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TO: **Jim Masters, Center for Community Futures**
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Date: _____
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1) **Policies on Your Drive 2017.** A comprehensive Microsoft Word file with hundreds of draft policies and procedures bookmarked, indexed, and referenced to corresponding regulations, organized by the structure of the Head Start Program Performance Standards published September 6, 2016. By Teresa Wickstrom and Jim Masters. \$395. (Comprehensive Fiscal policies will be sold separately.)

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2) **Review Ready! 2019 Electronic File** The Aligned Monitoring System 2.0 review questions and performance measures for both Focus Area 1 (as of 7/24/2018) and Focus Area 2 (as of 9/5/2018) with their related regulations spelled out in an Excel file with 11 worksheets -- plus the Head Start Act, the Final Rules, 2 CFR Part 200, and the Periodicity Schedule. This is an invaluable tool to prepare for your next review or to do your annual self-assessment. By Teresa Wickstrom and Jim Masters. \$99 for one user; \$129 for up to 5 users.

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3) **Recruitment in Head Start.** How to reach and recruit the people you want in your program. How to recruit from any hard-to-reach population. By Greg Newton and Teresa Wickstrom. Free.

- 4) **Salary and Benefits Survey Report of Local Head Start Programs 2018.** How do your salaries, fringe benefits and personnel policies compare nationwide with other Head Start programs? The Report presents fringe benefit, hourly pay rate, and annual salary data for 163 Head Start positions, as reported by 123 Head Start programs. By Jim Masters and Teresa Wickstrom.
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- 6) **Eighteen Principles for Effective Agency Leadership.** Help the Sponsoring Agency Board or Policy Council escape from a fixation on details. The Board clarifies the ends, the Director develops the means. The Board decides what the organization will do, and the Director decides what the staff will do. By John Carver, Ph.D. Free.
- 7) **Community Assessment (CA) Data Framework and Methods.** A real-life example of a Community Assessment and a workbook describing methods for you to use to produce the exact data you need for your CA to meet Head Start standards. Printed Manual, and a CD-Rom that has the manual and the real-life example (a real CA we did for a Head Start sponsor) which is the case study. By Dr. Betsy Morris and Jim Masters. **Currently being updated; won't be available until later** but you can pre-order. \$195.

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~ Thank You for Your Business ~

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