



Community Action Partnership
Head Start/Early Head Start Policy Council



Minutes

Early Head Start Multipurpose Room
338 1st St SE, Dickinson, ND 58601
Date: March 29, 2016
Time: 4:00 p.m.

- Members Present:** Allie Dewitt, Dana Nagle, Stacey Kuntz, Marreysa Netzer (alt.)
- Absent:** Andrea Hathoot (alt.), Claire Schlabsz (alt), Dana Whippo (alt.)
- Via Telephone:** Kristy Seidel, Robin Rivinius
- 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 Allie Dewitt, Policy Council Chair, at 4 p.m.

Policy Council Meeting Standards: Jennifer reviewed meeting protocol and asked Policy Council members to limit conversation during the meeting and to limit conversation to the agenda topic. Also, to turn off cell phones during the meeting.

Minutes: The minutes of the February 23, 2016, meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Marreysa Netzer, Treasurer, reviewed the Financial Reports.

The January 2016 Community Action Head Start financial report was reviewed. The total remaining in the grant is (\$18,458.76) with expenditures of \$1,126,193.76. Jennifer Braun, Head Start/Early Head Start Director, noted that this report does not include the payments from the Dickinson Public Schools and Mott Public Schools. The January 2016 Community Action Head Start finance report was filed.

The January 2016 Community Action Early Head Start financial report was reviewed. The total remaining in the Early Head Start grant is \$56,083.65 with expenditures of \$917,398.35. The January 2016 Early Head Start finance report was filed.

USDA Reimbursement: Marreysa shared the February 2016 USDA report. The USDA report was filed.

The Financial Reports were filed.

CAP Governing Board: Robin reported on highlights from the CAP Governing Board meeting. Highlights included: they approved several grants; they only received half of their CSBG grant request so they are thankful for community donations. They are helping people file their income taxes, continue to provide services to veterans, and hold a victim impact panel every few months. They are working with Southwest Multicounty Correction Center on a program to help inmates when they are released. Also, they are working on making the CAP website easier to navigate and more user friendly. The CAP Governing Board report was filed.

Unfinished Business:

Second Reading of Policies

Shared Governance Policy: Jennifer, Head Start/Early Head Start Director, reported that there were no suggested changes.

Dana N. moved to approve the Shared Governance policy for second reading approval. Stacey seconded the motion. The motion carried.

Self Assessment Policy: Jennifer, Head Start/Early Head Start Director, reported on the suggested changes. Suggested changes include: date changes and posting the Self Assessment findings on the Early Head Start website.

Stacey moved to approve the Self Assessment policy for second reading approval. Dana N. seconded the motion. The motion carried.

Enrollment/Recruitment Policy: Jennifer, Head Start/Early Head Start Director, reviewed the suggested changes. Suggested changes include: adding Badlands Choice Clinic to pregnant women recruitment, deleting ~~not be of legal age; or under #12,~~ changing Head Start points from 20 to 25 points for age 4 and changing age 3 points from 25 points to 20 points, changing income eligible and has no medical insurance (including Medicaid, Health Steps or Indian Health Services) from 3 points to 5 points, and changing Early Head Start income eligible and has no medical insurance (including Medicaid, Healthy Steps or Indian Health Services) from 3 to 5 points.

Marreysa moved to approve the Enrollment/Recruitment policy for second reading approval. Stacey seconded the motion. The motion carried.

Communication Policy: Jennifer, Head Start/Early Head Start Director, reported that there were no suggested changes.

Stacey moved to approve the Communication policy for second reading approval. Dana N. seconded the motion. The motion carried.

Head Start/Early Head Start Philosophy Policy: Jennifer, Head Start/Early Head Start Director, reported that there were no suggested changes.

Marreysa moved to approve the Head Start/Early Head Start Philosophy policy for second reading approval. Stacey seconded the motion. The motion carried.

Photography Policy: Jennifer, Head Start/Early Head Start Director, reviewed the suggested changes. Suggested changes include: adding guardians and “and” to the second sentence in paragraph 2.

Dana N. moved to approve the Photography policy for second reading approval. Marreysa seconded the motion. The motion carried.

Holiday Policy: Jennifer, Head Start/Early Head Start Director, reported that there were no suggested changes.

Marreysa moved to approve the Holiday policy for second reading approval. Stacey seconded the motion. The motion carried.

Field Trip Policy: Jennifer, Head Start/Early Head Start Director, reported that there were no suggested changes.

Stacey moved to approve the Field Trip policy for second reading approval. Marreysa seconded the motion. The motion carried.

Toy Policy: Jennifer, Head Start/Early Head Start Director, reported that there were no suggested changes.

Marreysa moved to approve the Toy Policy for second reading approval. Dana N. seconded the motion. The motion carried.

Pet Policy: Jennifer, Head Start/Early Head Start Director, reported that there were no suggested changes.

Stacey moved to approve the Pet Policy for second reading approval. Marreysa seconded the motion. The motion carried.

New Business:

Approval of the Head Start/Early Head Start Health Office Assistant: Jennifer Braun, Head Start/Early Head Start Director, reported that the recommendation is to hire Amanda Adamson. She gave a brief bio. This position is a 9 month position and follows the Head Start calendar.

Dana N. moved to approve the hire of Amanda Adamson as an Head Start/Early Head Start Health Office Assistant. Stacey seconded the motion. The motion carried.

First Reading of Policies

Intake Procedure: Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes. Suggested changes include: adding “interview in-person,” and “or guardian” under #2. Marreysa moved to approve the Intake Procedure for first reading approval. Stacey seconded the motion. The motion carried.

Staff Income Determination and Verification Procedure Acknowledgement Form: Jennifer Braun, Head Start/Early Head Start Director, reported that there were no suggested changes.

Marreysa moved to approve the Staff Income Determination and Verification Procedure Acknowledgement Form for first reading approval. Dana N. seconded the motion. The motion carried.

Self Report Policy: Jennifer Braun, Head Start/Early Head Start Director, reported that this is a new policy. She reviewed the policy with Policy Council members. They will review it with staff after the policy is approved.

Marreysa moved to approve the Self Report Policy for first reading approval. Stacey seconded the motion. The motion carried.

Program Planning Procedure and Timeline: Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes. Suggested changes include: which policies to bring to policy council each month, etc.

Stacey moved to approve the Program Planning Procedure and Timeline for first reading approval. Dana N. seconded the motion. The motion carried.

Staff Background Check Policy: Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes. Suggested changes include: removing the visitor and volunteer information from the policy, and the CAP Executive Assistant does the fingerprinting.

Stacey moved to approve the Staff Background Check policy for first reading approval. Dana N. seconded the motion. The motion carried.

Early Head Start Center Based Points: Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes. Suggested changes include: changing the work/educational status points and adding 10 points if the mother was enrolled in the expectant mother program.

Stacey moved to approve the Early Head Start Center Based Points for first reading approval. Dana N. seconded the motion. The motion carried.

Work Plans

Health and Safety Work Plan: Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes. Suggested changes include: adding an acronym list on the front page, changes in the child abuse and neglect area and adding information on bike helmets.

Stacey moved to approve the Health and Safety Work Plan for first reading approval. Dana N. seconded the motion. The motion carried.

Education and Disabilities Work Plan: Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes. Suggested changes include: adding the acronym list, adding information on Planned Language Approach, adding that we will partner with parents when potty training their child, adding parents are always welcome in the classroom, taking out occupational therapy and physical therapy pullout, adding information on collecting anecdotes for COR, adding Head Start and Early Head Start School Readiness Reports and who they are given too.

Dana N. moved to approve the Education and Disabilities Work Plan for first reading approval. Marreysa 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, Resignations/Staff changes, Update on Environmental Health and Safety Review, Self Assessment Sign Up, Regional Program Specialist Update, Director's Monthly Information addition to meetings, and NHSA 2015 ND Fact Sheet. Highlights included: Head Start was under enrolled at 127 in February but will be fully enrolled at 128 in March. Early Head Start was fully enrolled in February. Resignations were received from Nicky Talkington, Dickinson Public Schools preschool teacher, Hannah Lindley, Head Start special education paraprofessional, Patrese Schulte, Head Start teaching assistant and Dusty Ivory, Head Start/Early Head Start Head Cook (effective May 5). The Dickinson Rotary Club donated \$150 to buy a book for every Head Start child. Rotary members came to read the book to the children. Our Environmental Health and Safety Review was held last week. We are waiting on a final report. Policy Council members were encouraged to sign up for a Self Assessment meeting. Our new Regional Program Specialist, Peggy Manley, will schedule a site visit on May 10 (tentative). Jennifer will be scheduling monthly trainings in the future in her Director's Report. Discussion followed. Policy Council members

discussed possible options to save costs on food such as SAMS Club, etc. Dana N. suggested that her uncle may be a good resource as a consultant for the kitchen regarding menus and controlling costs. The Director’s report was filed.

Parent Committee: Jennifer Braun, Head Start/Early Head Start Director, reviewed the EHS Parent Committee minutes from March 17, 2016. The Parent Committee reports were filed.

Reports from Community Members:

Marreysa reported that several Easter egg hunts were held in the area. An organization is sponsoring a British soccer camp by Challenger in Dickinson May 23-May 26 for ages 3 and up. The contact person is Barbara Shockey at 360-791-3942 or belle.ame.barbara@gmail.com. She will email a flyer to Karen at the EHS office.

Stacey reported that the KIDS Program is still looking for a Speech/Language pathologist. They received 27 referrals in March. They are currently serving 196 children. They recently hired someone with a background in Early Childhood and communication disorders. Also, you can sign up for swimming lessons through the West River Community Center.

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, April 26 at 4 pm. The May meeting is scheduled on May 24.

Adjournment: The meeting was adjourned at 5:20 pm.

Submitted by:

Kristy Seidel, Secretary

Date