



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: October 12, 2017

Time: 4:00 p.m.

**Members Present:** Renae Ekstrand, Paige Worley

**Members via Telephone:** Kristy Seidel, Dana Nagle, Samantha Davis

**Absent:** Stacey Kuntz

**Nonvoting Present:**

**Staff Present:** Jennifer Braun (Head Start/Early Head Start Director), Karen Heidt (Administrative Assistant)

**Quorum Met:** Yes

**Call to Order:** The meeting was called to order at 4 pm by Jennifer Braun, Head Start/Early Head Start Director. The chair was not present.

**Minutes:** The minutes of the September 14, 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 August 2017 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$490,478 with total expenditures of \$636,872. The August 2017 Community Action Head Start Finance Report was filed.

The August 2017 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant is \$469,642.25 with total expenditures of \$520,940.75. The August 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 shared the July CAP Credit Card Statement.

The Financial Reports were filed.

**CAP Governing Board:** The last Governing Board meeting was held on September 26. Highlights included: They approved the Head Start/Early Head Start grant, approved the CSBG revised budget and Home grant to rehabilitate two rental units in Region I and VIII, and they are looking for Board Members from the low income sector and a shared Governing Board member. The next Governing Board meeting is scheduled on November 28 at 10 am. The CAP Governing Board report was filed.

**Unfinished Business:**

**Second Reading of Policies:** There were no policies for Second Reading.

**New Business:**

**Approval of Head Start/Early Head Start Assistant Cook:** Jennifer Braun, HS/EHS Director, reported that the recommendation is to hire Cheryl Lehman as a Head Start/Early Head Start Assistant Cook. She gave a brief bio on Cheryl.

Kristy moved to approve the hire of Cheryl Lehman as a Head Start/Early Head Start Assistant Cook. Renae seconded the motion. The motion carried.

**Approval of Head Start Teaching Assistant (Dickinson Public Schools):** Jennifer Braun, HS/EHS Director, reported that the recommendation is to hire Audra Baker as a Head Start Teaching Assistant (Dickinson Public Schools classroom). She gave a brief bio on Audra.

Dana moved to approve the hire of Audra Baker as a Head Start Teaching Assistant (Dickinson Public Schools classroom). Paige 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: Program Summaries, Attendance Analysis, Staff Resignations/Changes, and Federal Monitoring Review Letter. Highlights included: The Governing Board approved the Head Start/Early Head Start grant and Training Plan. Head Start was fully enrolled and they have 21 on the income eligible Wait list. Early Head Start was fully enrolled. Head Start children were fitted with bike helmets which they will take home at the end of the year. They also received school bus safety training. Resignations were received from Mindy Wood and KaraLee Fugeman, teaching assistants in the Head Start (Dickinson Public Schools) classrooms. Their replacements are Judith Corcoran from the sub list and Audra Baker. The program received a federal monitoring letter. We will be monitored sometime between October 1-September 30, 2018. Jennifer reviewed the new monitoring protocol (AMS 2.0 Aligned Monitoring system). The new monitoring system will focus on performance, data driven decisions and impact. The Head Start Regional specialist and fiscal specialist will be visiting our sites on October 25. The Director's report was filed.

**Parent Committee:** Parent Committee meeting minutes from Jodi's Open House, Jessica's Open House, Hettinger County/Mott's Open House, Natasha's Open House and Emily's Open House were reviewed.

**Reports from Community Members:**

Paige reported that there have been eight overdoses resulting in two fatalities in our area recently. They believe the same batch of heroin was laced with fentanyl.

Renae reported that DSU is sponsoring Boo Hawks on Tuesday, October 31 from 4-7 pm at Weinbergen Hall. Dickinson State's Homecoming is this weekend with a homecoming parade on Saturday.

Dana reported that she is selling coupon booklets for Herberger's Community Days for a fundraiser for Head Start/Early Head Start.

**Announcements:** Policy Council members were reminded to fill out their In-Kind forms, travel and childcare reimbursement forms. We will email Policy Council Candidate forms to Community members.

**Next meeting:** The next Policy Council meeting is scheduled on Thursday, November 9, 2017, at 4 pm.

**Adjournment:** The meeting was adjourned at 4:30 pm.

**Submitted by:**

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Paige Worley, Secretary

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Date