



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



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

Date: May 22, 2018

Time: 4:00 p.m.

Members Present: Deborah Fortner, Allie Dewitt (alt.), Dana Nagle, Renae Ekstrand, Shanon Hayden, LaKrisha Augare

Members via Telephone: Paige Worley, Samantha Jo Davis

Absent: Alexis Foster, Nadirah Agyepong, Bridget Miller (excused), Nikki Baer (excused)

Nonvoting Present: None

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

Guest Present: None

Quorum Met: Yes

Call to Order: The meeting was called to order by Jennifer Braun, HS/EHS Director, as Dana, Nagle, Policy Council Chair, indicated she would be late for the meeting, at 4 p.m.

Introductions were made.

Minutes: The minutes of the April 24, 2018, meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Jennifer, Head Start/Early Head Start Director, reviewed the Financial Reports. The Head Start and Early Head Start fiscal year runs from February 1, 2018, through January 31, 2019.

The March 2018 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$895,338.55 with total expenditures of \$243,104.45 and current month expenses at \$182,966.29. The March 2018 Community Action Head Start Finance Report was filed.

The March 2018 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant was \$825,881.09 with total expenditures of \$174,372.91 and current month expenses at \$111,326.00. The March 2018 Community Action Early Head Start Finance Report was filed.

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

CAP Credit Card Statement: Jennifer reviewed the CAP Credit Card Statement.

The Financial Reports were filed.

Dana Nagle, Policy Council Chair, joined the meeting and presided over the rest of the meeting.

CAP Governing Board: Paige and Erv reported on the CAP Governing Board meeting which was held May 22, 2018. Highlights include: They approved financial reports and received program updates. Their annual training and meeting and is schedule July 24 at 10 am in Medora. Policy Council members are invited to attend. They should contact Connie one week in advance if they plan on attending.

Unfinished Business:

Second Reading of Policies:

Eligibility and Intake Policy: Jennifer reported on the suggested changes in the Eligibility and Intake policy. Suggested changes include: they deleted CAP universal intake form and copy of Medicaid card and number from the Intake Packet since that information is included on the application form and removed categorically from the procedure. Homeless children and children in foster care are eligible for Head Start and Early Head Start. They added eligibility information to the policy. Early Head Start Center eligibility criteria was added to the policy. Discussion followed. Policy Council members suggested that we add “a child will be transitioned to the Home Base program or dropped if the parent does not work or is not enrolled in school a minimum of 30 hours after 60 days.”

Shanon moved to approve the Eligibility and Intake Policy for second reading approval, with the suggested additions. Renae seconded the motion. The motion carried.

Program Planning and Timeline: Jennifer reported on the suggested changes in the Program Planning and Timeline. There were a few changes in the timeline for approving policies and procedures.

Deborah moved to approve the Program Planning and Timeline for second reading approval. Renae seconded the motion. The motion carried.

Staff Income Determination and Verification Acknowledgement Form: Jennifer reported that there are no changes recommended for the Staff Income Determination and Verification Acknowledgement Form.

Renae moved to approve the Staff Income Determination and Verification Acknowledgement Form for second reading approval. Deborah seconded the motion. The motion carried.

Homeless Policy: Jennifer reported on the suggested changes in the Homeless Policy. Suggested changes include: delete categorically.

Deborah moved to approve the Homeless Policy for second reading approval. Renae seconded the motion. The motion carried.

Parents Standard of Conduct Policy: Jennifer reported that there were no suggested changes in the Parents Standards of Conduct policy.

Shanon moved to approve the Parents Standard of Conduct Policy for second reading approval. Deborah seconded the motion. The motion carried.

Transportation Policy: Jennifer reported that there were no suggested changes in the Transportation Policy. They are working with the Dickinson Public Schools on some transportation changes for next school year.

Deborah moved to approve the Transportation Policy for second reading approval. Samantha Jo seconded the motion. The motion carried.

New Business

Approval of Head Start/Early Head Start COLA Grant: Jennifer reported on the Head Start/Early Head Start COLA grant which is a 2.6% Cost of Living Adjustment grant. She received the funding guidance letter today. Head Start is allowed to write for \$29,131 and Early Head Start is allowed to write for \$25,397. A copy of the grant was emailed to Policy Council members to review. Erv said that they are in the process of determining the cost of salary and fringe increases for staff. The grant application is due June 18.

Deborah moved to approve the Head Start/Early Head Start 2.6% COLA grant, as presented. Renae seconded the motion. The motion carried.

Approval of Early Head Start Infant/Toddler Teacher: Jennifer reported that the recommendation is to hire Deserie Britton as an Early Head Start Infant/Toddler teacher. She gave a brief bio on Deserie.

Approval of Head Start/Early Head Start Teaching Assistant Substitute: Jennifer reported that the recommendation is to hire Kinda Dukart as a Head Start/Early Head Start Teaching Assistant Substitute. She gave a brief bio on Kinda.

Deborah moved to approve the hire of Deserie Britton as an Early Head Start Infant/Toddler teacher and Kinda Dukart as a Head Start/Early Head Start Teaching Assistant substitute. Shanon seconded the motion. The motion carried.

Acceptance of Income Eligible Head Start Children for Fall at 0-100% Poverty: Jennifer Braun reviewed the income eligible guidelines (0-100%) for Head Start children for 2018-2019. They have 32 children on the wait list. Discussion followed.

Deborah moved to accept all Income Eligible children at 0-100% for the 2018-2019 Head Start Program year. LaKrisha seconded the motion. The motion carried.

First Reading of Policies

Early Head Start Center Based Eligibility Points: Jennifer reported on the suggested changes in the Early Head Start Center Based Eligibility Points. Suggested changes include: changing “Work/school scheduled hours takes place outside of the home - 10 points and work/school hours are anywhere between 7 am - 7 pm - 10 points.” Family Partnership staff recommended that parents receive more points if they work outside the home or go to school outside the home and if their work is between 7 am and 7 pm since it fits the Center’s schedule. Discussion followed.

Deborah moved to approve the Early Head Start Center Based Eligibility Points for first reading approval. Samantha Jo seconded the motion. The motion carried.

Child Abuse and Neglect Policy: Jennifer reported on the suggested changes in the Child Abuse and Neglect policy. Suggested changes include: deleting “following staff observation of concern, a Child Abuse Report (form SFN 960) must be completed and filed immediately.” They added “Per North Dakota law chapter 50-25.1-03.1, all photographs and/or other visual images must be taken by law enforcement officials, physicians, or medical facility professionals. Photos are not allowed to be taken and submitted by an Early Childhood Center/CAP Head Start/Early Head Start staff. If a staff member would like a photo taken, the staff member must contact the local social service agency and/or law enforcement to come and take the photograph.”

Renaë moved to approve the Child Abuse and Neglect Policy for first reading approval. Shanon seconded the motion. The motion carried.

Child Care and Travel Vouchers: Jennifer reported that there were no suggested changes in the Child Care and Travel Vouchers policy.

Deborah moved to approve the Child Care and Travel Vouchers policy for first reading approval. LaKrisha seconded the motion. The motion carried.

Confidentiality Policy and Agreement: Jennifer reported on the suggested changes in the Confidentiality Policy and Agreement. Suggested changes include: updating the performance standard number, and adding “All Head Start and Early Head Start child files are kept for seven years from the date the child leaves the program.” in the Confidentiality policy. There were no changes to the Confidentiality Agreement.

Shanon moved to approve the Confidentiality Policy and Agreement for first reading approval. Deborah seconded the motion. The motion carried.

Fundraiser Guidelines Procedure: Jennifer reported that there were no suggested changes in the Fundraiser Guidelines Procedure.

Deborah moved to approve the Fundraiser Guidelines Procedure for first reading approval. Shanon seconded the motion. The motion carried.

Impasse-Internal Dispute Resolution Policy: Jennifer reported that there were no suggested changes in the Impasse-Internal Dispute Resolution policy.

Deborah moved to approve the Impasse-Internal Dispute Resolution Policy for first reading approval. Shanon seconded the motion. The motion carried.

Parents Rights and Responsibilities: Jennifer reported on the suggested changes in the Parents Rights and Responsibilities policy. Suggested changes include: updating the Performance Standard number, deleting personal and adding individual child goals.

Shanon moved to approve the Parents Rights and Responsibilities policy for first reading approval. LaKrisha seconded the motion. The motion carried.

Step Parent and Nonresidential Parents’ Rights: Jennifer reported on the suggested changes in the Step Parent and Nonresidential Parents’ Rights policy. Suggested changes include: deleting “for divorces that have occurred since August 1, 2009.”

Shanon moved to approve the Step Parent and Nonresidential Parents’ Rights policy for first reading approval. Renaë 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, ACF-PI-HS-18-03: FY 2018 Head Start Funding Increase and CLASS Observation Results. Highlights included: Head Start had 138 children enrolled in April and 38% have been identified as having a disability. Two children were added on an IEP. Forty-four percent (44%) of the Head Start families are two parents and thirty-five percent (35%) are single parent families. Early Head Start brought in two new children and one expectant mom in April. Thirty-eight percent (38%) of the Early Head Start families are two parent family and sixty-two percent (62%) are single parent family. Head Start has 37 children on the 0-100% income eligible wait list, 8 children on the 101-130% eligible wait list, 3 medically underserved and 36 children are over income. Dickinson Public Schools will be adding an additional preschool classroom for the 2018-2019 school year. Christa Enebo was hired as the classroom teacher. Staff changes include: Resignations were received from Kelsey

Dukart, infant/toddler teacher at the Early Head Start Center, Alisa Matthews, Program Assistant at Head Start and Kathie Zander, teaching assistant at Head Start. Taylor Krieg, Early Head Start Education Coordinator, attended a week long training on TITPOS. Jennifer reviewed the results from the CLASS Observations that were done this spring. Education staff plan to do more training on Instructional Support to improve that area. The Director’s report was filed.

Parent Committee: There were no Parent Committee Meeting minutes.

Reports from Community Members:

Allie and Deborah reported that an Autism Awareness event is scheduled on Saturday, June 16 from 10 am – 2 pm. at the Dickinson Bandshell. They will have bouncy castles, professional wrestlers, Yum Yum ice cream and Silent Auction baskets to raise money to help families pay for therapy. People may donate baskets for the Silent Auction or sign up to volunteer.

Rena reported that Dickinson State University is celebrating their 100th Anniversary on Saturday, June 30 with kid’s activities and games on the DSU campus.

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, June 19 at 4 pm.

Adjournment: The meeting was adjourned at 5 pm.

Submitted by:

Paige Worley, Secretary

Date