



Community Action Partnership
Head Start/Early Head Start Policy Council



Minutes

Early Head Start Multipurpose Room
338 1st St SE, Dickinson, ND 58601

Date: October 20, 2015

Time: 4:00 p.m.

Members Present: Marreysa Netzer, Allie Dewitt, Dana Whippo

Absent: Heidi Trauger, Bethanie Krieg, Jessica King, Ashlei Pollock, Mandy Faulhaber

Via Telephone: Kristy Seidel (alt.), Robin Rivinius, Claire Schlabsz

Staff Present: Jennifer Braun (Head Start/Early Head Start Director), Karen Heidt (Administrative Assistant)

Nonvoting Present: None

Guest Present: None

Quorum Met: Yes

Call to Order: The meeting was called to order by Marreysa Netzer, Policy Council Vice Chair, at 4 p.m.

Minutes: The minutes of the September 29, 2015, meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Jennifer reviewed the Financial Reports.

The August 2015 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$514,439.20 with expenditures of \$593,295.80. The August 2015 Community Action Head Start finance report was filed.

The August 2015 Community Action Early Head Start financial report was reviewed. The total remaining in the Early Head Start grant is \$465,664.06 with expenditures of \$507,817.94. The August 2015 Early Head Start finance report was filed.

USDA Reimbursement: Jennifer shared the September 2015 USDA report. The USDA report was filed.

The Financial Reports were filed.

CAP Governing Board: The CAP Governing Board met on September 22, 2015. Robin reported on the highlights at the September Policy Council meeting. She had nothing new to report.

Unfinished Business

Second Reading of Policies:

Work Plans

Management: Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes in the 2015-2016 Management Work Plan. Changes include: title changes, adding the EHS website, deleting “a curriculum website that provides parents with an opportunity to communicate with teaching staff,” and changes required for a birth to age 5 program.

Allie moved to approve the 2015-2016 Management Work Plan for second reading, as presented. Dana seconded the motion. The motion carried.

Program Governance: Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes in the 2015-2016 Program Governance Work Plan. Changes include: parents vote for Policy Council members in October, title changes, self assessments are held from March – May and changes required for a birth to age 5 program.

Dana moved to approve the 2015-2016 Program Governance Work Plan for second reading, as presented. Allie seconded the motion. The motion carried.

Human Resources: Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes in the 2015-2016 Human Resources Work Plan. Changes include: title changes, moving the disabilities section to the education coordinator, adding a dietician, and deleting “guidance and discipline” policy.

Dana moved to approve the 2015-2016 Human Resources Work Plan for second reading, as presented. Allie seconded the motion. The motion carried.

New Business

Approval of Head Start Enrollment Reduction Request: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Head Start reduction request that was discussed at the September meeting. The request was to reduce the Head Start enrollment by 10% (142 to 128).

Allie moved to approve the Head Start Enrollment Reduction Request of 10% of the enrollment. Dana seconded the motion. The motion carried.

Approval of Head Start/Early Head Start Continuation Grant Year 2: Jennifer Braun, Head Start/Early Head Start Director, reviewed the 2016-2017 Continuation Grant budget for Head Start and Early Head Start. Discussion was held regarding the high cost of diapers and food and possible options.

Allie moved to approve the 2016-2017 Continuation Grant Year 2, as presented. Dana seconded the motion. The motion carried.

Approval of Updated Program Goals and Action Plan: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Updated Program Goals and Action Plan for Head Start and Early Head Start. She reported that she made our Program Goals broader. Our previous goals remained as objectives.

Allie moved to approve the 2015-2020 Head Start/Early Head Start Program Goals, as presented. Dana seconded the motion. The motion carried.

Allie moved to approve the Head Start/Early Head Start Program Goals Action Plan, as presented. Dana seconded the motion. The motion carried.

Approval of Head Start/Early Head Start Teaching Assistant Substitute/Assistant Cook

Substitute: Jennifer Braun, Head Start/Early Head Start Director, reported that the recommendation is to hire Evelyn Bramer as a Head Start/Early Head Start Teaching Assistant Substitute and Assistant Cook Substitute.

Dana moved to approve the hire of Evelyn Bramer as a Head Start/Early Head Start teaching assistant substitute and assistant cook substitute. Allie seconded the motion. The motion carried.

Approval of Early Head Start Teaching Assistant: Jennifer Braun, Head Start/Early Head Start Director, reported that the recommendation is to hire Kathleen Zander as an Early Head Start teaching assistant for the infant room.

Allie moved to approve the hire of Kathleen Zander as an Early Head Start teaching assistant. Dana seconded the motion. The motion carried.

Approval of Head Start/Early Head Start Assistant Cook: Jennifer Braun, Head Start/Early Head Start Director, reported that the recommendation is to hire Colleen Holm as a Head Start/Early Head Start assistant cook.

Allie moved to approve the hire of Colleen Holm as a Head Start/Early Head Start assistant cook. Robin seconded the motion. The motion carried.

Approval of Head Start/Early Head Start Teaching Assistant Substitute: Jennifer Braun, Head Start/Early Head Start Director, reported that the recommendation is to hire Brenda Gant as a Head Start/Early Head Start teaching assistant substitute.

Allie moved to approve Brenda Gant as a Head Start/Early Head Start teaching assistant substitute. Dana seconded the motion. The motion carried.

First Reading of Policies:

There were no policies for first reading.

Director's Report: Jennifer Braun, Head Start and Early Head Start Director, presented the Director's Report. Items included in the Director's Report were: Head Start and Early Head Start Program Information Reports (PIR), Key Indicators, Program Summaries, Attendance Analysis, Resignations, and Staff Changes.

Highlights included: the Program Information Report shows the in and out migration, diverse population (ethnicity and languages) and health services information (health insurance, medical home, immunizations, dental home, etc). Head Start currently has 121 children enrolled; we need 21 more children to be fully enrolled. Dickinson Public Schools may be adding an afternoon class at Early Head Start in Nicky's room to serve non Head Start children. Staff changes include: Taylor Krieg is staying as an In Home Family Specialist, Kinsey Benz is staying in the waddler room as an infant/toddler teacher and Kelsey Dukart, an Early Head Start teaching assistant, has moved to an infant/toddler teacher in the waddle room. There were no new resignations.

The Director's Report was filed.

Committee Reports

Parent Committee Minutes: The Head Start parent committee minutes were reviewed.

Reports from Community Members

Dana reported that the DSU childcare committee submitted their final report and recommendations to the Faculty Senate. They will vote next month on a Letter of Support from the Faculty Senate.

Robin reported that the KIDS Program is still looking for a speech pathologist and referrals to the KIDS Program continue to come in.

Announcements:

- Policy Council members were reminded to complete their Inkind, travel and child care reimbursement forms.
- Next meeting date: The next Policy Council meeting will be held on **Tuesday, November 24, 2015, at 4 pm**. The meeting will be held in the Early Head Start multipurpose room, 338 1st St SE, Dickinson, North Dakota.

Adjournment: The meeting was adjourned at 5:30 pm.

Submitted by:

Dana Whippo, Secretary

Date