



Community Action Partnership
Head Start/Early Head Start Policy Council



Minutes

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

Date: April 21, 2015

Time: 4:00 p.m.

- Members Present:** Robin Rivinius, Heidi Trauger, Allie Dewitt, Bethanie Krieg, Dana Whippo, Marreysa Netzer
- Absent:** Mandy Faulhaber, Jessica King, Ashlei Pollock, Claire Schlabsz, Melinda Coker, Kristy Seidel (alt.)
- Via Telephone:** None
- 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 March 31, 2015, meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Jennifer Braun, Head Start/EHS Assistant Director, reviewed the Financial Reports.

The February 2015 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$1,026,762.12 with expenditures of \$80,972.88. The February 2015 Community Action Head Start finance report was filed.

The February 2015 Community Action Early Head Start financial report was reviewed. The total remaining in the Early Head Start grant is \$929,119.51 with expenditures of \$44,362.49. The January 2015 Early Head Start finance report was filed.

USDA Reimbursement: Jennifer Braun, Head Start/EHS Assistant Director, shared the USDA report. The USDA report for March 2015 was reviewed and filed.

The Financial Reports were filed.

CAP Governing Board: The CAP Governing Board met on March 24, 2015. Highlights included: they are working on a Supportive Services for Veterans and their Families (SSFV) grant. They currently have applications for the SSFV case manager.

Unfinished Business

Second Reading of Policies:

Communication Policy: Jennifer Braun, Head Start/Early Head Start Assistant Director, reviewed the suggested changes in the Communication policy. Changes included: Key Indicators and Program Summaries will be posted monthly on the staff bulletin boards, they added Head Start and Early Head Start web sites under communication with parents and Governing Board, and we will post the Policy Council meeting agenda and minutes and newsletters on the Head Start and Early Head Start web sites. Discussion followed.

Marreysa moved to approve the Communication policy for second reading approval. Allie 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. Discussion followed.

Dana moved to approve the Photography policy for second reading approval. Marreysa 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. Discussion followed.

Marreysa moved to approve the Intake Procedure policy for second reading approval. Bethanie 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.

Allie moved to approve the Staff Income Determination and Verification Procedure Acknowledgement form for second reading approval. Dana seconded the motion. The motion carried.

Work Plans

Education and Disabilities: Jennifer Braun, Head Start/Early Head Start Assistant Director, reviewed the Education and Disabilities Work Plan. 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. Discussion followed. It was suggested that we add Disabilities to the title of the Work Plan.

Marreysa moved to approve the Education and Disabilities Work Plan for second reading approval, with the title change. Robin seconded the motion. The motion carried.

New Business

Approval of Head Start/Early Head Start Teaching Assistant Substitute/Interpreter: Allie moved to approve the hire of Judith Cocoran as a Head Start/Early Head Start Teaching Assistant Substitute/Interpreter. Marreysa seconded the motion. The motion carried.

Approval of Head Start Teaching Assistant: Marreysa moved to approve the hire of Karen Reisenauer as a Head Start Teaching Assistant. Bethanie seconded the motion. The motion carried.

Approval of Head Start/Early Head Start Teaching Assistant Substitute: Marreysa moved to approve the hire of Corena Weidmer as a Head Start/Early Head Start Teaching Assistant Substitute. Allie seconded the motion. The motion carried.

Approval of Early Head Start Teaching Assistant: Marreysa moved to approve the hire of Tim Chase as an Early Head Start Teaching Assistant. Bethanie seconded the motion. The motion carried.

First Reading of Policies:

Child Abuse and Neglect Policy: Jennifer Braun, Head Start/Early Head Start Assistant Director, reviewed the suggested changes in the Child Abuse and Neglect policy. Changes included: they changed investigation to assessment, added consult with their supervisor or a coordinator before reporting if Jennifer is not available, changed reporting for sexual or physical abuse from report in 48 hours to report immediately. Discussion followed. It was suggested that we add, if Jennifer, their supervisor or a coordinator is not available, staff may use their best judgment and file a report. Marreysa moved to approve the Child Abuse and Neglect policy for first reading approval, with the suggested revision. Dana seconded the motion. The motion carried.

Confidentiality Policy & Agreement: Jennifer Braun, Head Start/Early Head Start Assistant Director, reviewed the suggested changes in the Confidentiality Policy & Agreement. There was a minor language change. Discussion followed. Bethanie moved to approve the Confidentiality Policy & Agreement for first reading approval. Marreysa seconded the motion. The motion carried.

Step Parent and Nonresidential Parent's Rights Policy: Jennifer Braun, Head Start/Early Head Start Assistant Director, reviewed the Step Parent and Nonresidential Parent's Rights policy. Discussion followed. It was suggested that we change the last sentence in paragraph #2 to: Head Start and Early Head Start should always release "educational, family service, health or other information that pertains to the child" to nonresidential parents (i.e. the parent that is not living with the child) unless the divorce decree specifically stated that no "educational, family service, health or other information that pertains to the child" can be shared with the nonresidential parent. Discussion followed. Marreysa moved to approve the Step Parent and Nonresidential Parent's Rights policy for first reading approval, with the suggested changes. Allie 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: March Key Indicators, Program Summaries, Attendance Analysis, Staff Resignations, and Head Start School Readiness Winter Report. Community Action is in the process of interviewing for the Head Start/Early Head Start Director, Jennifer Braun, the current Assistant Director, has an interview scheduled on Monday. Following the interview the recommendation will be sent to the Head Start Regional Office for final

approval. Highlights included: Head Start enrolled six new children in March, they had a phone conference with the Head Start Regional Office regarding Head Start's under enrollment this fall, Misty Dschaak, the new Health Coordinator, officially starts full-time April 22, staff resignations were received from Sandy Enney, Head Start Program Assistant, Greta Hilstrom, Head Start teaching assistant, and Carla Radtke (head cook). She also reviewed the Head Start winter School Readiness Report which was prepared by Julie Jahner, Head Start Education Coordinator. Head Start children made strong gains in almost every area. They had 29 new children and 15 English language learners which impacts the scores. The Director's Report was filed.

Committee Reports

Parent Committee Minutes: Minutes from the parent committee meetings were included in the meeting packet. Head Start students received a book, "Dinosauers Say I Love You," from Rotary.

Reports from Community Members:

Dana reported that registration for the Park and Recreation programs is scheduled on April 29.

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, June 2, 2015, at 4 pm. The meeting will be held in the Early Head Start multipurpose room, 338 1st St SE, Dickinson, North Dakota. Dana out of town.

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

Submitted by:

Dana Whippo, Secretary

Date