



Community Action Partnership
Head Start/Early Head Start Policy Council



Minutes

Early Head Start Multipurpose Room
338 1st St SE, Dickinson, ND 58601
Date: July 28, 2015
Time: 4:00 p.m.

- Members Present:** Heidi Trauger, Allie Dewitt, Claire Schlabsz, Dana Whippo, Bethanie Krieg (4:45), Marreysa Netzer
- Absent:** Robin Rivinius, Ashlei Pollock, Jessica King, Mandy Faulhaber, Kristy Seidel (alt.)
- Via Telephone:** None
- Staff Present:** Jennifer Braun (Head Start/Early Head Start 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.

Minutes: The minutes of the June 23, 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 May 2015 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$686,877.10 with expenditures of \$420,857.90. The May 2015 Community Action Head Start finance report was filed.

The May 2015 Community Action Early Head Start financial report was reviewed. The total remaining in the Early Head Start grant is \$694,828 with expenditures of \$278,654. The May 2015 Early Head Start finance report was filed.

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

The Financial Reports were filed.

CAP Governing Board: The CAP Governing Board met today (July 28) in Medora. Highlights included: they had their annual training and annual meeting.

Unfinished Business

Second Reading of Policies:

Program Planning Procedure Policy: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Program Planning Procedure policy. Suggested changes included: changes to coincide with the 5 year grant process instead of the 3 year grant process, etc. Marreysa moved to approve the Program Planning Procedure policy for second reading approval. Claire seconded the motion. The motion carried.

Pet Policy: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Pet policy. Suggested changes included: delete service animals may and adding will be allowed. This aligns with Community Action's Pet policy. Dana moved to approve the Pet policy for second reading approval, as presented. Marreysa seconded the motion. The motion carried.

Grievance Policy: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Grievance policy. There were no suggested changes. Marreysa moved to approve the Grievance policy for second reading approval, as presented. Allie seconded the motion. The motion carried.

Parents Standards of Conduct Policy: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Parent Standards of Conduct policy. There were no suggested changes. Marreysa moved to approve the Parent Standards of Conduct for second reading approval, as presented. Allie seconded the motion. The motion carried.

New Business

Approval of Under Enrollment Action Plan: Jennifer Braun, Head Start/Early Head Start Director, requested that we table the Under Enrollment Action Plan since they are still writing the Action Plan. Allie moved to table the Under Enrollment Action Plan. Marreysa seconded the motion. The motion carried.

Approval of Self Assessment Summary: Jennifer Braun, Head Start/Early Head Start Director, reviewed the 2014-2015 Self Assessment Summary. Dana moved to approve the Self Assessment Summary, as presented. Marreysa seconded the motion. The motion carried.

Approval of Self Assessment Action Plan: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Self Assessment Action Plan. Discussion followed. It was suggested that "wordage" be changed to "verbiage" on #2. Staff should have a Confidentiality statement after their email signature. The plan includes goals to increase inkind, monitor attendance, increase cultural awareness and increase lead and hemoglobin numbers. Allie moved to approve the Self Assessment Action Plan, with the suggested changes. Marreysa seconded the motion. The motion carried.

Approval of Head Start Medically Underserved Children for 2015-2016 Program Year: Jennifer Braun, Head Start/Early Head Start Director, said that we can count children as Medically

Underserved if they have a low ratio of physicians and dentists per population in their area, a high number of the population with incomes below poverty level, etc.

Dana moved to accept the one Head Start Medically Underserved child from Hettinger County for the 2015-2016 Head Start Program year, as presented. Allie seconded the motion. The motion carried.

Approval of Full Time Head Start Teaching Assistant II: Jennifer Braun, Head Start/Early Head Start Director, reported that the recommendation is to hire Patrese Schuette as a full-time Head Start Teaching Assistant II.

Marreysa moved to approve the hire of Patrese Schuette as a full-time Head Start Teaching Assistant II. Allie seconded the motion. The motion carried.

Approval of Part Time Head Start Teaching Assistant II: Jennifer Braun, Head Start/Early Head Start Director, reported that the recommendation is to hire Michaela Cianni as a part-time Head Start Teaching Assistant II.

Claire moved to approve the hire of Michaela Cianni as a part-time Head Start Teaching Assistant II. Marreysa seconded the motion. The motion carried.

Approval of Head Start/Early Head Start Head Cook: Jennifer Braun, Head Start/Early Head Start Director, requested to table the approval of the Head Start/Early Head Start Head Cook since they are still interviewing candidates.

Marreysa moved to table the approval of the Head Start/Early Head Start Head Cook. Dana seconded the motion. The motion carried.

First Reading of Policies:

Approval of Policy Council Policies and Procedures Policy: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Policy Council Policies and Procedures policy. Changes include: a Policy Council member can participate in a conference call if they are unable to attend the meeting and the chair may call a special meeting, as needed, over the phone or via email.

Marreysa moved to approve the Policy Council Policies and Procedures policy for first reading approval, as presented. Bethanie seconded the motion. The motion carried.

Approval of Policy Council Election Policy: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Policy Council Election policy. There were no suggested changes.

Marreysa moved to approve the Policy Council Election Policy for first reading approval, as presented. Claire seconded the motion. The motion carried.

Approval of Policy Council Finance Committee Policy: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Policy Council Finance Committee policy. Changes include: they took out assistant director since we don't have an assistant director.

Marreysa moved to approve the Policy Council Finance Committee Policy for first reading approval, as presented. Claire seconded the motion. The motion carried.

Approval of Policy Council Job Description Policy: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Policy Council Job Description policy. There were no suggested changes. Discussion followed. Policy Council gave several suggestions for recruiting future Policy Council members.

Marreysa moved to approve the Policy Council Job Description Policy for first reading approval, as presented. Claire seconded the motion. The motion carried.

Approval of Policy Council North Dakota Head Start Association Representative Policy:

Jennifer Braun, Head Start/Early Head Start Director, reviewed the Policy Council North Dakota Head Start Association Representative policy. There were no suggested changes.

Claire moved to approve the Policy Council North Dakota Head Start Association Representative Policy for first reading approval, as presented. Bethanie seconded the motion. The motion carried.

Approval of Policy Council Chairperson Policy: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Policy Council Chairperson policy. Discussion followed. It was suggested that we add “we prefer that the Chairperson and the Vice Chair be a Head Start or Early Head Start parent, but if a Head Start or Early Head Start parent is unavailable, a community member may run for Chairperson and Vice Chair.”

Bethanie moved to approve the Policy Council Chairperson Policy for first reading approval, with the suggested changes. Dana seconded the motion. The motion carried.

Approval of Policy Council Secretary Policy: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Policy Council Secretary policy. There were no suggested changes.

Marreysa moved to approve the Policy Council Secretary Policy for first reading approval, as presented. Claire seconded the motion. The motion carried.

Approval of Policy Council Treasurer Policy: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Policy Council Treasurer policy. There were no suggested changes.

Claire moved to approve the Policy Council Treasurer Policy for first reading approval, as presented. Marreysa seconded the motion. The motion carried.

Director’s Report: Jennifer Braun, Head Start/Early Head Start Assistant Director, presented the Director’s Report. Items included in the Director’s Report were: June Key Indicators, June Program Summaries, June Attendance Analysis, Staff Resignations & Staff Changes, and Head Start School Readiness Report 2014-2015. Highlights included: 10 new children were enrolled in Early Head Start in June. The North Dakota Head Start Directors submitted comments regarding the proposed rule changes. Concerns include the 6 hour/180 day for Head Start requirement (since it would conflict with our partnership with the Dickinson Public Schools), the 230 day calendar for Early Head Start, and requiring every Early Head Start teacher to have a two year associate degree. Shannon Richards, Head Start Program Assistant, submitted her resignation. Veronica Franco will be transferring from Early Head Start to Head Start as a teaching assistant; Kelsey Dukart will transfer from Head Start to Early Head Start as a teaching assistant; and Corena Wiedmer and Judith Corcoran are moving from Head Start/Early Head Start teaching assistant subs to Head Start teaching assistants. We are currently looking for a Program Assistant for Head Start, a Head Cook, a bus driver and teaching assistant subs. She reviewed the Head Start School Readiness Report. The Director’s Report was filed.

Committee Reports

Parent Committee Minutes: There were no parent committee reports.

Reports from Community Members

Bethanie reported that Dickinson Public Schools starts on August 26.

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, August 25, 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 5:45 pm.

Submitted by:

Dana Whippo, Secretary

Date