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TO: **Jim Masters, Center for Community Futures**
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Phone: 510-459-7570
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1) **Policies on Your Drive 2017.** A comprehensive Microsoft Word file with hundreds of draft policies and procedures bookmarked, indexed, and referenced to corresponding regulations, organized by the structure of the Head Start Program Performance Standards published September 6, 2016. By Teresa Wickstrom and Jim Masters. \$395. (Comprehensive Fiscal policies will be sold separately.)

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2) **Review Ready! 2020 Electronic File** The FY 2020 Monitoring Protocol review questions and performance measures for both Focus Area 1 and Focus Area 2 (as of 9/2019) with their related regulations spelled out in an Excel file with 15 worksheets – including the Head Start Act, the Final Rules, 2 CFR Part 200, and the Periodicity Schedule. This is an invaluable tool to prepare for your next review or to do your annual self-assessment. By Teresa Wickstrom and Jim Masters. \$99 for one user; \$129 for up to 5 users.

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

4) **Salary and Benefits Survey Report of Local Head Start Programs 2018.** How do your salaries, fringe benefits and personnel policies compare nationwide with other Head Start programs? The Report presents fringe benefit, hourly pay rate, and annual salary data for 163 Head Start positions, as reported by 123 Head Start programs. By Jim Masters and Teresa Wickstrom.

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5) **CAA Salary and Benefits Survey Report 2019.** Pay rate and fringe benefit data from 135 CAAs for 34 key CAA positions from our national survey.

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6) **Eighteen Principles for Effective Agency Leadership.** Help the Sponsoring Agency Board or Policy Council escape from a fixation on details. The Board clarifies the ends, the Director develops the means. The Board decides what the organization will do, and the Director decides what the staff will do. By John Carver, Ph.D. Free.

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