



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: September 29, 2015  
Time: 4:00 p.m.

- Members Present:** Heidi Trauger, Allie Dewitt, Dana Whippo, Ashlei Pollock, Bethanie Krieg, Marreysa Netzer
- Absent:** Claire Schlabsz, Jessica King, Mandy Faulhaber, Kristy Seidel (alt.)
- Via Telephone:** Robin Rivinius
- Staff Present:** Jennifer Braun (Head Start/Early Head Start Director), Karen Heidt (Administrative Assistant), Erv Bren, Community Action Partnership Executive Director
- 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 August 25, 2015, meeting were reviewed. A correction was made to the minutes to delete “assistant” under the Director’s Report. The minutes were approved with the correction and filed.

### Committee Reports:

**Finance Report:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the Financial Reports.

The July 2015 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$540,769.48 with expenditures of \$566,965.52. The July 2015 Community Action Head Start finance report was filed.

The July 2015 Community Action Early Head Start financial report was reviewed. The total remaining in the Early Head Start grant is \$547,267.31 with expenditures of \$426,214.69. The July 2015 Early Head Start finance report was filed.

**USDA Reimbursement:** Jennifer Braun, Head Start/Early Head Start Director, shared the USDA report. The USDA report for August 2015 was reviewed and filed.

The Financial Reports were filed.

**CAP Governing Board:** The CAP Governing Board met on September 22. Robin Rivinius reported on the meeting highlights: a new Board member joined the Governing Board, they approved and updated the Code of Ethics, reviewed Erv Bren, the Community Action Partnership Director's, annual assessment, approved the Head Start and Early Head Start policies and procedures, and are working on a succession plan for Erv Bren. Erv reported that the auditors will present their report at the November Governing Board meeting which is scheduled on November 24.

## **Unfinished Business**

### **Second 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. Marreysa moved to approve the Shared Governance policy for second 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. Ashlei moved to approve the Background Check Policy for second reading approval, as presented. Marreysa 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 teachers 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, and change Assistant Director to Family Partnership Coordinator under the Family Partnership section. Dana moved to approve the Ongoing Monitoring Policy for second reading approval, as presented. Marreysa 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. Dana moved to approve the Enrollment Recruitment policy for second reading approval, as presented. Bethanie seconded the motion. The motion carried.

## **New Business**

**Approval of Training Plan:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the 2015-2016 Training Plan. Changes included: adding some training, and changing "position" on page 8 to "positive." Discussion was held regarding requiring staff to pay for the cost of their CDA if they didn't continue working at Head Start/Early Head Start after receiving their CDA credential. Erv stated that they will continue to have discussions in the future regarding this concern. Marreysa moved to approve the 2015-2016 Training Plan, with the suggested revisions. Ashlei seconded the motion. The motion carried.

**Approval of Head Start Teaching Assistant II:** Jennifer Braun, Head Start/Early Head Start Director, reported that the recommendation is to hire Amy Roadarmel as the Head Start teaching assistant II.

Marreysa moved to approve the hire of Amy Roadarmel as a Head Start teaching assistant II. Ashlei 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 Stephanie Solley as a Head Start teaching assistant substitute in Hettinger County, Keanna Schneider and Brittany Theurer as Head Start/Early Head Start teaching assistant substitutes and Nancy Berry as a Head Start/Early Head Start teaching assistant substitute/assistant cook substitute. Discussion followed. A Policy Council member suggested that we give Policy Council members some background information on the recommended hires.

Ashlei moved to approve the hire of Stephanie Solley as a Head Start teaching assistant substitute in Hettinger County. Marreysa seconded the motion. The motion carried.

Marreysa moved to approve the hire of Keanna Schneider as a Head Start/Early Head Start teaching assistant substitute. Bethanie seconded the motion. The motion carried.

Allie moved to approve the hire of Brittany Theurer as a Head Start/Early Head Start teaching assistant substitute. Bethanie seconded the motion. The motion carried.

Allie moved to approve the hire of Nancy Berry as a Head Start/Early Head Start teaching assistant substitute and assistant cook substitute. Marreysa seconded the motion. The motion carried.

**Approval of Head Start/Early Head Start Interpreter:** Jennifer Braun, Head Start/Early Head Start Director, reported that the recommendation is to hire Lexee Steffan as a Head Start/Early Head Start interpreter. This position is an “as needed” position for Spanish.

Marreysa moved to approve the hire of Lexee Steffan as a Head Start/Early Head Start interpreter. Ashlei seconded the motion. The motion carried.

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

#### **Work Plans**

**Management:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes in the 2015-2016 Management Work Plan. Changes include: title changes, adding the EHS website, deleting “a curriculum website that provides parents with an opportunity to communicate with teaching staff,” and changes required for a birth to age 5 program.

Dana moved to approve the 2015-2016 Management Work Plan, as presented. Ashlei seconded the motion. The motion carried.

**Program Governance:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes in the 2015-2016 Program Governance Work Plan. Changes include: parents vote for Policy Council members in October, title changes, self assessments are held from March – May and changes required for a birth to age 5 program.

Allie moved to approve the 2015-2016 Program Governance Work Plan, as presented. Ashlei seconded the motion. The motion carried.

**Human Resources:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes in the 2015-2016 Human Resources Work Plan. Changes include: title changes, moving the disabilities section to the education coordinator, adding a dietician, and deleting “guidance and discipline” policy.

Ashlei moved to approve the 2015-2016 Human Resources Work Plan, as presented. Marreysa seconded the motion. The motion carried.

**Director's Report:** Jennifer Braun, Head Start and Early Head Start Director, presented the Director's Report. Items included in the Director's Report were: Funding Guidance Letter for 2016-2017 Continuation Grant, August Early Head Start Key Indicators, August Program Summaries, August Early Head Start Attendance Analysis, Resignations and staff changes. Highlights included: the 2016-2017 Continuation Grant is due the end of October, the grant will be approved at the October 20 Policy Council meeting, Early Head Start has a lot of diversity, they are working on improving the Early Head Start well-child check numbers and dental home numbers, Head Start needs 27 kids to be fully enrolled, Early Head Start is fully enrolled with 62 children and expectant moms, they are still looking for two Head Start teachers (Jolene Wilhelmi is filling in for two months), and resignations were received from Christina Holcomb, infant/toddler teacher, and Martha Marquardt, assistant cook. Changes in staff include: Dakota Jilek is now a teaching assistant sub, Tara Chase moved from a teaching assistant sub to infant/toddler teacher, Taylor Krieg moved from an in home family specialist to an infant toddler teacher, Kinsey Benz is moving from an infant/toddler teacher to an in home family specialist, Marisa Schmidt, the Early Head Start Education Coordinator, will be out of the office for 6-8 weeks for medical leave. The Director's Report was filed.

### **Committee Reports**

**Parent Committee Minutes:** The Head Start and Early Head Start parent committee minutes were reviewed.

### **Reports from Community Members**

Dana reported that she emailed a Family Science Days poster sponsored by Dickinson State University to Early Head Start. Karen will forward the poster to Policy Council members. This is a free activity and is open to the community.

Bethanie reported that Coats for Kids will be held October 23 at the Biesiot Activity Center.

### **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, October 20, 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