



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 18, 2016

Time: 4:00 p.m.



**Members Present:** Dana Nagle, Allie Dewitt, Claire Schlabsz (alt)

**Absent:** Dana Whippo (alt.), Stacey Kuntz, and Kristy Seidel

**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 Allie Dewitt, Policy Council Chair, at 4 p.m.

**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 September 27, 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 August 2016 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$424,546.20 with total expenditures of \$683,188.80. The August 2016 Community Action Head Start Finance Report was filed.

The August 2016 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant was \$437,536.10 with total expenditures of \$535,945.90. The August 2016 Community Action Early Head Start Finance Report was filed.

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

Jennifer reported that the Finance committee is watching the Head Start and Early Head Start budgets closely.

The Financial Reports were filed.

**CAP Governing Board:** Robin did not have anything to report from the CAP Governing Board.

**Unfinished Business:**

**Second Reading of Policies**

There were no policies for second reading.

**New Business:**

**Approval of Head Start/Early Head Start 3 Year Continuation Grant:** Jennifer reported on the Continuation Grant. The Head Start budget is for \$1,109,328 which includes the COLA grant dollars. The Early Head Start budget is for \$967,137 which includes the COLA grant dollars. Personnel costs for salary and fringe make up the largest amount of the grants. Marreysa moved to approve the Head Start/Early Head Start 3 Year Continuation grant, as presented. Dana N seconded the motion. The motion carried.

**First Reading of Policies:**

**Child Care and Travel Voucher Policy:** Jennifer reported on the suggested changes. Suggested changes include: the new Performance Standard number.

Robin moved to approve the Child Care and Travel Voucher Policy for first reading approval. Dana N seconded the motion. The motion carried.

**Education Staff Qualifications and Development Procedure:** Jennifer reported on the suggested changes. Suggested changes include: the new Performance Standard number and objective.

Dana N moved to approve the Education Staff Qualifications and Development Procedure for first reading approval. Robin seconded the motion. The motion carried.

**Fundraising Guideline for Parent Committees policy:** Jennifer reported on the suggested changes. Suggested changes include: adding Early Head Start under the objective. Delete ~~complete a Community Action Partnership Head Start or Early Head Start Fundraising application~~ and add “inform the Head Start/Early Head Start Director and Policy Council of their plan, either verbally or in writing, and it will be approved b the Community Action Partnership (CAP) Executive Director.”

Dana N moved to approve the Fundraising Guideline for Parent Committees policy for first reading approval. Marreysa seconded the motion. The motion carried.

**Director’s Report:** Jennifer Braun, Head Start/Early Head Start Director, presented the Director’s Report. Items included in the Director’s Report were: September Key Indicators, September Program Summary, Attendance Analysis, and Resignations/Staff changes. Highlights included: Head Start’s enrollment was 114 as of September. Early Head Start had 61 children enrolled. Jennifer reported that more EHS families want the EHS Center than home base. The Health Coordinator is working on getting families to a medical home for their child’s well child check, lead and hemoglobin draws and immunizations. They are also following up on dental home and dental exams. The North Dakota Department of Health’s immunization requirements go into effect on November 7. Children must be caught up on all immunizations or have a declination in place or they will be excluded from the center or home visits until they are up to date or the declination is signed. Misty sent letters home to parents regarding their immunizations. Dental day is scheduled on October 27 with Dr. Sticka coming to the Center. There were no new resignations this month.

The Director's report was filed.

**Parent Committee:** Parent Committee meeting minutes from Jolene and Marisa's Dickinson Head Start classrooms and the Hettinger County Parent Committee meeting were included in the meeting packet.

**Health Services Advisory Committee Minutes:** Minutes from the September 28, 2016, Health Services Advisory committee meeting were included in the meeting packet. New immunization requirements were reviewed. Policies and procedures were reviewed. We are doing research on our Lock Down procedure. Hearing and vision screenings need to be completed by October 20. Dental days are scheduled October 27 and March 30 with Dr. Sticka. Erin Berger from SW District Health Unit will be coming to HS/EHS to perform health track screenings. Flu vaccine pods will be held October 14, 15 at the Armory. Jennifer mentioned that we currently don't have a dietician. We are looking for someone to approve our menus. Claire mentioned that her sister in South Dakota is a dietician and she may be interested.

**Reports from Community Members:**

Dana N reported that she has Herbergers Community Days coupon booklets that cost \$5 to sell for a fundraiser for Head Start/Early Head Start. Parents and staff can contact her if they would like to purchase a booklet or help sell them. Herbergers will donate a portion of the sales back to Head Start/Early Head Start. The money raised will be used to purchase emergency supplies for families such as formula and diapers. She also reported that Krista Bothum is doing Halloween costume photos for free. You just have to bring nonperishable food items for the Amen Food Pantry. She will also sell the Herbergers booklets for Head Start/Early Head Start during the Halloween sessions. Claire offered to help sell the booklets.

Claire reported that the Montessori school is making care packages for foster care children. She is willing to help promote an online diaper/formula drive for Head Start/Early Head Start and possibly the Chamber because of our budget short fall. Jennifer will check with Erv for his approval and then we will find out what type of formula, diapers and sizes we need.

Robin reported that the Kids Program's annual Halloween Bash/Family Night is scheduled on Monday night at the Heart River Retreat Center from 5-7 pm for current and past families. They are still looking for a speech pathologist. Stacey had a baby boy on Saturday.

Jennifer gave an update on the Harvest Festival. We will be getting a donation from them.

**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, November 22 at 4 pm.

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

**Submitted by:**

---

Kristy Seidel, Secretary

---

Date

