



Or Order at Our Web Site
www.cencomfut.com

HEAD START PUBLICATIONS ORDER FORM (10/2017)

TO: **Jim Masters, Center for Community Futures**
P.O. Box 5309
Berkeley, California 94705

Date: _____
Phone: 510-459-7570
jmasters@cencomfut.com

FROM

Name of Person Ordering Phone #

Head Start Director's Name

Agency/Program Name

Street Address City ST Zip

E-mail

Qty:

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

E-mail POD2017 to: _____

2) **Review Ready! 2018 E-File** The Aligned Monitoring System 2.0 review questions and performance measures for both Focus Area 1 and Focus Area 2 with their related regulations spelled out in an Excel file with 11 worksheets -- plus the Head Start Act, the Final Rules, and 45 CFR Part 75 IF you order before December 31, 2017. This is an invaluable tool to prepare for your next review or to do your annual self-assessment. By Teresa Wickstrom and Jim Masters. \$99.

If you order an E-File, let us know who can edit the file via shared link (must be .gmail):

Google Email 1: _____

Google Email 2: _____

Google Email 3: _____

Google Email 4: _____

Google Email 5: _____

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

- 4) **Salary and Benefits Survey Report of Local Head Start Programs 2015.** How do your salaries, fringe benefits and personnel policies compare nationwide with other Head Start programs? The Report presents fringe benefit, hourly pay rate, and annual salary data for 163 Head Start positions, as reported by 240 Head Start programs. December 2016. By Teresa Wickstrom.
 _____ **PDF e-mailed, \$345 prepaid, email it to:** _____
 _____ **Hardcopy, \$395 prepaid**
- 5) **CAA Salary and Benefits Survey Report 2017.** Pay rate and fringe benefit data from 163 CAAs for 34 key CAA positions from our national survey.
 _____ **PDF e-mailed, \$395 prepaid, email it to:** _____
 _____ **Hardcopy, \$425 prepaid (check or credit card)**
 _____ **PDF e-mailed, \$415 billed, email it to:** _____
 _____ **Hardcopy, \$445 billed (invoice)**
- 6) **Eighteen Principles for Effective Agency Leadership.** Help the Sponsoring Agency Board or Policy Council escape from a fixation on details. The Board clarifies the ends, the Director develops the means. The Board decides what the organization will do, and the Director decides what the staff will do. By John Carver, Ph.D. Free.
- 7) **Community Assessment (CA) Data Framework and Methods.** A real-life example of a Community Assessment and a workbook describing methods for you to use to produce the exact data you need for your CA to meet Head Start standards. Printed Manual, and a CD-Rom that has the manual and the real-life example (a real CA we did for a Head Start sponsor) which is the case study. By Dr. Betsy Morris and Jim Masters. **Currently being updated; won't be available until later** but you can pre-order. \$195.

Subtotal:	
California customers, add 9.00% sales tax	
() Check Enclosed. CENTER pays shipping/handling	
() Credit Card (Visa, MasterCard, American Express). First submit your order then wait for Jim Masters to call you. CENTER pays shipping/handling	
() <u>Use Agency Purchase Order and/or Bill Us:</u> Add \$15 for shipping/handling. Purchase Order #	
Total:	

If you have questions call Jim at 510.459-7570
Center's EIN: 68-0162602
Center for Community Futures

~ Thank You for Your Business ~

Mailing Address for the Center for Community Futures:

PO Box 5309, Berkeley, CA 94705

Phone, Jim Masters: 510-459-7570

Phone, Teresa Wickstrom: 909-790-0670

Web site: www.cencomfut.com

E-mail: jmasters@cencomfut.com

E-mail: teresa@cencomfut.com