



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

Early Head Start Multipurpose Room
338 1st St SE, Dickinson, ND 58601
Date: September 14, 2017
Time: 4:00 p.m.

Members Present: Dana Nagle

Members via Telephone: Kristy Seidel, Paige Worley, Samantha Davis

Absent: Stacey Kuntz, Renae Ekstrand

Nonvoting Present:

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

Quorum Met: Yes

Call to Order: The meeting was called to order by Dana Nagle, Treasurer, at 4 p.m.

Minutes: The minutes of the August 24, 2017, meeting, were reviewed. There were no changes. The minutes were approved and filed.

Committee Reports:

Finance Report: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Financial Reports. The Head Start and Early Head Start fiscal year runs from February 1, 2017, through January 31, 2018.

The July 2017 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$532,659.31 with total expenditures of \$594,690.69. The July 2017 Community Action Head Start Finance Report was filed.

The July 2017 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant is \$443,519.37 with total expenditures of \$547,063.63. The July 2017 Community Action Early Head Start Finance Report was filed.

USDA Reimbursement: Jennifer shared the August 2017 USDA report. The USDA report was filed.

CAP Credit Card Statement: Jennifer stated that the CAP Credit Card Statement will be shared every other month.

The Financial Reports were filed.

CAP Governing Board: The last Governing Board meeting was held on September 26, 2017, at Community Action. Erv Bren, CAP Executive Director, reported that Robin Rivinius has resigned as the joint Policy Council Governing Board member. They are looking for a replacement. They are in the process of doing their annual fiscal audit. The CAP Governing Board report was filed.

Unfinished Business:

Second Reading of Policies

Coaching Policy: Jennifer Braun, Head Start/Early Head Start Director, reported on the Coaching Policy. This is a new policy and is a Performance Standard requirement.

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

Ongoing Monitoring Procedure: Jennifer Braun, Head Start/Early Head Start Director, reported on the suggested changes. Suggested changes include: updated performance standard; deleting “Family Partnership staff prepare and submit to the HS/EHS Director a monthly enrollment summary that documents the ages and number of children in each classroom, the number of children served in each county, and the income status of each child,” as this is completed by the HS/EHS Director; deleted “The Early Head Start home visitors report home visit dates and socialization attendance to the Early Head Start Education Coordinator,” as home visitors are now considered birth to five, and not just Head Start or Early Head Start; and delete “by both the supervisor and” under Human Resources #1. They also added coaching and that all staff are required to take 15 hours of professional development each year. Paige moved to approve the Ongoing Monitoring Procedure for second reading approval. Kristy seconded the motion. The motion carried.

Staff Background Check Policy: Jennifer Braun, Head Start/Early Head Start Director, reported on the Staff Background Check Policy. Suggested changes include: updating the Performance Standard; adding a statement that employees must have a full background check every five years; and adding language from the Performance Standard regarding what checks are to be completed every five years. Samantha Jo moved to approve the Staff Background Check Policy for second reading approval. Paige seconded the motion. The motion carried.

New Business:

Approval of Head Start Teaching Assistants: Jennifer Braun, HS/EHS Director, reported that the recommendation is to hire Stacey Gannon and Mary Salszieder as Head Start teaching assistants. She gave a brief bio on Stacy and Mary.

Samantha Jo moved to approve the hires of Stacy Gannon and Mary Salszieder as Head Start teaching assistants. Kristy seconded the motion. The motion carried.

Approval of Early Head Start Infant Toddler Teacher: Jennifer Braun, HS/EHS Director, reported that the recommendation is to hire Angel Ludlum as an Early Head Start Infant Toddler teacher. She gave a brief bio on Angel.

Paige moved to approve the hire of Angel Ludlum as an Early Head Start Infant Toddler teacher. Samantha Jo seconded the motion. The motion carried.

Approval of Head Start/Early Head Start Teacher Assistant Substitute: Jennifer Braun, HS/EHS Director, reported that the recommendation is to hire Lila Habiger as a Head Start/Early Head Start teaching assistant substitute. She gave a brief bio on Lila.

Paige moved to approve the hire of Lila Habiger as a Head Start/Early Head Start teaching assistant substitute. Samantha Jo seconded the motion. The motion carried.

Approval of Head Start/Early Head Start Continuation Grant 2018-2019: Jennifer, HS/EHS Director, reviewed the 2018-2019 Head Start/Early Head Start Continuation grant. The budget summary was emailed to Policy Council members. The budget summary includes salary and fringe, supplies, etc. Kristy moved to approve the 2018-2019 Head Start/Early Head Start Continuation grant. Paige seconded the motion. The motion carried.

Approval of Head Start/Early Head Start Training Plan 2017-2018: Jennifer, HS/EHS Director, reviewed the 2017-2018 Head Start/Early Head Start Training Plan. Karen will email the training plan to Policy Council members. Samantha Jo moved to approve the 2017-2018 Head Start/Early Head Start Training Plan. Kristy seconded the motion. The motion carried.

First Reading of Policies: There were no policies for first reading.

Director's Report: Jennifer Braun, Head Start/Early Head Start Director, presented the Director's Report. Items included in the Director's Report were: EHS Key Indicators, Program Summaries, Attendance Analysis, Staff Resignations/Changes, Early Head Start School Readiness Report 2016-2017, 2016-2017 HS Program Information Report (PIR) and 2016-2017 EHS Program Information Report (PIR). Highlights included: Early Head Start's new program year started on August 1, 2017. Eleven out of 64 children speak a language other than English. All Head Start and Early Head Start staff participated in an ALICE (Alert Lockdown Inform Counter Evacuate) training presented by Corporal Stockie. Natasha and Emily were recently hired as Head Start teachers. We started the year fully staffed. They hired 15 people this summer for Head Start and Early Head Start. Resignations were received from Danielle Tessier, infant toddler teacher at Early Head Start. Angel Ludlum replaced her. Crystal Calkins, Head Start teaching assistant, resigned. Michelle Anderson from Kay's Dickinson Public Schools classroom will replace Crystal. Angie Hauck, Head Start assistant cook, resigned. She will be replaced by Cheryl Lehman. Misty Dschaak, Head Start/Early Head Start Health Coordinator, recently resigned. The Director's report was filed.

Training – Shared Governance – Jennifer Braun, Head Start/Early Head Start Director, shared information on Shared Governance between Policy Council and the Governing Board. Her report included information on a shared Governing Board/Policy Council member and Impasse policy. The report also included responsibilities, policies and procedures, etc.

Parent Committee: Parent Committee meeting minutes from the Rhame September meeting and Early Head Start Parent September 12 meeting were reviewed.

Reports from Community Members:

Dana reported that she signed Policy Council up for the Herberger's Community Days fundraiser. She picked up the Herberger's books. Policy Council members briefly discussed what they would use the money for. Suggestions included diapers, and winter coats, hats and mittens, snow pants.

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 October 12, 2017, at 4 pm.

Adjournment: The meeting was adjourned at 4:50 pm.

Submitted by:

Paige Worley, Secretary

Date