

CESA #11 Head Start/Early Head Start Annual Report 2008-2009

The CESA #11 Head Start/Early Head Start Program provides early childhood educational, health and nutrition, and family services to 561 Head Start and 203 Early Head Start income eligible children in the seven (7) northwestern Wisconsin counties of: Barron, Chippewa, Dunn, Pepin, Pierce, Polk, and St. Croix. Funding for these services comes from the federal office of Health and Human Services totaling \$5,946,767 and supplemental state funds totaling \$427,350. (See attached proposed budget and budgetary expenditures.)

The CESA #11 Head Start program's mission is: "Empower, Support, Educate, and Lead". The vision statement, "To create relationships and build collaborative partnerships within our communities which support, empower and develop the unique potential of each Head Start child, family, and staff member to promote a healthy promising future for all enrolled children and families", provides direction for the program along with the program's core values it lives by. The following five program goals have been established to direct the work and allocation of program resources of time and money:

1. Provide the highest quality of services utilizing the Federal Head Start Bureau's educational outcomes and locally developed family outcomes.
2. Become a full partner in the community's safety net for low income children and families.
3. Develop effective site based work teams.
4. Secure alternative funding sources and resources.
5. Create and support a comprehensive and effective staff development process.

The CESA# 11 HS program integrates research on best practice, recommendations from parents and staff on quality services, Federal Head Start Performance Standards, Brighter Futures – National Health Standards, the Child Care and Adult Food Program (CCAFP) Requirements, the WI State Day Care Regulations, The Wisconsin Model for Early Learning Standards, and the Governor's KidsFirst agenda, along with partnering with local community agencies to effectively serve as a community safety net for low income children and their families. In November, 2009 Governor Doyle nominated CESA #11 Head Start as a Center of Excellence in Early Childhood.

In the CESA #11 HS/EHS service area, there are estimated to be over 3,700 low income, eligible birth to 5 year olds, which continues to show an increase of children living in poverty from previous years. The HS/EHS program projects that it is able to serve approximately 8% of the income eligible infants and toddlers and 44% of the income eligible 3 and 4 year olds in this seven county service area. Currently there are over 100 three and four year olds and 100 infants, toddlers and pregnant women on the program's waiting list. During this program year, 653 three and four year old children from 598 families received Head Start services and 313 birth to three year olds from 196 families received Early Head Start services.

Head Start/Early Head Start Services are offered in a variety of program options in an effort to best meet the needs of the children and their families. These options include:

Center Based Classroom Services which provides classroom based Head Start services to 426 three and four year olds for 3.5 hours per day, 130 days per year.

Home Based Option provides 32 Home Visits 1.5 hours in length and 16 classroom experiences 3.5 hours in length for 22 three and four year olds.

Combination Option provides services to 27 three year olds or four year olds that are isolated by distance from the center by providing 24 Home Visits 1.5 hours in length and 32-36 classroom experiences 3.5 hours in length.

Early Head Start Combination Option is provided to 203 children birth to three years old (20 of which are filled with enrollees of the School Age Parent Program) and their families. This year-round option provides 48 weeks of services utilizing the support of two Family Partners, one child focused and one family focused, providing direct services to the child and family both in the classroom setting of which there are 32-36 socializations and in the child's home during each of the 24 Home Visits.

School Age Parent Program (part of the EHS Combination Option) provides parenting and early childhood development classes to 20 school age parents. Pregnant adolescents are enrolled immediately upon being diagnosed as pregnant and may remain in the School Age Parent option until they have successfully graduated from High School.

Pre-K4 School District Collaboration which provides PreK services to income eligible Head Start enrolled children in the school districts of Barron, Cadott, Cameron, Chippewa Falls, Ellsworth, Frederic, Luck, Menomonie, New Richmond, Osceola, Rice Lake, St. Croix Falls, and Stanley-Boyd.

The school districts contract with the CESA # 11 Head Start program to provide the district's Pre-K4 program within the Head Start classroom and purchases extended services for these children. Utilizing district funding, enrolled children participate in activities prior to Head Start beginning in the fall to become more familiar and comfortable in their new HS setting. These transitional HS activities provide the educational staff an enhanced opportunity to get to know each child better and complete developmental screenings. When the Head Start classroom ends in May, these Pre-K4 children participate in a Head Start summer school program designed to successfully transition them into a full day Kindergarten program in the fall. At the end of the Head Start summer experience, these children and their families are also provided a free field trip by chartered bus to the Minnesota Children's Museum. Following the trip each child receives backpack for school, a box of classroom supplies that they will need specifically for the Kindergarten classroom they will be attending, along with a book about Kindergarten. Memorandums of Understanding are in place with all school districts in the service area that have PreK, but do not have a formal collaboration with the Head Start program to assure successful transitions to Kindergarten.

The average monthly enrollment for the Head Start/ Early Head Start program was 101% of the funded enrollment. Of the total children served, 87% fell below 100% of the Federal Poverty Level, 7% were between 100%-130% FPL, 5% were over 130% FPL and 1% were eligible due to their status as a foster child. All enrolled children are provided access to dental services through onsite visits by the CESA #11 Rural Health Dental Clinic, which includes referral support to 2 pediatric dentists when necessary. 96% of all enrolled children received a dental exam and preventive dental services. 34% of these children were diagnosed as needing treatment, of which 91% received the necessary follow-up care. 90% of all enrolled children were up-to-date with their age-appropriate preventive and primary health care. 97% of the 3% diagnosed with a health condition received the necessary follow-up medical care. 100% of the enrolled children were up-to-date with their immunizations.

Each family enrolled receives Parent/Family Handbooks to assist the families in understanding program requirements and opportunities. The program has implemented a new approach to better serve parents by providing numerous opportunities for parent training sessions based upon program identified needs. Parents receive a stipend of \$10 per training session when they attend which helps cover their costs for child care and transportation. Parent committees are held monthly, during the school year, with parent's receiving a stipend to participate in this opportunity also. Each center's Parent Committee follows their center's parent committee by-laws when conducting the work of this group as well as voting in a representative to serve as a Policy Council member. Each center is responsible to select a community service project to demonstrate to the community that they appreciate the community support Head Start receives. It also helps parents understand that they are an important resource for their community and may help them develop an ethic of giving and actively participating in the affairs of their community and school. The CESA # 11 Head Start Program has sponsored a locally developed "Healthy Child" initiative at each center which is organized and implemented by the parents at that center. This effort was designed to build upon a state initiative sponsored by the Governor to encourage all families to eliminate exposure of their children to second hand smoke. The program increased the Healthy Child focus to include the elimination of violence in HS homes such as language, TV viewing, domestic abuse, child rearing practices etc.

The CESA #11 Head Start program has already met and exceeded the staffing requirements for classroom teachers, education supervisors, and teacher assistants as set forth in the 2007 Head Start Act. The CESA #11 HS/EHS program has also established a new mission team to develop comprehensive dual language learner policies and procedures to meet the expanding dual language learner population.

The CESA #11 Head Start/Early Head Start program completed a successful triennial review by the Office of Head Start and CESA #11, as grantee, once again received an "unqualified" audit rating during its annual financial audit. (See attached letters.)

CESA #11 HEAD START / EARLY HEAD START BASE

BUDGET EXPENSE SUMMARY

DECEMBER 1ST, 2008 - NOVEMBER 30TH, 2009

	FEDERAL	FEDERAL EXPENSES	FEDERAL BALANCE:	%	STATE EXPENSES
a. Personnel	\$ 3,124,563.00	\$ 3,031,730.62	\$ 92,832.38	3%	\$ 215,378.62
b. Fringe Benefits	\$ 1,503,328.00	\$ 1,720,789.97	\$ (217,461.97)	-14%	\$ 120,362.42
c. Travel	\$ 17,257.00	\$ 17,421.10	\$ (164.10)	-1%	\$ 6,301.88
d. Equipment	\$ 290,790.00	\$ 178,497.27	\$ 112,292.73	39%	\$ -
e. Supplies	\$ 184,337.00	\$ 193,815.99	\$ (9,478.99)	-5%	\$ 14,141.95
f.. Contractual	\$ 81,188.00	\$ 74,022.83	\$ 7,165.17	9%	\$ -
g. Facilities/Construction	\$ -				\$ -
h. Other	\$ 777,451.00	\$ 761,876.69	\$ 15,574.31	2%	\$ 86,715.13
T/TA Training/Technical Assistance	\$ 122,041.00	\$ 123,300.53	\$ (1,259.53)	-1%	\$ -
TOTAL EXPENSES	\$ 6,100,955.00	\$ 6,101,455.00	\$ (500.00) *		\$ 442,900.00
Non Federal Share:	\$ 1,525,239.00	\$ 1,525,239.00	\$ -		
TOTAL BUDGET EXPENSES:	\$ 7,626,194.00	\$ 7,626,694.00	\$ (500.00)		
LOCAL REVENUE:	\$ 500.00		\$ (0.00)		
BUDGET BALANCE			\$ (0.00) *		
COST PER CHILD:	Children	Award	Cost Per Child		
FEDERAL HEAD START	487	\$ 3,705,945	\$ 7,610		
FEDERAL EARLY HEAD START	203	\$ 2,138,149	\$ 10,533		
STATE HEAD START	86	\$ 442,900	\$ 5,150		
	776				
ADMINISTRATIVE COSTS:		7.13%	\$543,619.13		
PARENT ACTIVITY/POLICY COUNCIL ACTIVITIES			\$45,731.89		



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
Office of Head Start
8th Floor Portal Building
1250 Maryland Avenue, SW
Washington, DC 20024



**Cooperative Educational
Service Agency (CESA) 11**

August 11, 2009

The Office of Head Start (OHS) recently completed a triennial review of your Head Start and Early Head Start programs. The OHS Monitoring Protocol Tool was used to gather information through interviews, observations and document reviews. Results of the triennial review demonstrate that your programs are in full compliance at this time.

The OHS wishes to acknowledge this accomplishment to the Governing Body, Policy Council, staff, and families. We know that meeting and sustaining compliance with the regulations requires an ongoing commitment to self assessment and continuous improvement. Your official triennial review report is enclosed. We look forward to working with your program to successfully meet the new challenges and opportunities to strengthen Head Start services to children and families.

Sincerely,

A handwritten signature in cursive script, appearing to read "Patricia E. Brown".

Patricia E. Brown
Acting Director
Office of Head Start

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INDEPENDENT AUDITORS' REPORT

Board of Control
Cooperative Educational Service Agency No. 11
Turtle Lake, Wisconsin

We have audited the accompanying basic financial statements of the Cooperative Educational Service Agency No. 11, Turtle Lake, Wisconsin (Agency) as of and for the year ended June 30, 2009, as identified in the table of contents. These financial statements are the responsibility of the Agency's Board of Control and management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the Agency's Board of Control and management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Cooperative Educational Service Agency No. 11 at June 30, 2009, and the results of its operations and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As discussed in Note 3.C to the financial statements, the District adopted the provisions of Government Accounting Standards Board Statement No. 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions, as of and for the year ended June 30, 2009. This statement results in the District reporting a liability for postemployment benefits other than pensions that the District provides to its employees and retirees.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 28, 2009 on our consideration of Cooperative Educational Service Agency No. 11's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The management's discussion and analysis and schedule of funding progress, as referenced on the table of contents, are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements of the Agency taken as a whole. The schedules presented as other supplementary information, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly presented, in all material respects, in relation to the basic financial statements taken as a whole. The prior year partial comparative supplementary information has been derived from the Agency's June 30, 2008 financial statements, and, our report dated December 4, 2008, on the supplementary information stated such information had been subjected to the auditing procedures applied in the audit of the Agency's June 30, 2008 basic financial statements and was fairly stated in all material respects in relation to the 2008 basic financial statements taken as a whole.

Larson Allen LLP

LarsonAllen LLP

Eau Claire, Wisconsin
October 28, 2009