



Community Action Partnership  
Head Start/Early Head Start Policy Council



## Minutes

Early Head Start Multipurpose Room  
338 1<sup>st</sup> St SE, Dickinson, ND 58601

Date: June 21, 2016

Time: 4:00 p.m.

- Members Present:** Dana Whippo (alt.), Allie Dewitt, Dana Nagle
- Absent:** Stacey Kuntz, Melody Neal, Claire Schlabsz (alt.), Robin Rivinius, Kristy Seidel
- Via Telephone:** Marreysa Netzer (alt.)
- Staff Present:** Jennifer Braun (Head Start/Early Head Start Director), Karen Heidt (Administrative Assistant), Connie Lindbo (Executive 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. She asked members to discuss items not on the agenda after the meeting and reminded members to turn off their cell phones during the meeting.

**Minutes:** The minutes of the May 24, 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 April 2016 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$774,475.74 with total expenditures of \$333,259.26. The April 2016 Community Action Head Start Finance Report was filed.

The April 2016 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant was \$748,249.26 with total expenditures of \$225,232.74. The April 2016 Community Action Early Head Start Finance Report was filed.

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

The Financial Reports were filed.

**CAP Governing Board:** The CAP Governing Board met on May 24, 2016. Connie Lindbo, Executive Assistant, reminded policy members that the Governing Board annual meeting and board training are scheduled on Tuesday, July 26 at the Roughrider Hotel in Medora. The annual meeting is from 10 am to 12 and the training is from 1 pm to 4 pm. Policy council members should contact her by July 1 if they plan on attending.

### **Unfinished Business:**

#### **Second Reading of Policies**

**Child Abuse and Neglect Policy:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes. Suggested changes include: adding other Coordinators, Information Memorandum (IM) was added to the top.

Marreysa moved to approve the Child Abuse and Neglect policy for second reading approval. Dana N seconded the motion. There was no discussion. The motion carried.

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

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

**Confidentiality Agreement:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes. Suggested changes include: adding Policy Council member.

Dana W moved to approve the Confidentiality Agreement for second reading approval. Dana N seconded the motion. The motion carried.

**Impasse – Internal Dispute Resolution Policy:** Jennifer Braun, Head Start/Early Head Start Director, reported that there were no suggested changes.

Marreysa moved to approve the Impasse – Internal Dispute Resolution policy for second reading approval. Dana W seconded the motion. The motion carried.

**Parents Rights and Responsibilities Policy:** Jennifer Braun, Head Start/Early Head Start Director, reported that there were no suggested changes.

Dana N moved to approve the Parents Rights and Responsibilities policy for second reading approval. Dana W seconded the motion. The motion carried.

**Step Parents and Nonresidential Parents' Rights Policy:** Jennifer Braun, Head Start/Early Head Start Director, reported that there were no suggested changes.

Dana N moved to approve the Parents and Nonresidential Parents' Rights policy for second reading approval. Dana W seconded the motion. The motion carried.

### **New Business:**

**Approval of Head Start 0-100% Income Eligible Children for Fall of 2016:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the income eligible guidelines (0-100%) for 2016-2017. She reported that they still need to recruit 41 Head Start children for 2016-2017. Head Start starts on September 6. Discussion followed.

Marreysa moved to accept all Income Eligible children at 0-100% for the 2016-2017 Head Start Program year, as presented. Dana W seconded the motion. The motion carried.

**Approval of Medically Underserved Federal Poverty Guidelines:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the Medically Underserved guidelines (up to 300%). We will accept the Medically Underserved children at the July meeting. She reported that medically underserved areas do not have a preschool or medical services. Some of the medically underserved areas include Scranton, Rhame and Mott.

Dana N moved to approve the Medically Underserved guidelines (up to 300%) for the 2016-2017 Head Start Program year, as presented. Dana W seconded the motion. The motion carried.

**Approval of Head Start/Early Head Start Teaching Assistant Substitutes:** Jennifer Braun, Head Start/Early Head Start Director, reported that the recommendation is to hire Jessyca Crow and Alison Valencia Hernandez as Head Start/Early Head Start Teaching Assistant Subs. She gave brief bios on Jessyca and Alison.

Dana N moved to approve the hires of Jessyca Crow and Alison Valencia Hernandez as Head Start/Early Head Start Teaching Assistant Subs. Dana W seconded the motion. The motion carried.

### **First Reading of Policies**

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

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

**Parents Standards of Conduct:** Jennifer Braun, Head Start/Early Head Start Director, reported that there were no suggested changes.

Dana W moved to approve the Parents Standards of Conduct for first reading approval. Dana N 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: May Key Indicators, May Program Summary, Attendance Analysis, Resignations/Staff changes, DPS Letter of Support/Update on Duration Extension, Update on COLA grant, Head Start School Readiness Report and Early Head Start School Readiness Report. Highlights included: Head Start's total enrollment for 2015-2016 was 156 with a turnover of 32 children. Both programs have a lot of in and out migration and diversity (ethnicities and languages.) Early Head Start was under enrolled in April and May. It has been challenging to fill Early Head Start home base slots. Sixty three Head Start children are transitioning to kindergarten this fall. She reviewed the Head Start CLASS scores. Veronica Franco passed her CDA exam. Misty, the Head Start and Early Head Start Health Coordinator, is trying to do hearing and vision screenings on Head Start children at registration to help meet the 45 day health screening requirement. There were no resignations. Staff changes include: Dawn Thiel, who was a teaching assistant sub, has been hired as a full-time Head Start teaching assistant, Amy Roadarmel, a former Head Start teaching assistant, did not move out of town and has been hired as a Head Start teaching assistant. Dot Martinson, Dickinson Public Schools Director of Student Services, wrote a letter of support for the half-day sessions and the partnership between Head Start and the Dickinson Public Schools. The COLA grant was submitted on June 1 and we are waiting for a reply. She reviewed the Head Start and Early Head Start School Readiness Reports. The Director's report was filed.

**Director’s Monthly Information:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the Head Start/Early Head Start Program Information monthly training information. Highlights included: CAP organizational structure chart, HS/EHS philosophy, who Head Start and Early Head Start serves, Program Options, Partnerships, and the Head Start and Early Head Start staffing structures.

**Parent Committee:** There were no Parent Committee meetings this month.

**Reports from Community Members:**

Dana W reported that the DSU movie at the BAC has been cancelled tonight because of the weather. Also, the National Park is looking for volunteers, on Friday night to survey plants and animals in the park.

**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, July 19 at 4 pm.

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

**Submitted by:**

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Kristy Seidel, Secretary

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Date