



Community Action Partnership  
Head Start/Early Head Start Policy Council  
**Minutes**

Early Head Start Multipurpose Room  
338 1<sup>st</sup> St SE, Dickinson, ND 58601

Date: February 20, 2018

Time: 4:00 p.m.

**Members Present:** Nikki Baer, Deborah Fortner, Renae Ekstrand

**Members via Telephone:** Paige Worley, Dana Nagle, Samantha Jo Davis, Shanon Hayden

**Absent:** Nadirah Agyepong, Allie Dewitt (alt.), Alexis Foster, Bridget Miller

**Nonvoting Present:**

**Staff Present:** Jennifer Braun (Head Start/Early Head Start Director), Erv Bren (CAP Executive Director), Taylor Krieg (EHS Education Coordinator)

**Guest Present:** None

**Quorum Met:** Yes

**Call to Order:** The meeting was called to order by Jennifer Braun, HS/EHS Director, Policy Council Chair, at 4 p.m. as Dana Nagle, chairperson was on the telephone.

**Introductions were made.**

**Minutes:** The minutes of the January 16, 2018, meeting were reviewed. There were no corrections. The minutes were approved and filed.

**Committee Reports:**

**Finance Report:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the Financial Reports. The Head Start and Early Head Start fiscal year runs from February 1, 2017, through January 31, 2018.

The December 2017 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$31,281.90 with total expenditures of \$1,096,068.10. The December 2017 Community Action Head Start Finance Report was filed.

The December 2017 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant was \$143,496.09 with total expenditures of \$847,086.91. The December 2017 Community Action Early Head Start Finance Report was filed.

**USDA Reimbursement:** Jennifer shared the January 2018 USDA report. The USDA report was filed.

**CAP Credit Card Statement:** Jennifer shared the CAP Credit Card Statement.

The Financial Reports were filed.

**CAP Governing Board:** Erv Bren reported on the CAP Governing Board meeting which was held January 23, 2018. Highlights included: Paige Worley, Doug Wegh and Dawn Pruitt were approved as new Board members. Paige will represent the Low-Income Sector on the Board and shared member with Head Start/Early Head Start. The Agency 2014 Strategic Plan was approved. The Executive Director's Job Description was approved. The CAP Annual report was reviewed. The next meeting is scheduled March 27 at 10 am in Dickinson.

### **Unfinished Business:**

#### **Second Reading of Policies:**

**Field Trip Policy:** Jennifer reported that there were no suggested changes in the Field Trip Policy. Debrah moved to approve the Field Trip Policy for second reading approval. Renae seconded the motion. The motion carried.

**Holiday Policy:** Jennifer reported that there were no suggested changes in the Holiday Policy. Nikki moved to approve the Holiday Policy for second reading approval. Shannon seconded the motion. The motion carried.

**Pet Policy:** Jennifer reported that there were no suggested changes in the Pet Policy. Debrah moved to approve the Pet Policy for second reading approval. Nikki seconded the motion. The motion carried.

**Philosophy Policy:** Jennifer reported that there were no suggested changes in the Philosophy Policy. Sam moved to approve the Philosophy Policy for second reading approval. Debrah seconded the motion. The motion carried.

**Photography Policy:** Jennifer reported that there were no suggested changes in the Photography Policy. Nikki moved to approve the Photography Policy for second reading approval. Renae seconded the motion. The motion carried.

**Toy Policy:** Jennifer reported that there were no suggested changes in the Toy Policy. Paige moved to approve the Toy Policy for second reading approval. Debrah seconded the motion. The motion carried.

### **New Business**

**Approval of Head Start Teaching Assistant (DPS):** Jennifer reported that the recommendation is to hire Dessa Russell as a Head Start Teaching Assistant (DPS). She gave a brief bio on Dessa. Dana moved to approve the hire of Dessa Russell as a Head Start Teaching Assistant (DPS). Nikki seconded the motion. The motion carried.

**Approval of Head Start/Early Head Start Teaching Assistant Substitute:** Jennifer reported that the recommendation is to hire Morgan Binek as a Head Start/Early Head Start Teaching Assistant Substitute. She gave a brief bio on Morgan. Dana moved to approve the hire of Morgan Binek as a Head Start/Early Head Start Teaching Assistant Substitute. Shannon seconded the motion. The motion carried.

## First Reading of Policies

**Communication Policy** - Jennifer reported that there were no suggested changes.

Paige moved to approve the Communication Policy for first reading approval. Sam seconded the motion. The motion carried.

**Enrollment/Recruitment Policy** - Jennifer reported on the suggested changes. Suggested changes include: removing “categorically” wording, as new standards do not use the term anymore; additional paragraph on approving non-Head Start children; changing children on an IEP or IFSP to 35 points; HS age 4 to 30 points; removing extra points if income is below a certain percentage; changing no insurance to 10 points; HS previous enrollment in Part C to 5 points; and EHS children 31-36 months to 5 points. Debrah moved to approve the Enrollment/Recruitment Policy for first reading approval. Renae seconded the motion. The motion carried.

**EHS Center Based Points** - Jennifer reported that there were no suggested changes.

Renae moved to approve the EHS Center Based Points for first reading approval. Sam seconded the motion. The motion carried.

**Self Assessment Policy** - Jennifer reported on the suggested changes. Suggested changes include: removing March as a month to hold the self assessment meetings.

Shannon moved to approve the Self Assessment Policy for first reading approval. Nikki seconded the motion. The motion carried.

**Director’s Report:** Jennifer Braun, Head Start/Early Head Start Director, presented the Director’s Report. Items included in the Director’s Report were: Key Indicators, Program Summaries, Attendance Analysis, Staff Changes/Resignations, Continuation Grant 2018-2019 NOA, Monitoring Review Date, Self Assessment information, Program Instruction 18-01, CAP Strategic Plan Final Draft 2014, CAP Annual Report, Policy Council Parent Representative Resignation, and Policy Council Meetings July-September.

Highlights included: Key Indicators for HS, shows January data, cumulative enrollment 134 for HS, funded at 128, turnover of 6 children. Still seeing the trend of children staying instead of leaving. Health insurance at 92%. 83% of children have a medical home, but 50% are up to date on well child checks, still working with Sanford and our releases. 13% of children have vision problems. Preschool disability is at 36%, not counting non Head Start children. Number continuously goes up. Head Start program wide monthly attendance for January at 83%.

Early Head Start Key Indicators for January – 90 cumulative enrollment, 30% turnover. Health insurance, medical and dental home remain the same from previous month. Children on an IFSP – 56% on an IFSP. Early Head Start program wide monthly attendance for January at 85%.

Program Summary – snapshot of each area in January: Head Start and Early Head Start were fully enrolled in January; Julie Jahner, HS Education Coordinator, completed the second round of CLASS observations and the current scores are above the national average. Dickinson Rotary Club purchased a book for every Head Start enrolled child. The book this year is Snowmen All Year.

Attendance analysis – Five Head Start classrooms and one Early Head Start classroom was below 85% attendance in January. A majority of the reasons why children were gone were illness.

Staff Changes/Resignations – received a resignation from Mariah Shulz, HS TA (DPS) in Leighton’s room.

Continuation Grant 2018-2019 NOA – received Notice of Award for continuation grant. So far, program has received half of the funding. The other half will be released in the coming months, pending the federal budget FY19.

**Monitoring Review Date** – the federal monitoring review team will be on site the week of April 16, 2018 to complete a review of the Head Start/Early Head Start program. The review will be in the areas of Focus Area 2 and CLASS. The review team does want to meet with Policy Council members, although the date for the interviews are not set.

**Self Assessment Information** – Self assessment will look a little different than previous years due to the review occurring in April. Program Governance self assessment will occur in conjunction with the Policy Council meeting on March 27<sup>th</sup>. Management staff will attend.

**Program Instruction 18-01** – states that the Secretary has changed the mandate of Head Start classrooms at full day from 50% to 0%.

**Policy Council Parent Representative Resignation** – received resignation from Elizabeth Hayward (alternate), Nathasha's HS room.

**Policy Council Meetings July-September** – Taylor Krieg, EHS Education Coordinator, will run the Policy Council meetings in July, August, and September, as Jennifer Braun will be on maternity leave. The Director's report was filed.

**Parent Committee:** Minutes from the parent committee meetings were included in the meeting packet.

**Reports from Community Members:**

Paige reported they are super busy.

Renae report she is waiting from the AG department for Kids Day on the Farm.

Dana recommended the program get something from Sanford in writing that states the confusion with the ROI's and how it violates HIPPA if signatures don't match up. Put in the child's file so it doesn't knock our percentage numbers.

**Announcements:** Policy Council members were reminded to fill out their inkind forms, travel and childcare reimbursement forms.

**Next meeting:** The next Policy Council meeting is scheduled on Tuesday, March 27 at 4 pm.

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

**Submitted by:**

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Paige Worley, Secretary

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Date