



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 25, 2017

Time: 4:30 p.m.

Members Present: Stacey Kuntz, Dana Nagle, Samantha Davis

Members via Telephone: Marquette Threlkeld

Absent: Paige Worley, Risper Chuma, Rudie Swanson, Krysten Byrd, Renae Ekstrand, Kristy Seidel, Brooke Roquet

Nonvoting Present: Robin Rivinius (Governing Board Rep) Conference Call

Staff Present: Jennifer Braun (Head Start/Early Head Start Director), Tracy Lauf (Health Office Assistant), Erv Bren (CAP Executive Director)

Quorum Met: No

Call to Order: The meeting was called to order by Stacey Kuntz, Policy Council Chair, at 4:30 p.m.

Minutes: The minutes of the March 30, 2017, meeting were reviewed. Erv Bren, CAP Executive Director, suggested that we change the Call to Order from Jennifer Braun to Stacey Kuntz. Jennifer explained that Stacey was not present when the meeting started so she called the Meeting to Order. The minutes were approved and filed.

Committee Reports:

Finance Report: Dana Nagle, Treasurer, reviewed the Financial Reports. The Head Start and Early Head Start fiscal year runs from February 1, 2017, through January 31, 2018.

The February 2017 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$1,068,725.99 with total expenditures of \$58,624.01. Jennifer Braun, Head Start/Early Head Start Director, shared that In-Kind was not reported on this month's reports. Head Start's current In-Kind is \$10,871.51. The February 2017 Community Action Head Start Finance Report was filed.

The February 2017 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant is \$947,483.19 with total expenditures of \$43,099.81. Jennifer Braun, Head Start/Early Head Start Director, shared that In-Kind was not reported on this month's reports. Early Head Start's current In-Kind is \$11,267.41. The February 2017 Community Action Early Head Start Finance Report was filed.

USDA Reimbursement: Dana shared the March 2017 USDA report. The USDA report was filed.

The Financial Reports were filed.

CAP Governing Board: Robin Rivinius (Governing Board Rep) did not have anything to report. Ery Bren, CAP Executive Director, shared that the next Governing Board meeting is Tuesday, May 23, 2017, at 10 am.

Unfinished Business: We were unable to complete the Unfinished Business since there was no quorum.

New Business: We were unable to complete the New Business since there was no quorum.

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, Head Start Winter School Readiness Report, Early Head Start School Readiness Report and CACFP Review Scheduled. Highlights included: Head Start and Early Head Start were fully enrolled in March. Peggy Manley, Regional Program Specialist, came for a site visit on March 1, 2017. The Head Start and Early Head Start Education Coordinators are working on the next steps for coaching. Head Start will use the Teachers Learning and Collaborating (TLC) approach while Early Head Start will complete Practice Based Coaching (PBC). Staff resignations were received from Kinsey Benz (teaching assistant substitute), Michelle Sletvold (EHS Education Coordinator), Dawn Thiel (Head Start teaching assistant), Jennifer Anderson (Head Start teaching assistant), and Marisa Schmidt (Head Start/Early Childhood Center teacher). Dawn and Jenny will remain as teaching assistant substitutes. The Head Start School Readiness report was reviewed. Head Start typically developing Kindergarten eligible children have not met any of the five school readiness goal areas yet since this is the winter period. There is one more period so hopefully goals will be met. The Early Head Start School Readiness report was explained. Early Head Start scores were lower in the winter period. The lower scores may be because we were short two home visitors for a three month period from December to February. The CACFP review is scheduled for May 11, 2017. The Director's Report was filed.

Director's Monthly Information: Jennifer reviewed the monthly training for Policy Council members on "Who is the Governing Board?" Highlights included: Community Action Partnership nationwide must have a tripartite board with four representatives from the private sector, four representatives from the low-income sector, and four representatives that are elected officials. The board members serve three year terms and there is no limit on the number of terms they may serve. Our regional CAP Board and Head Start/Early Head Start have a great working relationship. It is great to have a shared member (Robin Rivinius) to report back and forth which helps with communication.

Parent Committee: Minutes from the Dickinson Head Start Center April 18 Parent Committee meeting were reviewed.

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

Announcements: Policy Council members were reminded to fill out their In-Kind forms, travel and childcare reimbursement forms.

Next meeting: The next Policy Council meeting date and time is scheduled on May 25, 2017, at 4:30 pm.

Adjournment: The meeting was adjourned at 5:15 pm.

Submitted by:

Paige Worley, Secretary

Date