and meaningful long-term effects of Head Start.

Another hallmark was the release of the new Head Start Performance Standards, a tremendous step forward in enhancing the high-quality early learning programs for nearly one million children each year. Ironically, there is a small cadre of naysayers who assert there is substantial variation in quality across the states. This narrow interpretation of the Head Start delivery model fails to not only acknowledge the demonstrable improvement in quality since the 2007 reauthorization – which was clearly borne out of the recent FACES report conducted by Mathematica – but ignores that variation in local program design is intentional, and quality is consistently high across programs.

In reality, the new Head Start standards place higher emphasis on reducing bureaucracy and enhancing efficiency, both of which are critical to the effective delivery of Head Start services. The new rules outline a vision of Head Start that is evidence-based, data-driven, and outcomes-focused – a significant and positive step forward for millions of future Head Start children and families.

We are in the midst of a transformative period for Head Start. As we look to the future, we turn to the incoming Congress and administration for support in Head Start's continuous national commitment to provide community-driven, early learning opportunities for vulnerable children and their families.

Now is the time to rally together as a nation and re-commit to ensuring every poor child is prepared to pursue the American dream, regardless of dint of circumstance.

*Yasmina Vinci is the executive director of National Head Start Association.*

### **Credit Card Purchases: (December 13<sup>th</sup>, 2016 – January 16<sup>th</sup>, 2017)**

#### Exxon / Mobil (Fuel)

\$171.59

#### Kwik-Trip (Parent Reimbursement, Adult food, Fuel)

\$11.47 (Food)

\$25.00 (Parent Reimbursement/Gas Card)

Total:           
\$36.47

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

138.51	(Kitchen Supplies)
2,774.90	(Groceries)
51.87	(Building Maintenance)
396.95	("408" Local Donations Acct. Christmas for Kids)
480.00	(Parent Reimbursement)
120.27	(Parent Activity)
2.97	(Office Supply)
298.89	(Classroom Supplies)
<u>189.76</u>	(Adult Food)
4,586.73	



**Program Specialist Report submitted by Mary Degner:**

**CACFP**

In December, children were in school for 13 days.

Meals for December are: Breakfast – 2,119, Lunch – 2,702, Snack – 2,007,

Total meals served is: 6,828. Head Start received **\$14,509.29**.

The Rate of Reimbursement for this year is **\$1.71** for breakfast, **\$3.16** for lunch, and **\$0.86** for snack.

All children enrolled in Head Start are considered free, so we are able to receive the highest rate of reimbursement.

**AVERAGE DAILY ATTENDANCE - (ADA) December**

Watertown 1 –	94.33%	Hebron 1 –	86.32%
Watertown 2 –	93.12%	Hebron 2 am –	83.94%
Watertown 3am –	85.19%	Hebron 2 pm –	79.88%
Watertown 3pm –	84.44%	Hebron 3 –	85.94%
Watertown 4am –	84.62%	Purdy -	84.62%
Watertown 4pm –	79.47%	Westosha 1–	82.05%
Sullivan –	88.44%	Westosha 2am –	86.11%
Jefferson am –	86.63%	Westosha 2pm –	93.21%
Jefferson pm –	89.18%		

**The overall ADA for November was 86.80%.**

**Child and Adult Care Food Program (CACFP)  
[Participation Reimbursement Information]**

**749902 - CESA 2**

<b>General Information</b>		<b>Payment</b>	<b>Amount</b>
Program	Child Care Food Program (CCI)	+ Meal Reimbursement	13,887.83
Claim Date:	12/01/2016	- Advance	0.00
Non-needy Category:	0	- Meal Overpayment Rec.	0.00
Reduced Category:	0	= Meal Reimb. bal. due.	13,887.83
Free Category:	265	+ Cash in Lieu (CIL)	621.46
Total Number of Enrolled Children:	265	- CIL Overpayment Rec.	0.00
Number of Days of Service:	13	= CIL Reimb. bal. due.	621.46
		<b>Total</b>	<b>14,509.29</b>
		Voucher No.	19218
		Date Submitted:	01/17/2017
		Date Processed:	01/24/2017
		Date Paid:	02/06/2017

**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>2,119</b>	<b>0</b>	<b>2,702</b>	<b>2,007</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,828</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	58	58	13	49	459	0	602	0	459	0	0	0
9525	0	0	94	94	13	80	792	0	1,039	0	666	0	0	0
9526	0	0	49	49	13	42	338	0	540	0	350	0	0	0
10301	0	0	16	16	13	14	174	0	0	0	174	0	0	0
11383	0	0	30	30	13	26	161	0	326	0	163	0	0	0
13389	0	0	18	18	13	15	195	0	195	0	195	0	0	0

## **ERSEA Specialist Report submitted by Lisa Stafford**

### **Enrollment:**

As of December 22, 2016 there were 218 children enrolled out of the **219** needed for Jefferson County within 30 days vacancy rate. **99.54% of enrollment.**

**3** children **December** dropped during the month: Mom had to go to Texas for Military Duty, Mom was having difficulty finding affordable child care and available very early and Foster placement changed

**1** child transferred sessions same teacher

**2** requested applications/information.

**5** children started in December

### **Recruitment Activities:**

#### **Watertown:**

Picture on the front page of the Watertown Daily Times for Santa Day.

**All staff members:** Staff members continue to monitor the businesses they chose to post flyers on a monthly basis and send in their results

Minimal recruiting for the month of December as it was a very busy and short month for staff

## **Early Childhood Specialists Report submitted by Jennifer Geissman and Danielle Nelsen**

**Month of:** December 2016

**Locations:** Westosha, Hebron, Purdy (Jennifer); Watertown, Sullivan, Jefferson (Danielle)

### **Subs needed for the month:**

Teaching staff were out for 129 hours during the month of December. It continues to be alarming to say the least. Staff were given the report for staff absences, especially during kid contact time, so we have seen a slight increase of staff asking off hours either on Fridays, or at the very beginning or very end of the day.

**Classroom Safety concerns for September:** Active Supervision continues to be monitored on an ongoing basis. With the number of subs needed, as well as newer staff in the classrooms, this is something that will be a concern and important to keep track of.

**Progress towards School Readiness Goals:** Jenny is working on the final assessment report from the first checkpoints. Due to going back to paper pencil, for validity of results, coming up with a concise way to track is being work out.

**Center/Staff Issues for the month:** Staff issues continue to be the number of hours that staff are out, with subs being needed.

**Concerns based upon classroom observations:** CLASS trainings are being scheduled based upon the needs of classrooms after the CLASS observation was conducted. These will be started in January after the full staff meeting.

**Center Director Report submitted by Julie Ouimet**

**December 2016**

**Enrollment for 2016-17 School Year: Total Enrollment for Westosha 100% + enrolled.**

Enrollment on December 1	49
Enrollment on December 31	4
Over Income Wait List	12

**Strategic Plan Updates:**

**Increase Dental Partnership Agreements in Westosha:**

**Volunteers:**

**Percentage of parents volunteering in the classroom in December 9%**

Parent Volunteers in December:	23
Community Volunteers:	3
Total Volunteer Hours:	107

**Percentage of parents working on goals with their children at home 71%**

219 families were counted. Two classrooms did not report on time.

**Recruitment Activates:**

Our center would like to put yard signs up in the Community. I have received 3 bids.

I will present them at our specialist meeting.

I have generated a list of returning children, current children who have a sibling that will be age eligible to attend next year, and have gone through COPA to get a list of siblings who will be age eligible next year.

I will now begin to write letters to be given or mailed to these families to be screened in February.

**IN-KIND REPORT: 100% Met**

Total Needed	\$541,451
Amount Received Year-to-date	\$550,196

