Miigwech to all the great ECC families for working so hard to have your child at school every day possible! We realize many illnesses have spread through the community and households and it gets tough. We are working hard here at the ECC to keep children healthy, safe and learning. Keep up the great work and if there is anything we can do to assist please don’t hesitate to ask. Watch for flyers soon about the second bus route starting back up!!

This table shows the percent of children who are considered have severe chronic absence (missing 20% or more), moderate chronic (10-20%) and those that are not considered chronically absent (missing 10% or less).

Top: Severe
Middle: Moderate
Bottom: Not chronic

This data is for the entire school year so far. There is a lot of time spent analyzing absence reasons and how to support families.

The annual ECC Sugar Bush is an amazing traditional and cultural experience we look forward to sharing with the children and our extended community every year. Participation is welcomed each and every day! Once the season is in full swing we will need help collecting sap daily and boiling daily.

This season, tapping will take place at the Little Sand Bay Camp Ground and we will be boiling on-site at the ECC. We are also excited to share that we will be working with Boyfield High School instructor Rick Erickson and his students to have some of the sap run through the school’s new reverse osmosis machine which will cut boiling time in half and be a great learning experience for all.

If you'd like to help out in any way or just come observe and learn please contact John, Tony, Cindy or Jenny at the ECC. We would be happy to have you, your family and friends stop in anytime.

**Watch for flyers about field trips; anyone is welcome anytime**
**School held Monday through Friday from 7:45am-3:00pm unless otherwise indicated**

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Dear Parents,

February seemed to fly by. We are looking forward to visiting with you at our upcoming Parent/Teacher conferences. Everyone has been progressing in leaps and bounds.

Some of your children are walking. Some are working on tummy time. Some are working on sitting up. Some are crawling. It’s an honor to be part of whatever their stage of development might be.

All of your children seem to enjoy all that we do; especially reading books, singing and playing with their friends. We look forward to another great month!

Miss Maggie and Mr. Fred
Boozhoo Amik Families!

The month of February we learned about our shapes, worked on counting, and studied music. For the month of March we will continue working on our counting and shapes, and adding in zoo animals.

We've also began working with the children on their self-help skills, allowing them to dress themselves before going outside. We do try to go outside when we can depending on the weather, so please remember to send your child with the appropriate gear (jacket, snow pants, boots, hat, gloves.)

Reminders:

Drop off: 7:45am  Pick-up: 3:00pm

If your child will be absent or late for the day, please call and let us know.

Spring Break: March 25th-April 1st.
Classes will resume on Tuesday, March 2nd.

Miligwech,
Miss Tiff & Miss Lacie

715-779-5030 x 2525
ESIBAN NEWS

March 2018

News and PLANS

It's already March! Time is sure flying by in the Esiban classroom.
This month we will be working on tree study/wood working, dream catchers, zoo
animals and tasting and preparing foods.
Please make sure you are signing your children in and out when you drop off and pick up.

-Ms. Melissa & Ms.Amber

What we are doing

Layla- likes to paint
Nathaniel- likes to play with the magnetic shapes
Javoni- enjoys stacking blocks
Isaac- likes to play with the magnetic cars and make a train with them
Takodah- loves working on shapes and talking about them
Delilah- likes to play with her peers
Danielle- likes to rock, feed and change the babies
Aniya- likes to bead

REMINDERS

03/20- Spring
03/23- No School Day
03/26-03/30- ECC Closed
04/02- Easter Monday ECC/Tribe Closed
04/03- Classes resume at ECC

Ojibwemowin

Spring: Ziigwan
March: Onaabani-gilizis
Sugar Bush: Iskigamizigan
Ma'iiigan Class News

Boozhoo,

Hopefully everyone is staying warm and still enjoying the snow that we are so fortunate to have. I guess so many winters we take for granted all of the beauty and fun that snow offers us.

For some children Kindergarten is right around the corner. There will be a list of transition activities coming home soon so you can make plans to attend as many as possible. The more times a child is exposed to something new the easier the transition will be.

We are hoping to get a lot of help from home when it comes to the kids obtaining skills and knowledge that will assist them in kindergarten. Working on their letter and number identification are two things that would help us greatly. Just pointing to letters in books, on signs etc are a few ways you can incorporate learning without having to plan it out.

Parent teacher conferences is the week of March 5-8 and March 12-15 call us to schedule an appointment or if you have any questions. Spring break is March 26-30

Ms. Alicia and Ms. J
MARCH MADNESS

Mashkodebizhiki Classroom Newsletter

Onaabani-Giizis (Hard Crust On The Snow Moon)
February sure has had some crazy weather. Be sure to send your kids to school with all the essentials they need if we decide to go outside; boots, snow-pants, gloves, hats and winter jackets.

Please remember that school is a place for our friends to learn, grow, laugh, play and make new friends.

Happy Birthday
Dr. Seuss

Exciting NEWS
This upcoming month we will be celebrating and learning all kinds of new things.

- 1st We will celebrate Dr. Seuss's Birthday.
- 2nd We will celebrate Read Across America week March 5th - 9th.
- 3rd We will celebrate St. Patrick's Day
- Finally, we will be introducing our Tree Unit and learn all about the Sugar Bush and Maple Sugar.

FEELINGS!!! 2nd STEP
First, our students will be learning about Naming Feelings. We want them to be able to express using words on how they are feeling.

Second, they will get to learn all about Managing Disappointment. We want them to be able to understand and figure out a way to keep themselves calm.

Finally, they will learn how to Manage Anger. We want them to know different ways of cooling themselves down when they are upset or angry.

READ ACROSS AMERICA MONTH

This Month's Highlights
March 2nd- Dr. Seuss Birthday
March 5th-16th- Parent Teacher Conferences
March 20th- 1st Day of SPRING
March 23rd- NO SCHOOL
March 26th-30th- SPRING BREAK
NO SCHOOL ECC

Saint Patrick's Day March 17
Migizi News

Wow the sun is out and it is getting brighter each day!

The children really enjoy going outside to play.

This month we will be learning about trees, Sugar Bush, Dr. Seuss, St. Patrick’s and Easter.

We will be working hard on letter identification, and the sound each letter makes. They will also be working on how to write the letters and the proper way to hold the pencil and where to start writing at.

REMEMBER MARCH 23 IS A NO SCHOOL DAY FOR THE CHILDREN. ON MARCH 26th WE START SPRING BREAK SO THERE WILL BE NO SCHOOL THAT WEEK. WE RETURN TO SCHOOL ON APRIL 3rd.

Ms. Dian, Ms. Linda, Ms. Kathy
Onaabani-Giizis

We are excited to transition for sugar bush and ride the bus. And with spring we will be getting wet we need extra clothes and boots, mittens and the weather will be getting nicer we will be out more.

We are working on Math, shapes, measuring.

We have spring break from March 23rd to April 2nd 2018 we are back in class 3rd of April.

We are working on math, shapes, measuring

Teresa and Kelsey
2018 Attendance
February

Early Head Start- Layne LaPointe
Head Start- Lexcia Claremboux

Early Head Start had a total of 7 out of 32 Students with great attendance
And
Head Start had a total of 20 out of 50 Students

Waabooz—2    Mashkodebizhiki—5
Amik—3    Maingan—7
Makwa—2    Migizi—8
Esiban—0

EVERY SCHOOL DAY COUNTS
Winter Gathering at ECC

The annual Winter Gathering was held on Friday February 16th 2018 from 9:00am to 11:00am at the ECC. Activities were enjoyed by all the children. Small prizes were awarded to the children after completing each activity. The activities included a simulation of hauling two buckets of maple sap using a crossbar over your shoulders. A bin of rice that contained small plastic animals buried beneath the rice. The children would search for an animal and have to pronounce the animals name in Ojibwemowin. Every child could get a washable tattoo if they wanted one. They would have to say name of the plant, animal, or vegetable of the tattoo using correct Ojibwe word or language. There were 65 people that participated in the activities including family members and students. After every room visited the Winter Gathering a mini Pow-Wow was held and lead by Mr. John Helms on the drum. Below are pictures some of the activities.
2018 ECC Sugar Bush Field Trips

Tuesday March 6th:
Migizi

Wednesday March 7th:
Mashkodebizhiki & Makwa

Thursday March 8th:
Maiingan Classes

Bus will leave ECC at 9:15
Return by 11:00am

ECC WILL BE TAPPING
at Little Sand Bay Camp Ground!!

Families/Parents are encouraged to attend.
Ojibwemowin Phrases for the winter time remember:

onibani-giisis = march
Wayiiba giinawind giga-ozhiga’igemin - soon we’ll put in the taps!
negwaakwaan = “a tap”
Ozhiga = tap a tree
ozhiga’igan = a tapped tree
biindakoojige = put down offering/asema

From John Helms: Miigwech gidigoom to all the parents for using their red and green stop signs while out on the bus route. It helps in keeping the bus on schedule during the morning bus run.
Meeting called to order by Cheri Defoe @ 9:06 am

Policy Council Members Present: Cheri Defoe, Joanne Peterson, Andrea (Auna) Bresette, Rebecca (Becca) Miller

Policy Council Members Absent: Melody Hanson, Devon Defoe, Shannon Johnson and Johanna Wilson

Others Present: Nicole Boyd, Head Start Director; LaVonne Goslin, Early Head Start Director; Cindy Garrity, Family Services Manager; and Lori Duffy, Nutrition Manager

Approval of Agenda
Auna motion to approve the agenda, seconded by Joanne, all in favor, motion carried.

Approval of Minutes
Becca motioned to approve December 12th, 2017 minutes, seconded by Auna, all in favor, motion carried.

Financial reports
Policy Council was provided the Early Head Start and Head Start financial reports. The Tribal accounting department now has a new accountant, Chris Livingston, which will be overseeing the ECC finances. The ECC is now 50% through the fiscal year.

Menu:
Policy Council reviewed Menu for February 2018, Joanne motion to approve menu for February with corrections and Auna second, all in favor, motion carried.

Program Summary
Nicole updated the policy council on the program summary. In discussion she went over the opening we have in Home Base and that we are down two home base teachers. She informed them that at this time Family Service will be providing services to enrolled families.

Self-Assessment 2017-2018
Self-assessment was provided and discussed. Directors explained how important the self-assessment is and its influence on why we provide the services that we have. Explanation of how and why we are out of compliance in areas and what we are doing for corrective action. Joanne motioned to approve with corrections, Becca seconded, all in favor, motion carried.
Other
Nothing at this time

Executive
Motion by Joanne to go into executive session at 10:16 am., second by Becca, all in favor, motion carried.
Motion by Becca to come out of executive session at 10:24, second by Joanne, all in favor, motion carried.

Ratify Poll Vote:
Motion by Joanne to ratify poll vote pertaining to what was discussed in executive session, second by Auna, all in favor, motion carried. Poll Vote ratification was overturned by Tribal Council decision.

Next monthly meeting will be Tuesday February 13th, 2018 at 9:00 a.m.

Adjourn: Motion by Auna to adjourn at 10:26 am., second by Becca, all in favor, motion carried.

[Signature]
Policy Council Chair

[Signature]
Date
2-13-18

Minutes taken by Cindy Garrity, Family Services Manager
Behavioral Milestones

The preschool years are an important time for developing healthy habits for life. From 2 to 5 years old, children grow and develop in ways that affect behavior in all areas, including eating. The timing of these milestones may vary with each child.

2 YEARS
- Can use a spoon and drink from a cup
- Can be easily distracted
- Growth slows and appetite drops
- Develops likes and dislikes
- Can be very messy
- May suddenly refuse certain foods

3 YEARS
- Makes simple either/or food choices, such as a choice of apple or orange slices
- Pours liquid with some spills
- Comfortable using fork and spoon
- Can follow simple requests such as "Please use your napkin."
- Starts to request favorite foods
- Likes to imitate cooking
- May suddenly refuse certain foods

4 YEARS
- Influenced by TV, media, and peers
- May dislike many mixed dishes
- Rarely spills with spoon or cup
- Knows what table manners are expected
- Can be easily sidetracked
- May suddenly refuse certain foods

5 YEARS
- Has fewer demands
- Will usually accept the food that's available
- Dresses and eats with minor supervision

Go to www.ChooseMyPlate.gov for more information. USDA is an equal opportunity provider and employer.
Save the Date

FRIDAY, MARCH 30TH
ZAIGWAN FESTIVAL
Spring into Wellness
10AM-1PM @ RC YOUTH CENTER
February 27, 2018

We've received information from local providers that there have been several overdoses within the surrounding communities in the past 24 hours.

Be aware, there is a very toxic and strong dose of heroin in the area.

It's a white powder substance possibly called "China White".

If you see a suspicious substance do not touch.
Your Child’s Early Development is a Journey

Check off the milestones your child has reached and share your child’s progress with the doctor at every visit.

6 MONTHS
- Turns his head when you call his name
- Smiles back at you
- Responds to sound by making sounds
- Sits without support for a short time
- Likes social play (games like peek-a-boo)
- Uses simple gestures such as shaking head for “no” or waving “bye-bye”
- Pulls up to stand
- Copies you during play (like clapping when you clap)
- Responds when told “no”
- Says “mama” and “dada”

12 MONTHS (1 YEAR)
- Hops and can stand on one foot for up to five seconds
- Uses 5- to 6-word sentences
- Shares and takes turns with other children
- Draws circles and squares

18 MONTHS (1 1/2 YEARS)
- Follows 3-step commands (like “get dressed, comb your hair, and wash your face”)
- Plays make-believe (like feeding a teddy bear)
- Plays pretend (like talking on a toy phone)
- Points to interesting things
- Shows affection for playmates
- Uses 4- to 5-word sentences
- Shows more interest in other children
- Walks without help
- Uses several single words to get what she wants
- Looks at something when you point to it and say “look!”
- Uses 2- to 4-word phrases

2 YEARS
- Follows simple instructions
- Picks a ball
- Points to something (like a toy or picture) when you name it
- Shows affection for playmates
- Uses 4- to 5-word sentences
- Climbs well
- Shows more interest in other children
- Tells about playmates (like running when other children run)

3 YEARS
- Copies adults and playmates (like feeding a teddy bear)
- Plays make-believe (like “get dressed, comb your hair, and wash your face”)
- Follows 3-step commands (like “get dressed, comb your hair, and wash your face”)
- Hops and can stand on one foot for up to five seconds
- Uses 5- to 6-word sentences

4 YEARS
- Shares and takes turns with other children
- Draws circles and squares
- Plays make-believe (like feeding a teddy bear)
- Plays pretend (like talking on a toy phone)
- Points to interesting things
- Shows affection for playmates
- Uses 4- to 5-word sentences
- Climbs well
- Shows more interest in other children
- Tells about playmates (like running when other children run)
- Uses 2- to 4-word phrases

These are just a few of many important milestones to look for. For more complete checklists by age visit www.cdc.gov/ActEarly or call 1-800-CDC-INFO.
Cooking Together

Tips for Positive Experiences

- Cook together when you have plenty of time.
- Cook dishes with less than five ingredients, such as a pizza making assembly line.
- Teach proper hand washing. Wash hands using running water and soap for 20 seconds (the time it takes to sing the ABC song).
- Practice math as you measure and stir.
- First, measure ingredients separately into small containers. Then add them one at a time to the recipe.
- It can get messy. Enjoy the quality time together and do general clean up later as a chef team.
- Be adventurous; if time allows, have children practice fine motor skills by pouring cold liquids from small pitchers or mixing ingredients together.
- Compliment your preschool chef.

Cooking together can lead to healthy eating and comfort in the kitchen. A well-rested child and an adult with time and patience are key. Hands-on experiences are a practical way for children to learn and feel like they are helping.
Put Kitchen Safety First!

- Be sure an adult is always in the kitchen with the preschool age child.
- Clean up dangerous spills that could lead to a slip immediately.
- Plan for tasks the preschooler can safely do in the kitchen.

A kitchen classroom?

By cooking together, preschoolers learn important life skills like math, language, science, safety, and teamwork!

The kitchen is a great place for a preschooler to explore their five senses by:
- looking for steam from pots and pans
- smelling what is cooking
- listening for the timer to go off
- tasting the final product
- feeling the texture of the food in their mouths

Are they ready for this?

While each child is different, here are some guidelines for what a preschooler can help with based on their age:

3 year olds
- Pour
- Mix
- Spread
- Wrap
- Shake

4 year olds
- Peel
- Mash
- Crack Eggs
- Juice
- Roll

5 year olds
- Cut
- Grind
- Measure
- Grate
- Beat egg with Beater

UW-Extension Family Living Programs
"Raising Kids, Eating Right, Spending Smart, Living Well"

For more information, please contact your county UW-Extension office:
UW-Extension Family Living Programs
UW-Extension Bayfield County Courthouse,
PO Box 218 ~ Washburn, WI 54891
715-373-6104, ext. 252 ~ liz.lexau@ces.uwex.edu

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Basic Education Classes for Adults
Available at:
WITC – Ashland
Campus Room 225

Brush up on the basic skills – Reading, English, Grammar, Science, Social Studies, and Math – that you need to continue your education or enter the workforce with confidence.

There are also classes for those who are preparing to earn their GED/HSED.

Courses are self-paced with instructor assistance, and you can enroll at any time during the term.

Classes are FREE!

Spring Schedule
January 22nd, 2018 – May 18th, 2018

College Program Support (Open Lab):
Mondays & Wednesdays – 12:00pm-3:00pm
Tuesdays & Thursdays – 8:30am-1:30pm

GED/HSED Orientation:
(Call 715-682-4591 Ext. 3118 To Schedule)

Instructor: Lisa Fiorio-Martinsen

For More Information, Contact Academic Support at:
715-682-4591 Ext. 3118 or drew.emmert@witc.edu
BEST Bites

Sandwiches for dinner
Here’s a no-cook idea for busy weeknights. Have your child help you set out whole-grain bread plus healthy fixings, and let each person make her own sandwich. You might offer lean sliced turkey and ham, cheese, lettuce, and tomato. Or put out leftover chicken and canned tuna, light mayonnaise, chopped celery, and halved grapes so family members can whip up chicken or tuna salad.

Let’s fly kites!
Spend a windy March afternoon flying kites together. You can get everyone’s heart rate up by running across a field, taking turns holding the kite string. If you have two kites, race, and see who can keep his kite in the air the longest.

DID YOU KNOW?
Some foods “brush” your youngster’s teeth! Chewing carrots, celery, leafy greens (spinach, kale), and apples with the skin on can help to clear away plaque and food particles. Plus, the acid in apples kills germs that cause cavities. Tip: Suggest that your child eat one of these natural “toothbrushes” at the end of a meal if she isn’t able to brush right away.

Just for fun
Q: What kind of chair is good at yoga?
A: A folding chair!

Just-right portions
A healthy lifestyle includes eating the right kinds of food—and the right amounts. To ensure your youngster doesn’t develop a case of “portion distortion,” try these tips.

Measure it out
Look at nutrition labels together at snack time. Ask your child to read the serving size (perhaps 20 mini-pretzels) and count out the amount. Idea: Combine math practice with nutrition by posing questions like, “If 1 serving has 110 mg of sodium, how much sodium is in 2 servings?” (Answer: 110 + 110 = 220 mg.) You can point out that sticking to 1 serving will help limit his salt intake.

Visualize sizes
Making a picture chart can teach your youngster to “eyeball” servings. First, he should list his favorite foods. Then, help him look up the serving sizes on food packages or online. Beside each food on his list, he could draw an object that’s about the same size as 1 serving. Examples: a golf ball for ½ cup of raisins, a deck of cards for 3 oz. of chicken, a cupcake wrapper for 1 cup of yogurt.

Divide it up
Restaurant portions are often much bigger than standard servings. Your child might eat ½ cup of pasta at home, but a restaurant may dish up 2 cups. To control portions while dining out, you and your youngster could share an entree. Or package up half in a to-go box when your food arrives—you’ll both eat less, and you’ll have food for tomorrow!

Dribble and kick
Your youngster and her friends can improve their speed and coordination—and soccer skills—with these games.

Relay race. Have two teams line up at one end of a field or yard, and place two upside-down trash cans about 20 feet away. On “Go,” the first person on each team dribbles a soccer ball down to and around the can. Then, she kicks it all the way back to the next team member, who does the same thing, until everyone has had a turn. The first team to finish wins.

Keep-away. Draw a giant circle with sidewalk chalk. Everyone stands inside, and one person dribbles a soccer ball. The other players try to steal it and kick it outside the circle. Whoever steals the ball is the next dribbler.
Busting food myths

Just because a grocery item contains the word fruit, grain, or vegetable doesn't make the food healthy. Share these common food misconceptions with your child.

**Myth:** Fruit juice is a good source of nutrients.

**Fact:** While fruit juice does contain vitamins, it lacks fiber and is usually full of sugar.

**Best bet:** Encourage your youngster to eat whole fruits, such as bananas and oranges, which give her more fiber ounce for ounce than juice.

**Myth:** Cereal is always a nutritious breakfast.

**Fact:** Many cereals, especially those marketed to children, pack in lots of sugar. Look out for “sneaky” sugars in the list of ingredients, such as cane juice or molasses.

**Best bet:** Opt for 100% whole-grain cereals that are high in fiber (5 grams or more per serving) and low in sugar (less than 8 grams per serving). Send your youngster on a “treasure hunt” in the cereal aisle to find varieties that meet those standards.

**Myth:** Vegetable chips make a healthy snack.

**Fact:** Packaged veggie chips can have as many calories as potato chips, and they may be high in sodium, too. Plus, nutrients are lost when the vegetables are processed.

**Best bet:** For the crunch without the calories, get your child in the habit of snacking on raw vegetables like carrots and snap peas.

---

**PARENT TO PARENT**

If your child is bullied

Recently, my son Kevin told me that kids at school had been making fun of him because of his weight. I was glad he confided in me, and I tried to comfort him. But we were both upset and unsure of what to do next.

I talked with my neighbor, who's a school nurse, and she said that bullying is common. Fortunately, she said, bullies tend to target overweight kids. She recommended that I tell Kevin's teacher, and she gave me advice for talking to my son at home.

I stressed to Kevin that it wasn't his fault. I reminded him of healthy changes our family has made lately, such as eating more fruits and vegetables, and playing basketball rather than video games.

I told him that if we keep it up, we'll feel better and be healthier — and that matters more than what others think.

---

**ACTIVITY CORNER**

Step up your steps

Keeping track of steps can be a fun challenge for the whole family. Use these ideas to help your child take more steps each day.

**Count.** Let her use an inexpensive pedometer, and she'll enjoy watching the number get higher and higher. Have her write down her daily steps for a week, and help her tally the total. Each week, challenge her to beat her previous score.

**Mix it up.** Suggest that your youngster think of different ways to fit in extra steps. She might recommend walking to the store rather than driving, doing laps around the living room, or running in place while watching TV.

---

**IN THE KITCHEN**

Breakfast surprises

These fun twists on breakfast will help your youngster start off his day with a smile.

**Ice pops.** Add 1/4 cup nonfat Greek vanilla yogurt to a small paper cup. Mix in thin slices of your child's favorite fruits, such as frozen peaches or raspberries. Add a craft stick to the center, and freeze overnight. In the morning, peel off the cup, and enjoy breakfast-on-a-stick!

**“Cloud” eggs.** Separate 4 eggs, putting the whites in one bowl and each yolk into an individual small bowl. Add 1/4 tsp. salt to whites, and beat with a mixer until stiff peaks form. Gently fold in 1/4 cup shredded cheddar cheese. Drop 4 mounds of the mixture onto a baking sheet lined with parchment paper, and use the back of a spoon to indent centers. Bake at 450°F for 3 minutes. Carefully add 1 yolk to each “cloud,” and bake 3 more minutes.
INJURY PREVENTION
STARTS AT HOME

You gave your children the gift of life, give them the protection they need.

LOVE THEM.
PROTECT THEM.

Many childhood injuries are predictable and preventable!

School readiness begins with health!

NATIONAL CENTER ON
Early Childhood Health and Wellness
You can protect yourself and your family by taking action to prevent injuries at home!

You Can Prevent Burns at Home
- Keep matches and lighters out of reach of children
- Install and maintain a smoke alarm (Remember to change the batteries)
- Cover electrical outlets
- Turn pan handles on the stove inward and use back burners when cooking
- Set the hot water heater to 120 degrees F or less (Ask a friend or your landlord if you need help)
- Test bath water temperature before putting your child in it

You Can Prevent Falls at Home
- Watch your child CONSTANTLY when they are in the bathroom
- Install window guards on upper windows
- Use stair gates at the top and bottom of stairs
- Always use the safety latch in your child’s chair or strollers

You Can Prevent Poisonings at Home
- Keep all medicines and cleaning supplies in containers with safety caps and store them in a locked cabinet
- Buy and install a Carbon Monoxide (CO) detector in your home to save your child from CO Poisoning
- Act fast if you think your child has been poisoned! Call the Poison Control Centers 1-800-222-1222
You can protect yourself and your family by taking action to prevent injuries at home!

You Can Prevent Choking at Home
- Don't let children put small things in their mouths
- Toys, household items, and food can all be choking hazards
- Teach your child to chew his or her food fully before swallowing
- Choose the foods you feed your child carefully—
  for example: popcorn, hard candy, nuts, hot dogs, grapes
  and avoid fish with bones

You Can Prevent Drowning at Home
- Never leave your child unattended in a bathtub, bathroom, pool or even near a bucket
- Install lid locks on all toilets and keep the lid closed
- Never leave a child alone around water
- Empty buckets after each use

You Can Prevent Suffocation at Home
- Keep plastic shopping bags and trash bags away from your child
- Keep toy chests, car trunks, and washer/dryer doors closed when not in use
- Don't put pillows, blankets, bumpers, or toys in crib—
  these things can sometimes keep a baby from breathing
- Place babies to sleep on their backs
INJURY
The #1 killer of children in the United States.

**Fall**
Falling is part of learning. Use safety gates and create fall-safe environments.

**Fire/Burn**
There are many places in the home where children can get burned. Keep children away from hot ovens and stoves.

**Motor Vehicle**
Always use child safety seats. They protect your child from injury.

**Drowning**
Young children love water. The best way to keep children safe is to watch them at all times.

**Poisoning**
Young children want to touch, taste and smell the things around them. Keep chemicals out of the reach of children.

**Suffocation**
Many things can cause a child to stop breathing. Learn about safe sleeping choking hazards.

**Remember:**
Injury Prevention Starts At Home!

Resource: CDC Vital Signs

School readiness begins with health!

National Center on Early Childhood Health and Wellness
Toll-free phone: 888/227-5125  E-mail: health@ecchta.rio
YOU CAN TAILOR THE STRESS IN YOUR LIFE

We all experience stress in our daily lives. Sometimes stress can be harmful and make everyday things feel overwhelming. Our children are even affected by how much stress we are under as parents. It can cause them to act out, have trouble sleeping or concentrating—all things important to how well they learn at Head Start. If you feel overwhelmed, talk to our health manager (or family service worker) to help you create a plan to manage your stress. They can also offer techniques for you and your child to cope with stress at home.

MANAGING YOUR STRESS Now, that you know what causes you stress, it is important to learn how to deal with it. Below are some stress management techniques you might consider adding into your daily life, at home and the office. Many techniques build our ability to cope with stress over time. Other techniques offer “in the moment” coping strategies for when we feel overwhelmed. It is helpful to practice both types of strategies for when stressful moments occur.

**Be active:** Being physically active reduces our body’s immediate reaction to stress and builds our ability to cope with future stress. Find an activity you enjoy and try to dedicate time each day or even each week to being active.

**Eat healthy:** Drinking plenty of water and choosing healthy foods such as fruits and vegetables can help you stay healthy and fight the physical symptoms of stress.

**Get enough sleep:** Sleep is the time our body uses to relax and repair the damage stress can create. Try to find a regular time for bed that allows 7-8 hours of sleep a night.
**Breathe:** Belly breathing or deep breathing exercises are a proven way to reduce stress. Find proper techniques at [www.echmc.org](http://www.echmc.org).

**Visualize:** Visual imagery is a proven way to help reduce stress. It helps you to relax by focusing on a place or image that brings you comfort. It also allows you to slow down and breathe. Sometimes it’s helpful to participate in a “guided” visual imagery tour. Find time for yourself each day to relax and take a few deep breaths, even if it is only a short time.

**Giving yourself a time out:** If you find yourself becoming overwhelmed by a stressful situation, take a moment to leave your environment and take a walk, calm down, and then return to address the issue.

**Keep a stress log:** Recording your reactions to stressful situations is the best way to determine how to best help yourself. It also allows you to see a bigger picture about what is going on in your life and how you manage.

Learning to manage stress in a healthy way may not come naturally. When starting any new behavior, it is important to develop a strategy for using it ahead of time. Think about one thing that causes you stress and one sign that you can recognize as being stressed. Then identify a technique you will use for dealing with your stress in a healthy way. Keep this plan handy at work and home as a reminder. This will increase the chances of the new behavior being successful.
AODA/Native Connections presents

New Hope

Moccasin Making Series

Wednesdays March 7th, March 14, March 21 and March 28 from 1pm – 3pm.

This series will be dedicated to making Ojibwe moccasins. If you are interested, you must attend all 4 sessions in order to complete them.

All supplies will be included!

If you are interested, please sign up by calling Butch at the New Hope office, or Lorna Gamble or Linda Dunbar at the Mishomis Wellness Center at (715) 779-3741.

Space is limited to the first 15 people, and must sign up by March 5th.
SHARING CIRCLE

Mondays – beginning February 5, 2018
5 P.M. TO 7 P.M.
At Mishomis Wellness Center
37390 N. Bradum Road
Sharing Circle is an opportunity for self-care, to be listened to respectfully, without criticism, or judgement and to speak without interruption, to be heard and supported from other participants in a clean and sober environment.

Sharing circle
weekly topic provided for sharing, but does not mean it is what one needs to talk about, this is your opportunity to come to a safe place to share and express thoughts and feelings and get support.

If interested in participating
Contact: Linda Dunbar AODA Services
715 779 3741 Ext. 2403
Open to anyone
Confidentiality a Must
Find support
Opens with Smudging & Prayer
UP Coming Groups for Women
Promoting Wellness & Recovery
10 spots available and must register each month

Women’s Jingle dress making
Tuesdays - March 6\textsuperscript{th} to April 24\textsuperscript{th}
9a.m. to 12 p.m.

Beading for Regalia
Tuesdays – May 1\textsuperscript{st} to May 30\textsuperscript{th}
9am. to 12 p.m

Moccasin Making for Regalia
(loom and applique)
June 5\textsuperscript{th} to June 26\textsuperscript{th}
9 a.m. to 12 p.m.

(To Register)
Contact:
Linda Dunbar
AODA Program
Mishomis Wellness Center
715 779 3741 ext. 2403

Note: June 26\textsuperscript{th} we will have a feast for our regalia items for the upcoming powwow with the Men’s group at Mishomis Wellness Center at noon. An Elder will be there to bless the regalia.
Up Coming Groups for Men
Promoting Wellness & Recovery
10 spots available and must register each month

Hand Drum Making & Teachings
Tentative Date: March 6th to March 27th
Tuesdays - 1 p.m. to 4 p.m.

Breastplate/Bell ankle straps/Tobacco Pouch
April 3rd to April 24th
Tuesdays - 1 p.m. to 4 p.m.

Ribbon shirt/Apron/Cuffs
May 1st to May 29th
Tuesdays - 1 p.m. to 4 p.m.

Moccasin Making
June 5th to June 26th
Tuesdays - 1 p.m. to 4 p.m.

Note: June 26th we will have a feast for our regalia items for the upcoming powwow with the Women's group at Mishomis Wellness center at noon. An Elder will be there to bless the regalia.
SAVE the DATE
JULY 18 & 19 2018
9th Annual CAREGIVER & WELLNESS CONFERENCE at St. Croix Casino Danbury
For information please contact the St. Croix Tribal Aging Unit at 1-800-236-2195
Shell Fornengo at ext 5116 shellf@stcroixtribalcenter.com or Erica Doriott at ext 5108 ericad@stcroixtribalcenter.com
:: Job Openings ::

Current Openings

Job Center of Wisconsin displays open job orders maintained by the Job Center of Wisconsin. Link to Job Center of Wisconsin

All jobs require that you use the Job Application posted on this site and require a Background Information Disclosure (also posted).

Disclosures

Current Openings for the Red Cliff Tribe

Native Connections Project Assistant
DEADLINE: March 2, 2018 at 4:00pm

Invasive Species Compliance Officer - 2 positions
DEADLINE: March 9, 2018 at 4:00pm

ECC Substitute Assistant Teacher/Support-Staff
DEADLINE: Applications Accepted Year Round

Medical Billing Specialist
DEADLINE: Open Until Filled

ECC Mental Health Manager
DEADLINE: Open Until Filled

ICW Case Manager
DEADLINE: Open Until Filled

Early Head Start Home Based Teacher - 2 Positions
DEADLINE: Open Until Filled

Transportation Driver and Teacher Support
DEADLINE: Open Until Filled

Chief Financial Officer
DEADLINE: Open Until Filled

Tribal Administration Liaison
DEADLINE: Open Until Filled

** * Current Openings for Legendary Waters Resort & Casino

Click Here to View Current Legendary Waters Resort & Casino Job Openings

* * * Current Openings for Red Cliff Housing Authority

LTE Maintenance Mechanic Assistant
DEADLINE: February 28, 2018

Housing Job Application (Fillable)

Housing Background Check

* * * Current Openings for State of Wisconsin DWD

DWD - Wisconsin Youth Apprenticeship
Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road
Bayfield, WI 54814
Phone: 715-779-3700 Fax: 715-779-3704
Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: Native Connections Project Assistant

LOCATION: Mishomis Wellness Center

SALARY: $15 - $16 per hour, Minimum of 40 hours per week. Weekends, holidays, and evenings may be required.

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

SUPERVISOR: Native Connections Grant Manager/Behavioral Health Department Head

GENERAL: The Native Connections Grant is a 5 year grant serving youth in the Red Cliff Community between the ages of 0-24. The Project Assistant and Grant Manager will work together to achieve the mission and financial objectives of this grant. The Project Assistant will perform the following essential duties and responsibilities:

DUTIES AND RESPONSIBILITIES:
1. Work in collaboration with the Grant Manager to complete community needs assessments annually.
2. Make phone calls and face to face contacts with community members and tribal program directors to gain information in relation to AODA and suicide issues in the community.
3. Attend community meetings and events to foster a team approach to dealing with AODA and suicide issues within the tribe.
4. Assist in development and continuation of an Ojibwemowin language table.
5. Provide in-service trainings to various program staff and community members on the topics of suicide prevention and AODA misuse.
6. Assist in coordinating community gatherings which will focus on results of annual assessments.
7. Assist in creating community action plan which will include identifying needs; follow through from the action plan and assisting the Grant Manager to develop community wide policies and procedures for prevention and post-vention protocols.
8. Provide assistance in maintaining paperwork required from the grant as well as data for quarterly reports.

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9. Maintain a working knowledge of significant developments and trends in the field.
10. Work cooperatively and frequently with the evaluator of the project to assure all goals are being met.
11. Attend webinars and other trainings as mandated by the grant.
12. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

SKILLS AND KNOWLEDGE REQUIRED: Excellent public speaking and community skills; ability to work well with tribal youth; good interpersonal skills and the ability to get along with diverse populations. Willingness to work in a variety of settings including outdoors and a multitude of office settings within the community.

QUALIFICATIONS:
1. Minimum of high school diploma, HSED or GED required.
2. Associate’s Degree in a Human Service field is preferred.
3. A minimum of two years working with Native American population preferred.
4. Experience in public speaking and planning events preferred.
5. Ability to work with tribal communities; ability to work independently with minimal supervision; ability to work cooperatively as a team member.
6. Demonstrated respect for diversity.
7. Must have a valid driver’s license, vehicle and appropriate vehicle coverage and maintain driver’s eligibility as a condition of employment. Be eligible to be put on the tribe’s vehicle insurance policy.

PERSONAL CONTACTS: May include Tribal Council and appointees; all Tribal employees; representatives of other Tribes; Local, State and Federal government agencies, financial institutions, technical consultants, vendors, etc. and the general public.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting and carrying. Items may be placed on overhead shelving.

WORK ENVIRONMENT: Environment must be maintained as clean, non-smoking, well-ventilated work area in adherence to all safety regulations. Private homes and other facilities will not necessarily meet the criteria of the established safety regulations. All Tribal buildings are smoke free.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and

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personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Image or Name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:
1. Completed Tribal Application; available on the tribal website
2. Tribal Background Investigation Disclosure; available on the tribal website
3. Resume with at least 3 references.
4. Post-secondary transcripts; if applicable

This job description is subject to change at employer’s discretion, after consultation with the employee.

POSTING DATE: February 16, 2018
DEADLINE: March 2, 2018 @4:00 pm

FOR FURTHER INFORMATION:
Red Cliff Tribal Administration Building
Human Resources Department
88455 Pike Road
Bayfield, WI 54814
www.redcliff-nsn.gov
ashley.poch@redcliff-nsn.gov
diane.coolev@redcliff-nsn.gov

(715) 779-3700 ext. 4268 or 4267

SPECIAL CONSIDERATION: The Red Cliff Community Health Center is a Drug-Free Workplace in accord with the Drug-Free Workplace Act of 1988, P.L. 100-690, and has a Drug-Free Workplace Policy in effect.

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

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EMPLOYEE BENEFITS PACKAGE
THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.

2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.

3. Short Term Disability is offered to all employees at no cost and pays 60% of weekly pay for a maximum of 90 days if you get sick or injured off the job.

4. Life insurance of $15,000 is included at no cost to all employees. Spouses are covered at $7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.

5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee’s wages into the Profit Sharing Plan.

6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.

7. The Tribe observes a total of 11 paid holidays.

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JOE DESCRIPTION

POSITION: ECC Mental Health Manager
EXEMPT: 40 hours per week/12 months
LOCATION: Red Cliff Early Childhood Center
PROGRAM: Red Cliff Head Start/Early Head Start Directors
WAGE: $15.00 - $18.00/ hour (DOQ), plus benefits
SUPERVISOR: Early Head Start Director (primary)

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

GENERAL STATEMENT OF DUTIES:

Mental Health Manager is responsible for providing oversight of the mental health component. Mental Health Manager will assist, encourage, and implement policies to ensure employees reach program goals for mental health. Will assist in participation with ECC Management Team in developing appropriate policies, procedures, and follow up in the mental health component.

DUTIES AND RESPONSIBILITIES:

1. Must maintain confidentiality of all child and family information and records.
2. Must secure mental health consultation services on a schedule of sufficient and consistent frequency to ensure a mental health consultant is available to partner with staff and families in a timely and effective manner.
3. Must ensure that all children have parental consent for Mental Health Consultations.
4. Is required to revise the Mental Health (Social Emotional Wellness) Plan yearly.
5. Provides group and individual mental health education, training, and consultation to staff and parents.
6. Works with ECC staff, mental health consultant, and parents to design and implement program practices responsive to the identified behavioral and mental health concerns of an individual child or group of children.
7. Develop and maintain a professional relationship with enrolled families, community health providers and all ECC staff.

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8. Schedule EHS & HS Coordinated Services Team (CST) and Child Wellness Team (CWT) meetings.

9. Attend Individualized Education Plan (IEP) and Individual Family Services Plan (IFSP) meetings as needed.

10. Manager will work closely with Early Head Start Director to identify data collection, best practices in collection of mental health data regarding services and needs of ECC children, not only 0-5 years old, but specifically ages 0-3, in conjunction with a Red Cliff Tribal Birth to Three grant administered by the ECC. Manager will streamline mental health data collection process from mental health consultant and Education/Abilities Manager special needs data for 0-3 year old children enrolled in both a home based and center based option at the ECC.

11. Must attend and participate in weekly staff meetings and job-related training as available and required.

12. Notify supervisor in advance of any known absences you will have.

13. Must adhere to all ECC policies and procedures and ensure that the Head Start Performance Standards are being met.

14. Work with community service providers to facilitate access to additional mental health resources and services, as needed.

15. Must maintain follow-up care for each child who is referred for mental health services.

16. Must ensure the children’s mental health and social and emotional needs through strategies that include observation and consultation with the Mental Health professional are met.

17. Is required to attend all consultations with each Early Head Start and Head Start teacher.

18. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. Minimum of bachelor’s degree in mental health, behavioral health, psychology, social work, human services, early childhood education, or related field.

2. Must have demonstrated experience in mental health, human service area, behavioral health, social work or human services.

3. Must have minimum of one year demonstrated skills and abilities in leadership and management capacity relevant to program management.

4. Must possess good interpersonal and communication skills, including the ability to work as part of a team.

5. Must be sensitive to Native American culture and beliefs and have knowledge & experience in working with Native American families, with awareness of the uniqueness of the

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Red Cliff Ojibwe culture desirable.
6. Must have a valid driver’s license, vehicle and appropriate vehicle coverage and maintain driver’s eligibility as a condition of employment. Must be eligible for Red Cliff Tribe’s vehicle insurance.
7. CPR and First Aid certification is required.
8. Must pass mandatory background check and finger prints prior to hiring.
9. Ability to communicate program information to parents, policy council staff and community members.
10. Must have computer skills needed to meet job responsibilities.

WORK ENVIRONMENT:
All tribal buildings are smoke free. Primary work environment is in a 0-5 year old Head Start and Early Head Start Program for Native American children living on an Ojibwe reservation. Home visits may be required.

PERSONAL CONTACTS:
Collaboration with tribal, local and county, state, and national collaborating partners, with particular emphasis on networking with parents, extended families, and the ECC Management Team.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as the staff disability does not create an undue risk of injury to any enrolled children.

SPECIAL REQUIREMENTS: Must be physically able to work with young children, annual health exam, TB test, immunizations including Hepatitis B (or sign waiver), and required trainings such as confidentiality, CPR, etc.

TRAVEL REQUIREMENTS: Must be able to attend local, regional, and national trainings as required.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and
consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

POSTING DATE: January 3, 2018
DEADLINE DATE: Open Until filled

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:
1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

FOR FURTHER INFORMATION CONTACT:
Red Cliff Band of Lake Superior Chippewa
Human Resources Department
88455 Pike Rd.
Bayfield, WI 54814
www.redcliff-nsn.gov
ashley.poch@redcliff-nsn.gov
diane.cooley@redcliff-nsn.gov

(715) 779-3700, Ext. 4267 or 4268

This job description is subject to change at employer’s discretion, after consultation with the employee.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

"The Hub of the Chippewa Nation"
Red Cliff Band of Lake Superior Chippewa Indians
88455 Pike Road
Bayfield, WI 54814
Phone: 715-779-3700 Fax: 715-779-3704
Email: redcliff@redcliff-nsn.gov

Red Cliff Tribal Council

All Early Childhood Center (ECC) employees must submit mandatory criminal background check information to the Personnel Director with application, annually thereafter, and following any conviction occurring after commencement of employment.

The Red Cliff Tribe has a Drug-Free Work Place Policy and follows the intent of the Drug-Free Work Place Act. All new employees will be tested prior to starting employment.

5 CFR 1301.31 requires preference be given to qualified current or former parents of Head Start/Early Head Start children as position vacancies occur.

EMPLOYEE BENEFITS PACKAGE
THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:
1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60% of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of $15,000 is included at no cost to all employees. Spouses are covered at $7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 11 paid holidays.

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Red Cliff Band of Lake Superior Chippewa Indians
88455 Pike Road
Bayfield, WI 54814
Phone: 715-779-3700 Fax: 715-779-3704
Email: redcliff@redcliff-nsn.gov

Red Cliff Tribal Council

JOB DESCRIPTION

POSITION: Early Head Start Home Based Teacher – 2 Positions

LOCATION: Red Cliff Early Childhood Center

PROGRAM: Early Head Start

WAGE: $10.00 to $14.00 Entry Level Wage Scale, Plus Benefits
Entry level wage scale refers to starting wage for new hires only.
Educational background and years of experience will be considered
in wage determination upon hiring.

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

SUPERVISOR: Early Head Start Director

JOB SUMMARY: Primary responsibility is to provide weekly home-based services to a
maximum of 12 Early Head Start families, which includes infants and toddlers 0 – 3 and
pregnant women, using a Creative Curriculum home visitor curriculum. Home visits are
provided primarily during weekday and daytime hours. Late afternoon home visits may be
considered if necessary, with approval from director. Job duties require planning and
implementation of home-based option which reflects best practices while incorporating
Ojibwe language and culture into curriculum.

DUTIES AND RESPONSIBILITIES:
1. Must satisfactorily complete New Home Base Teacher Training checklist during first 75 days
   of employment.
2. Conduct minimum of 1½ hour weekly home visits for each Early Head Start home-based
   family as well as each prenatal mom as stated in Federal Performance Standards, with
   minimum requirement of 46 home visits per family per program year.
3. Plan and implement home-based activities which are age appropriate and that enhance
   infant and toddlers’ social/emotional, physical, cognitive development and child
   development, parenting information for pregnant women.
4. All EHS Home Based teachers will collaborate together to provide up to 22 group
   socializations per year for Early Head Start children and their parents to allow for age-
   appropriate peer group interaction with parent involvement. This could include play groups,
   group meetings, parent-child interactions which are held during the day or early evening.
5. Responsible for working with each family to develop a Family Partnership Agreement in
   accordance with Head Start Federal Performance Standards.
6. Must attend two annually Coordinated Service Team meetings scheduled for your 12
   families
7. Responsible for recordkeeping on Child Plus, Teaching Strategies’ Gold, and maintenance of weekly Creative Curriculum home-based files, and documenting resource or referral for delivery of other services as needed.
8. Mandatory depression screen training to screen prenatal and postpartum mothers will be provided through a collaborative agreement with the Red Cliff Community Health Center.
9. Mandatory first aid and CPR certification training within six (6) months from date of employment. Program will cover costs.
11. Work with tribal, community, and county service providers in order to provide necessary services to the EHS home based child, their parents and any pregnant women enrolled in the program.
12. Documentation of all home visits and contacts with families as well as other required program information.
13. Develop and maintain a professional relationship with families enrolled in Early Head Start as well as must maintain confidentiality of all child/family information and records.
14. Collaborate with other home based staff, parents, and community resources to incorporate Ojibwe language and culture into home-based activities and curriculum.
15. Reinforce positive self-image, pride, and cultural identity with both the parents and the infants/toddlers during all activities.
16. Must attend and participate in home base staff meetings, all staff meetings and ECC Policy Council meetings if requested as well as participate in job related training as required.
17. Any program equipment, cameras, IPADS, or any other supplies purchased or obtained by the EHS program must remain within the EHS Home Based offices, and cannot be used outside of the Early Childhood Center unless you have prior express permission by the EHS Director to use outside of the center. Violations of this policy can result in disciplinary action.
18. Adhere to all EHS/ECC policies and procedures and ensure that Head Start Federal Performance Standards are being met.
19. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or as deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE: Knowledge of Ojibwe language and culture preferred. Knowledge of the uniqueness of the Red Cliff Community preferred.

QUALIFICATIONS:
EDUCATIONAL QUALIFICATIONS
Required:
1. High school diploma, HSED or GED required
2. Can have a minimum of a home-based Child Development Associate (CDA) credential if you do not have equivalent coursework as part of an associate’s or bachelor’s degree
Preferred:
1. Associate Degree in Early Childhood Education or related degree or:
2. Applicants can be considered if currently enrolled in an associates’ degree early childhood program and meets minimum education requirements or
3. Applicant has any early childhood education coursework from previously and is willing to enroll in associates’ degree early childhood within probationary period.
Highly desirable (but not required):
1. Bachelor's degree in Early Childhood Education

OTHER QUALIFICATIONS:
1. Minimum of one year prior experience in home visitation services, counseling/guidance, or family service/human service field.
2. Demonstrate competency to plan and implement home-based learning experiences that ensure effective implementation of the home visiting curriculum and promote children's progress across the standards described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five, including for children with disabilities and dual language learners, as appropriate, and to build respectful, culturally responsive, and trusting relationships with families.
3. Excellent oral and written communication skills and knowledge of local community resources.
4. Cultural sensitivity to Ojibwe culture, Native American beliefs, values, community mores.
5. Must be able to work some nights if needed for ECC Family nights or home based socializations or late afternoon home visits if requested.
6. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

PERSONAL CONTACTS: Students and their family members, ECC staff, Community Members.

SPECIAL REQUIREMENTS: Also required are: five year health exam, initial TB test and annual TB questionnaire, immunizations including Hepatitis B (or sign waiver), mumps vaccine (or waiver or proof of immunization) and required trainings such as confidentiality, CPR, Shaken Baby Syndrome, Sudden Infant Death (SIDS), etc.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as the staff disability does not create an undue risk of injury to any enrolled children in the home based option.

Must be physically able to work with young children and must be able to regularly lift and/or move up to forty pounds; occasional lifting of fifty pounds is required. Required to stand, walk, climb or balance, stoop, kneel, crouch or crawl when working with small children and parents in the home. Required to use hands to finger, handle or feel objects, keyboards, tools or controls, reach with hands and arms, speak and hear, and ability to operate keyboard (computer).

WORK ENVIRONMENT: Red Cliff Early Childhood Center facility. Student homes for home visits. All Tribal buildings are smoke free.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and
ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the Image or Name of the Red Cliff Band of Lake Superior Chippewas will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all applicants will be considered.

This job description is subject to change at employer's discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:
1. Completed tribal application, to include work history and references; available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: January 2, 2018
DEADLINE: Open Until Filled

FOR FURTHER INFORMATION CONTACT:
Red Cliff Band of Lake Superior Chippewas
Human Resources Department
88455 Pike Road
Bayfield, WI 54814
www.redcliff-nsn.gov
ashley.pocha@redcliff-nsn.gov
diane.evolve@redcliff-nsn.gov
(715) 779-3700, Ext. 4268 or 4267

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

All Early Childhood Center employees must submit mandatory criminal background check information to Human Resources Department with application. Per WI Department of Children & Families (DCF) Bureau of Early Care Regulation (BECR) Memo 2014-03, all licensed child care center employees must complete a one-time fingerprint-based background check on all employees effective December 31, 2015. Every year thereafter, a name-based background check through the Department of Justice (DOJ) must be conducted annually or following any conviction occurring after commencement of employment.
The Red Cliff Early Head Start has a Drug Free/Smoke Free environmental policy and follows the intent of the Drug Free Work Place Act.

Tribal preference will be applied in case of equally qualified applicants, but all qualified applicants will be considered.

(45) CFR Part 1302.90 (b)(6) A program must consider current and former program parents for employment vacancies for which such parents apply and are qualified.

EMPLOYEE BENEFITS PACKAGE

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.

2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.

3. Short Term Disability is offered to all employees at no cost and pays 60% of weekly pay for a maximum of 90 days if you get sick or injured off the job.

4. Life insurance of $15,000 is included at no cost to all employees. Spouses are covered at $7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.

5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee’s wages into the Profit Sharing Plan.

6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.

7. The Tribe observes a total of 11 paid holidays.
POSITION: ECC Substitute Assistant Teacher/Support Staff

LOCATION: Red Cliff Early Childhood Center

WAGE: $9.00 - $10.00 depending on qualifications

SUPERVISOR: Program Director

THIS IS AN ON-CALL POSITION

JOB SUMMARY: Replacement for ECC teacher or support staff and provide a safe, healthy, friendly, caring and nurturing environment for children ages 0-5.

RESPONSIBILITIES:
1. Must attend confidentiality training and must maintain confidentiality of children/classroom each day.
2. Must follow ECC and Red Cliff Tribal policies and procedures as introduced during orientation.
3. Assist teacher or ECC staff member with daily supervision and interaction with children; supervision during meals/snacks/naps; follow ECC Policies & Procedures for best practices with children; praise and reinforce positive behavior.
4. Assist teachers with facilitation of classroom activities and support children’s self-direction during individual, small and large groups.
5. Reinforce positive self-image and promote positive self-esteem of all children.
7. Assist teacher in encouraging independence and self-help skills such as set-up and clean-up at meals, snacks and play time throughout the day.
8. Eat meals with children and encourage mealtime in a family setting. Food is never used as a punishment or reward.
9. Must maintain safety and health practices and regulations when working in kitchen.
10. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

“The Hub of the Chippewa Nation”
Red Cliff Band of Lake Superior Chippewa Indians
88455 Pike Road
Bayfield, WI 54814
Phone: 715-779-3700 Fax: 715-779-3704
Email: redcliff@redcliff-nsn.gov

Red Cliff Tribal Council

KNOWLEDGE: Knowledge of Ojibwe language and culture highly desirable; cultural sensitivity required.

QUALIFICATIONS:
1. Must be 18 years of age or older.
2. Minimum of high school diploma, HSED or GED required.
3. Complete a minimum of 15 paid shadow hours in the classroom and 8 paid shadow hours in the kitchen prior to actual subbing at ECC.
4. Preference for an associate’s degree in Early Childhood Education/related field but not required.
5. Ability to work cooperatively with staff, parents, community members, and other child support systems in the best interest of children is required.
6. Must pass health examination, obtain required immunizations/vaccines including TB test, Hep B (or waiver); mumps vaccine (or waiver or proof of immunity).
7. Must be physically able to work with young children, including lifting a minimum of 40 pounds; occasional lifting of fifty pounds is required.
8. Must adhere to Early Childhood Center standards of conduct, serving as a positive role model in the community.

PERSONAL CONTACTS:
Collaboration with local, state, and national collaborating partners, with particular emphasis on networking with parents, extended families, and the Red Cliff community

PHYSICAL AND SPECIAL REQUIREMENTS: Must be physically able to work with young children, initial health exam, TB test, immunizations including Hepatitis B (or sign waiver), and required trainings such as confidentiality, CPR, etc.

WORK ENVIRONMENT: Primary work environment: classrooms, outdoor play spaces, kitchen. All Tribal Buildings are smoke free.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of

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successful job performance. Any Behavior or Attitude that tarnishes the Image or Name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:
1. Completed Tribal Application, available on the Tribal website.
2. Signed Tribal Background Investigation Disclosure; available on the Tribal website.

This job description is subject to change at employer’s discretion, after consultation with the employee.

POSTING DATE: December 6, 2017
DEADLINE: Applications accepted year round

FOR FURTHER INFORMATION CONTACT:

Red Cliff Band of Lake Superior Chippewa
Human Resources Department
88455 Pike Road
Bayfield, WI 54814
www.redcliff-nsn.gov
ashley.poch@redcliff-nsn.gov

(715) 779-3700 ext. 4268

The Red Cliff Tribe has a Drug-Free Work Place Policy and follows the intent of the Drug-Free Work Place Act. All new employees will be tested prior to starting employment.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement the application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

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All Early Childhood Center employees must submit mandatory criminal background check information to Human Resources Department with application. Per WI Department of Children & Families (DCF) Bureau of Early Care (BECR) Memo 2014-03, as of 12-31-16 all licensed child care center employees must complete a one-time fingerprint-based background check on all employees. Every year thereafter, a name-based background check through the Department of Justice (DOJ) must be conducted annually or following any conviction occurring after commencement of employment.

45 CFR 1301.31 requires preference be given to qualified current or former parents of Head Start/Early Head Start children as position vacancies occur.
Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road
Bayfield, WI 54814
Phone: 715-779-3700 Fax: 715-779-3704
Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: Native Connections Project Assistant

LOCATION: Mishomis Wellness Center

SALARY: $15 - $16 per hour, Minimum of 40 hours per week. Weekends, holidays, and evenings may be required.

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

SUPERVISOR: Native Connections Grant Manager/Behavioral Health Department Head

GENERAL: The Native Connections Grant is a 5 year grant serving youth in the Red Cliff Community between the ages of 0-24. The Project Assistant and Grant Manager will work together to achieve the mission and financial objectives of this grant. The Project Assistant will perform the following essential duties and responsibilities:

DUTIES AND RESPONSIBILITIES:
1. Work in collaboration with the Grant Manager to complete community needs assessments annually.
2. Make phone calls and face to face contacts with community members and tribal program directors to gain information in relation to AODA and suicide issues in the community.
3. Attend community meetings and events to foster a team approach to dealing with AODA and suicide issues within the tribe.
4. Assist in development and continuation of an Ojibwemowin language table.
5. Provide in-service trainings to various program staff and community members on the topics of suicide prevention and AODA misuse.
6. Assist in coordinating community gatherings which will focus on results of annual assessments.
7. Assist in creating community action plan which will include identifying needs; follow through from the action plan and assisting the Grant Manager to develop community wide policies and procedures for prevention and post-vention protocols.
8. Provide assistance in maintaining paperwork required from the grant as well as data for quarterly reports.

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9. Maintain a working knowledge of significant developments and trends in the field.
10. Work cooperatively and frequently with the evaluator of the project to assure all goals are being met.
11. Attend webinars and other trainings as mandated by the grant.
12. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

SKILLS AND KNOWLEDGE REQUIRED: Excellent public speaking and community skills; ability to work well with tribal youth; good interpersonal skills and the ability to get along with diverse populations. Willingness to work in a variety of settings including outdoors and a multitude of office settings within the community.

QUALIFICATIONS:
1. Minimum of high school diploma, HSED or GED required.
2. Associate’s Degree in a Human Service field is preferred.
3. A minimum of two years working with Native American population preferred.
4. Experience in public speaking and planning events preferred.
5. Ability to work with tribal communities; ability to work independently with minimal supervision; ability to work cooperatively as a team member.
6. Demonstrated respect for diversity.
7. Must have a valid driver’s license, vehicle and appropriate vehicle coverage and maintain driver’s eligibility as a condition of employment. Be eligible to be put on the tribe’s vehicle insurance policy.

PERSONAL CONTACTS: May include Tribal Council and appointees; all Tribal employees; representatives of other Tribes: Local, State and Federal government agencies, financial institutions, technical consultants, vendors, etc. and the general public

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting and carrying. Items may be placed on overhead shelving.

WORK ENVIRONMENT: Environment must be maintained as clean, non-smoking, well-ventilated work area in adherence to all safety regulations. Private homes and other facilities will not necessarily meet the criteria of the established safety regulations. All Tribal buildings are smoke free.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and

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personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the Image or Name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:
1. Completed Tribal Application; available on the tribal website
2. Tribal Background Investigation Disclosure; available on the tribal website
3. Resume with at least 3 references.
4. Post-secondary transcripts; if applicable

This job description is subject to change at employer’s discretion, after consultation with the employee.

POSTING DATE: February 16, 2018
DEADLINE: March 2, 2018 @4:00 pm

FOR FURTHER INFORMATION:
Red Cliff Tribal Administration Building
Human Resources Department
88455 Pike Road
Bayfield, WI 54814
www.redcliff-nsn.gov
ashley.poch@redcliff-nsn.gov
diane.coolev@redcliff-nsn.gov

(715) 779-3700 ext. 4268 or 4267

SPECIAL CONSIDERATION: The Red Cliff Community Health Center is a Drug-Free Workplace in accord with the Drug-Free Workplace Act of 1988, P.L. 100-690, and has a Drug-Free Workplace Policy in effect.

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

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EMPLOYEE BENEFITS PACKAGE
THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.

2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.

3. Short Term Disability is offered to all employees at no cost and pays 60% of weekly pay for a maximum of 90 days if you get sick or injured off the job.

4. Life insurance of $15,000 is included at no cost to all employees. Spouses are covered at $7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.

5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.

6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.

7. The Tribe observes a total of 11 paid holidays.
JOB DESCRIPTION

POSITION: Invasive Species Compliance Officer – 2 positions

LOCATION: Office at Red Cliff Hatchery with duty placement in Superior, WI (1 position) and in Bayfield/Washburn (1 position)

WAGE: Starting salary will be equivalent to the federal GS 5 step 1 pay ($13.87/hour). Position is expected to be May – August but could be extended longer.

SUPERVISOR(S): Division Administrator, Hatchery Manager

THIS IS A REGULAR FULL-TIME NON-EXEMPT SEASONAL POSITION

JOB SUMMARY: Play a critical role in ensuring the success of a high profile invasive species eradication project being collaboratively completed between Red Cliff, City of Washburn, and the Greater Bayfield Wastewater Treatment Plants! The persons in this position will function as a compliance officer to ensure requirements identified within the Biosolids Management Plan are adhered to during the removal of non-native Phragmites from the wastewater treatment plants’ reed beds.

DUTIES AND RESPONSIBILITIES:
2. Inspect vehicles leaving wash station to certify proper cleanliness and sanitation of equipment. Give approval for vehicles and equipment to leave the premises.
3. Keep daily log of activities at site using data sheet provided.
4. Provide contractor opinion and guidance on adherence to project protocols developed as questions or issues arise. Refer complex situations to Project Coordinator.
5. Keep accurate logs, be punctual and dependable, and remain attentive during entirety of workday.
6. Be committed to the success of this highly significant invasive species project.
7. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or as deemed necessary by the supervisor.

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KNOWLEDGE: Previous work in invasive species work and ID is beneficial but not required.

QUALIFICATIONS:
1. Minimum of high school diploma, HSED or GED required.
2. Post-secondary education in an environmental field is a plus.
3. Ability to learn, interpret and apply policy and procedures at the work sites is essential.
4. Attentiveness to detail is essential to ensuring compliance by numerous individuals involved in project.

PERSONAL CONTACTS: Personnel from Red Cliff Treaty Natural Resources Division, wastewater treatment plant staff at Red Cliff, Bayfield and Washburn, staff at Superior landfill, project contractors and consultants. Some contact with outside agencies, like Wisconsin DNR and EPA.

PHYSICAL REQUIREMENTS: Must be able to work long days, sometimes longer than 8 hours, in the outdoors while exposed to the elements. Ability to walk and stand for prolonged periods. Physical ability to lift and carry 50 lbs. Work that begins early in the morning (6 – 7 am) should be expected.

TRAVEL REQUIREMENTS: Travel daily to work site with occasional office days at the Red Cliff Fish Hatchery. Applicants must have a reliable vehicle and proof of auto insurance. Personal vehicle travel during the course of the work day will be reimbursed at the federal mileage rate.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:
1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.

If all the required documents are not submitted by the deadline, the applicant will not be considered.

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This job description is subject to change at employer’s discretion, after consultation with the employee.

POSTED: February 23, 2018
DEADLINE: March 9, 2018 @4:00 pm

Red Cliff Band of Lake Superior Chippewa
Human Resources Department
88455 Pike Road
Bayfield, WI 54814
www.redcliff-nsn.gov
ashley.poch@redcliff-nsn.gov
diane.coolev@redcliff-nsn.gov

(715) 779-3700 ext. 4268 or 4267

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE ARE SUBJECT TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.

EMPLOYEE BENEFITS PACKAGE
THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:
1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60% of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of $15,000 is included at no cost to all employees. Spouses are covered at $7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee’s wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 11 paid holidays.

“The Hub of the Chippewa Nation”
JOB DESCRIPTION

Position: LTE Maintenance Mechanic Assistant  Status: non-exempt
Salary: $12-$14/hr. – DOQ/DOE; No benefits  Supervisor: Maintenance Supt./Director
Hours: Full-time; 33-40 hrs./wk; NTE 120 days  Department: Maintenance
Location: Red Cliff Housing Authority
Schedule: M-F; 8:00-4:30pm primarily; plus rotating on-call schedule of nights/weekends

SUMMARY

- This is an entry level position in the Maintenance Department. Performs required and corrective (repair) maintenance to building surfaces, fixtures, systems and equipment. Performs manual labor, residential maintenance-related tasks, carpentry, building trade work, grounds care and custodial duties to keep housing projects in a decent, safe and sanitary condition.

PRIMARY DUTIES

- Performs equipment preventive maintenance tasks such as checking for proper equipment operation, lubricating bearings, changing filters, changing heat exchanger and condenser coils.
- Performs electrical and plumbing systems preventive maintenance tasks such as inspecting plumbing fixtures for leaks and repairs; checking drain lines to insure they are free of obstruction; checking appliances for proper operation; testing light switches and electrical outlets and conducting ground fault detection tests.
- Performs such mechanical tasks as repairing and/or replacing space temperature and HVAC equipment controls.
- Performs such carpentry work as hanging doors and installing windows; replacing/repairing door and window hardware; re-glazing windows; installing and/or repairing cabinets and handrails; repairing roofs, gutters and downspouts; replacing floor tiles and repairing carpet; work on walls/ceilings.
- Performs such masonry work as repairing cracked concrete, replacing broken masonry brick and ceramic tiles; re-grouting ceramic tile; sealing concrete and exterior brick walls.
- Performs such sheetrock work as mixing drywall mud; removing installing and repairing drywall; mudding, taping; bending and feathering edges to match surrounding surfaces.
- Performs such plumbing tasks as repairing faucet washers, seats, stems, spigots, valves and hardware; resetting commodes, tubs and sinks; repairing water leaks, replacing and/or repairing flush valves or flush tank hardware; clearing clogged drains and soil lines.
- Performs such painting tasks as preparing surfaces for painting by patching holes, sanding, scraping or masking; painting with brushes, rollers or sprayers; performing touch-up painting after work in an area; spot painting metal surfaces for corrosion control, etc.
- Performs miscellaneous maintenance related tasks as installing electrical appliances; repairing washers, dryers; unstopping sinks, tubs and commodes; repairing drains and commodes; replacing ceiling or wall receptacles, light switches or blown fuses; paint surface cabinets, equipment; installing and/or repairing of gas, sewer and water lines.
• Performs specific grounds care tasks as mowing, trimming, edging, pruning, fertilizing, watering, reseeding; applying fungicides, herbicides, insecticides and sterilants; sweeping walks and drives; patching parking lots and drives; repairing signs; removing snow; spreading sand and/or ice melt, etc.

• Performs specific custodial tasks as cleaning out vacant units, cleaning offices and office common spaces. Collects and transports trash and debris to landfill using a predetermined route of travel. Prepares vacant units for occupancy by way of washing walls, stripping and buffing floors, cleaning appliances and windows.

• Participates in off-shift and weekend emergency maintenance coverage; and must dress for the weather.

• Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Education and/or Experience – High School diploma or GED (required) and technical building trade or maintenance experience.
  o Knowledge of methods, practices, tools and materials used in major building trades.
  o Knowledge of applicable codes, occupational hazards and safety practices.

• Mechanical Skills
  o Utilizes a wide range of powered/non-powered hand tools such as drills, sanders, sewage line cleaners, saws, hammers, pillars, screw-drivers, wrenches, oilers and volt-ohm-amp meters.
  o Operates and maintains powered/non-powered grounds care equipment such as tractor mowers, riding/push mowers, edgers, trimmers, vacuums, blowers, sprayers, spreaders, chain saws, shovels, axes, wheelbarrows, hoes, saws, hedge clippers.

• Abilities – Ability to read, write and follow instructions. Ability to do mathematical calculations. Ability to perform heavy manual labor.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Wisconsin State Driver’s License, vehicle and appropriate vehicle insurance coverage. Must be eligible to be put on RCHA’s vehicle insurance policy and maintain driver’s eligibility to obtain and maintain employment.

PERSONAL CONTACTS: Daily contacts with residents, tenants, staff. Recurring.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to perform moderately heavy manual labor; to sit; use hands to finger, handle, or feel; and talk or hear. The employee is required to consistently stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must routinely lift and/or move up to 100 pounds. Specific vision abilities required by this job include ability to adjust focus.
WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud/high. Building and vehicles are smoke-free.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

NOTICES
Indian preference will be applied in the case of equally qualified applicants; but all qualified applicants will be considered.

The Red Cliff Tribal Council has a Drug Free Work Place Policy and the Red Cliff Housing Authority adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting employment.

All applicants for employment are subject to a Background Investigation and other requirements of Red Cliff Tribe’s RCCL Chapter 43. An employee is under continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment.

TO APPLY
Submit the following to the identified. Items MUST be submitted in your application package to be considered for this position.

SUBMIT:
Fully completed Red Cliff Housing Application
Background Investigation Disclosure/Release
Resume
Educational Transcripts/Training Certificates
Cover Letter

SUBMIT TO:
Red Cliff Housing Authority
37645 New Housing Road
Bayfield, WI 54814
FAX: 715-779-5044
ATTN: Tanya Wachsmuth, HR (715-779-3744)

POSTING: 02/13/2018
DEADLINE: 02/28/2018
Job Opportunities

http://www.bayfield.org/job-opportunities/

3/2/2018
Box Office Assistant

Big Top Chautauqua

Arts & Entertainment

Big Top Chautauqua is a performing arts organization presenting a 50+ summer show season of touring artists (Brandi Carlile, Jackson...

(715) 373-5552  |  Website  |  Directions
Sea Kayak Program Manager

Wilderness Inquiry

Non-Profit and Social Services

TIME/SALARY: Seasonal position, approximately May through September. Salary range $3,000 - $5,000 per month, commensurate with experience. Potential for full-time...

(612) 676-9400  Website  Directions

Gallery Assistant

Eckels Pottery and Fine Craft Gallery

Retail/Wholesale

A seasonal full-time job running from April 15 to December 31, 2018. I am looking for an articulate person...

(715) 779-5617  Website  Directions

https://www.bayfield.org/job-opportunities/
**EXPERIENCE**

**Retail gallery assistant**

**Eckels Pottery and Fine Craft Gallery**

*Retail/Wholesale*

Eckels pottery is looking for a seasonal full time gallery and retail assistant. Responsibilities are primarily assisting customers, gallery presentation,...

(715) 779-5617 | Website | Directions

**Outdoor Leader**

**Wilderness Inquiry**

*Non-Profit and Social Services*

OVERVIEW: Outdoor Leaders are the backbone of our adventures at WI. Outdoor Leaders staff all WI events, from single day...

(612) 676-9400 | Website | Directions

**Sea Kayak Guides & Reservations**

**Trek & Trail**

*Sports and Recreation*

Trek & Trail is seeking to fill our staff for the 2018 season. Positions are available throughout the company. Paid...

(715) 779-3595 | Website | Directions

**Journeyman Level Painter**

**Distinctive Painting, LLC**

*Construction, Installation and Mechanical*

Distinctive Painting LLC is seeking an individual to fill a skilled position. We are a high end professional contracting Co...,

(715) 209-0770 | Website | Directions

https://www.bayfield.org/job-opportunities/
Reservations Assistant
Lost Creek Adventures & Outfitter
Administrative, Support & Clerical
Seasonal - Full & Part time. These are our front line professionals! Responsible for all day to day tasks in...

(715) 953-2223 | Website | Directions

Food Manager, Maintenance, and Repair Staff

Lost Creek Adventures & Outfitter
Sports and Recreation
The following positions are not full time, so we are either hiring staff part-time or will combine each with one...

(715) 953-2223 | Website | Directions

Sea Kayaking Guides Needed

Lost Creek Adventures & Outfitter
Sports and Recreation
Seasonal Full & Part-Time, Internships Available. We hire our guides based on who they are just as much as on what...

(715) 953-2223 | Website | Directions
JOB ANNOUNCEMENT

POSITION: Monitoring Team - Spring Spearing 2018

WAGES: (Wisconsin and Michigan)
- $10.10 per hour - 1 - 4 years
- $11.10 per hour - 5 - 10 years
- $12.10 per hour - 10+ years
Crew leaders and other persons w/additional responsibilities: +$1.00/hr.

CLOSING DATE: March 10, 2018

CONDITIONS OF EMPLOYMENT: This is a temporary, part-time position. Dates of employment are not fixed but generally will be for around 15-20 days during April-May 2018.

SUPERVISION: Reports to GLIFWC Supervisory Warden or designee.

DUTIES AND RESPONSIBILITIES: Monitor fish catches of Ojibwe tribal members at boat landings on ceded territory lakes and perhaps rivers. Count and measure fish and record time spent spearing. Check walleye for fin clips or other marks (i.e., lanyard tag) on some lakes. All work will be at night but an evening meeting may be held daily to assign persons to lakes. In general, hours will be from 6:00 p.m. until spearing ends on the assigned lake. Working conditions have been stressful in some areas in the past. Teams are expected to maintain a professional, cooperative, and non-confrontational demeanor.

QUALIFICATIONS: Ability to identify gamefish and panfish. Persons will be expected to collect information in an efficient manner and to record data neatly accurately, and completely. Applicants must be able to follow directions both verbal and written, and be able to work nightly for around 3 weeks as required. Persons who drive must hold a driver's license and will be reimbursed at the approved federal mileage rate. Indian preference will be applied consistent with GLIFWC policies and the federal Indian Self Determination and Education Assistance Act (PL 93-638).

TO APPLY: Please contact your area GLIFWC Warden for further information when creel meetings will occur in your area.

Please note there will not be a creel team meeting in Odanah this year, all meetings will be held locally.
2018 Summer Internship Openings

The Great Lakes Indian Fish and Wildlife Commission (GLIFWC) is pleased to announce available internships for its 2018 GLIFWC Summer Internship Program. Through this internship program, college students will work one-on-one with their GLIFWC mentors in various divisions and learn about necessary coursework, college degrees, and trainings which result in gainful employment in a multitude of careers, including natural resource and stewardship careers with tribes. Also, interns will participate in a multitude of traditional Anishinaabe cultural events and learn about the importance of treaty reserved rights to the Anishinaabe people and their history in preserving these rights.

Internship Information:
GLIFWC internships will consist of 40 hours per week for 10 weeks (total of 400 hours), scheduled for June 4th - August 10th, 2018. All internships will be hosted at the GLIFWC Main Office, located on the Bad River Reservation, WI. Some internships will require travel within the Minnesota, Wisconsin, and Michigan areas, as well as some overnight travel. As GLIFWC has many diverse divisions, applicants should note interest areas in their submitted cover letter, which will be taken into consideration if selected. See the available internship position descriptions at http://www.glifwc.org in the “GLIFWC News & Upcoming Events” box under “Employment”.

Selected interns will be paid $10.10 per hour during their GLIFWC internship. If needed, a housing allowance may be available.

Eligible applicants must meet the following:

- Be an incoming or continuing student that is accepted and/or enrolled full time at a college/university for Fall 2018 semester;
- Possess proficient verbal and written communication skills;
- Have a strong interest in working with Native American tribes;
- Be willing to travel as part of internship, if required.

To apply, applicants must:

- Submit a cover letter that includes email address, telephone number, and area of interest for internship (Note: interest area/division will be taken into consideration during the selection process);
- Submit a resume outlining education, work experience, certifications, community involvement, and other pertinent information;
- Submit the following, dependent on classification:
- 2018 High School Graduate: provide verification of acceptance at a college/university for Fall 2018 (examples: enrollment verification or Fall 2018 class schedule);
- **Continuing** College/University Students: provide unofficial transcript(s) verifying Spring 2018 and Fall 2018 enrollment;
- **Graduating** College/University Students: provide unofficial transcript(s) verifying Spring 2018 enrollment.

**American Indian preference will be applied consistent with GLIFWC policies and Federal Indian Self Determination and Education Assistance Act (PL 93-638)**

Applicants that submit all required above documentation will receive a confirmation email including a link to an online survey with requested additional information, to be completed within 3 days of the confirmation email. A complete application will include: cover letter, resume, transcripts, and completed online survey. **Applications without the completed online survey will not be considered for an internship position.**

Send resume with cover letter to:

LaTisha Coffin, Grant Writer/Project Coordinator  
Great Lakes Indian Fish and Wildlife Commission  
P.O. Box 9  
Odanah, WI 54861

OR email to: lcoffin@glifwc.org  
Subject: Intern Position

**Closing date for receipt of application:**  
March 8th, 2018 by 4:30 PM CST
March 2018 Elder Month of Events

*Tuesday March 6th - Census Bingo starting at 12:30 pm. Legendary Waters Events Center

*Tuesday March 14th - Library Trip 9:30-11:30am

*Thursday March 15th - Corny Day Trip leave at 9:30am

*Monday - March 19th Falls Prevention with Orthopedics & Spine Therapy 11:30am Legendary Waters Events Center

*Tuesday March 20th - Judicare Lawyer 11:30am-1pm. Legendary Waters Events Center

*Wednesday March 21st Nursing Home Visit leave at 1pm

*Thursday March 22-23 Senior Companion/Foster Grandparent Orientation

*Friday March 23rd - Ashland Shopping leave at 9:30am

*If interested in attending any of these events, please feel free to call Elderly Program to sign up. 715-779-3781 ~Miigwech~
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<thead>
<tr>
<th>Mon</th>
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<tbody>
<tr>
<td>5 Chili (hamb, peppers, beans, tomato) Cornbread Cookie</td>
<td>6 Philly Cheese Sandwich French Fries Broccoli Apple Sauce</td>
<td>7 Hamburger Wild Rice Tater Tot Hot dish Green Beans Caesar Salad Mandarin Orange</td>
<td>1 Chicken Vegetable Soup Turkey Sandwich Apricots</td>
<td>2 Fish Rice Pilaf Peas Fruit Cocktail</td>
<td>3 Sack Lunch Peanut Butter &amp; Jelly Cheese Stick Orange</td>
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<td>12 Cold Chicken Mac Salad (Peas, Celery, Cheese) Pears</td>
<td>13 Liver &amp; Onions Mashed Potato Calif. Veg Blend Pudding</td>
<td>14 Chef Salad (Lettuce, Tomato, Cuke, Eggs, Turkey, Ham ) Bread Stick/ Cake</td>
<td>8 Bratwurst/bun Potato Salad Baked Beans Fruit Cocktail</td>
<td>9 Cold Tuna Macaroni Vegetable Salad Bun Pineapple</td>
<td>10 Sack Lunch Turkey/Provolone Broccoli/Cauliflower Apple</td>
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<td>19 Kielbasa/Kraut Baby Red Smashed Potato Gr. Beans/ Apricot</td>
<td>20 Chicken &amp; Dumpling Soup Carrots, Broccoli, Cauliflower Egg Salad Sammie Cake</td>
<td>21 Taco Salad w/Meat Sauce (Lettuce, Tomato, Cheese, Chips) Strawberries</td>
<td>15 Reuben Sandwich Sweet Potato Fries Cole Slaw Pineapple</td>
<td>16 Breakfast Egg Bake/onions/ peppers Hash browns Grapes</td>
<td>17 Sack Lunch Tuna Sandwich Clementine's Carrot Sticks</td>
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<tr>
<td>26 Spanish Rice w/gr hamb, green peppers California Blend Veg Pears</td>
<td>27 Chicken Fajitas/Peppers Taco Rice Black Beans</td>
<td>28 Spaghetti with Meatballs/Sauce Garlic Bread Green Beans Peaches</td>
<td>22 Ham Vegetable Boiled Dinner Bun Cottage Cheese/Peaches</td>
<td>23 Fish Baked Potato Peas Apple Sauce</td>
<td>24 Sack Lunch Bologna/Cheese Sandwich Fruit cup</td>
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<tr>
<td>30 Baked Fish Macaroni &amp; Cheese Brussels Sprouts Mandarin Orange</td>
<td>31 Sack Lunch Ham &amp; Cheese Hoagie Chips/ Carrot Sticks Fruit Salad</td>
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# March 2018
## Onaabani-Giizis

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<tbody>
<tr>
<td>5B Malto Meal, Wg</td>
<td>6B Kix, Oranges, Bb</td>
<td>7B Eggs, Wgtoast, Trk</td>
<td>1B Hboats, Berries, Ygt</td>
<td>2B Pancakes, Apples, Cc</td>
</tr>
<tr>
<td>Toast, Pb, Fr Cocktl</td>
<td>Brd Wgr, S Pb / Cracker</td>
<td>Sausage, Pears</td>
<td>S Cheese/Crackers, L Pork Chop, Peas, Wg Bun, Tr Fruit, Pb</td>
<td>S Mini Rice Ck/Milk</td>
</tr>
<tr>
<td>S Cinn Rnd/Milk</td>
<td>L Ham Gravy, Mpot, Carrots, Tr Frt, Cc</td>
<td>S salsa/Tortilla Chip</td>
<td>L Tuna HD Wg, Apples, Ygt, Peas</td>
<td>S Potato Sp, Carrots, Cantaloupe/Wg Bdst</td>
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<tr>
<td>L Chix, Chix, Rice, Stir Fry, HdeW</td>
<td>S Broccoli/Hummus</td>
<td>S Ant On A Log</td>
<td>S Honeydew/Ygt Dip</td>
<td>S Carrots/Cc Dip</td>
</tr>
<tr>
<td>S Applesauce/Prtz</td>
<td>12B Egg Bk, Oranges, Wgtoast, Pb</td>
<td>13B Rice Crispies, Berries, Cc</td>
<td>8B Cheerios, Banana, Ygt</td>
<td>9B Quiche', Trk Bacon, Berries</td>
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<tr>
<td>S Wg Goldfish/Juice</td>
<td>S Wg, Bb, Wg Bun, Fries, Veg/Dip, Honeydew</td>
<td>S Pears/Cheese</td>
<td>S Pudding/Nilla Waff</td>
<td>S Nutra Gr / Milk</td>
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<tr>
<td>L Pork Chop, Kraut, Peas, B Reds, Tr Frt</td>
<td>S Trail Mix/Milk</td>
<td>14B Fr Toast, Ygt, Banana</td>
<td>S Ham Pot Sp, Peas, Wgpbj, Tr Fruitt</td>
<td>L Beef Stir Fry, St Fry, Rice, Mango, Cc</td>
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<tr>
<td>S Teddly Gr/Milk</td>
<td>19B Pancake, Blueberries,Cc</td>
<td>15B Oatmeal Squares, Bagel, Crch, Oranges</td>
<td>S Chix Wrsp, Gr Bean, Pineapple, Cheez Sand</td>
<td>S Cracker/Juice</td>
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<td></td>
<td>S Nutra Bar/Milk</td>
<td>16B Boiled Egg, Toast, Banana</td>
<td>S Gr Cracker/Milk</td>
<td>16B Boiled Egg, Toast, Banana</td>
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<td></td>
<td>L Cornbeef Sp, Peas, Mango, Wg Br Stick</td>
<td>S Life, Applesauce, Bagel, Pb</td>
<td>S Gr Stroganoff, Wg Pasta, Carrots, HdeW</td>
<td>S Nutra Gr / Milk</td>
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<tr>
<td></td>
<td>S Cucumber/Hummus</td>
<td>S Carrots/Milk</td>
<td>S Berry Pizza/Milk</td>
<td>S Carrots/Cc Dip</td>
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<tr>
<td></td>
<td>20B Life, Applesauce, Bagel, Pb</td>
<td>S Chix Nugget, Rice, Peas, Cc, Gr Bean</td>
<td>S Berry Pizza/Milk</td>
<td>Skim Milk Served With All Meals</td>
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<tr>
<td></td>
<td></td>
<td>S Apple/St Cheese</td>
<td>S Sleepy Bear</td>
<td>1- Yrs Whole</td>
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<tr>
<td></td>
<td></td>
<td>21B Egg Combo, Oranges, Ygt</td>
<td>22B Corn Chex, Cc, Tr Fruit, Wgr Bb</td>
<td>Menu Subject To Change</td>
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<tr>
<td></td>
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<td>S Ygt/Nilla Wafer</td>
<td>S Muffin/Milk</td>
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<tr>
<td></td>
<td></td>
<td>L BEEF STEW, Cc, Mangoo, Peas</td>
<td>L Ham, Potato, Carrots, Wg Bun</td>
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<tr>
<td></td>
<td></td>
<td>S SLEEPY BEAR</td>
<td>S CHEESE ITS/JUICE</td>
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## CEC
- **Closed Spring Break**
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### Notes

- **Skim Milk Served With All Meals**
- **1- Yrs Whole**