

Baby TALK

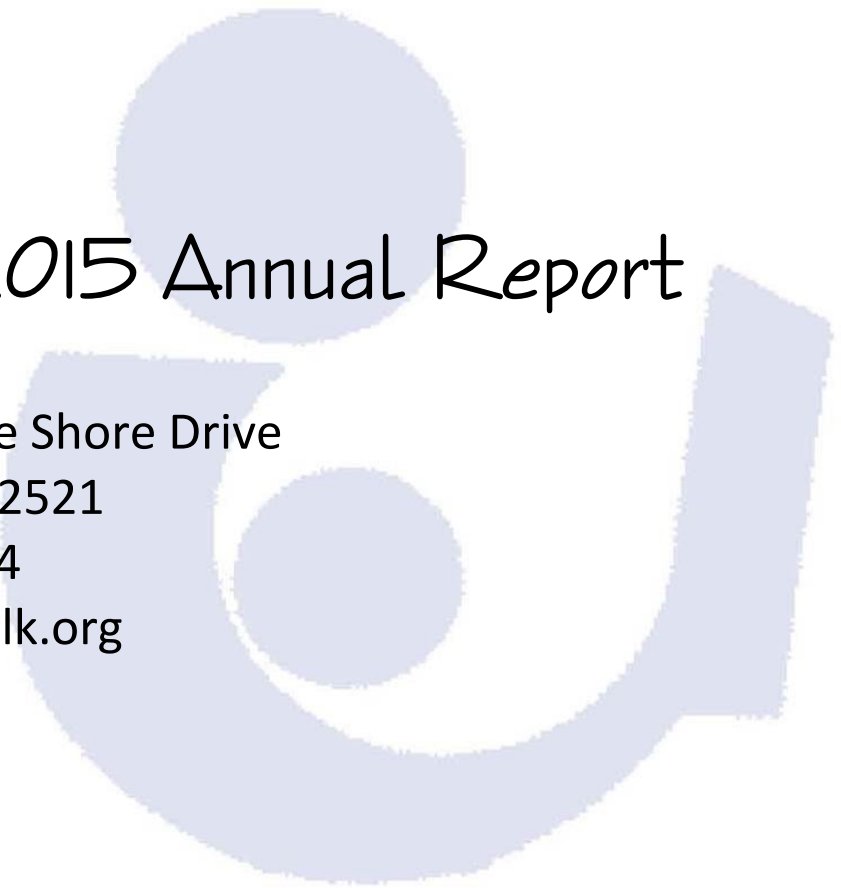
# 2014-2015 Annual Report

500 East Lake Shore Drive

Decatur, IL 62521

217.475.2234

[www.babytalk.org](http://www.babytalk.org)



**Baby TALK Board of Directors Annual Meeting  
June 9, 2015**

Welcome and introductions (Joel Fletcher)

Approval of minutes of May meeting (Joel Fletcher)

Financial report  
Financials (Penny Kotal)

Executive Director's Report (Claudia Quigg)  
Progress toward goals

Development Report (Betsy Osman)  
Progress toward goals

Learning Institute Report (Deb Widenhofer)  
Progress toward goals

Program Reports (Cindy Bardeleben, Courtney Kirk)  
Program updates

Committee Reports—  
Strategic Plan (Darlene Hoffman)  
Fundraising/Community Engagement (Kim Mangan)  
Finance (Dan McGuire)  
Board Development (Trisha Erickson)  
EHS Committee (Katie Gross)  
Succession Planning (Trisha Erickson)  
Legislative Affairs (Megan Breheny Bennett)

Old Business

New Business  
EHS Policy approvals (Courtney Kirk)

Adjournment (Joel Fletcher)

**Upcoming Events:**

**Baby TALK Early Head Start Playscape Dedication: June 18, 10-2, 710 W. Macon**

**New Director Orientation: July 14, 11:30-1:30, 500 East Lake Shore Drive**

**Next regular Board meeting: August 11, 12-1, 500 East Lake Shore Drive**

Board of Directors Meeting



**May 12, 2015**

The meeting was held at Baby TALK's office and called to order by President Joel Fletcher at 12:02 PM. The directors present were Claudia Quigg, Phoebe Bowers, Megan Breheny, Andy Cave, Ann Dawson, Trish Erickson, Joel Fletcher, Katie Gross, Anquetette Hicks, Darlene Hoffman, Kathy Locke, Kim Mangan, Dan McGuire, Matt Naber, Claudia Quigg, Karen Schneller, Pen Shade, Susan Shuff, Lucy Smith, and Jennifer Walker.

Joel Fletcher welcomed everyone.

**Approval of Minutes**

A motion was made by Pen Shade and seconded by Karen Schneller to approve the minutes from the April 14, 2015 board meeting. The minutes were approved.

**Financial Report**

Penny reported that for the month ending April 30, 2015:

Memorial Fund - \$25,582.91  
Unrestricted Fund - \$403,104.04  
Restricted Fund - \$630,469.98  
Total BT Endowment of - \$ 1,059,156.93

BTEHS –Actual Expenses total-\$448,783  
% expended-33%  
Budgeted Variance-35%

Penny was unable to provide a monthly revenue and expense report because we are still transitioning from GMS back to Sage and she was not yet able to produce that report. We will have full financial information at the June meeting.

A motion was made by Darlene Hoffman to approve the financial report and seconded by Phoebe Bowers. Baby TALK's credit card usage was reported. Anquetette Hicks made a motion to approve the credit card report which was seconded by Dan McGuire. Motion passed. Early Head Start's credit card usage was reported. Trisha Erickson made a motion to approve the report which was seconded by Susan Shuff. Motion passed.

### **Executive Director's Report**

Claudia welcomed John Fallon, Program Support Consultant from the Regional Office of Head Start.

Claudia thanked Courtney Kirk and Heather Seitz for their hard work on an incredible playscape.

Claudia reminded the Board that the June 9<sup>th</sup> board meeting is the big annual meeting and to please attend.

Claudia also announced that she hosted the first Illinois Newborn Practice Roundtable in Chicago with 32 participants.

### **Development Report**

Betsy announced that Baby TALK has received a \$10,000 grant from the Nims foundation and a \$50,000 grant from ADM.

Betsy also asked that each board member sell his or her 10 tickets.

Julie discussed logistics of Grillin'. There will be a "Southern Style Cracker Jack" sale with prizes inside. There will be a yard game area, a drink station hosted by D' Brew Crew, and a complimentary photo booth. Everyone will also receive a donation card with a raffle ticket inside giving away a Cancun trip.

The Development Office also sent around a registration form for the Decatur Earthmover Credit Union's Glow Run/Walk on June 13, 2015.

Claudia also announced that Mr. Dave and the Space Cadets will be performing Saturday, May 30<sup>th</sup>.

### **Learning Institute**

Deb was pleased to announce the fruit from the Learning Institutes' travels and presentations. A Kansas practitioner attended the National Head Start Conference in New Orleans. From that meeting with Baby TALK in New Orleans, she attended Baby TALK training and has now set up two trainings in Kansas.

### **Local Programming**

On behalf of Cindy, Claudia reported that the 2.25% cut from ISBE did happen and decreased our budget by \$18,000-\$19,000. The cut is bad but it also happened at the end of the year, which is even more difficult.

### **Courtney Kirk, BTEHS**

Courtney first shared that Familia Dental visited the site in April and provided service to twenty six children. There were no cavities!

Courtney proudly stated that since January 1<sup>st</sup>, we have had a total of 166 volunteers that had served 3,110 volunteer hours.

Courtney also invited everyone to the celebration at the EHS center on June 18<sup>th</sup> from 10 AM-2 PM to celebrate the playscape, National Head Start's 50<sup>th</sup> Year, and Baby TALK Early Head Start's 5<sup>th</sup> Anniversary.

Courtney presented and explained the policies that needed approval: Attendance, Enrollment, Recruitment, Registration, Eligibility Final Rule Training, and Eligibility. Courtney asked for approval of the above policies. Trisha Erickson made a motion to pass. Ann Dawson seconded. Motion passed.

Courtney asked for approval of the 2015-2016 program calendar. Phoebe Bowers made a motion to pass. Megan Breheny seconded. Motion passed.

Courtney passed out an employment application to hire Romarke Coleman as a teacher's aide. Courtney asked for approval to hire Romarke. Darlene Hoffman made a motion to pass. Lucy Smith seconded. Motion passed.

Penny explained the changes in the Policies Associated with Expenditures and Disbursements handout. Courtney asked for an approval of Policies Associated with Expenditures and Disbursements. Dan McGuire made a motion to pass. Phoebe Bowers seconded. Motion passed.

### **Committees:**

Strategic Planning- A wonderful retreat was held on April 28<sup>th</sup>. The new strategic plan is in the board documents. The committee is currently working on modifying our current BHAG. The next meeting is September 1<sup>st</sup> from 11 AM-1 PM.

**Fundraising-** Kim asked the board to sell Grillin' tickets.

**Finance-** No update

**Board Development-** Trisha introduced the slate of incoming board of directors and the new executive committee for 2015-2016. This is in the board packet. Approval was

sought for the 2015-2016 Baby TALK Board. Susan Shuff made a motion to approve the new slate. Lucy Smith seconded. Motion passed.

**EHS Committee-** no update

**Succession Planning-** Trisha announced the next meeting is May 19, 2015 at noon.

**Legislative affairs-** Megan Breheny is going to Washington D. C. in June and will promote Baby TALK.

**New Business:** None

**Old Business:** None

A motion was made at 12:40 PM to adjourn the meeting by Trisha Erickson and seconded by Lucy Smith. Meeting adjourned.

John Fallon, Program Support Consultant from the Regional Office of Head Start, stayed after the meeting adjourned to discuss with the board his role with Baby TALK.

Minutes submitted by: Amy Malone

Approved by: Courtney Kirk, Penny Kotal, Claudia Quigg

Baby TALK Board  
2015-2016

Class of 2016

Megan Breheny Bennett – Community Volunteer  
Jeff Byrkit – BLDD Architects  
Joel Fletcher – Herald and Review  
Katie Gross – Decatur Public Library  
Michelle Michael – EHS Grandparent/ Policy Council Member  
Michael Karunas – Central Christian Church  
Kathy Locke – Community Volunteer/Child’s Play Photography  
Dan McGuire – McGuire, Yuhas, Huffman & Buckley, CPA  
Lucy Smith – Community Volunteer

Class of 2017

Phoebe Bowers – Macon County Circuit Judge  
Ann Dawson – Community Volunteer  
Kelli Ellis – Community Volunteer  
Trisha Erickson – Community Volunteer/Richland Community College  
Teresa Gulley – St. Mary’s Hospital  
Karen Schneller – Decatur Memorial Hospital  
Anquetette Hicks – Community Volunteer  
Dr. Darlene Hoffman – Millikin University  
Kim Mangan – Millikin University  
Matt Naber – Dunn Company  
Jennifer Walker – ADM

Class of 2018

Kim Amsalem – Community Volunteer  
Megan Comerford – Bizou  
Andy Cave – Soy Capital Bank  
Cindy Funk – Community Volunteer  
Dianna Heyer – Macon County Health Department  
Caleb Jump – Town and Country Bank  
Pen Shade – Morgan Stanley  
Susan Shuff – Caterpillar  
Chris Siudyla – Erikson Davis Murphy Johnson Attorneys

Executive Committee

President – Trisha Erikson	Vice President – Jeff Byrkit
Secretary – Katie Gross	Treasurer – Dan McGuire
Immediate Past President – Joel Fletcher	Strategic Plan – Darlene Hoffman
Comm. Engagement/Fundraising – Kim Mangan	Legislative Affairs – Megan Breheny
Executive Director – Claudia Quigg	

**Executive Director Annual Report**  
**June 9, 2015**

**The mission of Baby TALK is to positively impact child development and nurture healthy parent-child relationships during the critical early years. For FY 15, I will support this mission by pursuit of the following goals:**

**1. Promote our mission through writing, speaking, and representing Baby TALK.**

**Writing:** Each week over the past year, I have published a newspaper column in the Herald & Review as well as a few other papers. I have also recorded a segment on WUIS Illinois Public Radio each week. In April, I published a third book of columns with Bronze Man Books entitled *Let's Talk Books: Celebrating Your Family*.

**Speaking:** This year I presented at the Birth to Three conference in Washington, DC, convened by the Office of Head Start, on the application of the Baby TALK model with immigrant and refugee families. I presented the keynote address for the Dove Candlelighting Service remembering victims of domestic violence. I presented at the Zero to Three National Training Institute on the research we are doing about Baby TALK's Home Visiting programs.

**Representing:** I collaborated with several local and state groups as I represented Baby TALK this year. Locally, I worked closely with United Way as we became an endorsed agency this year. I participated in the Education Leadership Council sponsored by the Education Coalition. I hosted Dunn Company and WSOY radio as Dunn highlighted Baby TALK. I met with local and state leaders of our Illinois MIECHV programs. I collaborated with Earthmover Credit Union as they selected Baby TALK as their charity of the year.

**Illinois Newborn Practice Roundtable:** I launched a statewide effort called the Illinois Newborn Practice Roundtable, attracting 32 thought-leaders with experience and knowledge about working with newborns and their families. A concern is that some policy makers are interested in contacting parents of newborns, but may use a deficit approach looking for risk factors. Our experience tells us this approach will fail. Instead, this group met in Chicago at Erikson



Institute to share both their wisdom and also their vision for newborn children in Illinois. The dialogue was inspiring, and the hope is that this group will develop what can be considered “best practice” for newborns and parents in our state. We will continue to meet probably twice a year and also to have an online discussion board.

## **2. Lead, supervise and inspire Baby TALK staff and programs.**

**Lead:** Staff changes over the last year have given us the opportunity to grow. We hired Courtney Kirk as our Baby TALK Early Head Start Director, and it has been my pleasure to support her in various ways in this role. We engaged Research Fellow Annelise Cunningham to research, plan and develop a new prenatal curriculum. I have worked closely with Penny, Betsy, Deb, Cindy and Courtney to manage staff changes in virtually every aspect of Baby TALK’s organization. The losses of two of our three local program coordinators at the end of this year have challenged us, but we consider them opportunities to “become ever better.” We are now gearing up for next year, planning on an all-staff retreat August 3.

**Supervise:** I have continued to do reflective supervision with other Baby TALK leadership. In the fall we conducted organization-wide annual goal setting and in the spring we followed up with evaluation conferences with each employee.

**Inspire:** I gave a keynote address at both our Decatur and Chicago annual meetings of the Baby TALK Professionals Association on the topic of “Finding Buried Treasure: Supporting Parental Mastery.” I conducted a training about using the Newborn Behavioral Observation with 7 staff members who make Newborn Encounters at our two hospitals.

## **3. Serve as a good steward of Baby TALK’s fiscal and human resources.**

Our fiscal management systems have created havoc at Baby TALK this year. Our transition to GMS proved to be a mistake as it was not only far more difficult to access information from but actually had programming bugs that resulted in errors in reporting. In the last several months, we have transitioned back to Peachtree/Sage and that transition has monopolized Penny’s life. She has worked every weekday and weekend for many weeks on this arduous task. I am grateful that we are finally through the transition, but recognize that our goals of

developing a Fiscal Policy Manual and a Human Resources Policy Manual were put on the back burner. Those will now rise to the top of the priority list for the Business Office to complete early in FY2016.

We continue in our effort to find ways to do more with less. We have reached out to local donors to fill in some gaps. We were able to receive funding from the Ballance Family Foundation for half of the cost of a van needed to transport local program families. I worked with Pat and Ann Dawson who generously raised funds for the other half of the expense.

We were devastated to receive a 2.25% cut from ISBE for the current year. This was a total of more than \$19,000 from Prevention Initiative, approximately \$14,000 from local programs and \$5,000 from the Learning Institute, which resulted in contract decreases for a number of employees. It was difficult to take a reduction so late in the year when we established programming to use the revenue promised nearly a year ago.

4. Complete Randomized Control Trial including raising balance of funding and facilitating project.

In our effort to be recognized by the federal government as “evidence-based,” Baby TALK undertook two randomized control trials this year. The first one, Baby TALK Home Visiting Randomized Control Trial (HVRCT) is underway in a contract with the American Institute for Research (AIR). It is examining the effects of Baby TALK home visiting on high-needs families in the Chicago area, Champaign, Decatur, and Pekin. The cost of this study is approximately \$350,000. We recruited a smaller sample size than we’d hoped—only 63 families—but we are learning many reportable lessons.

The other study is the Baby TALK Newborn Encounter Randomized Control Trial (NERCT) and it is being managed by two free-lance researchers, Dr. Aimee Hilado and Christine Leow. We were able to recruit 191 families locally at our two hospitals who are being followed up at 1, 3 and 6 months. The cost of this study is around \$40,000 because we have been able to do much of the work ourselves.

The process of these studies has taught us to be very intentional in our goals for families as we considered what impacts we might be able to measure. Both

studies are measuring parenting stress and the capacity of parents to engage in the communities. The HVFCT is also studying the child's developmental progress over 9 months. The NERCT is also studying parents' sense of competence with their newborns.

Of the \$390,000 needed for the two studies, we have raised \$246,600 from the following sources:

ADM Foundation	\$50,000
McCormick Foundation	\$50,000
Illinois State Board of Ed	\$83,000
Jerrald Merrick Estate:	\$50,000
Lucy Smith:	<u>\$13,600</u>
Total raised so far:	\$246,600
Total yet to raise:	\$143,400

We have been disappointed in some of our funding requests, but continue to seek the balance of funds. Our board had originally approved our using up to \$100,000 from our Endowment for research, but we have been working hard to negate the need to do that. Fundraising efforts for these necessary projects continue.

Following the conclusion of both studies in December, 2015, AIR Principal Investigators Dr. Eboni Howard and Dr. Patricia Garcia-Arena and also Dr. Aimee Hilado and Dr. Christine Leow will analyze and publish findings. We are hoping that our Home Visiting RCT will land us on the HomVEE List, and that the Newborn Encounter RCT will get us on the SAMHSA list. These two federal lists have become recognized as the authority on what makes a program "evidence-based." Getting on either of these lists will establish Baby TALK's future for funding and for replication. The two studies together strengthen both possibilities.

##### 5. Implement Succession Planning for key positions.

Within the next three years, a number of retirements in staff will create a significant transition at Baby TALK. Last summer I met with senior staff to begin to think about what attributes future leaders will need. I then met with Joel Fletcher and Trisha Erikson to begin to plan a process for the smooth transition of leadership. They recruited a wonderful Succession Committee of our board to assist with this effort.

We began meeting early last fall and I shared with them my own plans to retire in December, 2016. My goal is for this transition to be so seamless that it will be a non-event at the end of a year of celebrating Baby TALK's 30<sup>th</sup> anniversary.

Fred Spannaus, a consultant who specializes in nonprofits and in human resources, worked with us to provide an analysis of current leadership positions and tasks covered by each and also a timeline for the orderly structuring of Baby TALK to prepare for changes and also for the process of identifying and hiring a new Executive Director. We have discussed the financial ramifications for recruitment and for compensation for the next Executive Director.

This committee meets regularly to mark our progress on the timeline and to discuss what next steps must be taken in more detail. Chair Trisha Erikson reports to the full board following each meeting. They look forward to the completion of the HR Policy Manual in the near future. Early in FY2016, they will be appointing a search committee. At the October board meeting, the full board will be facilitated by Jack O'Riley to identify key attributes they want in the next Executive Director.

We are mindful in our hiring to think about future leadership for Baby TALK. For example, we have hopes that Research Fellow Annelise Cunningham, a Decatur native earning a Ph.D. at Central Florida State, will return to Decatur and work at Baby TALK and Millikin when she graduates. I am glad for the opportunity to be "building the bench" with a number of capable young people, and am happy for the role I can play in supporting them. While there are still many details to iron out in the months to come, it feels great to have this road map for the future healthy functioning of Baby TALK.

# **Annual Financial Report to the Baby TALK Board of Directors**

## **FY 2015**

Fiscal year 2015 has been a challenging year in the fiscal office. After searching for a new accounting software to allow for easier expense allocations, we made the switch to Grants Management Systems at the start of the fiscal year, July 1. While the learning curve was longer than I expected, I was also frustrated by the inability to get certain information from the software. The reports the program was able to generate were complicated and included “pools” of expenses that were difficult to interpret. Early in February, 2015, after discussions with our CPA consultant, Dawn Yuhas, and the Baby TALK Board Treasurer, Dan McGuire, it was decided to return to using the Sage software. Since then the fiscal office has entered all the transactions from July 1, 2014 through Feb 28, 2015 into the Sage software, one transaction at a time. This was a time consuming activity and one that feels very good to be done with!

All of the time spent trying to learn GMS was not a total loss though. By observing some aspects of the program we were able to return to Sage and restructure our chart of accounts in such a way as to provide us with better expense tracking for the grants. Going forward we will be able to give more concise information to our supervisors and directors concerning the expenses covered by particular grants. The new chart of accounts is also structured to allow for clearer information when applying for new grants.

The Baby TALK Investment Fund reached a milestone this past December by climbing over the one million mark. As of the end of May, the total in our investment funds was \$1,066,218. This is \$112,695 higher than May 31, 2014. Each year we are entitled to use a certain percentage of the unrestricted fund to help cover operating costs for the office building on Lakeshore Dr. This year we were entitled to use \$48,018. As of May 31, we have not taken any of this allotment and do not anticipate doing so through the end of June.

*BABY TALK, INC.*

*ANNUAL FINANCIAL REPORT*

*For the fiscal year ended June 30, 2014*

**May, Cocagne & King, P.C.**

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Certified Public Accountants & Consultants

**BABY TALK, INC.**

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# May, Cocagne & King, P.C.

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MARK S. WOOD

## INDEPENDENT AUDITORS' REPORT

The Board of Directors  
Baby TALK, Inc.  
Decatur, Illinois

### Report on the Financial Statements

We have audited the accompanying financial statements of Baby TALK, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2014, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### *Opinion*

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Baby TALK, Inc. as of June 30, 2014, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.



*Other Matters*

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of revenues and expenditures is presented for purposes of additional analysis and is not a required part of the financial statements. The accompanying schedule of expenditures of federal awards, as required by Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, is presented for purposes of additional analysis and is also not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

*Other Reporting Required by Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 12, 2014, on our consideration of Baby TALK Inc.'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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Baby TALK Inc.'s internal control over financial reporting and compliance.

*May. Coagnol King, P.C.*

Decatur, Illinois  
November 12, 2014



# May, Cocagne & King, P.C.

Certified Public Accountants and Consultants

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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON  
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors  
Baby TALK, Inc.  
Decatur, Illinois

We have audited, in accordance with the 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, the financial statements of Baby TALK, Inc. (a nonprofit organization), which comprise the statement of financial position as June 30, 2014, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated November 12, 2014.

#### Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Baby TALK Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Baby TALK Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether Baby TALK Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*May, Cragno & King, P.C.*

Decatur, Illinois  
November 12, 2014

**BABY TALK, INC.**

**STATEMENT OF FINANCIAL POSITION**

**June 30, 2014**

	Operating Fund	Endowment Fund	Total
<b><u>ASSETS</u></b>			
Current Assets:			
Cash and cash equivalents	\$ 191,603	17,005	208,608
Investments		951,815	951,815
Accounts receivable	28,164		28,164
Grant receivable	153,598		153,598
Inventory	23,574		23,574
Prepaid expenses	25,680		25,680
Total current assets	422,619	968,820	1,391,439
Property and Equipment, net of accumulated depreciation	319,928		319,928
TOTAL ASSETS	742,547	968,820	1,711,367
<b><u>LIABILITIES AND NET ASSETS</u></b>			
Current Liabilities:			
Accounts payable	30,471		30,471
Salary and related payables	40,105		40,105
Due to Macon/Piatt Regional Office of Education	153,598		153,598
Deferred revenue	5,000		5,000
Total current liabilities	229,174	-	229,174
Net Assets:			
Unrestricted	475,867	359,116	834,983
Temporarily restricted	37,506		37,506
Permanently restricted		609,704	609,704
Total net assets	513,373	968,820	1,482,193
TOTAL LIABILITIES AND NET ASSETS	\$ 742,547	968,820	1,711,367

See Notes to Financial Statements.

**BABY TALK, INC.**

**STATEMENT OF ACTIVITIES**  
**Year ended June 30, 2014**

	Operating Fund	Endowment Fund	Total
Unrestricted net assets:			
Support and revenue:			
Grants and contributions	\$ 2,261,858	850	2,262,708
Training and user fees	77,551		77,551
Sale of material	11,929		11,929
Investment income		144,708	144,708
Fund raising events income	263,431		263,431
In-kind donations	77,557		77,557
Other	4,980		4,980
Total unrestricted support and revenue	2,697,306	145,558	2,842,864
Net assets released from restrictions	115,776		115,776
Total revenues and other support	2,813,082	145,558	2,958,640
Expenses:			
Program services	2,421,600		2,421,600
Supporting services:			
Management and general	261,495		261,495
Fund raising	71,306		71,306
Total expenses and losses	2,754,401	-	2,754,401
Transfers	45,000	(45,000)	
Increase in unrestricted net assets after transfers	103,681	100,558	204,239
Temporarily restricted net assets:			
Contributions	152,400		152,400
Net assets released from restrictions	(115,776)		(115,776)
Change in temporarily restricted net assets	36,624	-	36,624
Increase in total net assets	140,305	100,558	240,863
Net assets, beginning of year	373,068	868,262	1,241,330
Net assets, end of year	\$ 513,373	968,820	1,482,193

See Notes to Financial Statements.

**BABY TALK, INC.**

**STATEMENT OF FUNCTIONAL EXPENSES**  
**Year ended June 30, 2014**

		<u>Supporting Services</u>		
		Management		
	Program	and	Fund	Total
	Services	General	Raising	
<b>Salaries/related expenses:</b>				
Salaries	\$ 657,674	97,699	34,783	790,156
Contractual	851,885	67,198	184	919,267
Payroll taxes and benefits	258,823	17,513	993	277,329
<b>Conference and trainings:</b>				
Trainings	34,494			34,494
Training and workshop expenses	18,599			18,599
Allowance	12,120			12,120
Mileage	4,807			4,807
Miscellaneous	3,280			3,280
<b>Occupancy and office:</b>				
Rent	107,053	4,550	1,517	113,120
Utilities	27,159	2,610	870	30,639
Office equipment	18,635	6,929		25,564
Depreciation expense	18,832	11,511	2,023	32,366
Office supplies	6,216	6,070		12,286
Postage	2,426	1,397	348	4,171
Miscellaneous	29,445	14,165		43,610
Telephone	4,590	4,589		9,179
Maintenance and repairs	17,277	3,941		21,218
<b>Material expenses:</b>				
Printing	15,221			15,221
Printing for marketing	40			40
Student transportation	31,268			31,268
<b>Teaching supplies:</b>				
Curriculum	5,606			5,606
Books	8,056			8,056
Classroom supplies	55,684			55,684
National expansion expenses		4,088		4,088
Grant expenses	112,890			112,890
Audit, accounting, and tax services		11,356		11,356
Insurance	20,544	7,879		28,423
Fundraising event expenses			30,588	30,588
Research expense	98,976			98,976
	<u>\$ 2,421,600</u>	<u>261,495</u>	<u>71,306</u>	<u>2,754,401</u>

See Notes to Financial Statements.

**BABY TALK, INC.**

**STATEMENT OF CASH FLOWS**  
**Year ended June 30, 2014**

	Operating Fund	Endowment Fund	Total
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Increase (decrease) in net assets	\$ 140,305	100,558	240,863
Depreciation expense	32,366		32,366
Realized and unrealized gain on investments		(108,716)	(108,716)
(Increase) decrease in current assets:			
Accounts receivable	25,702		25,702
Grant receivable	(82,179)		(82,179)
Inventory	10,489		10,489
Prepaid expense	2,605		2,605
Increase (decrease) in current liabilities:			
Accounts payable	7,027		7,027
Salary and related payables	(6,371)		(6,371)
Due to Macon/Piatt Regional Office of Education	82,179		82,179
Deferred Income	3,500		3,500
<b>Net cash flows from operating activities</b>	<u>215,623</u>	<u>(8,158)</u>	<u>207,465</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Sale of securities		58,000	58,000
Purchase of securities		(64,318)	(64,318)
Purchase of equipment	(26,433)		(26,433)
<b>Net cash flows from investing activities</b>	<u>(26,433)</u>	<u>(6,318)</u>	<u>(32,751)</u>
Net increase (decrease) in cash and cash equivalents	189,190	(14,476)	174,714
Cash and cash equivalents, beginning of year	2,413	31,481	33,894
Cash and cash equivalents, end of year	<u>\$ 191,603</u>	<u>17,005</u>	<u>208,608</u>
<b>SUPPLEMENTAL DISCLOSURES</b>			
In-kind donations - materials, supplies and rent	<u>\$ 77,557</u>	<u>-</u>	<u>77,557</u>

See Notes to Financial Statements.



## BABY TALK, INC.

### NOTES TO FINANCIAL STATEMENTS

June 30, 2014

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#### Note 1 - Nature of Activities and Summary of Significant Accounting Policies

**Nature of Activities:** Baby TALK, Inc. (the Organization) is organized for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The purpose is to organize, develop, and promote a program of parent education in Decatur, Macon County, Illinois and the promotion of materials developed by Baby TALK, Inc. to similar organizations throughout the country.

Approximately 83% of the Organization's revenue is derived from government grants. Of the total grants received, the Illinois State Board of Education provides 44% (through the Macon Piatt Regional Office of Education) and the U.S. Department of Health and Human Services provides 48%. The current level of the Organization's operations and program services may be impacted in the event funding is not renewed.

**Basis of Accounting:** The financial statements are prepared on the accrual basis of accounting in accordance with U.S. generally accepted accounting principles. Under the accrual basis of accounting, revenues are recorded as earned and expenses are recorded at the time liabilities are incurred.

**Basis of Presentation:** The Organization reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, which represents the expendable resources that are available for operations at management's discretion; temporarily restricted net assets, which represent resources restricted by donors as to purpose or by the passage of time; and permanently restricted net assets, which represents resources whose use by the Organization is limited by donor imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the Organization.

**Concentration of Credit Risk:** Financial instruments that potentially subject the Organization to concentration of credit risk consist principally of cash and cash equivalents, investments held by a broker/dealer and accounts receivable. Investments in mutual funds are subject to normal market risk. The Organization grants credit for certain program activities, which are considered 100% collectible. Cash consists of deposits with federally insured bank accounts. From time to time during the year, deposits may exceed federally insured limits.

**Inventory:** Inventory consists of various publications that are available for resale. Inventory is valued at the lower of cost (first-in, first-out) or market.

**Contributions:** The Organization accounts for contribution whereby contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence or nature of any donor restrictions. Contributions are recorded at fair value. All donor-restricted support is reported as an increase in temporarily restricted net assets. When a stipulated time restriction ends or a purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions. Temporarily restricted contributions that are received and expended within the same fiscal year are reported as unrestricted resources.

Donated property and equipment are recorded as unrestricted support unless the donor has restricted the donated asset to a specified purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted support. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Organization reclassifies temporarily restricted net assets to unrestricted net assets at that time.



**BABY TALK, INC.**

**NOTES TO FINANCIAL STATEMENTS (Continued)**

**June 30, 2014**

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**Note 1 - Nature of Activities and Summary of Significant Accounting Policies, continued**

**In-Kind Donations:** The Organization reports revenue for the fair value of contributed services received where the service require specialized skills, are provided by individuals possessing these skills, and represents services that would have been purchased had they not been donated. In-kind donations of equipment and materials are recorded at estimated fair value at the date of donation. Donated facilities include the fair value of the Organization's Early Head Start facility over the lease amount. At June 30, 2014, in-kind donations recorded in the financial statements consisted of the following:

Materials	\$ 7,655
Services	7,960
Fundraising event services	17,276
Facilities	<u>44,666</u>
	<u>\$ 77,557</u>

Numerous volunteers have donated significant amounts of time to the Organization's fund-raising campaign and program services. Although no amounts have been reflected in the financial statements, management estimates the fair value of those services to be approximately \$ 114,136 for the year ended June 30, 2014.

**Cash and Cash Equivalents:** The Organization considers all cash and money market funds with an original maturity of three months or less to be cash equivalents.

**Investments:** Investments in marketable securities with readily determinable fair values are reported at fair value based on quoted market prices in active markets (all level 1 inputs). Investment income or loss (including gains and losses on investments, interest and dividends) is included in the Statement of Activities as an increase or decrease in unrestricted net assets unless the income or loss is restricted by donor or law.

**Fair Value Measurements:** The fair value of financial assets and liabilities is measured according to the *Fair Value Measurements and Disclosures* topic of the FASB Accounting Standards Codification. Fair value is required to be evaluated and adjusted according to the following valuation techniques.

Level 1 - Fair value is determined using quoted market prices in active markets for identical assets and liabilities.

Level 2 - Fair value is determined using quoted market prices in active markets for similar assets and liabilities, quoted prices for identical or similar instruments in markets that are not active, and model-based valuation techniques for which all significant inputs are observable in the market for substantially the full term of the assets or liabilities.

Level 3 - Fair value is determined using inputs that are generally unobservable and typically reflect management's estimates of assumptions that market participants would use in pricing the asset or liability. The market for assets and liabilities using level 3 measures is typically inactive.

**BABY TALK, INC.**

**NOTES TO FINANCIAL STATEMENTS (Continued)**

**June 30, 2014**

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**Note 1 - Nature of Activities and Summary of Significant Accounting Policies, continued**

**Accounts Receivable:** Credit is routinely granted to customers. In general, customers are other not-for-profit agencies throughout the United States. All accounts receivable are considered to be collectible. Accordingly, an allowance for doubtful accounts is not considered necessary.

**Property and Equipment:** The Organization capitalizes all expenditures in excess of \$ 5,000 for property and equipment. Purchased property and equipment is recorded at cost. Equipment that is purchased using state funded grants is also included at cost. Such equipment is considered to be owned by the Organization. Donations of property and equipment are recorded at their estimated fair market value. Depreciation expense is recorded using the straight-line method over the estimated useful lives of the assets. Routine repairs and maintenance are expensed as incurred.

**Income Taxes:** The Organization is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code.

**Use of Estimates:** Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities and reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Grants and Contracts:** The Organization records grant revenues over the period of the award and the provisions of the grant determine the timing of revenue recognition. Grant expenses are recognized when incurred.

**Expense Allocation:** The costs of providing various programs and other activities have been summarized on a functional basis in the Statement of Activities and in the Statement of Functional Expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Directly identifiable expenses are charged to programs and supporting services. Expenses related to more than one function are charged to programs and supporting services on the basis of management's estimate of time and utilization. Management and general expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the Organization.

**Note 2 - Endowment Fund**

The Organization's endowment consists of two individual funds established for a variety of purposes. Its endowment includes both donor-restricted funds and funds designated by the Board of Directors to function as endowments. As required by generally accepted accounting principles, net assets associated with endowment funds, including funds designated by the Board of Directors to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

The Organization's objective is to maintain the principal balance contributed to the endowment fund as well as to provide additional real growth through investment return. The Organization's policy includes generating on-going earnings sufficient to substantially support the annual facility cost of Baby TALK, Inc. and other priorities approved by the Board of Directors.

**BABY TALK, INC.**

**NOTES TO FINANCIAL STATEMENTS (Continued)**  
**June 30, 2014**

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**Note 2 - Endowment Fund, continued**

The Organization has adopted an investment policy that attempts to maximize total return consistent with an acceptable level of risk. Endowment assets are invested in a well diversified asset mix, which includes equity and debt securities, that is intended to result in a consistent inflation-protected rate of return that has sufficient liquidity, while growing the fund if possible. Accordingly, the Organization expects its endowment assets, over time, to produce an average rate of return of approximately 8 percent annually. Actual returns in any given year may vary from this amount. Investment risk is measured in terms of the total endowment fund; investment assets and allocation between asset classes and strategies are managed to not expose the fund to unacceptable levels of risk.

Composition of and changes in endowment net assets for the year ended June 30, 2014 are as follows:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Endowment net assets, beginning of year,	\$ 258,558	-	609,704	868,262
Investment income	11,230			11,230
Contributions	850			850
Capital gains	24,762			24,762
Net appreciation (depreciation)	108,716			108,716
Transfer for expenditure	(45,000)			(45,000)
	100,558	-	-	100,558
Endowment net assets, end of year	\$ 359,116	-	609,704	968,820

Permanently restricted net assets of the Endowment Fund consist entirely of contributions restricted by the donor to be held indefinitely. The income from these assets may be used to support the Organization's general activities.

**Note 3 - Temporarily Restricted Net Assets**

During fiscal year 2008, the Organization began constructing a Memorial Garden for children who have passed away. The donations received are temporarily restricted and to be used towards the construction and design of the Memorial Garden. At June 30, 2014, \$ 882 is restricted.

During fiscal year 2014, the Organization began a research project aimed to help improve their organizational mission. The grants and contributions received are restricted toward paying a research firm to conduct the project. At June 30, 2014, \$ 36,624 is restricted.

**BABY TALK, INC.**

**NOTES TO FINANCIAL STATEMENTS (Continued)**  
**June 30, 2014**

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**Note 4 - Investments and Fair Value Disclosures**

The cost and fair value of the investments held at June 30, 2014 are summarized as follows:

	<u>Cost</u>	<u>Market Value</u>
Raymond James Financial Services, Inc.:		
Mutual funds	\$ 480,152	743,681
Fixed income securities	205,000	208,134
	<u>\$ 685,152</u>	<u>951,815</u>
Investment returns for 2014 were:		
Endowment Fund:		
Interest income	\$ 3,673	
Capital gains (losses)	24,762	
Unrealized gains (losses)	108,716	
Dividend reinvestments	<u>7,557</u>	
	<u>\$ 144,708</u>	

The Organizations investments are measured on a recurring basis using level 1 fair value measurements (quoted prices in active markets).

**Note 5 - Inventory**

At June 30, 2014, inventory consists of the following:

Babies & Books	\$ 5,692
Read for Joy	1,920
Let's TALK Kids	3,200
Training binders and materials	3,059
Global Babies	6,600
Other	<u>3,103</u>
	<u>\$ 23,574</u>

**BABY TALK, INC.**

**NOTES TO FINANCIAL STATEMENTS (Continued)**  
**June 30, 2014**

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**Note 6 - Property and Equipment**

A summary of property and equipment at June 30, 2014 is as follows:

Buildings leasehold improvements	\$ 237,393
Memorial Garden	65,793
Computer equipment	122,555
Office equipment	48,582
Playground	22,558
Vehicles	<u>41,898</u>
	538,779
Accumulated depreciation	<u>(218,851)</u>
Net property and equipment	<u><u>\$ 319,928</u></u>

Depreciation expense at June 30, 2014 was \$ 32,366.

**Note 7 - Lease Commitments**

In March 2004, the Organization entered into two separate transactions for the purpose of relocating to a new facility.

1. On March 3, 2004, the Organization entered into a lease agreement with the Decatur Park District to lease land and facilities owned by the District. The agreement is a 50 year lease which calls for specific rent payments as follows:

Annual payments for first 10 years	\$ 15,000
Annual payments for next 5 years	16,000
Annual payments for the next 35 years	16,735

Rented expense under this lease totaled \$ 15,167 for the year ended June 30, 2014.

**BABY TALK, INC.**

**NOTES TO FINANCIAL STATEMENTS (Continued)**  
**June 30, 2014**

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**Note 7 - Lease Commitments, continued**

2. The premises were formerly occupied by The American National Red Cross. In order to compensate the Red Cross for the relinquishment of their rights under their lease with the Decatur Park District, the Organization agreed to pay the Red Cross a sum of \$ 150,000. Lease acquisition rights of \$ 150,000 are included in building costs and are being amortized over 50 years, the life of the lease.

The remaining lease payments are as follows:

2015	\$ 16,000
2016	16,000
2017	16,000
2018	16,000
2019	16,735
Thereafter	<u>568,990</u>
	<u>\$ 649,725</u>

**Bus Leases:** The Organization entered into various lease agreements for the lease of two buses under the Baby TALK Early Head Start Program. Rental expense for the leases was \$ 13,039 for the year ended June 30, 2014.

The remaining lease payment is as follows:

2015	<u>\$ 13,543</u>
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**Center Lease:** In June 2012, the Organization entered into an agreement to lease space at one location in which to provide day care services under the Baby TALK Early Head Start Program. The agreement is a ten-year lease, which increases the annual payment by 1.5% for the first five years, and remains at \$ 55,722 for the next five years.

The Lessor performed an appraisal of the fair value of the rent and determined that the rent charged is less than its fair value. The benefit of this amount over that paid per the lease agreement has been recognized as income and rent expense of \$ 44,665 for 2014.

Rent expense for this lease was \$ 53,288 for the year ended June 30, 2014. The remaining lease payments are as follows:

2015	\$ 54,154
2016	54,967
2017	55,722
2018	55,722
2019	55,722
Thereafter	<u>162,523</u>
	<u>\$ 438,810</u>

**BABY TALK, INC.**

**NOTES TO FINANCIAL STATEMENTS (Continued)**

**June 30, 2014**

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**Note 8 - Commitments and Contingencies**

The Organization has received funding from state and federal grants in the current and prior years which are subject to audits by the granting agencies. Management believes any adjustments that may arise from these audits will be insignificant to operations.

**Note 9 - Pass Through Grants**

Baby TALK, Inc. receives grants from the Illinois State Board of Education which are passed through the Macon/Piatt Regional Office of Education. The grant periods were July 1, 2013 through June 30, 2014.

The funds of these programs are deposited with the Regional Superintendent's office. The employees are legal employees of the Regional Superintendent's office, and any funding deficit not covered by the grants is reimbursed to the Regional office. The Board of Directors of Baby TALK, Inc. has control of the employees and programs funded by the grants. Because the Board has control of the funding source, the income received and expenses paid by the Regional Superintendent's office are included in the financial statements of Baby TALK, Inc. Income and expenses for these grants in 2014 were \$ 1,001,839.

Additionally, the Regional Office makes advances to Baby TALK, Inc. in order to pay grant related expenses until the State grantors come through with the grant funding. At June 30, 2014, grantors owe Baby TALK, Inc. \$ 153,598, all of which is due to the Regional Office at year end.

**Federal Financial Assistance:** The Organization receives grants from the U.S. Department of Health and Human Services to provide child care for the young children of teen parents attending school. The grant is considered to be an exchange transaction. Accordingly, revenue is recognized when earned and expenses are recognized as incurred.

**BABY TALK, INC.**

**NOTES TO FINANCIAL STATEMENTS (Continued)**

**June 30, 2014**

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**Note 10 - Grants and Contributions**

A summary of restricted and unrestricted grants and contributions at June 30, 2014 is as follows:

Child and Adult Care Food Program	\$ 32,232
Child Care Resource Service	31,880
Kindermusik	5,508
St. Mary's Foundation	11,400
Steps Grants and contributions	69,087
Penny Severns Literacy Grant	6,000
Early Childhood Grants (passed through Regional Superintendent's office)	969,839
Secretary of State Family Literacy Grant	35,000
U.S. Department of Health and Human Services, Early Head Start Grant	1,049,277
Education Coalition of Macon County Literacy Grant	38,500
Other	13,135
	<hr/>
	<u>\$ 2,261,858</u>

**Note 11 - Subsequent Events**

The Organization has evaluated events occurring after the statement of financial position date through November 12, 2014, in order to determine their potential for recognition or disclosure in the financial statements. The latter date is the same date the financial statements were available to be issued.



**BABY TALK, INC.**

**SCHEDULE OF REVENUES AND EXPENDITURES -  
EARLY HEAD START GRANT  
Year ended June 30, 2014**

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Early Head Start grant revenues	\$ 1,049,277
Food program grant revenues	32,232
Child Care subsidy	31,880
Other income	4,980
Fundraising	26,800
In-kind donations and services	<u>354,008</u>
 Total revenues	 <u>1,499,177</u>
 Expenditures:	
Salaries/related expenses:	
Salaries	667,994
Payroll taxes and benefits	128,174
Conference and trainings:	
Trainings	35,660
Contractual	3,000
Occupancy and office:	
Rent	97,953
Utilities	21,939
Office equipment	2,468
Depreciation	10,677
Office supplies	3,614
Postage	679
Miscellaneous	23,374
Maintenance and repairs	8,080
Teaching supplies:	
Classroom supplies	43,428
Student transportation	31,268
In-kind donations and services	309,343
Insurance	<u>20,544</u>
 Total expenditures	 <u>1,408,195</u>
 Increase in total net assets	 <u>\$ 90,982</u>



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## INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133

To the Board of Directors of  
Baby TALK, Inc.

### Report on Compliance for Each Major Federal Program

We have audited Baby TALK, Inc.'s compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of Baby TALK, Inc.'s major federal programs for the year ended June 30, 2014. Baby TALK, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

#### *Management's Responsibility*

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

#### *Auditor's Responsibility*

Our responsibility is to express an opinion on compliance for each of Baby TALK, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Baby TALK, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Baby TALK, Inc.'s compliance.

#### *Opinion on Each Major Federal Program*

In our opinion, Baby TALK, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2014.

## Report on Internal Control Over Compliance

Management of Baby TALK, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Baby TALK, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Baby TALK, Inc.'s internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.



Decatur, Illinois  
November 12, 2014

**BABY TALK, INC.**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**Year ended June 30, 2014**

<u>Federal Grantor/Pass-through Grantor/Program Title</u>	<u>CFDA Number</u>	<u>Project Number</u>	<u>Grant Expenditures</u>
<b>U.S. Department of Health and Human Services</b>			
Early Head Start (M)	93.600	05CH0829602	\$ 514,136
Early Head Start (M)	93.600	05CH0829603	<u>535,141</u>
Total U.S. Department of Health and Human Services			<u>1,049,277</u>
<b>U.S. Department of Agriculture</b>			
Passed through Illinois State Board of Education:			
Child & Adult Care Food Program	10.558	2013-4226	5,026
Child & Adult Care Food Program	10.558	2014-4226	<u>27,206</u>
Total U.S. Department of Agriculture			<u>32,232</u>
Total Expenditures of Federal Awards			<u>\$ 1,081,509</u>

M - Major Program

**BABY TALK, INC.**

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**June 30, 2014**

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**Note 1 - General**

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Baby TALK, Inc. for the year ended June 30, 2014 and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in or used in the preparation of the basic financial statements.

**Note 2 - Subrecipients**

The Organization did not provide federal awards to subrecipients during the year ended June 30, 2014.

**Note 3 - Non-Cash Assistance**

The Organization did not receive any non-cash assistance through Federal awards during the year ended June 30, 2014. In addition, there was no federal insurance in effect during the year, nor any federal loans or loan guarantees outstanding at year end.

**Note 4 - Reconciliation of Grant Expenses Paid**

The Organization receives Early Head Start funds through grants from the U.S. Department of Health and Human Services (DHHS). The grants' fiscal period of December 31 differs from the Organization's June 30 year end. The following reconciles the reported grant expenses to those recorded in the accounting records:

Grant 05CH0829602:

Total expenses reported for the grant period through June 30, 2014	\$ 1,034,633
Less expenses paid prior to July 1, 2013	<u>(520,497)</u>
	<u>514,136</u>

Grant 05CH0829603:

Total expenses reported for the grant period through June 30, 2014	<u>535,141</u>
Total expenses paid for the year ended June 30, 2014	<u><u>\$ 1,049,277</u></u>

**BABY TALK, INC.**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**June 30, 2014**

---

I. SUMMARY OF AUDITOR'S RESULTS

*Financial Statements*

Type of auditor's report issued:

Unqualified

Internal control over financial reporting:

- Material weaknesses identified?                           Yes              X   No
- Significant deficiencies identified that  
are not considered to be material  
weaknesses?                           Yes              X   None Reported

Noncompliance material to financial  
statements noted?

       Yes              X   No

*Federal Awards*

Internal control over major programs:

- Material weaknesses identified?                           Yes              X   No
- Significant deficiencies identified that  
are not considered to be material  
weaknesses?                           Yes              X   None Reported

Type of auditor's report issued on compliance for major programs:

Unqualified

- Any audit findings disclosed that are  
required to be reported in accordance  
with Section 510(a) of Circular A-133?                           Yes              X   No

Identification of major programs:

CFDA #93.600 - Early Head Start

Dollar threshold used to distinguish between type A and type B programs    \$ 300,000

Auditee qualified as low-risk auditee?                           Yes              X   No

**BABY TALK, INC.**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)**  
**June 30, 2014**

---

II. FINANCIAL STATEMENT FINDINGS

No matters were reported.

III. FEDERAL FUNDING FINDINGS

No matters were reported.

IV. PRIOR AUDIT FINDINGS

None.

Baby TALK  
Balance Sheet  
May 31, 2015

ASSETS

Current Assets		
Cash -Soy Capital Bank & Trust	\$	124,276.72
Petty Cash		82.00
Research Funds		27,752.35
Acct Receivable		45,994.43
Accts Rec-(EI) State of IL		4,712.96
Grant Receivable		468,717.00
Prepaid Insurance		7,307.68
Inventory		26,505.25
		<hr/>
Total Current Assets		705,348.39
Property and Equipment		
Computer Eq		98,752.49
Office Eq		40,111.29
Building		237,392.79
Memorial Garden		65,792.96
Automobile		45,467.27
Accum Depr		(178,348.63)
		<hr/>
Total Property and Equipment		309,168.17
Other Assets		
		<hr/>
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>1,014,516.56</u></u>

LIABILITIES AND FUND BALANCE

Current Liabilities		
Acct Payable	\$	49,384.08
Accrued Salary		1,882.94
Accrued Vacation		2,447.90
Deferred Revenue		508,717.00
State Unemployment Comp		1,589.69
403B Payable		500.56
United Way		(26.00)
Sales Tax		58.21
Due To/From BTEHS		45,886.19
		<hr/>
Total Current Liabilities		610,440.57
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		610,440.57
Fund Balances		
Fund Balance		414,616.08
Net Income (Loss)		(10,540.09)
		<hr/>
Total Fund Balance		<u>404,075.99</u>
Total Liabilities & Fund Balance	\$	<u><u>1,014,516.56</u></u>



Baby TALK  
Income Statement  
For the Eleven Months Ending May 31, 2015

	Current Month	% of Expenses	Year to Date	% of Expenses
<b>Revenues</b>				
Training Revenue	8,400.00	0.00	56,339.00	0.00
BT Professional Assoc.	600.00	0.00	6,920.00	0.00
Unrestricted Revenue/Come Sign	0.00	0.00	715.00	0.00
Kindermusik	0.00	0.00	7,775.00	0.00
St. Mary's Foundation-Books	0.00	0.00	8,550.00	0.00
Friends of the Library	0.00	0.00	4,100.00	0.00
P Severn-SOS Family Lit. Grant	0.00	0.00	35,000.00	0.00
Summer Family Lit.	0.00	0.00	6,000.00	0.00
CHIC Income	4,643.75	0.00	37,250.00	0.00
PI Contractual	0.00	0.00	5,844.01	0.00
Grant Revenue-PI, PK,T&TA -ROE	818,553.52	0.00	818,553.52	0.00
Grant Revenue-Reimb BT Exp	1,744.40	0.00	48,504.93	0.00
BTEHS Income & Reimbursements	0.00	0.00	355.20	0.00
BTEHS Building Usage Reimb	0.00	0.00	1,786.92	0.00
Unrestricted - Endowment	0.00	0.00	(50,000.00)	0.00
MCMH Reimbursement	0.00	0.00	532.84	0.00
Sale of Material	1,886.00	0.00	16,892.00	0.00
Let's TALK	225.00	0.00	787.50	0.00
Let's TALK - The Book	126.09	0.00	584.03	0.00
Baby TECH	0.00	0.00	10,133.33	0.00
Global Baby Books	0.00	0.00	87.70	0.00
Other Income	325.00	0.00	2,225.00	0.00
Blue Jean Fund	0.00	0.00	70.00	0.00
Interest	2.25	0.00	60.98	0.00
Annual Fundraising	51,209.00	0.00	132,316.42	0.00
Fundraising-Events	11,690.00	0.00	33,695.12	0.00
Fundraising Sponsorships	0.00	0.00	22,850.00	0.00
Bequests	0.00	0.00	204,173.76	0.00
Memorial donations	50.00	0.00	620.00	0.00
Small Grant Income	0.00	0.00	12,400.00	0.00
STEPS (EI) Reimbursements	5,489.68	0.00	60,126.04	0.00
EI Not Allowed	0.00	0.00	(1,056.71)	0.00
STEPS Donations	1,000.00	0.00	1,000.00	0.00
EdCo Family Literacy	0.00	0.00	40,526.00	0.00
Pre-K Income	0.00	0.00	700.00	0.00
Memorial Garden Donations	0.00	0.00	100.00	0.00
Research Income	0.00	0.00	51,000.00	0.00
<b>Total Revenues</b>	<b>905,944.69</b>	<b>0.00</b>	<b>1,577,517.59</b>	<b>0.00</b>
<b>Cost of Sales</b>				
Cost of Printing--Sales	517.57	0.00	3,217.39	0.00
Cost of Sales--Other	72.00	0.00	547.08	0.00
<b>Total Cost of Sales</b>	<b>589.57</b>	<b>0.00</b>	<b>3,764.47</b>	<b>0.00</b>
<b>Gross Revenue</b>	<b>905,355.12</b>	<b>0.00</b>	<b>1,573,753.12</b>	<b>0.00</b>
<b>Expenses</b>				
Salaries	(43,033.53)	0.00	0.00	0.00
SOS Salaries	(2,486.83)	0.00	0.00	0.00
EdCo Salaries	(3,426.70)	0.00	0.00	0.00
PI Contractual	(8,696.33)	0.00	0.00	0.00
Dollar General Salaries	(235.86)	0.00	0.00	0.00
Soc Sec Emp	(3,632.76)	0.00	0.00	0.00
Medicare	(849.65)	0.00	0.00	0.00
Unemp Benefits	(2,255.78)	0.00	0.00	0.00
Conf Allowance	(351.44)	0.00	0.00	0.00

For Management Purposes Only

Baby TALK  
Income Statement  
For the Eleven Months Ending May 31, 2015

	Current Month	% of Expenses	Year to Date	% of Expenses
Utilities	(237.51)	0.00	0.00	0.00
Building Maintenance	(125.00)	0.00	0.00	0.00
Cleaning Service & Supplies	(587.74)	0.00	0.00	0.00
Office Equip	145.00	0.00	0.00	0.00
Software	(37.50)	0.00	0.00	0.00
Off Misc	96.49	0.00	0.00	0.00
Insurance - BT	(864.38)	0.00	0.00	0.00
Research Expense	(2,662.42)	0.00	0.00	0.00
Salaries	57,266.55	0.00	144,582.52	0.00
Salaries - ROE Inv	20,109.36	0.00	93,557.81	0.00
Grant PI, PreK, T&TA - ROE	818,553.52	0.00	857,631.80	0.00
Salaries - SOS	5,797.00	0.00	35,942.76	0.00
Salaries EdCo	5,973.11	0.00	34,399.59	0.00
Salaries Dollar General	235.86	0.00	2,132.62	0.00
Salaries CHIC	3,067.26	0.00	22,927.46	0.00
Salaries STEPS	2,683.95	0.00	40,319.42	0.00
Salaries Kindermusic	358.80	0.00	4,524.00	0.00
Salaries Forsyth	312.00	0.00	2,238.60	0.00
Salaries Newborn Encounters	649.80	0.00	5,992.80	0.00
Salaries PI Contractual	14,122.51	0.00	44,728.95	0.00
Soc Sec Employer	5,284.07	0.00	15,064.55	0.00
Medicare Employer	1,235.87	0.00	3,521.09	0.00
Unemployment	2,906.75	0.00	6,503.67	0.00
Health Insurance	0.00	0.00	6,520.09	0.00
Contractual	0.00	0.00	1,097.45	0.00
Conference/Staff Development	(848.56)	0.00	4,746.68	0.00
Speaking Engagement	0.00	0.00	540.35	0.00
Accounting/Audit	0.00	0.00	12,355.52	0.00
Miscellaneous	264.98	0.00	1,979.41	0.00
Insurance Property & Liability	864.38	0.00	5,754.56	0.00
Workers Comp	0.00	0.00	5,064.24	0.00
Utilities	548.57	0.00	7,038.67	0.00
Telephone/Internet	237.37	0.00	8,488.05	0.00
Building Supplies	0.00	0.00	659.75	0.00
Building Maintenance	125.00	0.00	4,296.51	0.00
Rent	6,666.69	0.00	13,333.34	0.00
Janitorial Service & Supplies	889.18	0.00	2,905.06	0.00
Memorial Garden	0.00	0.00	47.00	0.00
Mileage	96.32	0.00	1,818.53	0.00
Gas, Auto Service & Repair	348.01	0.00	3,301.75	0.00
Printing	0.00	0.00	623.71	0.00
CD Exp	0.00	0.00	4,680.00	0.00
Office supplies	238.69	0.00	2,786.13	0.00
Office Equipment	(145.00)	0.00	8,217.34	0.00
Office Misc	137.28	0.00	7,571.87	0.00
Postage	154.43	0.00	2,012.07	0.00
Freight	109.72	0.00	1,197.97	0.00
Software	182.45	0.00	11,101.73	0.00
Computer Maintenance & IT	900.00	0.00	11,750.43	0.00
Web Site Expense	1,062.50	0.00	1,062.50	0.00
Baby TECH	50.00	0.00	9,094.95	0.00
BTPA Expense	0.00	0.00	1,927.63	0.00
Kindermusic Expense	24.95	0.00	2,822.09	0.00
Come Sign Expense	0.00	0.00	82.45	0.00
STEPS Expense	0.00	0.00	445.75	0.00
Newborn Encounter Expense	0.00	0.00	1,190.58	0.00
BTT/Lapsit Expense	0.00	0.00	108.64	0.00
Teen Parenting Expense	0.00	0.00	100.00	0.00
Community Based Expense	0.00	0.00	182.48	0.00
BT Fellowship Expense	0.00	0.00	52.12	0.00

For Management Purposes Only

Baby TALK  
Income Statement  
For the Eleven Months Ending May 31, 2015

	Current Month	% of Expenses	Year to Date	% of Expenses
Project AVA Expense	338.30	0.00	1,277.08	0.00
Summer Program Expense	0.00	0.00	2,860.47	0.00
Small Grant Expense	0.00	0.00	249.07	0.00
ISBE 100% Reimbursable Expense	981.73	0.00	12,069.84	0.00
CHIC Expense	0.00	0.00	2,436.90	0.00
EdCo Materials & Supplies	225.31	0.00	1,451.79	0.00
EdCo Custodial Expense	0.00	0.00	700.00	0.00
SOS Materials & Supplies	4.49	0.00	287.94	0.00
SOS Contractual Expense	0.00	0.00	1,260.00	0.00
Dollar General Supplies	36.86	0.00	878.69	0.00
Dollar General Training	0.00	0.00	115.98	0.00
Dollar General Capital Expense	0.00	0.00	589.99	0.00
Promotion Expense	0.00	0.00	237.56	0.00
Annual Fundraising Expense	0.00	0.00	2,628.70	0.00
Fundraising Event Expense	2,670.01	0.00	4,890.21	0.00
Learning Institute Local	0.00	0.00	111.93	0.00
Learning Institute Offsite	497.42	0.00	8,816.95	0.00
BTLI Presentations & Exhibits	0.00	0.00	3,860.44	0.00
Learning Institute Misc.	0.00	0.00	1,653.97	0.00
Learning Institute Supplies	24.00	0.00	2,969.41	0.00
Touchpoints Training	0.00	0.00	5,544.57	0.00
National Expansion Expense	1,210.33	0.00	2,658.48	0.00
Reconciling Differences GMS	(69,296.34)	0.00	(69,296.34)	0.00
Research Expense - AIR	8,862.65	0.00	130,965.52	0.00
Research Expense - NBE	3,370.44	0.00	4,049.02	0.00
	<u>830,146.63</u>	0.00	<u>1,584,293.21</u>	0.00
Positive Variance	\$ <u><u>75,208.49</u></u>	0.00	\$ <u><u>(10,540.09)</u></u>	0.00

Baby TALK Investments  
Balance Sheet  
May 31, 2015

ASSETS

Current Assets		
Endowment - Restricted	\$	634,638.84
Endowment - Unrestricted		406,071.55
Memorial Fund		<u>25,507.51</u>
Total Current Assets		1,066,217.90
Property and Equipment		<u>                    </u>
Total Property and Equipment		0.00
Other Assets		<u>                    </u>
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>1,066,217.90</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		<u>                    </u>
Total Current Liabilities		0.00
Long-Term Liabilities		<u>                    </u>
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		0.00
Capital		
Permanent Restricted Fund Bal	\$	609,704.00
Fund Balance		359,115.44
Net Income		<u>97,398.46</u>
Total Capital		<u>1,066,217.90</u>
Total Liabilities & Capital	\$	<u><u>1,066,217.90</u></u>

Baby TALK Investments  
Income Statement  
For the Eleven Months Ending May 31, 2015

	Current Month		Year to Date	
<b>Revenues</b>				
Interest Income	\$ 0.00	0.00	\$ 0.00	0.00
Memorial Fund Income	0.00	0.00	822.99	0.00
Endowment Restricted Income	0.07	0.00	32,180.17	0.00
Endowment Unrestrict Income	12.39	0.00	73,333.86	0.00
Memorial Change Market Value	(75.40)	0.00	(138.85)	0.00
Restricted Change Market Value	4,168.79	0.00	(6,444.53)	0.00
Unrestricted Change Market Val	2,955.12	0.00	(2,355.18)	0.00
Realized Gains	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
Total Revenues	7,060.97	0.00	97,398.46	0.00
	<hr/>		<hr/>	
<b>Cost of Sales</b>				
	<hr/>		<hr/>	
Total Cost of Sales	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
Gross Profit	7,060.97	0.00	97,398.46	0.00
	<hr/>		<hr/>	
<b>Expenses</b>				
Memorial Fund Expenses	0.00	0.00	0.00	0.00
Restricted Expenses	0.00	0.00	0.00	0.00
Unrestricted Expenses	0.00	0.00	0.00	0.00
Memorial Fund Withdrawal	0.00	0.00	0.00	0.00
Restricted Withdrawal	0.00	0.00	0.00	0.00
Unrestricted Withdrawal	0.00	0.00	0.00	0.00
Prior Endowment Activity	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
Total Expenses	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
Net Income	\$ 7,060.97	0.00	\$ 97,398.46	0.00
	<hr/> <hr/>		<hr/> <hr/>	



## Fundraising

### **Fall Direct Mail Campaign**

In November, the Development Office created a direct mail piece focused around that went out to our 4,000+ donor database. We received 123 donations totaling \$23,250. (Last Year's total: \$21,585.)

As a direct mail campaign, this was a hugely successful effort!

### **Grillin' in the Garden:**

*See attached for Income and Expense budget breakdown*

## Grants

Grants/donations that came in from private foundations include:

- Andreas Foundation-\$10,000.00
- ADM-\$50,625.00 (FY15 and FY16 local programming, table of 10 at Grillin')
- CAT-\$35,000.00
- Sam's Club-\$1,000.00
- Kohl's Cares-\$500.00
- Project AVA-\$2,000 (snacks for programs)
- Junior Welfare Association-\$300 (for books for Lending Library)
- Nims Foundation-\$10,000.00
- Balance Foundation -\$12,500.00
- Jerald Merrick Fund-\$204,173.76
  - \$50,000 Unrestricted Endowment (which put our Endowment over ONE MILLION! Celebrate!)
  - \$25,000 Salary costs for 6 months for Development Manager
  - \$75,000 Research
  - \$54,174 Annual Fundraising

**The Development Office will be emailing out an End-Of-The-Year total in July!**

## Cultivating new relationships

### **Decatur Earthmover Credit Union**

Baby TALK was named Earthmover Credit Union's "Charity of the Year"! This was an exciting opportunity for Baby TALK on many levels. First, we will be awarded financial support as each location creates its own fundraising opportunities on our behalf. Second, each EMCU employee is expected to volunteer their time at Baby TALK.

During the week of January 26<sup>th</sup>, Claudia, Cindy, and the Development Office toured various locations to talk to the branch employees about Baby TALK's mission, our work in the community, and to offer various volunteer opportunities. On Saturday, June 13<sup>th</sup>, DECU will host a "Glow Run" fundraising event in support of Baby TALK.

- Each month DECU contributes \$100 for their "Employee Jeans Days" (thus far have received \$500)
- DECU sponsored Grillin' as Friend of Family \$1000 and bought a table of 10 for \$625
- DECU donated \$1700 from Bake sale
- We will receive a contribution from DECU Members who chose to donate their loan payments to us (unknown amount)
- DECU Volunteers have donated over 30 hours of service to us

### **Tracey Family Foundation**

We met with Terry Jenkins from the Tracey Family Foundation, which is funded by DOT Foods. They are looking to fund early childhood models that can be implemented in their geographic areas of impact. We have invited the Tracy Family Leadership Team to Baby TALK for a one day overview and program tour. This may result in Training opportunities for Baby TALK and perhaps some ongoing technical assistance.

### **Busey Bank**

We have enjoyed getting to know members of the Busey Wealth Management Group which represent both the Ullrich Foundation and the Amherst Hardy Foundation. We hosted a lunch at Baby TALK and presented Baby TALK's model, approach to family engagement and our research projects. They have provided some advice and guidelines for the application process which will open this summer.

*Looking forward...*

### **Baby TALK's 30<sup>th</sup> Anniversary!**

The Development Office will be creating a special 30th Anniversary Board Committee, which will be comprised of current and Alumni Board Directors. I will be contacting these individuals over the next few weeks, hoping you'll agree to participate! The committee will have its first meeting in August. We will use this time to think big-picture about our opportunities surrounding this big milestone, and outline some goals and objectives for the effort. We will also create a calendar of events.

### **Dialogue Newsletter**

In addition to the other fundraising vehicles, we are going to resurrect the Dialogue Newsletter. This will be an informative direct mail campaign, intended to raise community and donor awareness around Baby TALK programs (both local and national). Our hope is that this will go out early September as a "launch" for our 30<sup>th</sup> Anniversary.

### **New Donor Database**

We are in the process of transitioning to our new donor database which will streamline our communication with donors and allow for more reporting on specific donor groups.

### **Website Updates**

The Baby TALK website will be undergoing some new additions in the months to come. We'll be making local programming more central to the navigation, and we'll be adding ECOMMERCE which will allow individuals to purchase Baby TALK products, pay for Trainings, and make donations online.

# Learning Institute Report to the Board of Directors

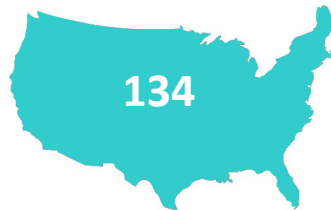
June 2015 report for FY15



## Programs & Trainings

- **134 Programs implementing Baby TALK**

- Home visiting: 78
- Childcare Centers: 39
- Early Head Start: 7
- Other: 10



- **Professionals trained across 10 trainings**

- Core Professional Development: 130
- Touchpoints: 25
- Newborn Encounter: 18
- First Train the Trainer implemented in AL



- **Six Baby TALK training faculty presented the trainings, 2 new trainers added in AL**

- **\$77,000 Projected for Training/Technical Assistance revenue**  
(outside of the Illinois State Board of Education T&T/A grant)

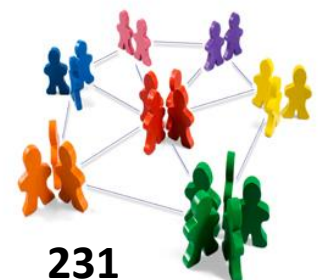
## Technical Assistance

- **FY15 BTPA Learning & Networking Series Attendance**

- Annual conference attendance: 137
- Regional meeting attendance across the state in 5 regions: 94
- Total number of individual professionals: 164
- Total number of programs attending: 58

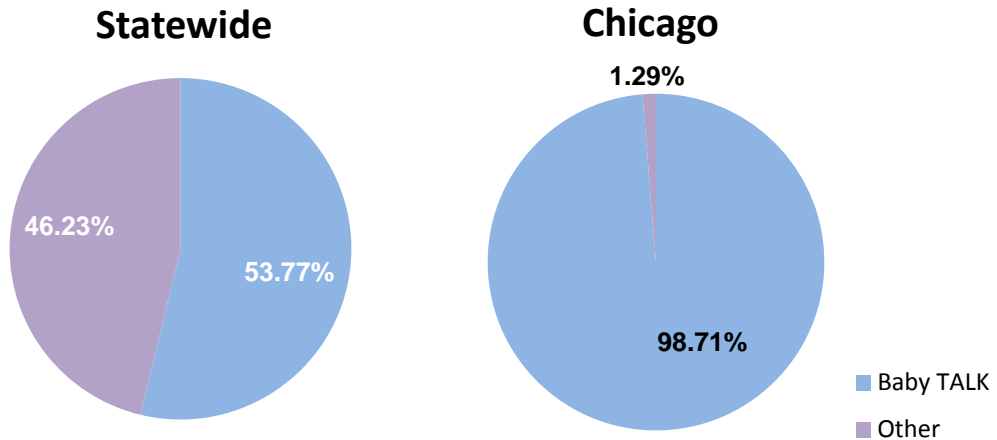
- **On-site TA Across the State of Illinois**

**87** program visits  
**192** professionals





- **Technical assistance staff included 7 professionals**
  - 3 Learning Institute staff
  - 4 additional staff from Baby TALK and network collaborators
- **Baby TALK Presence in the state of Illinois funded by Illinois State Board of Education**
  - 14,264 total Children enrolled in SIS
  - 7,670 of that total are served using Baby TALK



### Conferences and Exhibits

- **10 Conferences at which Baby TALK was represented through presentations and/or exhibits:**
  - Ounce pre-service for HS, Chicago
  - Prevent Child Abuse, Springfield
  - NHA PFCE Conference, New Orleans
  - NTI, Florida
  - Opening Minds, Chicago
  - Wisconsin HS Association, Wisconsin Dells
  - Illinois HS Association, Springfield
  - 42nd NHA Annual Conference, Washington DC
  - Indiana AEYC, Indiana
  - Ohio AEYC, Sandusky
- **Results**
  - Over 300 new contacts made
  - 7 new professionals trained
  - Two new full trainings in KS for FY16, based on new professionals trained
  - Conference attendance FY16 will be based on outcomes of FY15

## Curriculum Development

- **New parent/child activities, aligned with the Illinois Early Learning Guidelines**
  - Extension of current monthly perspectives and protocol curriculum
  - 4 parent/child activities developed for each month birth to three

**144 new  
activities**



- **Prenatal home visiting curriculum**
  - Developing in collaboration with University of Central Florida, Understanding Children and Families laboratory, through a research fellowship awarded to graduate student, Annelise Cunningham
  - Research informed development of topics and content
  - Qualitative and quantitative data to be collected through parent focus groups
  - Ready for roll-out this fall

## Development of framework and process for quality certification

- **Project kickoff: “Becoming Ever Better—Supporting Mastery and Confirming Quality”**
  - Formation of quality focus groups across the state of Illinois
  - Series of 3 quality leadership team meetings this summer to develop a draft quality certification process
  - Roll-out of newly developed process at FY16 BTPA Annual Conferences
  - Process to be piloted in the new calendar year
  - Main goal: Meaningful evaluation of programs to measure compliance and quality as they relate explicitly to all state and federal guidelines



**15 focus groups  
134 professionals**

## Funding of the Learning Institute

The Ounce of Prevention Fund is in its last year of the 5 year contract with Illinois State Board of Education to provide training and technical assistance to all ISBE funded programs. The Learning Institute is partially funded by the Illinois State Board of Education through a subcontract with the Ounce of Prevention Fund.

**Baby TALK Annual Report-Local Programming**  
**June 2015**  
**Cindy Bardeleben**

Local Baby TALK programming has continued to “come alongside” families in the Decatur area. Local programming serves a wide demographic of families understanding the importance of positively impacting child development and nurturing healthy parent-child relationships. These services are provided by equally diverse funding streams including: private donations, foundations, corporations, local agencies, the Illinois State Board of Education and the Secretary of State Office. A talented, dedicated and compassionate staff supports the success of Baby TALK and its relationships with families.

Funding continues to be a constant struggle for programming. In an unprecedented step by ISBE, the Prevention Initiative and Pre-K grants received a downward budget of 2% in April. This cut, in the amount of \$14,560, late in the year meant drastic measures needed to be taken. For the upcoming FY 2016 year, the ISBE grant awards are scheduled to remain the same. With rising costs, especially in areas of health insurance and benefits, the program will need to make cuts for the 2015-2016 year.

There have been multiple staff transitions this spring. Debbie Reynold’s, the Newborn and Referral Coordinator is retiring as of June 30. Kristina Sommer, the Central Based Coordinator has taken a new position outside of Baby TALK and will also leave by June 30. This leaves two vacancies of the three coordinator positions. Two classroom teachers and an assistant also will be leaving Baby TALK for other positions or moves out of state.

Local Programming participated in two important research projects conducted by Baby TALK. The research will enable Baby TALK to achieve its evidence base. The Home Visiting Randomized Control Trial was conducted with Baby TALK sites from across the state with the Decatur site enrolling seven families. The Newborn Encounter Randomized Control Trial was conducted only with the Decatur location with 191 families enrolled.

Community systems building is vital to Baby TALK and Decatur. Baby TALK continues to collaborate with the Macon County Maternal Infant Early Childhood Home Visiting (MIECHV) program or igrow. Local Programming staff are highly involved in the Community Foundation Education Coalition. I serve on the Community Advisory Committee and staff participate in the Early Childhood, Kindergarten Readiness and Adult Education Collaboratives.

There are currently 26 Baby TALK sites using babyTECH. The current price structure is a \$400 Annual Fee with a onetime \$200 Implementation Fee. A new report was created to run filters on any parent who would like to receive calendars and developmental newsletters via email.

A Baby TALK facebook page was created by the Development Office to promote local programming. A monthly calendar of events is posted and events are posted on a weekly basis. Photos and appropriate links are also posted. It is our goal to utilize this resource more fully this coming year.

## Major Funding Streams for Local Programming FY2015

Illinois State Board of Education, Prevention Initiative 0-3 Early Childhood:	712,818
Illinois State Board of Education, Preschool for All 3-5 Early Childhood	57,461
Secretary of State Family Literacy Program	35,000
Family Literacy Summer Programming-Private Funder-Family Literacy	6,000
Community Foundation Education Coalition	40,526
Dollar General-Family Literacy	5,000

### ISBE Prevention Initiative

Families served through Intensive Services/Home Visitation:	<u>180</u>
Pregnant mothers served:	<u>40</u>

### Center-Based Programming- Kristina Sommer

Numerous families were supported in a variety of program models at the Baby TALK Center-Based site housed at Central Christian Church. All programs with the exception of STEPS and Pre-K provide an adult education component.

**STEPS (Success Together Experiencing Play and Stimulation)**-STEPS is an Early Intervention program for children ages birth-three who have developmental delays and an Individual Family Service Plan (IFSP) through Child and Family Connections #19 (CFC). STEPS maintains its natural setting environment according to the definition of the Illinois Department of Human Services. Two sessions of classes convene twice a week. Baby TALK provides the children with developmental therapy according to their IFSP and independent therapists provide occupational, physical and speech therapies. Baby TALK employs four Developmental Therapists (DT): Dena Cearlock, Tina Calhoun, Tammy Foster and Kristina Sommer. The classroom assistants are Jill Headrick and Amiee Moss. Three of the DTs actively work in the early intervention classroom and one serves as a substitute. Baby TALK bills the Illinois Department of Human Services for services rendered Children who are transported to class also receive monthly home visits which are funded by Prevention Initiative.

#### STEPS

Children served:	<u>31</u>
Children who aged out:	<u>16</u>
Children who dropped:	<u>0</u> (Due to no longer qualifying for services, moving . . . )

**Pre-K:** Baby TALK Pre-K is an Illinois State Board of Education funded Preschool for All Program. Enrollment is 20 children with a class size of 10 children in the morning session and 10 children in the afternoon session. In compliance with ISBE regulations, a Program Improvement Plan was submitted to the state. Maria Goad is the Pre-K teacher and Rachael Wiley serves as the Pre-K program coordinator. Pre-K maintains an extensive waiting list. The Baby TALK Pre-K has been utilized as an excellent transition for many at-risk families which age out of other Baby TALK's birth-three programs.

#### Pre-K

Students enrolled:	<u>26</u>
Students who will transition to kindergarten:	<u>9</u>
Students who will return to Baby TALK Pre-K:	<u>11</u>

Students on waiting list:	<u>36</u>
Openings for next year: (openings)	<u>9</u> (Screenings will take place to fill)

**Family Literacy:** Baby TALK hosts ABE, GED and English as a Second Language classes for adults with young children. Child education is provided for children 6 weeks through 5 years during adult education classes. Parent-child activities, parent education, adult education, library services, intensive home visiting and case management are all components of this program. Transportation is also provided. Families visit the library twice a month and are given children’s literature to promote literacy and reading in families. Classes are typically at capacity with an extensive waiting list. Rachael Wiley serves as the program coordinator. Sara Lowery, Kari Kraus, Denise McClelland and Sheena Anderson work in the child education rooms. This program is held in collaboration with Richland Community College, Central Christian Church, and Decatur Public Library. Family Literacy is funded through a variety of funding streams including ISBE Prevention Initiative, Secretary of State Family Literacy, Macon County Education Coalition, Dollar General and a private funder.

**Macon County Family Literacy**

Adults who passed the GED test:	<u>0</u>	
Adults served:	GED: <u>19</u>	ESL: <u>7</u>
Number of children served:	GED: <u>27</u>	ESL: <u>10</u> ( includes children in BT Pre K)

**Foundations:** 2015 celebrates the 10<sup>th</sup> year of the alternative education program for pregnant and parenting teens. The alternative program collaborated with Decatur Public School District for 9 years. For the 2014-2015 school year, the Regional Office of Education and Baby TALK partnered to maintain the program amidst funding cuts in the school district. Students receive intensive support through home visiting, transportation, child education and developmental assessments. Kristina Sommer served as the principal of Foundations through the Regional Office of Education. Regina Abraham served as the program manager and home visitor. The child education staff were: Amy Roefanz, Sarah Lowery, Denise McClelland and Susan Woods.

**Foundations:**

Students:	<u>24</u>
Graduates:	<u>3</u>
Transfers to another educational provider:	<u>10</u>

**Community Based Coordinator-April Ingram**

**ISBE Prevention Initiative Grant funded programming:**

**Intensive Services** or Family Support is provided through the Baby TALK Community Based staff through the Baby TALK home visitation model. Eligible families are at risk for academic failure. Kim Johnson, Wyneshia Rice, Susan Woods and Lisa Jones provide intensive services through personal encounters/home visits with the family two times per month and regular group encounters. Children receive ongoing developmental assessments and monitoring using the HELP (Hawaii Early Learning Profile). April met quarterly with both Center Based and Community Based home visitors for professional development and reflection.

**Illinois Department of Corrections, Women's Correctional Center:** The E-wing of the Women's Correctional Center houses pregnant and parenting women and their babies. Baby TALK supports these women with parent-child interactions through personal and group encounters. This program averaged 9 families in our intensive services program.

### **Outreach and Screening Opportunities:**

Outreach to community sites is supportive of the Baby TALK Critical Concept "Going where families are". Families are met at community sites where they are already receiving services. Staff visits community sites to meet and screen families and to form collaborative relationships with the agency. The frequency of staff visiting sites varies according to each site.

**Prenatal Clinics** serve as a screening site to identify families who qualify for Baby TALK's intensive services/home visiting programming, EHS and other community services. Staff develop relationships with the family before the baby is born, provide expectant parents the opportunity to share their concerns and gain support and empower parents to be better prepared for their babies by providing developmental information. Prenatal clinics are staffed by Susan Woods, Wyneshia Rice, Lisa Jones and Kim Johnson.

**Community Health Improvement Center** is a screening site to identify at-risk families and offers families the opportunity to learn about Baby TALK programs and gain information about community resources. Kim Johnson meets with parents in the waiting room to establish and/or deepen a relationship with families and Baby TALK while they wait for their appointments

Pamela Black is a new addition to both CHIC and Baby TALK. CHIC was seeking support staff for their pediatric medical providers at CHIC and sought Baby TALK to help them with this endeavor. CHIC is subcontracting with Baby TALK to employ a social worker. Pamela provides referrals and case management to families at CHIC. She also works closely with Baby TALK staff to help support/enroll families in Baby TALK programs as needed.

**Macon County Health Department WIC:** During the fall Susan Woods met with parents in the waiting room of WIC to provide the same type of services that are provided at CHIC.

**Decatur Public High Schools and Futures Unlimited:** The high schools are screening sites to identify pregnant and/or parenting teens to support them in their role as both parent and student. Wyneshia Rice offers parenting classes once a week at each location to discuss parent-child interaction, child development and parenting skills. Students may also receive Family Support Services from Wyneshia.

**Monthly Developmental Newsletter Mailings:** This is the first year newsletters were emailed to families. Families were asked to provide their email addresses at Newborn Encounters. As the year progressed, more and more newsletters were emailed rather than mailed. 11,406 developmental newsletters were mailed to families, with the support of Amy Malone and the Kiwanianne volunteers. Amy also emailed 2373 newsletters to families. On average only 18.3 of the emailed developmental newsletters were opened. Further investigation conversations will take place. Newsletters are sent to families when their children turn 2, 4, 6, 9, 12, 15, 18, 21, 24, 30, or 36 months of age.

### **Baby TALK Funded Programs:**

**Baby TALK Times** are informal conversational parent/child groups which provide opportunities for parent/child interaction and an opportunity to deliver child development information. Parents support each other as they share a "success" or a "challenge" they are experiencing. Baby TALK teachers introduce finger plays, nursery rhymes, books and music. 309 unduplicated families participated in Baby TALK Times.

- Monday: Lincoln School, Monticello – Patty Barr
- Tuesday:
  - Baby TALK Office - Susan Woods 9:15-10:30
  - Decatur Public Library – Susan Woods 6:00-6:45
  - New Life Pregnancy Center – Kim Johnson 6:30-7:15 (ISBE funded)
- Wednesday: Forsyth Public Library – Karen Hurley 9:30-10:15
  - Thursday - Decatur Public Library – Susan Woods 10:00-10:45

**Tuition Based Outreach Programs:**

**Come Sign with Me** is designed for babies 6 months-2 years and their parents to learn to use “sign language” to communicate before they are able to communicate through verbal speech. Together baby and parent learn signs to help them communicate daily activities. Amy Roenfanz facilitated 3 five week sessions with a total of 19 families enrolled.

**Kindermusik** music and movement class is the leader in early childhood music and movement programs for children for up to age 3 ½ years, accompanied by parent or caregiver. Fun filled activities include singing, movement and instrument play. Karen Hurley teaches Village and Our Time classes. There were two 8 week sessions of Village Classes for babies newborn – 18 months and two 14 week sessions of Our Time class for babies 19 – 36 months with a total of 50 unduplicated families.

**Newborn and Referral Coordinator- Debbie Reynolds**

**Newborn encounters** are the backbone of Baby TALK and its work with families. Hospital Newborn Encounters occur 6 days per week at Decatur Memorial Hospital and St. Mary’s Hospitals by Debbie Reynolds, Susan Woods, Karen Hurley, Courtney Kirk, Amy Roenfanz and Patty Barr. Debbie Reynolds retired in May 2015. Hospital visitors have been trained in the “Newborn Behavioral Observation” to support parents understand newborn behaviors and early relationships. Monthly NBO instruction and reflection were provided by Debbie. Families are given the Baby TALK Newborn Developmental Handout, a copy of Babies & Books, Baby TALK’s Baby Blues CD, a board book and a current Baby TALK program schedule.

Between the two hospitals there was an average of 109 babies born per month, with 95% of these families receiving a Newborn Encounter. A total of 1573 families received a Newborn Encounter between June 1, 2014 and May 31, 2015. Baby TALK staff is able to join families at the beginning of their child’s life, discover babies together with their parents, learn family’s needs and inform them of Baby TALK’s services and programs, along with providing information about other community services.

US Congressman Rodney Davis, Jason Wallace, the new principal at Pershing Early Learning Center and MIECHV representatives Jay Young and Joanna Su, observed a newborn encounters.

**Referrals**

Baby TALK Prevention Initiative:	<u>135</u>
Early Head Start:	<u>61</u>
Pre-K:	<u>6</u>
Igrow and other	<u>26</u>
Total	<u>228</u>



## **Baby TALK Early Head Start**

### **Board and Policy Council Report—Annual Report June 2015**

#### **Administrative/Human Resources –Director, Courtney Kirk**

##### **Federal Budget**

BTEHS received a COLA increase, sequestration restoration, and level funding for the current fiscal year. 2015 marks the first year of a 5 year grant cycle for BTEHS. The next monitoring event will occur sometime after October 2016 and there will be between 2 and five separate visits in a 3 year period focusing on specific areas of compliance. We are still awaiting word on whether we will go through the less intensive or comprehensive cycle. BTEHS applied for an expansion/partnership grant and was not selected to receive funds. Speculation points to there being other opportunities for funding in the next few years.

##### **Administrative**

The BTEHS Management Team will be having its first annual retreat the 3<sup>rd</sup> week in June to review existing policies, procedures, plans, and systems. Program goals for the 5 year grant period will also be selected and outlined. Your approval on these proposed goals will be requested in August.

2015 marks BTEHS's 5<sup>th</sup> anniversary as a program. It also marks Head Start's 50<sup>th</sup> anniversary and Early Head Start's 20<sup>th</sup>. To top it off, BTHES has a brand-new Natural Playscape to unveil. To honor each of these milestones, BTEHS is having a big celebration/Open House on June 18<sup>th</sup> from 10-2. Please mark your calendars, plan to stop by and help us spread the word. There will be a Ribbon Cutting Ceremony at 12.

##### **Human Resources**

Courtney Kirk was hired as BTEHS Director after Shauna Ejuh took a position with the IHSA in August of 2014. Heather Seitz replaced Courtney Kirk as Education Coordinator. Other HR changes throughout the last year are outlined below in their respective sections.

#### **Early Childhood Development—Heather Seitz, Education Coordinator**

Staff Changes:

- Courtney Kirk left the Education Coordinator position to become the BTEHS director.
- Heather Seitz was hired on as the new Education Coordinator.
- Karina Dominguez was hired as a floating teacher; Kate Mulomede was hired as a substitute.
- In August, Lori Banks resigned as a teacher and the vacancy was filled by Annalisa Rotramel.
- In October, Maria Gallina quit and her position was filled by Vicky Woolridge.
- Two teacher aides were hired in the fall to assist classrooms: Bianca Golden and LaKeith Goodman.
- In January, Daniel Adebayo was hired as a teacher's aide substitute.
- In April, Romarke Goodman was hired as a teacher's aide substitute.



## **Trainings**

- The education director attended multiple trainings/ conferences over the school year including: Head Start education leadership training for school readiness in December, School readiness and success for African American Boys in Early Childhood in January, the Illinois Head Start Conference in March, Practice Based Coaching training in Springfield, and the McCormick Leadership conference in May.
- The Education Coordinator also attended several trainings with the teachers such as: Conscious Discipline training in October, 3 Macon County Education Coalition trainings on literacy, Math, and science in early childhood, Creativity during the Montessori Journey at Prairie Flower Montessori School, Early Intervention pertaining to Syndrome Disorders, and at the May in-service, Cindy Bardeleben from Baby TALK and TyKyna, a mental health counselor from CHIC presented trainings for the teachers on collaboration and playground expectations.

## **Playscape**

Big changes have happened with the playscape! After the tire chips and asphalt were removed, dirt and sand were put down as a base for the playground. Concrete areas were created for bike riding, the art area, and the building area. A large rotting tree was removed. Heartland Tech Academy students built a 16x20 shed. Union Laborers 159 Built the south side of our fence. Del Burkey was hired to build the 12x 122 foot deck, 2 climbing/ crawling stages, a music stage, and the north side of our fence. Items were purchased from the Nature Explorer's catalog. 2 mounds with slides were created in the center of each side of the playground. Trees, plants, and flowers were planted. Finally, a garden area was created. The north side of the playscape was finally opened up to the children the first week of May. A grand opening party is set for June 18.

Data was collected and analyzed for school readiness. 6 referrals were made for evaluations and 4 children received IFSP's, one is still waiting for final assessment, and one student moved away out of the county. Results for the entire year are in these graphs:

## Child Performance Summary EHS Outcomes

### Entire Program, No Filters Included

- Domain 1: Communication, language, and emergent literacy skills
- Domain 2: General cognitive skills
- Domain 3: Positive approaches toward learning, including improved attention skills
- Domain 4: Social behavior, emotion regulation, and emotional well-being
- Domain 5: Physical health and development

*\*The first column under each domain reflects the number of children who demonstrated "improved" out of the total possible number of children for this specific report.*

*\*The second column under each domain reflects the percentage equivalent of the first column.*

*\*The report includes only children who have at least two assessments entered within the 6 month range.*

*\*Children who are over the age of 4 months and have been enrolled at least 2/3 months in an assessment period have an assessment entered.*

Assessment Periods	Domain 1		Domain 2		Domain 3		Domain 4		Domain 5	
11/01/2014—04/30/2015	43/48	89.58%	43/48	89.58%	46/48	95.83%	47/48	97.92%	47/48	97.92%
08/01/2014—01/31/2015	46/52	88.46%	45/52	86.54%	49/52	94.23%	50/52	96.15%	51/52	98.08%
05/01/2014—10/31/2014	31/37	83.78%	34/37	91.89%	35/37	94.59%	37/37	100.00%	36/37	97.30%
02/01/2014—07/31/2014	38/42	90.48%	40/42	95.24%	39/42	92.86%	41/42	97.62%	40/42	95.20%
11/01/2013—04/30/2014	38/43	88.37%	37/43	86.05%	40/43	93.02%	42/43	97.67%	41/43	95.35%
08/01/2013—01/31/2014	43/51	84.31%	45/51	88.24%	47/51	92.16%	47/51	92.16%	46/51	90.20%
05/01/2013—10/31/2013	28/36	77.78%	29/36	80.56%	32/36	88.89%	33/36	91.67%	34/36	94.44%
02/01/2013—07/31/2013	29/39	74.36%	30/37	81.08%	33/37	89.19%	35/37	94.59%	34/37	91.89%
11/01/2012—04/30/2013	34/42	80.95%	34/42	80.95%	38/42	90.48%	40/42	95.24%	40/42	95.24%
08/01/2012—01/31/2013	44/50	88.00%	43/50	86.00%	47/50	94.00%	48/50	96.00%	48/50	96.00%

**\*\*improved\*\*** includes children from categories i-v of Aggregate Child Progress Reports

#### Child Progress Report Categories

- i maintained or increased rate of development within age expected range*
- ii increased rate of development to age expected range*
- iii maintained or increased rate of development within greater than age expected range*
- iv increased rate of development to greater than age expected range*
- v increased rate of development significantly, but continues within less than age expected range*
- vi continued or decreased rate of development within less than age expected range*

## Child Performance Summary EHS Outcomes

### Entire Program, Excluding Children with an IFSP

- Domain 1: Communication, language, and emergent literacy skills
- Domain 2: General cognitive skills
- Domain 3: Positive approaches toward learning, including improved attention skills
- Domain 4: Social behavior, emotion regulation, and emotional well-being
- Domain 5: Physical health and development

*\*The first column under each domain reflects the number of children who demonstrated "improved" out of the total possible number of children for this specific report.*

*\*The second column under each domain reflects the percentage equivalent of the first column.*

*\*The report includes only children who have at least two assessments entered within the 6 month range.*

*\*Children who are over the age of 4 months and have been enrolled at least 2/3 months in an assessment period have an assessment entered.*

Assessment Periods	Domain 1		Domain 2		Domain 3		Domain 4		Domain 5	
11/01/2014—04/30/2015	41/42	97.62%	42/42	100.00%	42/42	100.00%	42/42	100.00%	42/42	100.00%
08/01/2014—01/31/2015	44/46	95.65%	43/46	93.48%	45/46	97.83%	45/46	97.83%	46/46	100.00%
05/01/2014—10/31/2014	31/32	96.88%	32/32	100.00%	32/32	100.00%	32/32	100.00%	32/32	100.00%
02/01/2014—07/31/2014	32/32	100.00%	32/32	100.00%	32/32	100.00%	32/32	100.00%	32/32	100.00%
11/01/2013—04/30/2014	32/32	100.00%	30/32	93.75%	32/32	100.00%	32/32	100.00%	32/32	100.00%
08/01/2013—01/31/2014	39/40	97.50%	39/40	100.00%	39/40	100.00%	39/40	100.00%	39/40	100.00%
05/01/2013—10/31/2013	25/25	100%	25/25	100.00%	25/25	100.00%	25/25	100.00%	25/25	100.00%
02/01/2013—07/31/2013	28/28	100%	28/28	100.00%	28/28	100.00%	28/28	100.00%	28/28	100.00%
11/01/2012—04/30/2013	32/32	100%	30/32	93.75%	32/32	100.00%	32/32	100.00%	32/32	100.00%
08/01/2012—01/31/2013	44/44	100%	42/44	95.45%	44/44	100.00%	44/44	100.00%	44/44	100.00%

**\*\*improved\*\*** includes children from categories i-v of Aggregate Child Progress Reports

#### Child Progress Report Categories

- i maintained or increased rate of development within age expected range*
- ii increased rate of development to age expected range*
- iii maintained or increased rate of development within greater than age expected range*
- iv increased rate of development to greater than age expected range*
- v increased rate of development significantly, but continues within less than age expected range*
- vi continued or decreased rate of development within less than age expected range*

## **Family Services Report**—Family Services Coordinator, Julie Howard

### **ERSEA**

We have remained fully enrolled throughout the year. Vacancies have been filled within the 30 day deadline. An active waiting list has been maintained with between 40-55 families on the list at times. Registration continues on an ongoing basis. A new selection determination form was created in January of this year giving more points to families referred by Baby TALK. In March of this year, OHS set new ERSEA guidelines. For the most part, our program already followed most of them. New policies, procedures and forms have been developed to address the changes. Attendance issues have been addressed as they arise by calling parents, sending letters, or doing home visits.

### **Family Services**

Referrals are issued to parents as a need is indicated. We collaborate with several local agencies to provide services that our families have need of.

All families are encouraged to work in partnership with us to develop goals for their family. Goals are then updated throughout the year.

Six of our mothers have graduated from High School this year. We are proud of their accomplishments.

Monthly Parent Committee Meetings take place throughout the year. Pedestrian Safety is the topic for the first meeting in September. Parents are also informed at that time about Policy Council and parents who are interested in serving on the council are nominated at that time. Other Parent Committee Meeting topics have been Financial Security, Reading to your Child and Healthy Snacking to name a few.

Other special events for families have included Grandparent Day and Mommy and Me Day.

### **Transportation**

Dealing with bus issues has been quite challenging. We have had major maintenance issues with bus 3. The lease on bus 1 expired in May of 2015 and it was returned on May 22<sup>nd</sup> to Midwest Transit in Kankakee. The lease on Bus 3 will expire in August of this year and we will return it over the summer. Bus 3 is due for inspection in June. It has also been challenging to hire a sub bus driver. We are currently in the process of talking with an applicant now.

### **Home Based**

A new Home Visitor was hired in October of 2014. She went on Maternity leave in January of 2015. Diann Spannaus filled in as a substitute home visitor during that time.

### **Foster Grandparents**

Each one of our classrooms currently has a Foster Grandparent. They help out in the classroom and are assigned children with special needs to work with one on one. Foster Grandparents also provide in-kind for our program. They participate in staff trainings and other center activities.

### **Health/Nutrition/Facilities**—Debby Durbin, Wellness Coordinator

This year the winter with the cold caused the drainage pipes to freeze but unlike last winter the only room to leak was along the window in classroom 4. I have emailed the landlord and he has stated that they will come in this summer and take out a portion of the ceiling and seal these pipes also. In May the landlords had the break room ceiling replaced with new florescent lighting.

In December, over Christmas break, the carpets were professionally cleaned. We plan on having them cleaned again in July prior to the children returning. The playground is almost finished and the open house is set for June 18<sup>th</sup>, 2015. The children are currently enjoying the north end of the playground.

Fire drills were conducted monthly . Since we have the new playground with gates our fire evacuation procedure will need to be updated. In October 2014 we participated in a nationwide earth quake drill. Tornado drills were conducted once this spring and will be conducted again in the fall.

### **Nutrition**

We continue to use ARMARK for the preparation of our breakfast and lunch. We serve some of our own breakfasts if it is just cold cereal and fruit. We serve our own snacks and try to incorporate seasonal fruits such as watermelon and cantaloupe . We have a new **dietician through DMH-** Caitlin M. Kownacki RDN, LDN that reviews are menus and serves on the Health and Nutrition Service Advisory Committee.

### **Health**

The Health and Nutrition Services Advisory Committee met in September 2014 and again in March 2015. At the March meeting exclusion policies were reviewed and will presented to policy council to approve.

All children received their vision and hearing screenings that were enrolled prior to 5/22/15. Three children that were just enrolled this week still need their screenings. This has to be completed in the 45 day period. Only one child does not currently have medical card coverage. They are looking at private insurance through the father's employment. Public insurance was changed this year which caused some confusion for the families. They were to choose between Health Alliance Connect, Molina and another service.

CHIC has a social worker that has been a big help in coordinating children's appointment. CHIC also has a behavioral counselor which started coming here in 2015 on Monday's . She saw 5 different families and also several staff members. They can continue with her at CHIC for summer hours and she should be back next fall.

### **Program Monitoring**—Compliance Coordinator, Debra Baltimore

BTEHS has had 26 children transition out of the program during the period of June 2014 to June 2015. Each child that transitions out of the program receives a book bag along with school supplies, books, and a BTEHS T- Shirt.

Each month parents and volunteers receive a monthly calendar of upcoming events and school closings.

BTEHS had five Family Fun days for the school year. - These were held during the months of October, November, December, March and April. BTEHS also had four socializations during the months of June and July. BTEHS received three shipments of First Books. The books are given to families to build on their library of books at home and encourage reading and promote literacy.

BTEHS held two father figured events. The events were held to encourage the fathers and father figures to come and enjoy being a part of their child's school experience. The fathers enjoyed classroom activities and playing on the playscape. We hope this will also encourage fathers to come to school at any time and spend some time in their child's classroom.

All Non-Federal Share is recorded on an almost daily basis to ensure that all documentation is recorded in a timely manner. Documentation is tracked in the Child Plus software system. The Business Director can access Child Plus on an as needed basis. Parents, staff, and the community can also monitor the Non-Federal share amount daily by viewing the in-Kind thermometer on the wall in the hall-way. From June 2014 - to present BTEHS has had a total of 297 parent and community volunteers with a total of 8004 volunteer hours.



## **Baby TALK Early Head Start**

### **Board and Policy Council Report—June 2015**

#### **Administrative/Human Resources** –Director, Courtney Kirk

##### **Federal Budget**

Penny will report on the Financials for the month of May. We are anticipating our funding guidance letter for the next fiscal year sometime in August. Courtney will be attending a Director's Retreat for the IHSA the first week of June and will more information about federal funding at this time.

##### **Administrative**

The last day of Center-Based Services was provided on May 29<sup>th</sup> and home-based services for all 74 BTEHS families will start the first week of June. Room 6, the part-time classroom, ended center-based and started home visits a week earlier. Family Outcomes Survey Data from the last collection point (April 30<sup>th</sup>) follows this report.

##### **Human Resources**

We are still looking for substitute teachers.

We are seeking approval of a bus driver/housekeeping staff candidate, Kassie Taliferro.

##### **Training/Technical Assistance**

During the Spring In-Service Day on May 6<sup>th</sup>, TyKyna Cole facilitated team building activities and Cindy Bardeleben presented a refresher session on Touchpoints Practitioner Assumptions. There was also a refresher course presented on home visiting and drug identification. Teacher Appreciation Day was celebrated with massages from staff at Center Peace and a homemade lunch by Sophia Washington, a grandparent of BTEHS Children.

#### **Early Childhood Development**—Heather Seitz, Education Coordinator

The teachers finalized their quarterly assessments of the HELP skills for each child. The data was gathered and examined. Our analysis of this data showed that our overall scores went up in all domains except for language. From this, one child was referred for evaluation and is now receiving services. This brings our total children with IFSP's to 10 for our center and home based program. The summary of the outcomes show as this:

## Child Performance Summary EHS Outcomes

### Entire Program, No Filters Included

- Domain 1:** Communication, language, and emergent literacy skills  
**Domain 2:** General cognitive skills  
**Domain 3:** Positive approaches toward learning, including improved attention skills  
**Domain 4:** Social behavior, emotion regulation, and emotional well-being  
**Domain 5:** Physical health and development

\*The first column under each domain reflects the number of children who demonstrated "improved\*\*" out of the total possible number of children for this specific report.

\*The second column under each domain reflects the percentage equivalent of the first column.

\*The report includes only children who have at least two assessments entered within the 6 month range.

\*Children who are over the age of 4 months and have been enrolled at least 2/3 months in an assessment period have an assessment entered.

Assessment Periods	Domain 1		Domain 2		Domain 3		Domain 4		Domain 5	
11/01/2014--04/30/2015	43/48	89.58%	43/48	89.58%	46/48	95.83%	47/48	97.92%	47/48	97.92%
08/01/2014--01/31/2015	46/52	88.46%	45/52	86.54%	49/52	94.23%	50/52	96.15%	51/52	98.08%
05/01/2014--10/31/2014	31/37	83.78%	34/37	91.89%	35/37	94.59%	37/37	100.00%	36/37	97.30%
02/01/2014--07/31/2014	38/42	90.48%	40/42	95.42%	39/42	92.86%	41/42	97.62%	40/42	95.20%
11/01/2013--04/30/2014	38/43	88.37%	37/43	86.05%	40/43	93.02%	42/43	97.67%	41/43	95.35%
08/01/2013--01/31/2014	43/51	84.31%	45/51	88.24%	47/51	92.16%	47/51	92.16%	46/51	90.20%
05/01/2013--10/31/2013	28/36	77.78%	29/36	80.56%	32/36	88.89%	33/36	91.67%	34/36	94.44%
02/01/2013--07/31/2013	29/39	78.38%	30/37	81.08%	33/37	89.19%	35/37	94.59%	34/37	91.89%
11/01/2012--04/30/2013	34/42	80.95%	34/42	80.95%	38/42	90.48%	40/42	95.24%	40/42	95.24%
08/1/2012--01/31/2013	44/50	88.00%	43/50	86.00%	47/50	94.00%	48/50	96.00%	48/50	96.00%

\*\* "improved" includes children from categories i-iv of Aggregate Child Progress Reports

#### Child Progress Report Categories

- i maintained or increased rate of development within age expected range
- ii increased rate of development to age expected range
- iii maintained or increased rate of development within greater than age expected range
- iv increased rate of development to greater than age expected range
- v increased rate of development significantly, but continues within less than age expected range
- vi continued or decreased rate of development within less than age expected range

## Child Performance Summary EHS Outcomes

### Entire Program, Excluding Children with an IFSP

- Domain 1:** Communication, language, and emergent literacy skills  
**Domain 2:** General cognitive skills  
**Domain 3:** Positive approaches toward learning, including improved attention skills  
**Domain 4:** Social behavior, emotion regulation, and emotional well-being  
**Domain 5:** Physical health and development

\*The first column under each domain reflects the number of children who demonstrated "improved\*\*" out of the total possible number of children for this specific report.

\*The second column under each domain reflects the percentage equivalent of the first column.

\*The report includes only children who have at least two assessments entered within the 6 month range.

\*Children who are over the age of 4 months and have been enrolled at least 2/3 months in an assessment period have an assessment entered.

Assessment Periods	Domain 1		Domain 2		Domain 3		Domain 4		Domain 5	
11/01/2014--04/30/2015	41/42	97.62%	42/42	100.00%	42/42	100.00%	42/42	100.00%	42/42	100.00%
08/01/2014--01/31/2015	44/46	95.65%	43/46	93.48%	45/46	97.83%	45/46	97.83%	46/46	100.00%
05/01/2014--10/31/2014	31/32	96.88%	32/32	100.00%	32/32	100.00%	32/32	100.00%	32/32	100.00%
02/01/2014--07/31/2014	32/32	100.00%	32/32	100.00%	32/32	100.00%	32/32	100.00%	32/32	100.00%
11/01/2013--04/30/2014	32/32	100.00%	30/32	93.75%	32/32	100.00%	32/32	100.00%	32/32	100.00%
08/01/2013--01/31/2014	39/40	97.50%	39/40	100.00%	39/40	100.00%	39/40	100.00%	39/40	100.00%
05/01/2013--10/31/2013	25/25	100%	25/25	100.00%	25/25	100.00%	25/25	100.00%	25/25	100.00%
02/01/2013--07/31/2013	28/28	100%	28/28	100.00%	28/28	100.00%	28/28	100.00%	28/28	100.00%
11/01/2012--04/30/2013	32/32	100%	30/32	93.75%	32/32	100.00%	32/32	100.00%	32/32	100.00%
08/01/2012--01/31/2013	44/44	100%	42/44	95.45%	44/44	100.00%	44/44	100.00%	44/44	100.00%

\*\* "improved" includes children from categories i-iv of Aggregate Child Progress Reports

#### Child Progress Report Categories

- i maintained or increased rate of development within age expected range
- ii increased rate of development to age expected range
- iii maintained or increased rate of development within greater than age expected range
- iv increased rate of development to greater than age expected range
- v increased rate of development significantly, but continues within less than age expected range
- vi continued or decreased rate of development within less than age expected range

On May 6, we celebrated Teacher Appreciation Day and the center was closed. Cindy Bardeleben from Baby TALK and TyKyna, a mental health counselor from CHIC, presented trainings for the teachers on collaboration and playground expectations. The teachers were also trained on Home Visiting along with a thank you celebration.

The education coordinator attended a 4 day training at the McCormick Center for Leadership. The trainings all focused on leadership through relationships, strategies for collaboration with other organizations, utilizing the Program Assessment Scale as a tool to improve our program, evaluating data and assessments, supporting Developmentally Appropriate Practice, and understanding Excelerate and Gateways.

On May 2, we had a volunteer work day with for the Playscape. We had over 20 volunteers! Enough work was accomplished that we were finally able to open up one side of the playground! This was perfect timing for our Mother's day event on May 7 and daddy play date on May 18.

May 22 was the part time room's last day and May 29 for the five full time rooms. Home visits start the week following the last day (May 26 for part time class and June 2 for the full time classrooms).

## **Family Services Report**—Family Services Coordinator, Julie Howard

### **ERSEA**

On the last day of May, our total enrollment was 69. There were two openings in Home Based and 3 openings in Center Based. The Center Based slots will be filled on June 1<sup>st</sup>.

There are currently 35 on our waiting list.

### **Family Services**

A Parent Committee Meeting was held on May 21<sup>st</sup>. Julia Mackenzie, a Dietetic Intern, from Sara Bush Hospital in Mattoon was the speaker. She presented information on Healthy Snacking. A healthy meal was served and parents made a trail mix snack to take home. Four parents attended the meeting.

Mommy and Me Day was held on May 7<sup>th</sup>. Mommies and children played on the playground, planted flowers and ate lunch together.

### **Transportation**

Bus 1 was returned to Kankakee on May 22<sup>nd</sup>. The lease is up on Bus 3 in August and will be returned over the summer. Kassie Taliferro has applied as a substitute bus driver. I am submitting her application for review by the council for approval. She is also interested in filling in as a sub in the kitchen/cleaning area.

### **Home Based**

Socialization was planned for May 18<sup>th</sup> at New Life Pregnancy Center.

The Home Visitors have planned the Summer Socializations: June 10<sup>th</sup> will be lunch in Central Park and story time at Decatur Public Library. June 18<sup>th</sup> is BTEHS Celebration and Open House. July 8<sup>th</sup> is lunch in Central Park and a bus ride on Decatur Public Transit. July 22<sup>nd</sup> is lunch at Rock Springs Nature Center and a Reptile Activity.

### **Foster Grandparents**

The Grandparents and I attended the Older Americans Expo at the Decatur Senior Center on May 19<sup>th</sup>. Speakers included the Executive Director of the East Central IL Area Agency on Aging and Jay Scott.

## **Health/Nutrition/Facilities**—Debby Durbin, Wellness Coordinator

### **Nutrition**

The number of meals served for May 2015 were 531 breakfast, 609 lunch, and 412 snacks. The kitchen will close for the summer and will resume serving food again at the start of the school year.

On May 7<sup>th</sup> our mother's came and ate lunch. They ate the same lunch that the children ate (Ham & Cheese Sandwich). Also on May 18<sup>th</sup> the fathers came to the center. They were served cheese burgers along with their children.

Kitchen staff will prepare sandwich baggies for the teachers to take on home visits with graham crackers, cheese its, and animal crackers.

### **Facilities**

Work has progressed on the playground. The north end of the playground has been opened and the children have been enjoying it.

During the summer break plans are to clean thoroughly and have carpets cleaned and floors waxed. Classrooms 2 & 6 will be painted as just general up keep for the facility. The different colored walls in each room will be painted a darker beige so all will end up being alike. If we keep on schedule to paint two areas each year they whole building will be repainted every 5 years.

### **Health**

TyKyna, the counselor from CHIC has said that anyone needing to receive services during the summer break is free to call the CHIC office.

Information on different topics has been printed and distributed to the teachers for handing out and discussing at home visits. Some of the topics are fire work safety, water safety, lightening safety, and nutrition information

During the summer break CPR and First Aid class will be provided to the staff that need renewal.

## **Program Monitoring**—Compliance Coordinator, Debra Baltimore

### **Transition Services**

There are 6 children that will age out of the program between now and June 30th, 4 children will attend other early childhood programs and 2 children do not have placements for the fall as of today's date. The teachers and the compliance Coordinator are working with the families of the children that do not have a placement at this time to ensure that they have a placement for the fall. The fall prospective placements are as follows: Pershing Early Learning Center, Anna Waters Head Start, Baby TALK Pre-K and the YMCA.

### **Daddy and Me Day**

We invited the fathers and father figures to school on May 18th to educate them on the brand new playscape. Heather and Debra spoke with the fathers/father figures about the playscape and updated them on upcoming events. The fathers were asked about what type of father events they would like to see take place at Baby TALK Early Head Start. The fathers did not have any suggestions at this time. We asked them to let us know if they think of anything at a later date. The fathers then went out to the playscape and played with their child and other children, some fathers also stayed for lunch. We had 15 fathers or father figures in attendance. Pictures of this playful morning event were also taken.

### **Non-Federal Share/In-Kind**

The May Non-Federal Share amount will be reported by Penny Kotal - Business Director

### **Volunteer Information**

From January 1 through May 3,1 2015 we have had 297 volunteers at Baby TALK Early Head Start. 67 of the 219 are parents or former parents of BTEHS with a total of 1062 hours donated by parents. The total hours for all volunteers is 4,137 hours.

## **New Items Needing Approval:**

- Center-Based Exclusion Policy and Handbook
- Program Governance, Planning, Reporting, Key Dates, and Training Calendar
- Self Assessment Summary and Improvement Plan
- Hiring of Kassie Taliferro



Date Range: 08/01/2014 to  
07/31/2015

Classroom: All

Total # of Families: 78

Total Families Included: 60

*Aggregated Survey Score: 2.69*

		Aggregated Score	Responses
<b>1</b>	<b>Family Well Being</b>	<b>2.77</b>	
<b>1</b>	<b>Housing</b>	2.73	
	1 Urgent Need		1
	2 Making Progress		14
	3 Strength		45
<b>2</b>	<b>Safety</b>	2.95	
	1 Urgent Need		1
	2 Making Progress		1
	3 Strength		58
<b>3</b>	<b>Health</b>	2.88	
	1 Urgent Need		1
	2 Making Progress		5
	3 Strength		54
<b>4</b>	<b>Mental Health</b>	2.82	
	1 Urgent Need		2
	2 Making Progress		7
	3 Strength		51
<b>5</b>	<b>Substance Abuse</b>	3	
	1 Urgent Need		0
	2 Making Progress		0
	3 Strength		60
<b>6</b>	<b>Transportation</b>	2.87	
	1 Urgent Need		0
	2 Making Progress		8
	3 Strength		52
<b>7</b>	<b>Income</b>	2.37	
	1 Urgent Need		4
	2 Making Progress		30
	3 Strength		26
<b>8</b>	<b>Employment</b>	2.52	
	1 Urgent Need		5
	2 Making Progress		19
	3 Strength		36
<b>2</b>	<b>Positive Parent Child Relationships</b>	<b>2.84</b>	
<b>9</b>	<b>Relationships</b>	2.9	
	1 Urgent Need		0
	2 Making Progress		6

	3	Strength		54
<b>10</b>		<b>Parenting Skills</b>	<b>2.78</b>	
	1	Urgent Need		2
	2	Making Progress		9
	3	Strength		49
<b>3</b>		<b>Family as Life Long Educators</b>	<b>2.89</b>	
<b>11</b>		<b>Education with your child/children</b>	<b>2.78</b>	
	1	Urgent Need		1
	2	Making Progress		11
	3	Strength		48
<b>12</b>		<b>Primary Language</b>	<b>3</b>	
	1	Urgent Need		0
	2	Making Progress		0
	3	Strength		60
<b>4</b>		<b>Families as Learners</b>	<b>2.28</b>	
<b>13</b>		<b>Education</b>	<b>2.62</b>	
	1	Urgent Need		2
	2	Making Progress		19
	3	Strength		39
<b>14</b>		<b>Volunteering</b>	<b>1.93</b>	
	1	Urgent Need		20
	2	Making Progress		24
	3	Strength		16
<b>5</b>		<b>Family Connections to Peer and Community</b>	<b>2.86</b>	
<b>15</b>		<b>Family Support</b>	<b>2.82</b>	
	1	Urgent Need		0
	2	Making Progress		11
	3	Strength		49
<b>16</b>		<b>Food/Clothing</b>	<b>2.9</b>	
	1	Urgent Need		1
	2	Making Progress		4
	3	Strength		55
<b>6</b>		<b>Families as Leaders</b>	<b>1.8</b>	
<b>17</b>		<b>Leadership</b>	<b>1.8</b>	
	1	Urgent Need		25
	2	Making Progress		22
	3	Strength		13

**Baby TALK Early Head Start Operational Budget - FY2015**

**As of May 30, 2015**

HHS ACF Grant Award		\$1,104,545	Budget	Actual Expenses	Sub Totals	% Expended	Budgeted Variance
A. Personnell			\$711,834	\$287,290		40%	45%
	Substitutes		\$18,775	\$4,286		23%	45%
B. Fringe Benefits			\$181,739	86390.83		48%	45%
	APL			10563.54			
C. Travel			\$0				
D. Equipment			\$0				
E. Supplies			\$15,365		\$7,103	46%	45%
	Office Supplies	\$6,400		\$2,504			
	Child & Family Service Supplies	\$8,000		\$4,322			
	Medical/Dental	\$465					
	Laundry	\$500		\$276			
F. Contractural			\$10,131		\$8,626	85%	45%
	Health & Disabilities Services	\$2,500		\$1,300			
	Other Contractural	\$7,631		\$7,326			
H. Other			\$140,098		\$52,016	37%	45%
	Rent	\$55,952		\$22,536			
	Utilities, Telephone	\$16,000		\$9,288			
	Building & Child Liability Insurance	\$16,400		\$4,099			
	Building Maintenance/Repair	\$2,500		\$568			
	Local Travel	\$1,500		\$758			
	Parent Services	\$1,500		\$438			
	Publications/Advertising/Printing	\$1,750		\$316			
	Other	\$44,496		\$14,014			
	Additional funds for training/technical assistance		\$26,603	\$12,389		47%	45%
<b>TOTAL</b>			\$1,104,545	\$468,664		42%	45%
	In-Kind		\$276,136	\$110,809		40%	45%
	Total cost of program to grant		\$1,380,681	\$579,472		42%	45%

Revenue - EHS Grant	\$484,039
Other Income	\$246
CACFP	\$15,668
CCRS	\$17,295
Annual Fundraising	\$2,977
Cash Donations	\$10
In-Kind	\$110,809
Total Revenue as of April 2015	\$631,045
Total Expenses as of April 2015	\$632,104

Cash/In-Kind match	\$123,796
	45%

Additional Income anticipated:	
CACFP	\$31,000
San Damiano	\$10,000
Other Income	\$9,600
In-Kind	\$276,136
CCRS	\$34,000
<b>total</b>	<b>\$360,736</b>

CACFP Income	\$12,349
CACFP Expenses	\$13,122

Does not include labor

San Damiano Income	\$10,000	received in 2014
San Damiano Expenses	\$5,233	

CCRS Income	\$17,295
CCRS Expenses	\$17,138

Does not include labor

Total income from by CACFP, CCRS, San Damiano	\$39,645
Total expenses pd by CACFP, CCRS, San Damiano	\$35,493

Playground Exp - Private Funding	\$17,139
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**Baby TALK Early Head Start**  
**Program Governance, Planning, Reporting, Key Dates and Training Calendar**  
**Program Year August 1, 2015 – July 31, 2016**

<b>Month</b>	<b>Board/PC Approval/Review</b>	<b>EHSD Task</b>	<b>Business Director Task</b>	<b>Report Due Date</b>	<b>Training</b>	<b>Program Activity</b>
<b>A u g u s t</b>	<p>Fiscal Expenditures and Financials</p> <p>Program Summaries, Enrollment and Attendance, CACFP, OHS Communication to BT Board and PC Reports</p> <p>Report BROAD Goals for the 5 year grant cycle and SMART Objectives for this program year for Approval</p> <p>Proposed Program Schedule and Options for Next Fiscal Year Approval</p>	<p>Finalize Annual Funding Application</p> <p>2<sup>nd</sup> Wednesday of the Monday—Management Team to Look at Monthly Ongoing Monitoring Reports and PIR Printout</p> <p>Set Up New PIR in ChildPlus</p> <p>Rollover and Start New Program Year in ChildPlus</p> <p>Research Training and T/TA costs for next year and finalize proposed T/TA Budget</p> <p>Ensure and Oversee Aggregation and Analysis of Quarterly School Readiness and Family Outcomes Data</p> <p>Work with Business Director on Budget and NFS Plan for next Fiscal Year</p> <p>Finalize PIR figures</p> <p>Monthly Program Report for Board and Policy Council</p>	<p>Annual Audit Completed with Support of Board Finance Committee</p> <p>Work with EHSD on Budget and NFS Plan for next Fiscal Year</p> <p>Monthly Financial and Credit Card Reconciliation Reports for Board</p> <p>Meet with EHSD weekly</p>	<p>EOM Enrollment Report in HSES Due August 7</p> <p>PIR Due Aug 31</p>	<p>In-Service Week— Illinois ELG, Creative Curriculum, HELP Assessment, KinderCharts and School Readiness, ASQ, DCFS Licensing Overview</p> <p>CACFP and Family Style Dining, Emergency Management, Health Policies and Procedures, Diapering, Handling of bodily fluids, illness and incident reports, facility protocols, sleep practices, diapering, heating and vision screenings</p> <p>QRIS, HSPS, Program Service Plans, Policies and Procedures, Program Goals, Mandated Reporter, Standards of Conduct, Confidentiality Agreement</p>	<p>Educational Home Visit ½ for Center-Based Families</p> <p>2 socializations for 26 Home-Based Families</p> <p>Board Meeting 2<sup>nd</sup> Tuesday 12-1</p> <p>Policy Council Meeting TBA</p> <p>Parent Meeting TBA</p>

**Baby TALK Early Head Start**  
**Program Governance, Planning, Reporting, Key Dates and Training Calendar**  
**Program Year August 1, 2015 – July 31, 2016**

<u>Month</u>	<u>Board/PC Approval/Review</u>	<u>EHSD Task</u>	<u>Business Director Task</u>	<u>Report Due Date</u>	<u>Training</u>	<u>Program Activity</u>
<b>S e p t e m b e r</b>	<p>Annual Refunding Application and Proposed Budget Approval</p> <p>T/TA Plan and Proposed T/TA Budget Approval</p> <p>Quarterly Reports on Progress towards Goals</p> <p>Fiscal Expenditures and Financials</p> <p>Program Summaries, Enrollment and Attendance, CACFP, OHS Communication to BT Board and PC Reports</p>	<p>Closeout Last Program Year in ChildPlus</p> <p>Professional Development Goals Set</p> <p>2<sup>nd</sup> Wednesday of the Monday— Management Team to Look at Monthly Ongoing Monitoring Reports and PIR Printout</p> <p>Finalize Program Budget Narrative and NFS Plan for Next Fiscal Year with Business Director</p> <p>Enter Budget Figures into HSES</p> <p>Obtain Written Letters of Support for Refunding Application from Board and Policy Council Chairpersons</p> <p>Monthly Program Report for Board and Policy Council</p>	<p>Finalize Program Budget and NFS Plan for Next Fiscal Year with EHSD</p> <p>Complete SF-424 and SF-424A for Refunding Application in HSES</p> <p>Monthly Financial and Credit Card Reconciliation Reports for Board</p> <p>Meet with EHSD Weekly</p>	<p>EOM Enrollment Report in HSES Due September 7</p>	<p>New Employees to complete all required trainings</p>	<p>Family Fun Day (pedestrian safety)</p> <p>Parent Committee Meeting—Policy Council Elections</p> <p>2 Socializations for 26 Home-Based Families</p> <p>Board Meeting 2<sup>nd</sup> Tuesday 12-1</p> <p>Policy Council Meeting TBA</p> <p>Parent Meeting TBA</p> <p>CACFP Fiscal Year Ends September 30</p>

**Baby TALK Early Head Start**  
**Program Governance, Planning, Reporting, Key Dates and Training Calendar**  
**Program Year August 1, 2015 – July 31, 2016**

<u>Month</u>	<u>Board/PC Approval/Review</u>	<u>EHSD Task</u>	<u>Business Director Task</u>	<u>Report Due Date</u>	<u>Training</u>	<u>Program Activity</u>
<b>O c t o b e r</b>	<p>Fiscal Expenditures and Financials</p> <p>Program Summaries, Enrollment and Attendance, CACFP, OHS Communication to BT Board and PC Reports</p> <p>(Do Governance Training with both bodies)</p>	<p>Submit Refunding Application and all Supporting Documentation</p> <p>2<sup>nd</sup> Wednesday of the Monday— Management Team to Look at Monthly Ongoing Monitoring Reports and PIR Printout</p> <p>Monthly Program Report for Board and Policy Council</p>	<p>Submit PMS Quarter ¼ Report by October 10</p> <p>Monthly Financial and Credit Card Reconciliation Reports for Board</p> <p>Meet with EHSD Weekly</p>	<p>EOM Enrollment Report in HSES Due October 7</p> <p>Annual Refunding and Proposed Budget Application Due October 1</p> <p>Annual T/TA Plan and Proposed Budget Due October 1</p> <p>Annual Self-Assessment Improvement Plan and Program Goals and Updates Due October 1</p> <p>PMS Quarter ¼ Report Due October 10</p>	<p>Governance Training for Board and Policy Council Members</p> <p>Fall In-Service Day</p> <p>New Employees to complete all required trainings</p>	<p>Family Fun Day</p> <p>2 Socializations for 26 Home-Based Families</p> <p>End of School Readiness Assessment Period ¼</p> <p>Conduct Parent/Significant Caregiver Survey ¼</p> <p>Board Meeting 2<sup>nd</sup> Tuesday 12-1</p> <p>Policy Council Meeting TBA</p> <p>Parent Meeting TBA</p> <p>CACFP Fiscal Year Beginning October 1</p>

**Baby TALK Early Head Start**  
**Program Governance, Planning, Reporting, Key Dates and Training Calendar**  
**Program Year August 1, 2015 – July 31, 2016**

<u>Month</u>	<u>Board/PC Approval/Review</u>	<u>EHSD Task</u>	<u>Business Director Task</u>	<u>Report Due Date</u>	<u>Training</u>	<u>Program Activity</u>
<b>N o v e m b e r</b>	<p>Annual Audit Report</p> <p>Fiscal Expenditures and Financials</p> <p>Program Summaries, Enrollment and Attendance, CACFP, OHS Communication to BT Board and PC Reports</p> <p>Review Internal Dispute Resolution/Impasse Procedures—approve any changes</p> <p>Review Family/Community Complaint Policies and Procedures –approve any changes</p> <p>Review the Standards of Conduct—approve any changes</p>	<p>2<sup>nd</sup> Wednesday of the Monday— Management Team to Look at Monthly Ongoing Monitoring Reports and PIR Printout</p> <p>Ensure and Oversee Aggregation and Analysis of Quarterly School Readiness and Family Outcomes Data</p> <p>Monthly Program Report for Board and Policy Council</p>	<p>Present Annual Audit Report to the PC/BD and other stakeholders</p> <p>Monthly Financial and Credit Card Reconciliation Reports for Board</p> <p>Meet with EHSD Weekly</p>	EOM Enrollment Report in HSES Due November 7	New Employees to complete all required trainings	<p>Family Fun Day</p> <p>2 Socializations for 26 Home-Based Families</p> <p>Parent/Teacher Conference ½ for Center-Based Families</p> <p>Board Meeting 2<sup>nd</sup> Tuesday 12-1</p> <p>Policy Council Meeting TBA</p> <p>Parent Meeting TBA</p>

**Baby TALK Early Head Start**  
**Program Governance, Planning, Reporting, Key Dates and Training Calendar**  
**Program Year August 1, 2015 – July 31, 2016**

<u>Month</u>	<u>Board/PC Approval/Review</u>	<u>EHSD Task</u>	<u>Business Director Task</u>	<u>Report Due Date</u>	<u>Training</u>	<u>Program Activity</u>
<b>D e c e m b e r</b>	Quarterly Report on Progress towards Goals  Fiscal Expenditures and Financials  Program Summaries, Enrollment and Attendance, CACFP, OHS Communication to BT Board and PC Reports	2 <sup>nd</sup> Wednesday of the Monday— Management Team to Look at Monthly Ongoing Monitoring Reports and PIR Printout  Update Center Contact Information in HSES  Monthly Program Report for Board and Policy Council	Monthly Financial and Credit Card Reconciliation Reports for Board  Meet with EHSD Weekly	EOM Enrollment Report in HSES Due December 7	New Employees to complete all required trainings	Family Fun Day  2 Socializations for 26 Home-Based Families  Fiscal Year End December 31  Board Meeting 2 <sup>nd</sup> Tuesday 12-1  Policy Council Meeting TBA  Parent Meeting TBA



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<u>Month</u>	<u>Board/PC Approval/Review</u>	<u>EHSD Task</u>	<u>Business Director Task</u>	<u>Report Due Date</u>	<u>Training</u>	<u>Program Activity</u>
<b>J a n u a r y</b>	<p>Community Assessment Process Approval</p> <p>Fiscal Expenditures and Financials</p> <p>Program Summaries, Enrollment and Attendance, CACFP, OHS Communication to BT Board and PC Reports</p>	<p>Begin Conducting Community Assessment</p> <p>2<sup>nd</sup> Wednesday of the Monday— Management Team to Look at Monthly Ongoing Monitoring Reports and PIR Printout</p> <p>Monthly Program Report for Board and Policy Council</p>	<p>Submit Second SF-425 to the Regional Office January 30</p> <p>Submit PMS Quarterly 2/4 Report by January 10</p> <p>Monthly Financial and Credit Card Reconciliation Reports for Board</p> <p>Meet with EHS D Weekly</p>	<p>Second SF-425 is Due to the Regional Office January 30</p> <p>Semi-Annual Programmatic Report Due January 30</p> <p>EOM Enrollment Report in HSES Due January 7</p> <p>PMS Quarterly Report 2/4 due by January 10</p>	<p>New Employees to complete all required trainings</p>	<p>1 Socializations for 26 Home-Based Families</p> <p>End of School Readiness Assessment Period 2/4</p> <p>Conduct Parent/Significant Caregiver Survey 2/4</p> <p>Fiscal Year Begin January 1</p> <p>Board Meeting 2<sup>nd</sup> Tuesday 12-1</p> <p>Policy Council Meeting TBA</p> <p>Parent Meeting TBA</p>

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**Program Year August 1, 2015 – July 31, 2016**

<u>Month</u>	<u>Board/PC Approval/Review</u>	<u>EHSD Task</u>	<u>Business Director Task</u>	<u>Report Due Date</u>	<u>Training</u>	<u>Program Activity</u>
<b>F e b r u a r y</b>	<p>Review School Readiness Goals— approve any changes</p> <p>Fiscal Expenditures and Financials</p> <p>Program Summaries, Enrollment and Attendance, CACFP, OHS Communication to BT Board and PC Reports</p> <p>Present Self-Assessment Process for Approval</p>	<p>Professional Development Goals Updated and Progress Reviewed</p> <p>Complete Community Assessment</p> <p>Gather Information for Program Annual Report</p> <p>2<sup>nd</sup> Wednesday of the Monday— Management Team to Look at Monthly Ongoing Monitoring Reports and PIR Printout</p> <p>Ensure and Oversee Aggregation and Analysis of Quarterly School Readiness and Family Outcomes Data</p> <p>Monthly Program Report for Board and Policy Council</p>	<p>Report Annual Financials for Previous Fiscal Year to BTEHS Director to be used in Program Annual Report</p> <p>Monthly Financial and Credit Card Reconciliation Reports for Board</p> <p>Meet with EHSD Weekly</p>	EOM Enrollment Report in HSES Due February 7	New Employees to complete all required trainings	<p>2 Socializations for 26 Home-Based Families</p> <p>Educational Home Visit 2/2 for Center-Based Families</p> <p>Board Meeting 2<sup>nd</sup> Tuesday 12-1</p> <p>Policy Council Meeting TBA</p> <p>Parent Meeting TBA</p>

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<u>Month</u>	<u>Board/PC Approval/Review</u>	<u>EHSD Task</u>	<u>Business Director Task</u>	<u>Report Due Date</u>	<u>Training</u>	<u>Program Activity</u>
<b>M a r c h</b>	<p>Quarterly Report on Progress towards goals</p> <p>Review Program Goals—approve additions</p> <p>Review Selection Determination Criteria—approve any changes</p> <p>Fiscal Expenditures and Financials</p> <p>Program Summaries, Enrollment and Attendance, CACFP, OHS Communication to BT Board and PC Reports</p> <p>Community Assessment Approval</p>	<p>Conduct Self-Assessment</p> <p>Publish and Distribute Annual Program Report</p> <p>2<sup>nd</sup> Wednesday of the Monday— Management Team to Look at Monthly Ongoing Monitoring Reports and PIR Printout</p> <p>Monthly Program Report for Board and Policy Council</p>	<p>Monthly Financial and Credit Card Reconciliation Reports for Board</p> <p>Meet with EHSD Weekly</p>	EOM Enrollment Report in HSES Due March 7	New Employees to complete all required trainings	<p>2 Socializations for 26 Home-Based Families</p> <p>Board Meeting 2<sup>nd</sup> Tuesday 12-1</p> <p>Policy Council Meeting TBA</p> <p>Parent Meeting TBA</p>

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**Program Year August 1, 2015 – July 31, 2016**

<u>Month</u>	<u>Board/PC Approval/Review</u>	<u>EHSD Task</u>	<u>Business Director Task</u>	<u>Report Due Date</u>	<u>Training</u>	<u>Program Activity</u>
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>A p r i l</b> </div>	Fiscal Expenditures and Financials  Program Summaries, Enrollment and Attendance, CACFP, OHS Communication to BT Board and PC Reports  Annual Report Approval	Prepare Self-Assessment Report  2 <sup>nd</sup> Wednesday of the Monday— Management Team to Look at Monthly Ongoing Monitoring Reports and PIR Printout  Monthly Program Report for Board and Policy Council	Submit Final SF-425 to Regional Office April 30  Submit PMS Quarterly Report ¾ By April 10  Submit PMS Year end Report for previous fiscal year ending in December by April 10  Monthly Financial and Credit Card Reconciliation Reports for Board  Meet with EHSD Weekly	EOM Enrollment Report in HSES Due April 7  Final SF-425 Due to Regional Office April 30  Quarterly PMS Report ¾ due April 10  Previous Fiscal Year end Report due in PMS by April 10	New Employees to complete all required trainings	Family Fun Day  2 Socializations for 26 Home-Based Families  End of School Readiness Assessment Period ¾  Conduct Parent/Significant Caregiver Survey ¾  Board Meeting 2 <sup>nd</sup> Tuesday 12-1  Policy Council Meeting TBA  Parent Meeting TBA

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**Program Year August 1, 2015 – July 31, 2016**

<u>Month</u>	<u>Board/PC Approval/Review</u>	<u>EHSD Task</u>	<u>Business Director Task</u>	<u>Report Due Date</u>	<u>Training</u>	<u>Program Activity</u>
<b>M a y</b>	<p>Program Planning Process and Calendar Reviewed and Approved</p> <p>Self-Assessment Summary and Team Recommendations Approval</p> <p>Fiscal Expenditures and Financials</p> <p>Program Summaries, Enrollment and Attendance, CACFP, OHS Communication to BT Board and PC Reports</p>	<p>2<sup>nd</sup> Wednesday of the Monday— Management Team to Look at Monthly Ongoing Monitoring Reports and PIR Printout</p> <p>Ensure and Oversee Aggregation and Analysis of Quarterly School Readiness and Family Outcomes Data</p> <p>Monthly Program Report for Board and Policy Council</p> <p>Complete Program Calendar for next Program Year</p>	<p>Monthly Financial and Credit Card Reconciliation Reports for Board</p> <p>Meet with EHSD Weekly</p>	EOM Enrollment Report in HSES Due May 7	<p>Spring In-Service Day</p> <p>New Employees to complete all required trainings</p>	<p>Family Fun Day</p> <p>2 Socializations for 26 Home-Based Families</p> <p>Parent/Teacher Conference 2/2 for Center-Based Families</p> <p>Teacher Appreciation Week</p> <p>Board Meeting 2<sup>nd</sup> Tuesday 12-1</p> <p>Policy Council Meeting TBA</p> <p>Parent Meeting TBA</p>

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<u>Month</u>	<u>Board/PC Approval/Review</u>	<u>EHSD Task</u>	<u>Business Director Task</u>	<u>Report Due Date</u>	<u>Training</u>	<u>Program Activity</u>
<b>J u n e</b>	<p>Review Composition of Policy Council and Procedures for how Policy Council Members are chosen—any changes are approved</p> <p>Quarterly Report on Progress towards goals</p> <p>Fiscal Expenditures and Financials</p> <p>Program Summaries, Enrollment and Attendance, CACFP, OHS Communication to BT Board and PC Reports</p> <p>Approve Calendar for Next Program Year</p>	<p>Prepare for and Organize Planning Retreat with BTEHS Management Team</p> <p>2<sup>nd</sup> Wednesday of the Monday— Management Team to Look at Monthly Ongoing Monitoring Reports and PIR Printout</p> <p>Seek Budget input from the Management Team for the next Fiscal Year proposed budget</p> <p>Monthly Program Report for Board and Policy Council</p>	<p>Monthly Financial and Credit Card Reconciliation Reports for Board</p> <p>Meet with EHSD Weekly</p>	EOM Enrollment Report in HSES Due June 7	New Employees to complete all required trainings	<p>2 Program-Wide Socializations</p> <p>Board Meeting 2<sup>nd</sup> Tuesday 12-1</p> <p>Policy Council Meeting TBA</p> <p>Parent Meeting TBA</p> <p>End of CCRS Fiscal Year—no reporting required</p>

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<b>J u l y</b>	<p>Fiscal Expenditures and Financials</p> <p>Program Summaries, Enrollment and Attendance, CACFP, OHS Communication to BT Board and PC Reports</p> <p><b>**By-Laws for Both Groups state there are no meetings in July, but the reports will still be sent through mail or email and approval will be requested.</b></p>	<p>Professional Development Goals Evaluated and Finalized</p> <p>Review all BTEHS Policies, Procedures, and Program Plans with BTEHS Management Team at Planning Retreat</p> <p>2<sup>nd</sup> Wednesday of the Monday—Management Team to Look at Monthly Ongoing Monitoring Reports and PIR Printout</p> <p>Using Data, form T/TA needs and Plan for Next Program Year</p> <p>Write Program Narrative for Refunding Application</p> <p>Monthly Program Report for Board and Policy Council</p>	<p>Submit First Semi-Annual SF-425 Due to Regional Office</p> <p>Submit PMS Quarterly Report 4/4 by July 10</p> <p>Monthly Financial and Credit Card Reconciliation Reports for Board</p> <p>Meet with EHSD Weekly</p>	<p>EOM Enrollment Report in HSES Due July 7</p> <p>First Semi-Annual SF-425 Due to Regional Office July 30</p> <p>Semi-Annual Programmatic Year End Report Due July 30</p> <p>Submit PMS Quarterly Report 4/4 by July 10</p>	<p>New Employees to complete all required trainings</p>	<p>2 Program Wide Socializations</p> <p>End of School Readiness Assessment Period 4/4</p> <p>Conduct Parent and Significant Caregiver Survey 4/4</p> <p>Board Meeting 2<sup>nd</sup> Tuesday 12-1</p> <p>Policy Council Meeting TBA</p> <p>Parent Meeting TBA</p> <p>Distribute, Collect, and Submit CCRS Applications for next Program Year</p>

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