



Head Start Weekly Bulletin

News and Info for Head Start

Week of April 26, 2010

1. Trainings are listed on page 2 of this bulletin.
2. Dear Head Start staff, I would like to provide more information to you regarding the use of substitute staff in our program. We contracted out with the MOTUS company this year to meet the needs of subs to support the staffing in the classrooms when regular staff are unable to get to work. We have been monitoring the substitute hours every month and have discussed ways to make this process efficient and supportive to the classroom needs. We budget funds in various categories at the beginning of the year and try to manage the expenses to stay within the budgeted amount. This year we also had additional Quality Improvement funds in the substitute category. We have not only used up all the funds budgeted for subs but have gone over our expenses significantly. This is an opportunity for us to evaluate our existing system and come up with solutions so we can have an efficient system that works for us. Here are the things we are doing at our end to make sure that the program needs are met until the end of the school year:
 - I am meeting with fiscal staff early next week to review the budget and make budget modifications
 - We will continue to support the classrooms that have open positions with subs and Elaine is already working with the PAS's to make it work.
 - The program managers have come up with staffing schedules and plans to address the needs of individual classrooms.At your end, you can help by increasing the engagement of parent volunteers in your classrooms, scheduling personal appointments before or after class time, and supporting the work teams. Please work with your supervisors regarding any questions or concerns you may have. We will get back to you with more information next week. We are committed to make this process work for everyone and manage our budget efficiently. Thank you all for everything you do, Farzana
3. ALL Dollar Per Child money should have been sent in to the fiscal office by now if we want to present the check at the OHSA Meeting the first of May. Please check with your parents to be sure **all** monies have been turned in immediately. Any money received by the fiscal office after Friday, April 30th will not be included in the check. Thanks – Cindy - Fiscal Office
4. Wellness Day pictures are starting to trickle in. I have placed them in a folder for your enjoyment. To get to them go to: N:\hs-data\Programs\Wellness Day Pics 2010. If you have any you would like to share, please save them in that folder. Thanks – Elaine