



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: August 25, 2015

Time: 4:00 p.m.

**Members Present:** Heidi Trauger, Allie Dewitt, Claire Schlabsz, Dana Whippo

**Absent:** Ashlei Pollock, Bethanie Krieg, Jessica King, Mandy Faulhaber, Kristy Seidel (alt.)

**Via Telephone:** Marreysa Netzer, Robin Rivinius

**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 July 28, 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 June 2015 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$529,456.32 with expenditures of \$578,278.68. June 2015 Community Action Head Start finance report was filed.

The June 2015 Community Action Early Head Start financial report was reviewed. The total remaining in the Early Head Start grant is \$592,154.67 with expenditures of \$381,327.33. The June 2015 Early Head Start finance report was filed.

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

The Financial Reports were filed.

**CAP Governing Board:** The CAP Governing Board met July 28, 2015, in Medora. Robin was unable to attend the meeting. Jennifer reviewed the highlights: they had their annual training and annual meeting, Holly Birdine was elected to the Governing Board, Michelle Orton, Client Services Director at Community Action, resigned, Erv Bren was elected president of the Dickinson Rotary Club, and the auditors are currently conducting an audit.

### **Unfinished Business**

#### **Second 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 included: 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.

Dana moved to approve the Policy Council Policies and Procedures policy for second reading approval, as presented. Marreysa 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. Allie moved to approve the Policy Council Election policy for second 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. Dana moved to approve the Policy Council Finance Committee policy for second reading approval, as presented. Allie 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. Claire moved to approve the Policy Council Job Description policy for second reading approval, as presented. Dana 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. Allie moved to approve the Policy Council North Dakota Head Start Association Representative policy for second reading approval, as presented. Claire 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. Suggested changes include: we added "preference for those running to be Policy Council Chairperson and Vice Chairperson will first go to the parent representative. If a parent representative chooses not to run, a community representative may be voted in as Policy Council Chairperson and/or Vice Chairperson." Allie moved to approve the Policy Council Chairperson policy for second reading approval, as presented. 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. Dana moved to approve the Policy Council Secretary policy for second 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 changes. Claire moved to approve the Policy Council Treasurer policy for second reading approval, as presented. Marreysa seconded the motion. The motion carried.

### **New Business**

**Approval of Under Enrollment Action Plan:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the Under Enrollment Action Plan which will be submitted to the Head Start Regional Office after Policy Council approval. Highlights include: we are requesting a 10% reduction in Head Start enrollment (128 children instead of 142) and to keep our full funding because of our demographics. Discussion followed.

Allie moved to approve the Under Enrollment Action Plan and timeline, as presented. Dana seconded the motion. The motion carried.

**Approval of Head Start/Early Head Start Head Cook:** Jennifer Braun, Head Start, Early Head Start Director, reported that the recommendation is to hire Dusty Ivory as the Head Start/Early Head Start Head Cook.

Claire moved to approve the hire of Dusty Ivory as a Head Start/Early Head Start Head cook. Dana seconded the motion. The motion carried.

**Approval of Head Start/Early Head Start Program Assistant:** Jennifer Braun, Head Start, Early Head Start Director, reported that the recommendation is to hire Alisa Matthews as a Head Start/Early Head Start Program Assistant.

Marreysa moved to approve the hire of Alisa Matthews as a Head Start/Early Head Start Program Assistant. Claire seconded the motion. The motion carried.

**Approval of Head Start Bus Driver:** Jennifer Braun, Head Start, Early Head Start Director, reported that the recommendation is to hire Roger Stone as a Head Start bus driver.

Allie moved to approve the hire of Roger Stone as a Head Start bus driver. Claire seconded the motion. The motion carried.

### **First Reading of Policies:**

**Approval of Shared Governance Policy:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the Shared Governance policy. Changes include: adding Early Head Start to #2.

Dana moved to approve the Shared Governance policy for first reading approval, as presented. Allie seconded the motion. The motion carried.

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

Claire moved to approve the Background Check policy for first reading approval. Dana seconded the motion. The motion carried.

**Approval of Ongoing Monitoring Policy:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the Ongoing Monitoring policy. Changes include: Dickinson Public Schools special services staff and Head Start home visitors and Hettinger County Head Start teacher submit the end of the month screenings, assessments and Individual Education Plan meetings, and Disability Monitoring form to the Head Start Education Coordinator, and the Head Start Education Coordinator

will summarize the data for the monthly Key Indicator report, change Assistant Director to Family Partnership Coordinator under the Family Partnership section.

Dana moved to approve the Ongoing Monitoring Policy for first reading approval, as presented. Claire seconded the motion. The motion carried.

**Enrollment/Recruitment Policy:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the Enrollment/Recruitment policy. Suggested changes include: deleting ~~income~~ under Income Eligible and has no medical insurance (including Medicaid, Healthy Steps or Indian Health Services) on the Head Start and Early Head Start enrollment points.

Claire moved to approve the Enrollment Recruitment policy, as presented. Dana 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: July Program Summaries, July Attendance Analysis, and Staff Resignations. Highlights included: there are no July Key Indicators (the End of the Year Key Indicators Report will be shared at the September meeting), Early Head Start is fully enrolled, Head Start currently has 111 children enrolled for 2015-2016 (they still need 31 children), resignations were received from Dakota Jilek, a Head Start teaching assistant, Kim Kautzman, Early Head Start infant/toddler teacher and Jolene Wilhelm, Head Start teacher. Jolene has agreed to teach at Head Start until October 31. New hires will be presented at the September meeting. Early Head Start is open from 7:45 am to 3 pm on Fridays; our new Health Coordinator is working on increasing health screening numbers. She received a letter notifying us that we will be monitored sometime next year (Health and Safety). The Director's Report was filed.

### **Committee Reports**

**Parent Committee Minutes:** There were no parent committee reports.

### **Reports from Community Members**

Dana reported that DSU is off to a good start. She suggested that we contact Sandy Klein, in enrollment and Dr. Melanie Tucker, the new vice president of Student Affairs, for recruitment of DSU students with potential Head Start children. DSU is still working on possible onsite childcare.

### **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, September 29, 2015, at 4 pm**. The meeting will be held in the Early Head Start multipurpose room, 338 1<sup>st</sup> St SE, Dickinson, North Dakota.

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

**Submitted by:**

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Dana Whippo, Secretary

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Date