



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 31, 2015

Time: 4:00 p.m.

- Members Present:** Claire Schlabsz, Melinda Coker, Robin Rivinius, Heidi Trauger, Ashlei Pollock, Allie Dewitt
- Absent:** Mandy Faulhaber, Jessica King, Dana Whippo, Bethanie Krieg
- Via Telephone:** Marreysa Netzer, Kristy Seidel (alt.)
- Staff Present:** Jennifer Braun (Head Start/Early Head Start Assistant Director), Karen Heidt (Administrative Assistant)
- Nonvoting Present:** None
- Guest Present:** None
- Quorum Met:** Yes
- Call to Order:** The meeting was called to order by Heidi Trauger, Policy Council Chair, at 4 p.m.

Introductions were made.

Minutes: The minutes of the February 17, 2015, meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Claire Schlabsz, Treasurer, reviewed the Financial Reports.

The January 2015 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$49,432.01 with expenditures of \$1,058,302.99. The January 2015 Community Action Head Start finance report was filed.

The January 2015 Community Action Early Head Start financial report was reviewed. The total remaining in the Early Head Start grant is \$143,264.76 with expenditures of \$830,217.24. The January 2015 Early Head Start finance report was filed.

USDA Reimbursement: Claire Schlabsz, Treasurer, shared the USDA report. The USDA report for February 2015 was reviewed and filed.

The Financial Reports were filed.

CAP Governing Board: The CAP Governing Board met last week. Robin Rivinius reviewed highlights from the meeting: they are partnering on a housing project, received an update on job openings, etc.

Unfinished Business

Second Reading of Policies:

Self Assessment Policy: Jennifer Braun, Head Start/Early Head Start Assistant Director, reviewed the suggested changes in the Self Assessment policy. Melinda moved to approve the Self Assessment policy for second reading approval. Claire seconded the motion. The motion carried.

Enrollment/Recruitment Policy: Jennifer Braun, Head Start/Early Head Start Assistant Director, reviewed the suggested changes in the Enrollment/Recruitment policy. Changes included: moving receiving public assistance benefits (TANF, SSI) from categorically eligible to #6 under Enrollment on the policy and enrollment points. Families receiving public assistance benefits (TANF, SSI only) will receive 45 points on the enrollment point form. Discussion was held regarding the definition of teenager. The consensus was to define teenager as 18 and under in the policy and on the enrollment points.

Ashlei moved to approve the Enrollment/Recruitment policy for second reading approval with the suggested changes. Claire seconded the motion. The motion carried.

Holiday Policy: Jennifer Braun, Head Start/Early Head Start Assistant Director, reviewed the Holiday policy. There were no suggested changes.

Melinda moved to approve the Holiday policy for second reading approval. Ashlei seconded the motion. The motion carried.

Field Trip Policy: Jennifer Braun, Head Start/Early Head Start Assistant Director, reviewed the Field Trip policy. There were no suggested changes.

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

Toy Policy: Jennifer Braun, Head Start/Early Head Start Assistant Director, reviewed the Toy policy. There were no suggested changes.

Allie moved to approve the Toy policy for second reading approval. Ashlei seconded the motion. The motion carried.

Pet Policy: Jennifer Braun, Head Start/Early Head Start Assistant Director, reviewed the Pet policy. There were no suggested changes. Discussion followed. Jennifer explained that we must follow Community Action Partnership's policy regarding service animals.

Melinda moved to approve the Pet policy for second reading approval. Claire seconded the motion. The motion carried.

New Business

Approval of Policy Council Parent Representative – EHS Center: Melinda moved to approve Allie Dewitt for a one year term as the Policy Council parent representative from the EHS Center. Marreysa seconded the motion. The motion carried.

Approval of Head Start/Early Head Start Health Coordinator: Claire moved to approve the hire of Misty Dschaak as the Head Start/Early Head Start Health Coordinator. Robin seconded the motion. The motion carried.

Approval of Early Head Start Teaching Assistant Termination: Ashlei moved to approve the termination of an Early Head Start Teaching Assistant. Robin seconded the motion. The motion carried.

Approval of Early Head Start Teacher: Melinda moved to approve the hire of Christina Holcomb as an Early Head Start teacher. Claire seconded the motion. The motion carried.

Approval of Head Start/Early Head Start In-Home Specialist: Marreysa moved to approve the hire of Presley Hamann as a Head Start/Early Head Start In-Home Specialist. Ashlei seconded the motion. The motion carried.

First Reading of Policies:

Communication Policy: Jennifer Braun, Head Start/Early Head Start Assistant Director, reviewed the suggested changes in the Communication policy.

Claire moved to approve the Communication policy for first reading approval. Ashlei seconded the motion. The motion carried.

Photography Policy: Jennifer Braun, Head Start/Early Head Start Assistant Director, reviewed the Photography policy. There were no suggested changes.

Allie moved to approve the Photography policy for first reading approval. Melinda seconded the motion. The motion carried.

Intake Procedure Policy: Jennifer Braun, Head Start/Early Head Start Assistant Director, reviewed the suggested changes in the Intake Procedure policy. Changes are required in order to comply with new Head Start/Early Head Start regulations related to income determination, verification and staff training.

Robin moved to approve the Intake Procedure policy for first reading approval. Melinda seconded the motion. The motion carried.

Staff Income Determination and Verification Procedure Acknowledgement Form: Jennifer Braun, Head Start/Early Head Start Assistant Director, reviewed the Staff Income Determination and Verification Procedure Acknowledgement form.

Claire moved to approve the Staff Income Determination and Verification Procedure Acknowledgement form for first reading approval. Ashlei seconded the motion. The motion carried.

Work Plans

Education and Disabilities Work Plan: Jennifer Braun, Head Start/Early Head Start Assistant Director, reviewed the Education and Disabilities Work Plan and the suggested changes. Changes included: ASQ-SE and ASQ-3, home visitor/home visit was added to several sections. Home Visitor will need to be changed to In Home Family Specialist in the future.

Marreysa moved to approve the Education and Disabilities Work Plan for first reading approval. Melinda seconded the motion. The motion carried.

Director's Report: Jennifer Braun, Head Start and Early Head Start Assistant Director, presented the Director's Report. Items included in the Director's Report were: February Key Indicators, Program Summaries, Attendance Analysis, Staff Resignations, Governance, Leadership, and Oversight Capacity Screener, and Health and Safety Screeners. Highlights included: Head Start and Early Head Start were fully enrolled in February. Resignations were received from: Michelle Honeyman (EHS Health Coordinator), Paige Worley (In Home Family Specialist), Sarah Becker

(EHS Infant/Toddler Teacher), Kelsey Dukart (HS Teaching Assistant, effective 6/5/15) and Christina Lilly (HS Teaching Assistant). The new Region VIII Program Specialist, Mustafaa El-Scari, will be visiting Dickinson May 6-7. Early Head Start purchased items for the classroom to promote diversity and dramatic play and outdoor items for the EHS playground. Several classrooms had low attendance in February because of illness, etc. They completed the Governance, Leadership, and Oversight Capacity Screener and Health and Safety Screener. They are updating some information in personnel policies and addressing some health and safety concerns such as new coat hooks in the classroom at Head Start, shoe rack in one of the classrooms, adding carbon monoxide detectors in the buildings, adding a flashlight in one classroom, moving wood chips in the soft fall area on the Head Start playground, repairing a broken window, and adding wood chips in the soft fall zone at the Mott/Regent school playground. The Director's Report was filed.

Committee Reports

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

Reports from Community Members: There were no reports from Community members.

Announcements:

- Policy Council members were reminded to complete their Inkind, travel and child care reimbursement forms.
- Next meeting date: The next meeting will be held on Tuesday, April 21, 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 5:20 pm.

Submitted by:

Dana Whippo, Secretary

Date