

# **SWCAP Head Start Policy Council Minutes February 17, 2026**

**CALL TO ORDER:** Ekedahl called the meeting to order at 6:00 p.m. Roll was taken by Kitelinger. A quorum was present.

**PRESENT:** Andrews, Ekedahl, Aide, Achenbach, Smith, Green, Robledo, May

**EXCUSED:** Weber-Enloe

**ABSENT:** Clarke

**PRESENT BUT NOT YET SEATED:** None

**AGENDA APPROVAL:** Achenbach moved to approve the agenda; May seconded. The motion carried.

**SEATING/RESEATING OF REPRESENTATIVES:** None

**MINUTES OF THE JANUARY MEETING:** Achenbach moved to approve the January 20, 2026, Policy Council minutes; Robledo seconded. The motion carried.

**FINANCE REPORTS:** Representatives received copies of the finance reports. Shemak reviewed the January reports for all grants, including Head Start, Early Head Start, Expansion/Child Care Partners, State, and Family Foundations, including inkind and training expenses where applicable.

Aide moved to approve the January Finance Reports and Achenbach seconded. The motion carried.

**USDA REPORTS:** Shemak reported the January report was not available and will be presented in March along with the February claim. Aide moved to table the January claim; May seconded. The motion carried.

**CREDIT CARD EXPENDITURES:** Representatives received the January credit card statement and summary. Shemak reviewed the charges which included home visiting training, CDL training course, Recipe for Success materials, Family Foundations Flex Fund purchases, Wisconsin Dept of Children and Families (DCF) child care license renewal, and expenses related to the January staff inservice.

Achenbach moved to approve the Credit Card Report; Robledo seconded. The motion carried.

**PERSONNEL ACTIONS:** Hardyman reported the hiring of four new staff members who are scheduled for orientation on 02/23/26. They are Alabama Matrious, a former employee rehired as the Dodgeville Head Start Assistant Teacher; Carrie Gebhard, hired as a Boscobel Early Head Start Infant/Toddler Classroom Teacher; Lynn Johnson, hired as a Platteville Head Start Assistant Teacher; and Rebecka Orsburn, hired as a Platteville Head Start Assistant Teacher.

All background checks were completed with satisfactory results. May moved to approve the hires; Achenbach seconded. The motion carried.

**SELF-ASSESSMENT RESULTS:** Hardyman reported the results are not yet complete and requested that the agenda item be tabled until March. Achenbach moved to table the item; May seconded. The motion carried.

**HEAD START COMMUNITY NEEDS ASSESSMENT RESULTS:** Hardyman reported she is still updating the Needs Assessment and requested the agenda item be tabled until March. Achenbach moved to table the Needs Assessment Results until March; May seconded. The motion carried.

**COMPONENT UPDATES:** Representatives had the opportunity to ask questions and discuss the information provided in the Health, Enrollment, and Attendance reports they received.

**INFORMATION MEMORANDUMS/PROGRAM INSTRUCTIONS:** None

**SWCAP BOARD MEETING REPORT:** None. Hardyman reported a January meeting could not be held due to a lack of a quorum. The next meeting is scheduled for 02/26/26.

**OTHER REPORTS/BUSINESS:** Hardyman provided updates on staffing shortages, classroom closures, and facility-related issues.

**ADJOURNMENT:** Achenbach moved to adjourn; Aide seconded. The motion carried. The meeting adjourned at 6:57.

2001 - Management Report - Enrollment

Program Term: EXP-CCP 2025-26: Early Head Start 2025-26: Head Start 2025-26 | All | Enrollment Date: All | Enrollment Status: Enrolled, Dropped, Drop/Wait, Drop/Accept, Completed | Flag/Group: Not Filtered | Program Option: All | Responsible Staff: All | Custom Filter: Not Filtered | Report Type: Summary | Group By: Agency

Enrollment Status									Income Eligible**					Medicaid**			Primary Health Coverage**		Other Health Coverage*		TANF*			Participation Year*		Disability*			
Yr To Date	Cur. Enrl*	Drop ped*	Wait List	Drop/ Wait*	Drop/ Acpt*	New	Ac- cept	Cmp*	Elig 100%	101- 130%	Over Income	Home- Foster	Pub less Asst.	Yes	Pote ntial	No	Code	Count	Code	Count	Yes	For mer	No	Year	Count	Conc ern	Diag- nosed Prior	Diag- nosed During	
<b>Early Head Start 2025-26</b>									<b>Funded Enrollment: 74</b>																				
92	69	11	0	0	0	0	0	12	8	0	0	2	4	78	4	0	0	(Blank) C	74	(Blank)	92	2	0	90	1 Yr	49	8	4	0
	75%	12%		0%				13%	9%	0%	0%	2%	4%	85%				M	11					2 Yrs	36				
																		P	6					3 Yrs	5				
																								4 Yrs	2				
<b>EXP-CCP 2025-26</b>									<b>Funded Enrollment: 52</b>																				
55	43	6	0	0	0	0	0	6	8	0	3	1	1	42	0	0	0	(Blank) C	51	(Blank)	55	0	0	55	1 Yr	27	3	6	0
	78%	11%		0%				11%	15%	0%	5%	2%	2%	76%										2 Yrs	24				
																								3 Yrs	4				
<b>Head Start 2025-26</b>									<b>Funded Enrollment: 145</b>																				
126	107	19	0	0	0	0	0	0	17	2	4	2	3	98	0	0	0	-	1	(Blank)	126	5	1	120	1 Yr	69	7	14	1
	85%	15%		0%				0%	13%	2%	3%	2%	2%	78%				(Blank) C	115						2 Yrs	50			
																		P	9					3 Yrs	3				
																								4 Yrs	3				
																								6 Yrs	1				
<b>SWCAP - Totals</b>									<b>Funded Enrollment: 145</b>																				
273	219	36	0	0	0	0	0	18	33	2	7	5	8	218	4	0	0	-	1	(Blank)	273	7	1	265	1 Yr	145	18	24	1
	80%	13%		0%				7%	12%	1%	3%	2%	3%	80%				(Blank) C	240						2 Yrs	110			
																		M	24					3 Yrs	12				
																		P	6					4 Yrs	5				
																								6 Yrs	1				
<b>Grand Report - Totals</b>									<b>Funded Enrollment: 271</b>																				
273	219	36	0	0	0	0	0	18	33	2	7	5	8	218	4	0	0	-	1	(Blank)	273	7	1	265	1 Yr	145	18	24	1
	80%	13%		0%				7%	12%	1%	3%	2%	3%	80%				(Blank) C	240						2 Yrs	110			
																		M	24					3 Yrs	12				
																		P	6					4 Yrs	5				
																								6 Yrs	1				

\* Totals for this section count only Completed, Enrolled, Dropped, and Drop/Wait participants

\*\* Percentages are calculated by dividing the count by the YTD enrollment, which only includes Completed, Enrolled, Dropped, and Drop/Wait participants

† Calculated using the At End of Enrollment field

### 2301 - Average Daily Attendance

Program Term: EXP-CCP 2025-26: Early Head Start 2025-26: Head Start 2025-26 | All | Report Dates: 2/01/2026 - 2/28/2026 | Enrollment Status: Enrolled | Flag/Group: Not Filtered | Program Option: All | Responsible Staff: All | Custom Filter: Not Filtered | Report Type: Detail

Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
Present <sup>5</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>

#### Boscobel

Boscobel HS - 3 Day	55	9	0	8	6.88	16	42.97%	8.00	85.94%
Boscobel HS - 4 Day	146	19	0	15	9.73	16	60.83%	11.00	88.48%
EHS	28	18	127	15	1.87	11	16.97%	3.07	60.87%
EHS Expansion 1	88	32	0	15	5.87	8	73.33%	8.00	73.33%
<b>Site Total</b>	<b>317</b>	<b>78</b>	<b>127</b>	<b>13.25 (avg)</b>	<b>24.35</b>	<b>51</b>	<b>48.55%</b>	<b>30.07</b>	<b>80.25%</b>

#### Darlington

Darlington HS	32	12	0	8	4.00	16	25.00%	5.50	72.73%
EHS	31	9	90	13	2.38	11	21.68%	3.08	77.50%
<b>Site Total</b>	<b>63</b>	<b>21</b>	<b>90</b>	<b>10.50 (avg)</b>	<b>6.38</b>	<b>27</b>	<b>23.25%</b>	<b>8.58</b>	<b>75.00%</b>

#### Dodgeville

Dodgeville HS	131	38	0	13	10.08	15	67.18%	13.00	77.51%
<b>Site Total</b>	<b>131</b>	<b>38</b>	<b>0</b>	<b>13.00 (avg)</b>	<b>10.08</b>	<b>15</b>	<b>67.18%</b>	<b>13.00</b>	<b>77.51%</b>

#### Iowa-Grant

EHS - EH	17	10	0	16	1.06	10	10.62%	1.69	62.96%
<b>Site Total</b>	<b>17</b>	<b>10</b>	<b>0</b>	<b>16.00 (avg)</b>	<b>1.06</b>	<b>10</b>	<b>10.63%</b>	<b>1.69</b>	<b>62.96%</b>

#### Lancaster

EHS - EH	24	4	75	15	1.60	10	16.00%	1.87	85.71%
Lancaster HS	59	14	0	7	8.43	16	52.68%	10.43	80.82%
<b>Site Total</b>	<b>83</b>	<b>18</b>	<b>75</b>	<b>11.00 (avg)</b>	<b>10.03</b>	<b>26</b>	<b>31.68%</b>	<b>12.30</b>	<b>82.18%</b>

#### Muscoda

EHS	32	12	176	20	1.60	10	16.00%	2.20	72.73%
EHS Expansion	64	40	0	13	4.92	8	61.54%	8.00	61.54%
Muscoda HS	139	56	0	15	9.27	16	57.92%	13.00	71.28%
<b>Site Total</b>	<b>235</b>	<b>108</b>	<b>176</b>	<b>16.00 (avg)</b>	<b>15.79</b>	<b>34</b>	<b>43.20%</b>	<b>23.20</b>	<b>68.51%</b>

#### Platteville

EHS - EH	28	14	134	16	1.75	11	15.91%	2.62	66.67%
<b>Site Total</b>	<b>28</b>	<b>14</b>	<b>134</b>	<b>16.00 (avg)</b>	<b>1.75</b>	<b>11</b>	<b>15.91%</b>	<b>2.62</b>	<b>66.67%</b>

#### Richland Center

EHS - EH	31	13	176	20	1.55	11	14.09%	2.20	70.45%
EHS Expansion	98	28	0	18	5.44	8	68.06%	7.00	77.78%
Richland Center HS 1	78	34	0	7	11.14	17	65.55%	16.00	69.64%
Richland Center HS 2	66	34	4	8	8.25	17	48.53%	12.50	66.00%
<b>Site Total</b>	<b>273</b>	<b>109</b>	<b>180</b>	<b>13.25 (avg)</b>	<b>26.38</b>	<b>53</b>	<b>44.10%</b>	<b>37.70</b>	<b>71.47%</b>

#### Snug As A Bug

Snug - Cuba City	204	44	4	18	11.33	16	70.83%	13.78	82.26%
Snug - Lancaster	70	10	0	20	3.50	4	87.50%	4.00	87.50%
<b>Site Total</b>	<b>274</b>	<b>54</b>	<b>4</b>	<b>19.00 (avg)</b>	<b>14.83</b>	<b>20</b>	<b>74.46%</b>	<b>17.78</b>	<b>83.54%</b>

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Best Interest Day(B), Present Offsite(PO), Tardy(T), Left Early(LE), Tardy and Left Early(TLE), Virtual(V), Late Pickup(LP), Tardy and Late Pickup(TLP)
6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U)
7. Statuses counted as Neither: No Class (-), Not Scheduled (N), ()

### 2301 - Average Daily Attendance

Program Term: EXP-CCP 2025-26: Early Head Start 2025-26: Head Start 2025-26 | All | Report Dates: 2/01/2026 - 2/28/2026 | Enrollment Status: Enrolled | Flag/Group: Not Filtered | Program Option: All | Responsible Staff: All | Custom Filter: Not Filtered | Report Type: Detail

<b>Report Totals</b>	<b>1,421</b>	<b>450</b>	<b>786</b>	<b>14.00 (avg)</b>	<b>110.65</b>	<b>247</b>	<b>43.75%</b>	<b>146.94</b>	<b>75.95%</b>
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6. Statures counted as Absent: Absent(A), Excused(E), Unexcused(U)
7. Statures counted as Neither: No Class (-), Not Scheduled (N), ()

**SWCAP Head Start  
Policy Council Executive Committee Minutes  
March 3, 2026**

**CALL TO ORDER:** Ekedahl called the meeting to order at 11:36 p.m. Roll was taken by Shemak A quorum was present.

**PRESENT:** Ekedahl, Aide, Robledo, May

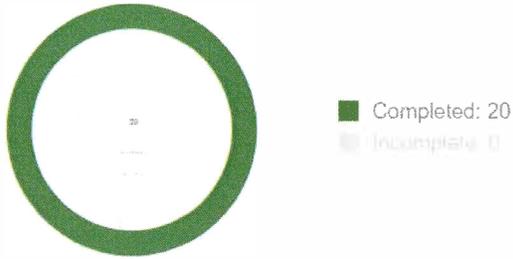
**AGENDA APPROVAL:** May moved to approve the agenda; Robledo seconded. Motion carried.

**EXTENSION OF DEFICIENCY 30-DAY DEADLINE:** Hardyman reviewed the EHS Expansion-Child Care Partner Grant 05HP000495 deficiency found by Office of Head Start. To provide staff with training and monitor classrooms, an extension of the deadline is needed. A motion by Aide, seconded by May, to approve the request for an extension to the 30-day deadline. Motion carried.

**ADJOURNMENT:** Robledo moved to adjourn; Aide seconded. Motion carried. Meeting adjourned at 11:46.

SWCAP Head Start Preschool

Boscobel - 45 Day Health Requirements



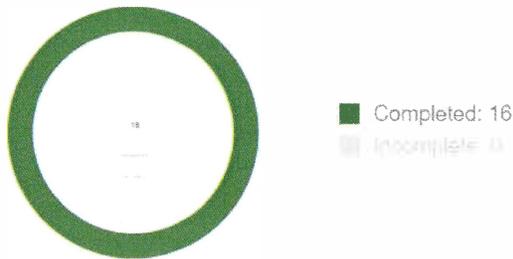
Darlington - 45 Day Health Requirements



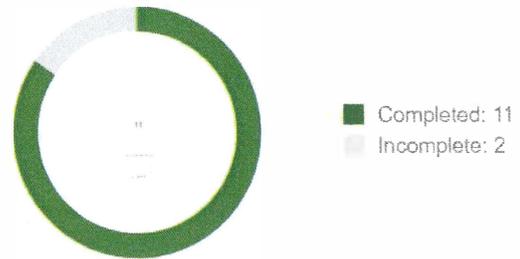
1: Drop

1: New pickup

Dodgeville - 45 Day Health Requirements



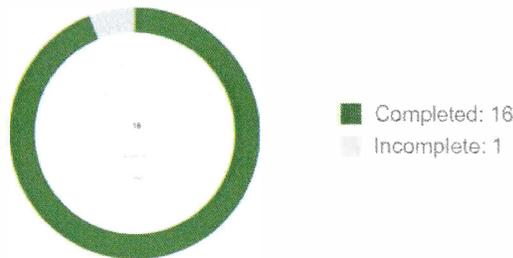
Lancaster - 45 Day Health Requirements



1: Drop

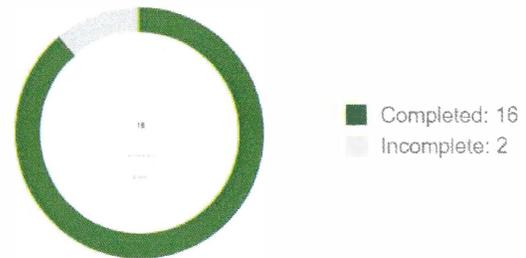
1: New pickup

Muscoda - 45 Day Health Requirements



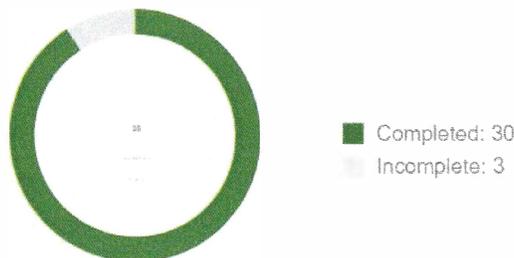
1: Drop

Platteville - 45 Day Health Requirements



1: Drop

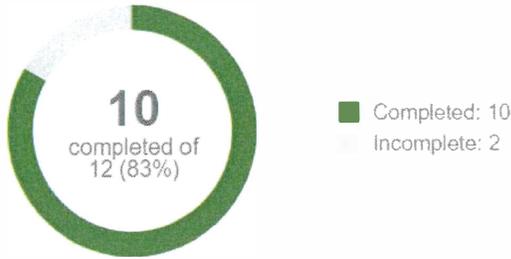
Richland Center - 45 Day Health Requirements



1: Drop

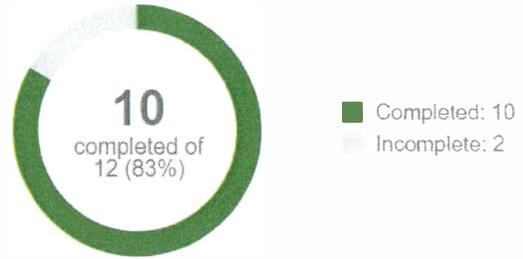
SWCAP Early Head Start Home Based

Boscobel - 45 Day Health Requirements



1: New pick up

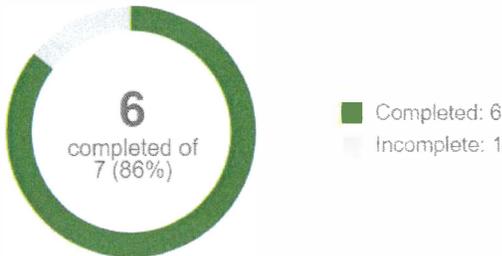
Iowa-Grant - 45 Day Health Requirements



1: Abandoned

1: Drop

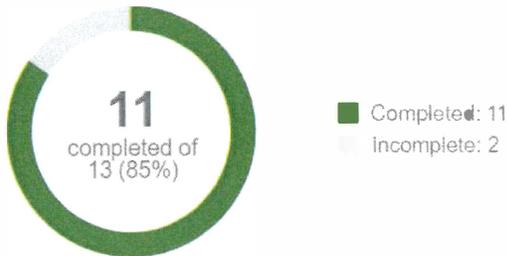
Lancaster - 45 Day Health Requirements



Muscoda - 45 Day Health Requirements



Platteville - 45 Day Health Requirements

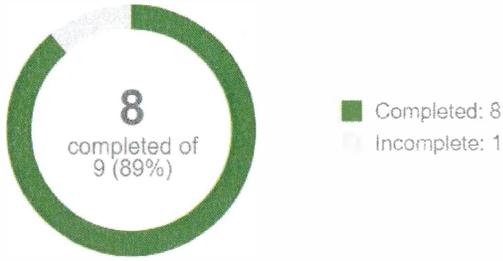


Richland Center - 45 Day Health Requirements



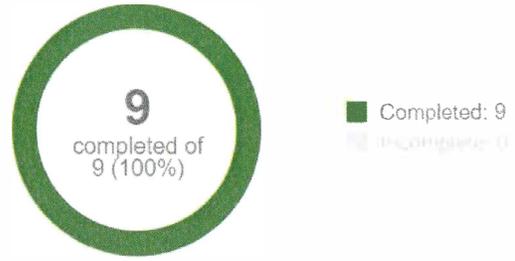
SWCAP Early Head Start Infant/Toddler Classroom

Boscobel - 45 Day Health Requirements

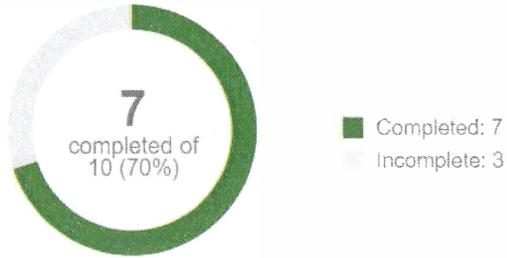


1: Dropped child

Muscoda - 45 Day Health Requirements

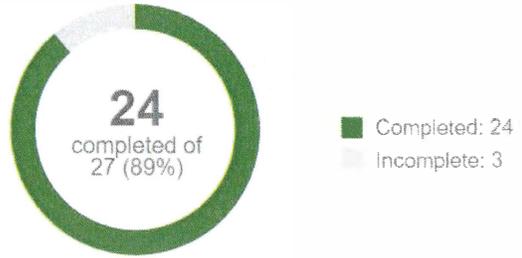


Richland Center - 45 Day Health Requirements



1: New pick up

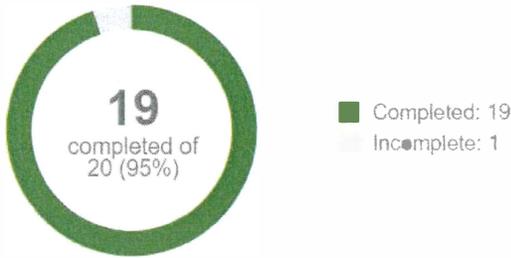
Snug As A Bug - 45 Day Health Requirements



2: New pick ups

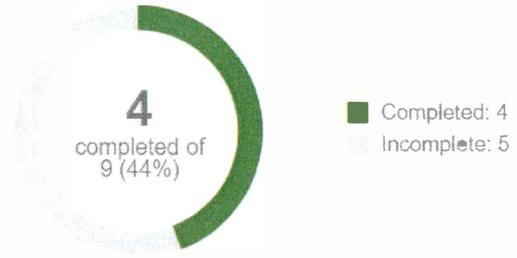
SWCAP Head Start Preschool

Boscobel - 90 Day Health Requirements



1: New pick up

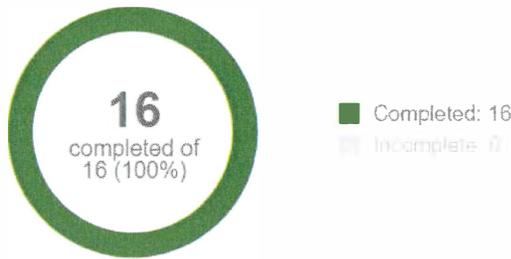
Darlington - 90 Day Health Requirements



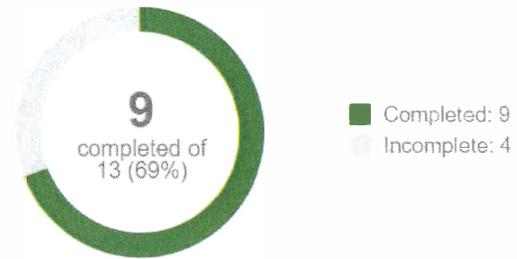
2: Drops

1: New pickup

Dodgeville - 90 Day Health Requirements



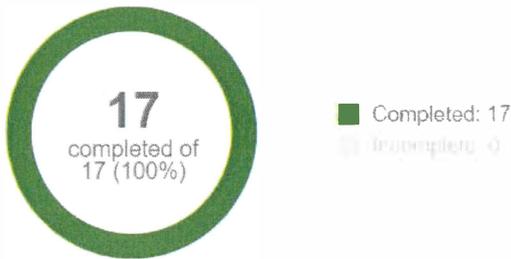
Lancaster - 90 Day Health Requirements



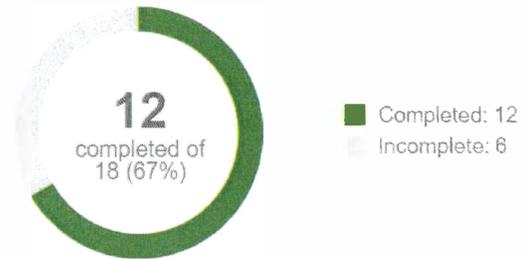
1: Drop

1: New pick up

Muscoda - 90 Day Health Requirements



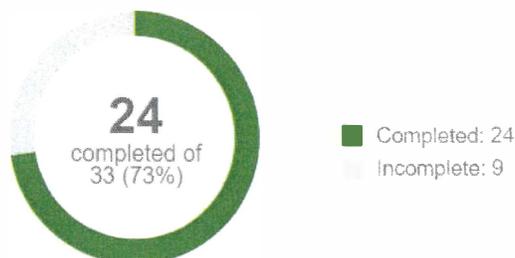
Platteville - 90 Day Health Requirements



3: Drops

1: New pick up

Richland Center - 90 Day Health Requirements



1: New pick up