



## Walla Walla Public Schools Preschool Programs

*Head Start ♦ ECEAP ♦ Developmental*

**Diana Evenson, Preschool Director**

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### MEMORANDUM

**Date:** June 15, 2017

**To:** Walla Walla Public Schools Board of Directors

**From:** Diana Evenson, Preschool Director

**Subject:** Head Start Grant Supplemental Application

Dear Board of Directors:

On May 31, 2017 Head Start sent out letters to grantees notifying them of the opportunity to apply for a 1% Cost of Living Adjustment. Our Head Start program qualifies to apply for an additional \$10,548.

This year the base grant application included an anticipated 5% salary increase for both classified and certified staff. Therefore, this additional amount will be allocated to offset other operating costs, including substitutes, nutrition services and utilities.

Please approve the Head Start Grant Supplemental Application for the amount of \$10,548.

Sincerely,  
*Diana Evenson*  
Preschool Director

### Program Narrative

Head Start/ECEAP employees are members of and represented by the Walla Walla Valley Education Association and the Public School Employees unions. All salaries fall under the guidelines of bargaining units, regardless of the funding source. Both union groups are under negotiation this year.

As a public school district, all certificated teachers, including the Head Start/ECEAP staff, are members of the Washington Education Association and receive all rights of negotiated compensation.

For FY2016, all employees received a 1.3% COLA due to Washington State apportionment.

For FY2017, pending salary negotiations and state apportionment, it is anticipated that both certificated and classified staff will receive a 5% increase in pay due to COLA and step pay raises. Certificated staff may, also, receive an increase in supplemental contract days from the current negotiated amount of 19.5 days. These days are designated for professional development/training, preparation for conferences/home visits, as well as the opening and closing of classrooms. These increased costs were written into the base grant application submitted May 31, 2017.

The greatest cost to program is salaries and benefits that pay for highly qualified staff whose wages are negotiated to be competitive, yet in line with our local economy. Since COLA increases were included in the original grant application budget, the monies from this Supplemental Grant will be allocated to offset other operating costs, including substitutes, nutrition services costs and utilities.



## Office of Head Start

10CH010211-000 - Walla Walla School District #140  
FY2017 - 09/01/2017-08/31/2018 - Supplement

### Head Start - Summary

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
<b>Line Item Budget Total</b>	<b>\$10,548</b>	<b>\$0</b>	<b>\$2,637</b>	<b>0</b>

#### Other

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Utilities, Telephone	\$2,000	\$0	\$500	
Nutrition Services	\$3,000	\$0	\$750	
Substitutes (if not paid benefits)	\$4,977	\$0	\$1,244	
<b>Total</b>	<b>\$9,977</b>	<b>\$0</b>	<b>\$2,494</b>	

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
<b>Direct Costs Total</b>	<b>\$9,977</b>	<b>\$0</b>	<b>\$2,494</b>	<b>0</b>

#### Indirect Charges

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Indirect Costs	\$571	\$0	\$143	