



Regular Meeting of the Board of Control  
 Date: Tuesday, September 20<sup>th</sup>, 2016  
 Location: CESA 2 Conference Room 111 at 7 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	
WASB CESA Board Members Breakfast	

#	Item	Minutes	Action
1.	<b>Call to Order/Announcement of Compliance with Open Meeting Law</b>	Ms. Thompson called the meeting to order at 7:13 pm. Dr. Albrecht confirmed that the meeting is in compliance with the Open Meeting Law.	<b>Time: 7:13 pm</b>
2.	<b>Roll Call</b>	Ms. Barlass called the roll.  <b>Present:</b> Jim Bousman Tom Bush Bev Fergus Barb Fischer Evelyn Propp Nancy Thompson Marian Viney Jim Wahl  <b>Absent:</b> Cindy Beuthin Ron Buchanan Jaye Tritz  <b>Also present:</b> Dr. Gary Albrecht Nicole Barlass Bill Barrow	

		Tracy Elger DeJuan Mason	
3.	<b>Review and Approve Agenda</b>	Ms. Thompson asked if there were any items in the consent agenda anyone wanted moved to the regular agenda. No requests were made. Ms. Fischer made a motion to approve the agenda as presented. Ms. Viney seconded the motion. The motion carried 8:0.	<b>Motion:</b> Fischer <b>Second:</b> Viney  Motion carried 8:0
4.	<b>Approval of Minutes from the Regular Board of Control meeting on August 16, 2016</b>	Mr. Bousman made a motion to approve the minutes as presented. Ms. Fischer seconded the motion. The motion carried 5:0, with Ms. Fergus, Ms. Viney and Mr. Wahl abstaining.	<b>Motion:</b> Bousman <b>Second:</b> Fischer  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 beginning balance as of July 31, 2016 was \$1,185,633.10 and that there were cash receipts of \$1,808,101.92 and cash disbursements of \$824,617.75, leaving a reconciled balance of \$2,169,117.27 as of August 31, 2016. Mr. Bush made a motion to approve the audit committee report and pay the bills. Mr. Wahl seconded the motion. The motion carried 8:0. Mr. Barrow noted that the cash receipts include the monies districts have paid to purchase PALS, which will then be distributed to PALS.	<b>Motion:</b> Bush <b>Second:</b> Wahl  Motion carried 8:0
6.	<b>Citizen Input</b>	There was no citizen input.	
7.	<b>Presentation</b>	Mr. Mason, AmeriCorps VISTA Member, introduced himself to the Board and shared information on the McKinney-Vento Act, the homeless student population and his goals for this year.	
8.	<b>Discussion – AESA Annual Conference</b>	A discussion was held regarding the conference and who might be interested in attending. The	

		<p>conference will be November 30 – December 3 in Savannah, GA.</p>	
<p>9.</p>	<p><b>Reports</b>  Agency Administrator  Financial Director  Director of Programs &amp; Services  Director of Internal Systems &amp; Administrative Resources  Jefferson County Head Start</p>	<p>Please see the attached reports from the Agency Administrator and Director of Jefferson County Head Start.</p> <p><b>Financial Director:</b> Mr. Barrow reviewed Policy 1002 – Short and Long Term Borrowing and noted that he will be putting a request together to bring to the Board to set up a short-term borrowing arrangement.</p> <p><b>Programs and Services:</b> Ms. Elger noted that Mary Jo Ziegler will be presenting her class, in partnership with UW-Madison, on continual improvement at the national Title I conference. She also noted that Gail Anderson and Ed O’Connor have partnered with the RtI Center to pilot a systems assessment with Twin Lakes. They will be presenting their work at the WASB conference and a national school psychologists’ conference. She also noted that during the PRESS trainings this year, CESA 2 and the University of Minnesota will be conducting an assessment of an online module through a research partnership.</p> <p><b>Internal Systems and Administrative Resources:</b> Ms. Barlass noted that there were 53 participants from 33 districts who attended the WISEid/WISEdata training on September 7<sup>th</sup>. The feedback from the training was positive. She also noted that the final hire for the Walworth Consortium is on the agenda for approval tonight and that she and Stephanie Woloshin are working to find additional staff in the areas of Educational Audiology, Vision and Deaf and Hard of Hearing.</p>	

		<p><b>Jefferson County Head Start:</b> Ms. Thompson noted that the lead teachers at Head Start must have a BA and that most of the assistant teachers have BAs as well. She noted that there will be training scheduled for the Board. Dr. Albrecht noted that some of the staff turnover at Head Start this year was due to staff being hired by local districts.</p>	
10.	<b>Action items (consent agenda):</b>	<p>Mr. Bush made a motion to approve the items in the consent agenda. Mr. Bousman seconded the motion. The motion carried 8:0.</p>	<p><b>Motion:</b> Bush <b>Second:</b> Bousman</p> <p>Motion carried 8:0</p>
	New Hires	<p>Lowrie Becker, Specially Designed Physical Education Teacher – 40% FTE, Union Grove Special Education Consortium</p> <p>Jennifer Cain, Special Education Program Aide – 40% FTE, Westosha Special Education Alliance</p> <p>Beth Gant, Physical Therapist – LTE filling in for maternity leave, Rock County’s Birth to Three Program</p> <p>Aimee Jadrnicek, Speech/Language Pathologist – 50% FTE, Walworth Special Education Consortium</p> <p>Andria Olson, Job Coach, Vocational Opportunities and Assistance</p> <p>Jay Parker, Driver Education Support, Driver Education</p> <p>Dean Sanders, Regional Liaison – 15 days, Whitewater Office</p>	
	Resignations	<p>Joy Frazier, Administrative Assistant, Drivers Education</p>	

		Nick Jacobs, Instructor, Driver Education  Rick Lutes, Job Coach, Vocational Opportunities and Assistance	
11.	<b>Second Reading – Policy 805 - Staff Conflict of Interest, Gifts and Solicitations</b>	Mr. Wahl made a motion to approve the changes to the policy as presented. Ms. Viney seconded the motion. The motion carried 8:0.	<b>Motion:</b> Wahl <b>Second:</b> Viney  Motion carried 8:0
12.	<b>Second Reading – Policy 3430.03 – Vacation and Paid Leave Benefits</b>	Ms. Fischer made a motion to approve the change to the policy as presented. Mr. Bousman seconded the motion. The motion carried 8:0.	<b>Motion:</b> Fischer <b>Second:</b> Bousman  Motion carried 8:0
13.	<b>2016-2017 Housing Contracts between Westosha Special Education Alliance and Salem School District</b>	Ms. Viney made a motion to approve the 2016-2017 housing contracts between Westosha Special Education Alliance and Salem School District for the Early Childhood Special Education Classroom in the amount of \$4,500.00 and for the Westosha Special Education Alliance Office in the amount of \$18,000.00 for the year. There was no change in the cost from the 2015-2016 school year. Ms. Fergus seconded the motion. The motion carried 8:0.	<b>Motion:</b> Viney <b>Second:</b> Fergus  Motion carried 8:0
14.	<b>Jefferson County Head Start – Continuation/Refunding Grant Submission</b>	Ms. Fischer made a motion to approve the submission of the Federal Head Start 5 Year Continuation/Refunding Grant application for Program Year 2017 in the amount of \$2,165,804.00. Children served: Federal 258 and 10 State. Grant period: 1/1/17-12/31/17. Ms. Fergus seconded the motion. The motion carried 8:0.	<b>Motion:</b> Fischer <b>Second:</b> Fergus  Motion carried 8:0
15.	<b>Jefferson County Head Start – 2016-2017 School Readiness Goals</b>	Mr. Wahl made a motion to approve the 2016-2017 School Readiness Goals. Mr. Bousman seconded the motion. The motion carried 8:0.	<b>Motion:</b> Wahl <b>Second:</b> Bousman

			Motion carried 8:0
16.	<b>Jefferson County Head Start – Resignations</b>	<p>Ms. Fischer made a motion to accept the following resignations as presented:</p> <p>Amy Johnson, Early Childhood Specialist, effective August 30, 2016</p> <p>Jane Salameh, Teacher Aide, effective August 17, 2016</p> <p>Ms. Viney seconded the motion. The motion carried 8:0.</p>	<p><b>Motion:</b> Fischer <b>Second:</b> Viney</p> <p>Motion carried 8:0</p>
17.	<b>Jefferson County Head Start – New Hires</b>	<p>Mr. Bush made a motion to approve the hiring of the following staff members as presented:</p> <p>Sandra Amis, Assistant Teacher, 1 year contract</p> <p>Luella Burdick, Bus Monitor</p> <p>Shelia Dittmer, Teacher</p> <p>Denise Galecki, Teacher – Long Term Substitute</p> <p>Rhonda King, Teacher, 1 year contract</p> <p>Nicole Morteusen, Substitute Teacher</p> <p>Cheryl Neupert, Substitute Teacher</p> <p>Mr. Wahl seconded the motion. The motion carried 8:0.</p>	<p><b>Motion:</b> Bush <b>Second:</b> Wahl</p> <p>Motion carried 8:0</p>
18.	<b>Jefferson County Head Start – Change in Position</b>	<p>Ms. Fergus made a motion to approve the changes in position as presented:</p> <p>Christine Becker, from Family Worker to Assistant Teacher</p> <p>Carrie Eggert, from Assistant Teacher to Co-Teacher</p>	<p><b>Motion:</b> Fergus <b>Second:</b> Viney</p> <p>Motion carried 8:0</p>

		<p>Cecilia Lentz, from Bus Monitor to Secretary</p> <p>Leslie Molleson, from Assistant Teacher to Teacher</p> <p>Sara Sturge, from Substitute to Teacher</p> <p>Ms. Viney seconded the motion. The motion carried 8:0.</p>	
19.	<b>Jefferson County Head Start – Increase in time</b>	<p>Mr. Bousman made a motion to increase the time for Melissa Villanueva, from part-time to full-time. Mr. Wahl seconded the motion. The motion carried 8:0.</p>	<p><b>Motion:</b> Bousman <b>Second:</b> Wahl  Motion carried 8:0</p>
20.	<b>Jefferson County Head Start – Reduction in time</b>	<p>Ms. Fischer made a motion to reduce the hours of Sue Wessels, COPA Manager, from 38 hours to 28 hours per week. Ms. Viney seconded the motion. The motion carried 8:0.</p>	<p><b>Motion:</b> Fischer <b>Second:</b> Viney  Motion carried 8:0</p>
21.	<b>Executive Closed Session</b>	<p>Ms. Thompson made a motion to adjourn to closed session pursuant to Wisconsin Statutes secs. 19.85 (1)(c) and (f) for consideration of a request from the Agency Administrator for modification(s) to his 2016-2017 employment contract's duties and compensation and the reason(s) therefor, and to discuss suggested staffing plan modifications if such request is granted and to discuss consideration of modification(s) to the duties and compensation of other administrative employees for their 2016-17 contracts and pursuant to Wisconsin Statutes secs. 19.85 (1)(e) to discuss the CESA 2 Driver Education program. Ms. Fischer seconded the motion. The Board adjourned to closed session at 8:45 pm.</p> <p>Ms. Barlass called the roll.</p>	<p><b>Motion:</b> Thompson <b>Second:</b> Fischer <b>Time:</b> 8:45 pm  Motion carried 8:0</p>

		<p><b>Present:</b>  Jim Bousman  Tom Bush  Bev Fergus  Barb Fischer  Evelyn Propp  Nancy Thompson  Marian Viney  Jim Wahl</p>	
22.	<b>Reconvene to Open Session</b>	Ms. Fischer made a motion to reconvene to open session. Ms. Viney seconded the motion. The motion carried 8:0 at 10:05 pm.	<p><b>Motion:</b>  Fischer  <b>Second:</b> Viney  <b>Time:</b> 10:0 pm</p> <p>Motion carried 8:0</p>
23.	<b>Action regarding the Agency Administrator's contract</b>	Mr. Wahl made a motion to approve the 2016-2017 administrative contract for Dr. Albrecht as presented, including a stipulation that effective October 3, 2016, his contract will be for 80% time through June 30, 2017. Ms. Fergus seconded the motion. The motion carried 8:0.	<p><b>Motion:</b> Wahl  <b>Second:</b> Fergus</p> <p>Motion carried 8:0</p>
24.	<b>Action regarding reassignment of duties</b>	Ms. Fischer made a motion to approve the recommended compensation increases for reassignment of duties for Mr. Barrow, Ms. Elger, Ms. Barlass and Mr. Dayton effective October 3, 2016 through June 30, 2017, as one-time stipends. Mr. Bousman seconded the motion. The motion carried 8:0.	<p><b>Motion:</b>  Fischer  <b>Second:</b>  Bousman</p> <p>Motion carried 8:0</p>
24.	<b>Cracker Barrel</b>	Due to the hour, there was no cracker barrel session.	
25.	<b>Adjourn</b>	Mr. Wahl made a motion to adjourn the meeting. Mr. Bousman seconded the motion. The motion carried 8:0 and the meeting adjourned at 10:08 pm.	<p><b>Motion:</b> Wahl  <b>Second:</b>  Bousman  <b>Time:</b> 10:08 pm</p>



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September 21<sup>st</sup> 2016

**CESA 2 BOARD OF CONTROL**

Administrator's Report

Gary L Albrecht, Agency Administrator

1. Last week I attended the State Superintendents Conference in Madison on Thursday. The conference included state recognition awards presented by State Superintendents Tony Evers at the Capitol.
2. Last Tuesday the CESA Statewide Network (Administrators) met in Madison. We discussed several state initiatives, such as educator effectiveness & WISEdash, and other business related to the CESAs. Our CSN chairperson this year is CESA 10 Administrator Mike Haynes.
3. Over the course of a week, I had an opportunity to meet and network with about 45 of our CESA 2 superintendents at the first PAC meeting on September 8<sup>th</sup>, at the Dane County Superintendents meeting on the 9<sup>th</sup>, and at a Rock/Green County meeting. I am in the process of checking on mentors for new superintendents as the WASDA coaching/mentor format has changed a bit this year.
4. As discussed at our last BOC meeting, I have been sharing with superintendents my plans to retire after June of 2017 and that I am working with the BOC to finalize an agreement to work 80% for the remainder of this fiscal year.
5. I am meeting with Driver Education Director Kurt Schultz this week to talk about the status of the program and plans for the future.
6. Last Friday, I attended a meeting of HR/Business official representatives from about 30 southern Wisconsin districts to talk about compensation modeling. As you are aware, districts are faced with teacher shortages and compensation is becoming very uneven between various staff based on experience, licensure, and education levels. More to come!
7. Our second PAC meeting of the year will take place on Thursday, October 3<sup>rd</sup> and will feature a DPI update by Sheila Briggs, Assistant to the State Superintendent.

**Jefferson County Head Start / CESA #2  
Directors Report to the Board of Control and Head Start Policy Council  
September 19<sup>th</sup> & 20<sup>th</sup>, 2016**

**Directors Report – Mary Anne Wieland**

**FEDERAL UPDATE – Office of Head Start:**

The New Head Start Program Performance Standards

On September 1<sup>st</sup>, 2016 the U.S. Department of Health and Human Services (HHS) announced new Head Start Program Performance Standards (HSPPS) that will further improve and strengthen the Head Start Program. The regulation is the first comprehensive revision of the Head start Program Performance Standards since they were originally published in 1975. The updated Standards reflect current research, science, and best practice. They describe high-quality service delivery so Head Start is better able to focus on outcomes for children and families. They also reduce administrative and regulatory burden, and improve clarity and transparency.

Information Memorandum

Key Words: Head Start Performance Standards, HSPPS; Revision; Final Rule; Regulation attaché with this report.

Fiscal Year (FY) 2017 Monitoring

The schedule of monitoring events for fiscal year 2017 will be modified for all Head Start Grantees. It should be noted that 2 reviews pertinent to our Head Start program will occur in 2017.

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-16-04	2. Issuance Date: 09/01/2016
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Program Performance Standards; HSPPS; Revision; Final Rule; Regulation	

**PROGRAM INSTRUCTION**

**TO:** All Head Start and Early Head Start Grantees, including Delegate Agencies and Early Head Start-Child Care Partnership Grantees

**SUBJECT:** Head Start Program Performance Standards (HSPPS) Final Rule

**INSTRUCTION:**

The Office of Head Start (OHS) announced in the Federal Register the first comprehensive revision of the **Head Start Program Performance Standards (HSPPS)** since their original release in 1975. The publication of this regulation marks an important milestone in the history of the Head Start program. The new standards build upon 50 years of leadership in comprehensive early childhood services and will further raise the quality

of Head Start programs. The new HSPPS are streamlined, simplified, and reorganized to improve clarity and transparency to support high-quality program delivery and minimize administrative burden.

This final rule has been nearly a decade in the making, fulfilling Congress's call for a review and revision of the Program Performance Standards in the bipartisan *Improving Head Start for School Readiness Act of 2007*. The new standards were developed by incorporating the growing body of research on effective early care and education, consultation from subject matter experts and representatives from grantees and Indian tribes, and thoughtful consideration of the 1,000 public comments received on the Notice of Proposed Rulemaking (NPRM). The result is a new set of standards that reinforces Head Start's position as a leader in the field of comprehensive early education, reflects best practices for teaching and learning, allows local flexibility, and reduces the number of federal requirements by approximately one-third.

### **Key Changes from Current Program Performance Standards**

The most significant change in the new standards is requiring programs, over time, to offer longer service duration, which research links to stronger child outcomes. The new standards require that all Head Start center-based programs offer at least 1,020 annual hours of service for preschoolers by August 1, 2021, with at least 50 percent of their center-based preschool slots meeting this requirement by August 1, 2019. Early Head Start center-based programs must also provide 1,380 annual hours of service by August 1, 2018. These requirements will help programs to meet children's learning needs while allowing local flexibility to design schedules that best meet community and family needs.

This extended timeline allows substantially more time than was proposed in the NPRM to allow a sufficient period of time for program planning, while still ensuring that more children will gain greater access to increased learning experiences needed for strong outcomes. The final rule also reserves authority for the Secretary of the U.S. Department of Health and Human Services to reduce the requirement based on available funding.

A second major focus of the new standards is to solidify the critical role of parents in the program, which has been a long-standing cornerstone of the Head Start program. The final rule clearly acknowledges that parents are their children's best advocates, better articulates family partnership services requirements, and maintains the parent committee requirement. We also revised the governance impasse procedures to require mediation or arbitration if necessary to resolve disputes between the governing body and the Policy Council. These changes reflect our belief that parents are foundational to Head Start's success and that the program's two-generation approach is integral to its impact on children and families.

### **Effective Date**

The new Head Start Program Performance Standards are effective as of November 7, 2016, which is 60 days after their publication. However, in order to afford grantees a reasonable period of time to implement certain provisions that have changed significantly from previous standards, the final rule allows programs additional time to comply with these specific provisions. The compliance dates for the applicable provisions can be found in the final rule under *SUPPLEMENTARY INFORMATION, Table 1: Compliance Table*. We urge grantees to use this interim period to make adjustments as needed to assure full compliance with the new HSPPS.

The following provisions have a compliance date of **August 1, 2017**:

- §1302.22(c)(1) – Early Head Start home-based service duration
- §1302.32(a)(1)(ii) and (iii); §1302.32(a)(2); and §1302.32(b) – Curricula for center-based and family child care programs
- §1302.33(b)(1), (2), and (3); §1302.33(c)(2) and (3) – Assessment
- §1302.35(d)(1) through (3) – Curriculum for home-based programs
- §1302.53(b)(2) – Quality Rating and Improvement Systems (QRIS)
- §1302.53(b)(3) – Data systems
- §1302.90(b)(2), (4) and (5) – Complete background check procedures
- §1302.92(c) - Coordinated coaching strategy and coaching staff qualifications
- §1302.101(b)(4) – Management of program data

The following provisions have a compliance date of **August 1, 2018**:

- §1302.21(c)(1) – Early Head Start center-based service duration
- §1302.91(e)(4)(ii) – Child Development Specialist staff qualifications
- §1302.91(e)(6)(i) – Home visitor staff qualifications

The following provisions have a compliance date of **August 1, 2019**:

- §1302.21(c)(2)(iii) and (v) – Head Start center-based service duration: 50 percent of slots at 1,020 annual hours

The following provision has a compliance date of **August 1, 2021**:

- §1302.21(c)(2)(iv) – Head Start center-based service duration: 100 percent of slots at 1,020 annual hours

### **Implementation Support**

In order to support the Head Start community in understanding and successfully implementing the new standards, we will offer a comprehensive series of training and technical assistance (T/TA) supports across a variety of platforms over the 2016–2017 program year. These opportunities will be targeted to stakeholders at every level—from grantee management staff, boards, and Policy Councils to federal and contract staff and T/TA providers.

To establish a common, in-depth understanding of the new HSPPS and expectations for implementation that will lay the groundwork for consistent support to grantees across the country, we held an in-person training for federal program specialists last month. Throughout this program year, we will deliver a series of interactive webinars and webcasts to help grantees explore, understand, and fully implement the new HSPPS, with strategies for working with staff, governing bodies, and families as programs make changes to adopt the new standards. Our support for grantees will begin with a webcast and question and answer session with OHS leadership. There will also be a virtual HSPPS Showcase that will address specific areas of the new standards, which will become available on the **Early Childhood Learning and Knowledge Center (ECLKC)** in early September. We will host monthly webinars to support understanding and implementation for grantees, T/TA providers, Regional Office staff, and other stakeholders. More information about these monthly opportunities will be available soon.

Additionally, OHS staff and T/TA providers will be presenting on the new standards at regional, state, and

national conferences throughout the fall, winter, and spring. Our initial T/TA period will culminate with the OHS Birth to 5 Leadership Institute for management teams in the spring to consolidate and build upon the learning that has taken place throughout the program year.

### **Next Steps**

Programs are urged to take the time to read the final rule in its entirety, including the preamble and the text of the regulation. Programs are also encouraged to participate in the OHS web-based and in-person T/TA opportunities that will be offered during this program year. Programs will need to discuss and plan for the implementation of the new standards with their staff, governing bodies, and parents. OHS and our T/TA partners will continue to provide direction, guidance, and resources that support fulfilling our promise to prepare our children and families for school and beyond.

Thank you for the work you do on behalf of children and families.

/ Blanca Enriquez /

Blanca Enriquez  
Director  
Office of Head Start

### These reviews include:

Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)  
Classroom Assessment Scoring System (CLASS)

The Head Start Policy Council, as well as, CESA #2 Board of Control will be notified as soon as possible if a review date is scheduled by the Office of Head Start.

A letter received by the Head Start Program addressing Monitoring Reviews is attached with this report.



**ADMINISTRATION FOR  
CHILDREN & FAMILIES**  
Office of Head Start

June 17, 2016

Dear Head Start Colleagues,

Throughout the past year, I have traveled to every Region and have visited many high quality programs and met with hard working, dedicated staff at the local, state, and federal levels. There was never a visit or

meeting where I wasn't asked, "Dr. Enriquez, when will the new Head Start Program Performance Standards (HSPPS) be released?" The anticipation for the release is growing, and I can say with confidence that the release of the HSPPS will be close to the start of the new program year.

Once the HSPPS are issued, we will provide multiple opportunities—immediately following the release and throughout the coming year—to ensure that the Head Start community becomes fully familiarized with the new HSPPS. Training needs to take place at every level, including federal and contract staff, grantee and management staff, boards, Policy Councils, training and technical assistance (T/TA) providers, and reviewers to name a few. As grantees and delegates begin planning for the next program year, ensuring that staff have ample opportunities to learn about the new Standards and to discuss the impact on program and fiscal operations, policies, and procedures must be a top priority.

Next year will be a significant learning curve for all; therefore, we will modify the schedule of monitoring events for fiscal year (FY) 2017. This does not mean that monitoring will be suspended. We will continue to schedule Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) reviews. Classroom Assessment Scoring System (CLASS®) reviews will not be modified. If your program is on schedule to receive a CLASS® review in FY17, it will occur. Follow-up reviews will also be scheduled, as needed. Additionally, we will schedule reviews for new Early Head Start-Child Care (EHS-CC) Partnership grantees that did not have an existing Early Head Start program prior to the EHS-CC Partnership grant. Each new EHS-CC Partnership grantee will receive a schedule of the modified reviews.

FY17 review events will not be regularly scheduled in the areas of Leadership Governance and Management Systems, Environmental Health and Safety, Fiscal and Comprehensive Services, and School Readiness. However, if the Office of Head Start identifies concerns or issues in any of these areas, we may schedule a targeted review. We will also use this period to make changes, as necessary, to align monitoring with the new HSPPS and fiscal regulations.

I thank you for your tireless efforts and continued improvements to provide high-quality comprehensive services to our country's most vulnerable children and families.

Sincerely,

/ Blanca E. Enriquez /

Blanca E. Enriquez  
Director  
Office of Head Start

#### Reduction of Enrollment – Approved

In May, a Reduction in Enrollment Grant was submitted to the Office of Head Start in accordance with the Head Start Act; a Head Start Agency may negotiate with the Secretary a reduced funded enrollment level without a reduction in the amount of the grant received by the agency under this subchapter, if such agency can reasonably demonstrate that such reduced funded enrollment level is necessary to maintain Quality services. On September 5<sup>th</sup>, 2106, the agency was notified that the Reduction in Enrollment request was granted. During the 2016-2017 school year and forward; Head Start will provide services to 268 children, thus reducing its total enrollment by 28 children.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

<b>1. AWARDING OFFICE:</b> Office of Head Start		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant	<b>3. AWARD NO.:</b> 05CH8500-02-03	<b>4. AMEND. NO.:</b> 3
<b>5. TYPE OF AWARD:</b> Service		<b>6. TYPE OF ACTION:</b> Change in Scope	<b>7. AWARD AUTHORITY:</b> 42 U.S.C. 9801	
<b>8. BUDGET PERIOD:</b> 01/01/2016 THRU 12/31/2016		<b>9. PROJECT PERIOD:</b> 01/01/2015 THRU 12/31/2019		<b>10. CAT NO.:</b> 93.600

<b>11. RECIPIENT ORGANIZATION:</b> COOPERATIVE EDUCATIONAL SERVICES AGENCY No. 2 1221 Innovation Dr Ste 205 Whitewater, WI 53190-1482 Grantee Authorizing Official: Nancy Thompson, Board Chair		<b>12. PROJECT / PROGRAM TITLE:</b> Head Start
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<b>13. COUNTY:</b> Walworth	<b>14. CONGR. DIST.:</b> 05	<b>15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR:</b> Gary Albrecht Administrator
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<b>16. APPROVED BUDGET:</b>		<b>17. AWARD COMPUTATION:</b>	
Personnel.....	\$ 954,420.00	A. NON-FEDERAL SHARE.....	\$ 541,451.00 20%
Fringe Benefits.....	\$ 649,945.00	B. FEDERAL SHARE.....	\$ 2,165,804.00 80%
Travel.....	\$ 7,576.00	<b>18. FEDERAL SHARE COMPUTATION:</b>	
Equipment.....	\$ 0.00	A. TOTAL FEDERAL SHARE.....	\$ 2,165,804.00
Supplies.....	\$ 25,314.00	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 0.00
Contractual.....	\$ 160,462.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD...	\$ 2,165,804.00
Facilities/Construction.....	\$ 0.00	<b>19. AMOUNT AWARDED THIS ACTION:</b>	
Other.....	\$ 266,753.00	\$ 0.00	
Direct Costs.....	\$ 2,064,470.00	<b>20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:</b>	
Indirect Costs.....	\$ 101,334.00	\$ 4,293,809.00	
At % of \$		<b>21. AUTHORIZED TREATMENT OF PROGRAM INCOME:</b>	
In Kind Contributions.....	\$ 0.00	Additional Costs	
Total Approved Budget.....	\$ 2,165,804.00	<b>22. APPLICANT EIN:</b> 391487148	<b>23. PAYEE EIN:</b> 1391487148A1
		<b>24. OBJECT CLASS:</b> 41.51	

<b>25. FINANCIAL INFORMATION:</b>					DUNS 167639095	
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
	05CH850002	75-16-1536	6-G054122	\$0.00		

**26. REMARKS:** (Continued on separate sheets)

<b>27. SIGNATURE - ACF GRANTS OFFICER</b> Eric P Staples	<b>DATE:</b> 09/05/2016	<b>28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY</b> Mr. Omar Barrett	<b>DATE:</b> 08/31/2016
<b>29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)</b> Ms. Kay Willmoth - Regional Program Manager		<b>DATE:</b> 09/05/2016	



**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
NOTICE OF AWARD**

SAI NUMBER:  
PMS DOCUMENT NUMBER:

<b>1. AWARDING OFFICE:</b> Office of Head Start		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant	<b>3. AWARD NO.:</b> 05CH8500-02-03	<b>4. AMEND. NO.:</b> 3
<b>5. TYPE OF AWARD:</b> Service		<b>6. TYPE OF ACTION:</b> Change in Scope	<b>7. AWARD AUTHORITY:</b> 42 U.S.C. 9801	
<b>8. BUDGET PERIOD:</b> 01/01/2016 THRU 12/31/2016		<b>9. PROJECT PERIOD:</b> 01/01/2015 THRU 12/31/2019		<b>10. CAT NO.:</b> 93.600
<b>11. RECIPIENT ORGANIZATION:</b> COOPERATIVE EDUCATIONAL SERVICES AGENCY No. 2				

**STANDARD TERMS**

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children and Families  
U.S. Department of Health and Human Services  
Office of Grants Management  
ATTN: Grants Management Specialist  
330 C Street, SW.,  
Switzer Building  
Corridor 3200  
Washington, DC 20201

AND  
U.S. Department of Health and Human Services  
Office of Inspector General  
ATTN: Mandatory Grant Disclosures  
Intake Coordinator  
330 Independence Avenue, SW, Cohen Building  
Room 5527  
Washington, DC 20201  
Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: [MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371. Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This grant is subject to the requirements as set forth in 45 CFR Part 75. This award is subject to HHS regulations codified at 45 CFR 1301, 1302, 1303, 1304, 1305, 1306, 1307, 1308, 1309, and 1310. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

## AWARD ATTACHMENTS

COOPERATIVE EDUCATIONAL SERVICES  
AGENCY No. 2

05CH8500-02-03

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1. 05CH8500-02-03 Enrollment Reduction Remarks

**26. REMARKS (Continued from previous page)**

This action approves the reduction in the Head Start enrollment level of 28 slots pursuant to Section 640(g)(3) of the Head Start Act effective September 01, 2016.

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.

A copy of the grant award notice & remarks are included with this report.

## FIVE YEAR GRANTS, APPLICATION INSTRUCTIONS v2 –APRIL 2015

### **Application and Budget Justification Narrative: Instructions and Definitions**

#### **Content of Application and Budget Justification Narrative**

Applications for Federal financial assistance to operate a Head Start and/or Early Head Start program must provide a comprehensive description of the organization's plans to deliver quality Head Start and/or Early Head Start services and a detailed budget to support the planned delivery of services. Applications to obtain a grant for a five year project period or to continue operations during the five year project period contain two sections and are prefaced by a Table of Contents that follows the format and numbering of these Instructions:

- Section I. Program Design and Approach to Service Delivery
- Section II. Budget and Budget Justification Narrative

Section I, Program Design and Approach to Service Delivery, specifies the organization's plans to operate the Head Start and/or Early Head Start programs. Detailed information is requested for the criteria outlined in five sub-sections:

- A. Goals;
- 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 Narrative, must identify and describe the resources needed to implement the project plans and approach described in Section I, Program Design and Approach to Service Delivery. The information in Section II must align with the data contained in the HSES tab for "Financials", then "Grant Applications," then within this current application, the "Budget" tab.

Organizations are required to submit either a Baseline Application or Continuation Application. The criteria for both types of applications are outlined below for each section and sub-section. A determination on the acceptability of the application will be made based on the extent to which each item is addressed.

The Head Start Policy Council and the CESA #2 Board of Control will be asked to approve the submission of the Federal Head Start 5 Year Continuation/Refunding Grant Application to provide comprehensive Head Start Services to 268 children. A grant summary will be provided to the Policy Council and Board of Control after October 1<sup>st</sup>, 2016 a complete Grant Application will be available for review at the CESA #2 Main Office.

### **Credit Card Purchases:**

No Credit Card Purchases

### **ERSEA Specialist Report – Lisa Stafford**

#### **Enrollment:**

As of Aug 31, 2016 there are **105** children placed of **220** for Jefferson County.

**40** requested applications/information regarding the program for 2016 - 17. Advocates have been scheduling screening appointments as they come in.

There are **15** openings for Jefferson County including **6 4 K openings 2 Purdy 3 Hebron 1 Sullivan.**

There have been many children who were placed have dropped prior to the start of the school year. In the September report there will be a more accurate list of enrollment for drops, new students and transferred children from one session or classroom or site.

#### **Recruitment Activities:**

##### **Watertown:**

**Door to Door:** Staff went recruiting in areas not yet covered for door hangers  
**School Supply Give-Away:** Watertown Area Catholic Schools Aug 15 & 16.  
**Johnson Creek** Safety Fair Aug 11

##### **Jefferson:**

**Door to Door:** Staff recruited in many areas throughout the city.  
**Ready Kids for School:** Participated in the School supply giveaway Aug. 6.  
**A Night out Against Crime:** Aug 2

##### **Hebron/Purdy:**

**Door to Door:** Various sections of Ft. Atkinson were recruited with Flyers and Door Hangers.

### **Center Directors Report (Westosha) – Julie Ouimet**

#### **Enrollment for 2016-17 School Year:**

- 48 children enrolled on September 1<sup>st</sup>
  - 14 children in Westosha Full Day
  - 17 children in Westosha AM
  - 17 children in Westosha PM
- 1 no-show on September first
- 13 Wait List

#### **Recruitment Efforts:**

- Door to door recruitment.
- National Night Out in Twin Lakes
- Kenosha County Fair Booth
- Business Fliers updated
- Facebook Page updated weekly

#### **Strategic Plan Updates:**

**Increase Dental Partnership Agreements in Westosha:**

- ❖ Kenosha County Division of Health continues their partnership with us to provide dental varnishes to the children at the Westosha location 3 times a year.
- ❖ A meeting was held with Kenosha Community Health Center. We will have a formal agreement with them to come to us to do our dental exams before the 90 day deadline. This will allow most children to be seen by the dental group that will be available for their follow up care.
- ❖ Dr. Kaske will continue to be used as a last resort for dental exams or emergence work.

**Family Involvement-Recruitment:**

- A Family Engagement and Volunteer letter was written and sent to all enrolled families this summer.
- The Volunteer Training letter was updated to include some of the same verbiage and The Engagement letter.
- Volunteer Training dates have been set and parents are being encouraged to attend.

**IN-KIND REPORT**

Total Needed (grant)	\$541,451 (new amount after \$9,450 added for COLA)
Amount Received Year-to-date	\$301,250
Amount Remaining	\$240,191

In-kind Report  
June 2016  
\$541,451

