



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 27, 2016

Time: 4:00 p.m.

Members Present: Dana Nagle, Stacey Kuntz, Allie Dewitt, Marreysa Netzer (alt.), Dana Whippo (alt.)

Absent: Claire Schlabsz (alt.), Melody Neal

Via Telephone: Robin Rivinius, Kristy Seidel

Staff Present: Jennifer Braun (Head Start/Early Head Start Director), Karen Heidt (Administrative Assistant), Erv Bren (Community Action Partnership Director)

Nonvoting Present: None

Guest Present: None

Quorum Met: Yes

Call to Order: The meeting was called to order by Allie Dewitt, Policy Council Chair, at 4 p.m.

Announcement: Jennifer asked Policy Council members if they have been able to open the pdf documents emailed last week and this week. Some members have had problems opening them. Please let Karen know if you are having problems opening the pdf documents.

Policy Council Meeting Standards: Jennifer reviewed meeting protocol and asked Policy Council members to limit conversation during the meeting and to limit conversation to the agenda topic. She reminded members to turn off their cell phones during the meeting. Things not on the agenda should be discussed after the meeting.

Minutes: The minutes of the August 23, 2016, meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Marreysa Netzer, Treasurer, reviewed the Financial Reports.

The July 2016 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$469,286.92 with total expenditures of \$638,448.08. The July 2016 Community Action Head Start Finance Report was filed.

The July 2016 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant is \$515,256.30 with total expenditures of \$458,225.70. The July 2016 Community Action Early Head Start Finance Report was filed.

Jennifer reported that the Head Start and Early Head Start budgets are tight. They are monitoring them closely. They reported that salaries and fringe benefits are a concern for next year's budget.

USDA Reimbursement: Marreysa shared the August 2016 USDA report. The USDA report was filed.

The Financial Reports were filed.

CAP Governing Board: Erv Bren reported on the CAP Governing Board meeting which was held on September 27, 2016. Highlights included: they reviewed regulations they need to follow, reviewed Erv's annual Performance Assessment, Jennifer reviewed the Head Start and Early Head Start information, and they received \$3.5 million for the weatherization program. The CAP Governing Board Report was filed.

Unfinished Business:

Second Reading of Policies

Ongoing Monitoring: Jennifer reported on the suggested changes. Suggested changes include: adding Head Start Education Coordinator, Community Action Partnership (CAP), under Health adding Health Services Committee, for EHS children, under Family Partnership adding Family Partnership Coordinator, adding Health Coordinator, under Human Resources deleting ~~“Individual staff goals are reviewed semi annually by the staff and their supervisor and submitted to the Head Start/Early Head Start Director for review.”~~

Stacey moved to approve the Ongoing Monitoring policy for second reading approval. Marreysa seconded the motion. The motion carried.

New Business:

Approval of Teaching Assistant (DPS): Jennifer reported that the recommendation is to hire Jean Ficek as a Teaching Assistant (DPS). She gave a brief bio on Jean. This position is in Kay's pm classroom.

Marreysa moved to approve the hire of Jean Ficek as a Teaching Assistant (DPS). Dana N seconded the motion. The motion carried.

Approval of Head Start/Early Head Start Teaching Assistant Substitute: Jennifer reported that the recommendation is to hire Judith Corcoran as a Head Start/Early Head Start Teaching Assistant Substitute. She gave a brief bio on Judith.

Stacey moved to approve the hire of Judith Corcoran as a Head Start/Early Head Start Teaching Assistant Substitute. Dana W seconded the motion. The motion carried.

Approval of the Head Start/Early Head Start Assistant Cook: Jennifer reported that the recommendation is to hire Joanne Davenport as a Head Start/Early Head Start Assistant Cook. She gave a brief bio. She reported that they previously offered the position to Vicky Quattelbaum but she has resigned.

Marreysa moved to approve the hire of Joanne Davenport as a Head Start/Early Head Start Assistant Cook. Robin seconded the motion. The motion carried.

Approval of the Head Start Bus Driver: Jennifer reported that the recommendation is to hire Talia Burns as a Head Start Bus Driver for the noon route. She gave a brief bio. Dana N moved to approve the hire of Talia Burns as a Head Start Bus Driver. Stacey seconded the motion. The motion carried.

Approval of Self Assessment Action Plan: Jennifer reported on the suggested changes from the April and May Self Assessment meetings. Suggested changes included: Recruit people to run and serve on Policy Council. Include nonresidential parents in their child's education, newsletter, COR, etc. Communicate with staff that doesn't have email address by using paper memos, etc. Announce new staff and staff changes at orientation and staff meetings. Volunteers should have a TB questionnaire done before volunteering. Cultural awareness training for staff. West Dakota Wednesday is held once a month in the Head Start multipurpose room to help families. Schedule joint trainings with other partners in our community. Develop or begin to develop a partnership with Badlands Choice Clinic. Implement TPITOS at Early Head Start. We revised the Early Head Start Center enrollment points. Meet with Stark County Social Services to increase referrals. Health registration forms were revised. Misty will meet with Head Start children monthly to prepare them for fire drills. Schedule a transition meeting with Head Start for the kids that transfer from Early Head Start. Discuss resource opportunities with parents of children on IEP's. Marreysa moved to approve the Self Assessment Action Plan. Stacey seconded the motion. The motion carried.

Approval of Head Start/Early Head Start 3 Year Continuation Grant: Jennifer reported that this agenda item will be tabled since the grant has not been completed yet.

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 July Key Indicators, Program Summary, Attendance Analysis, Resignations/Staff changes, COLA Amendment Notice of Award, Head Start and Early Head Start 2015-2016 Program Information Report (PIR), 2017-2018 Funding Guidance letter, 2016-2017 Training Plan and new T/TA Point of contact. Highlights included: Early Head Start may be under enrolled in September. Our new Education Coordinator, Michelle Sletvold, started in August. Reported Head Start has 43 children on the waitlist, but 43 are over income. Resignations were received from Audra Baker, teaching assistant substitute, and Stephanie Solley, Hettinger County teaching assistant substitute. The COLA grant (Cost of Living) was approved for \$36,716. The dollars will be used for salaries. The Program Information Report (PIR) is a summary of the 2015-2016 year statistics. The Funding Guidance letter for the year 3 continuation grant is for \$2,117,933 which includes the COLA grant award. Our new Regional T/TA (Training and Technical Assistance) network point of contact is Diane Lowery. She will be meeting with Head Start and Early Head Start coordinators on Wednesday. Training Plan updates were reviewed. The Director's report was filed.

Director's Monthly Information: Jennifer Braun, Head Start/Early Head Start Director, reviewed the New Head Start/Early Head Start Performance Standards monthly training information. The Performance Standards were consolidated from ten areas to five areas. Some of the new Performance Standards go into effect on November 7, 2016.

Highlights included:

- **Duration of School Year** – The EHS day must be 1,350 hours by August 2018. Starting February 6, 2017, the EHS core day will run from 9 am to 3:30 pm (not 3 pm). Head Start is supposed to have 1,020 annual student contact hours by August 2019. They want classrooms to run full day

classrooms, year round. We intend to write a waiver because of our partnership with the Dickinson Public Schools and Mott/Regent Schools stating that this locally designed option is best for our community.

- **Quality Rating & Improvement System (ORIS)** – The Office of Head Start would like programs to follow their state QRIS system, unless the state’s system does not allow for HS monitoring. At this time, ND does not allow HS monitoring so we will wait to see what happens.
- **Background Checks** – Employees must have a background check every five years. This is an added program cost.
- **Home Visitor Qualifications** – They must have a minimum of a Home Visitor CDA or equivalent coursework.
- **Coordinated Coaching** – Education Coordinators must have active, reflective supervision of staff. They must meet consistently with staff and provide professional development.
- **Change in final 60 day enrollment for Head Start** – We must fill openings in April and May (the final 60 days of school). They took out the 60 day enrollment waiver.
- **Immunization Requirements** – Head Start and Early Head Start children must comply with their State’s immunization and attendance requirements. Children will have 30 days to get their required immunizations up to date or they can’t attend school. Parents may still complete a declination that they do not immunize their children because of religious beliefs, etc. Misty has posted the Southwest District Health Unit immunization dates in both buildings and they have been advertised in our school newsletters. This requirement starts November 7, 2016. We do not know how this impacts home base families.
- **Attendance Changes** – We must do a home visit after two consecutive unexcused absences starting November 7, 2016.
- **Meals** - All meals for 3-5 year olds must be high in nutrients, low in fat, sugar and sodium.
- **Transitions from Early Head Start to Head Start** – We will need to decide how many months a child can stay in Early Head Start after their 3rd birthday before entering Head Start. The months are limited.
- **Professional Development hours** – All staff must have a minimum of 15 hours of professional development.

Parent Committee: Parent committee reports were submitted from Head Start/Early Head Start Socialization in Rhame, Jessica’s and Jodi’s Head Start classrooms, and Early Head Start.

Reports from Community Members:

Jennifer reported that the Harvest festival is scheduled Saturday, October 1 at DSU. Head Start and Early Head Start and Imagination Library have been selected as the two nonprofits for donations.

Allie reported that wrestling is scheduled on Friday in Killdeer.

Dana W reported that the new daycare, Learning Ladder, which is located in the Strom Center building west of the mall is taking applications. Priority will be given to DSU faculty, staff and student’s children.

Marreysa reported that Little Links is sponsoring a field trip to the Papa’s Pumpkin Patch in Bismarck on Friday. The admission fee is \$1. Cars will be leaving Dickinson at 9 am. Movies are \$5 on Tuesday’s at the movie theater (this does not include holidays). The Dickinson Museum is holding a book reading on Tuesday mornings.

Dana W reported that DSU is sponsoring Family Science days one Saturday a month starting in September. She will email the information to Karen to share.

Dana N reported that she will pick up booklets to sell for Herberger’s Community Days. The booklets are \$5 each and the buyer receives discount coupons to shop at Herbergers. The participating nonprofits receive part of the coupon booklet sales. She signed up Head Start/Early Head Start to participate.

Announcements: Policy Council members were reminded to fill out their inkind forms, travel and childcare reimbursement forms.

Next meeting: The next Policy Council meeting is scheduled on **Tuesday, October 18 at 4 pm.**

Adjournment: The meeting was adjourned at 5:45 pm.

Submitted by:

Kristy Seidel, Secretary

Date